FSA
HANDBOOK

Supplemental Revenue Assistance Payments Program

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

1-SURE

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

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

Supplemental Revenue Assistance Payments Program 1-SURE	**Amendment 5**

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 3 C has been amended to clarify how quality adjustment applies to qualifying loss calculations.

Subparagraph 35 G has been amended to clarify that producers may not elect *de minimus* if they have already obtained NAP coverage or crop insurance.

Paragraph 66 has been amended to provide for multiple quality factors.

Subparagraph 231 A has been amended to clarify applying quality factors to NAMP.

Subparagraph 233 A has been amended clarify COC requests for quality factors.

Subparagraph 233 B has been amended to clarify applying quality factors to NAMP and provide additional examples.

Subparagraph 233 E and 302 D have been amended for clarity.

Subparagraph 233 H has been amended to clarify producers certifying quality factors.

Subparagraph 263 H has been amended to correct reference to imputed CAT or NAP payments.

Subparagraphs 301 C and D have been amended to instruct users to add together the feed barley and malt barley prices and enter the total into the SURE Interim Workbook.

Subparagraph 301 D has been amended to clarify the reference to the SURE Interim Report.

Subparagraph 301 F has been amended to add reference to the SURE Interim Workbook.

Subparagraph 301 G has been amended to correct the first row of table.

Paragraph 302 has been amended to instruct users to add together the potato and seed potato prices and enter the total into the SURE Interim Workbook.

A Reasons for Amendment (Continued)

Paragraph 303 has been added to provide information about RMA data for peanuts.

Subparagraphs 322 B, C, and J have been amended to clarify producer quality reductions certification on FSA-682, Part B.

Subparagraph 341 C, 343 C, and 344 C have been amended to clarify FSA-682, Part B, instructions for entering quality reductions.

Subparagraphs 342 A and 352 A, B, and E have been amended to display the revised FSA-682 and FSA-682 A.

Paragraph 380 has been added to clarify producer certifications for FSA-682 corrections.

Paragraph 386 has been added to clarify requirements for recertification when STC establishes new quality reduction factors.

Exhibit 2 has been amended to add definitions for actual production, expected revenue, and normal production.

Exhibit 4 has been amended to correct explanation of multiple cropping flag and reinstate gross indemnity, producer premium, record type code, location State, and location county.

Page Control Chart		
TC	**Text**	**Exhibit**
3, 4	1-2.5, 1-2.6 (add) 1-3, 1-4 2-15, 2-16 3-7, 3-8 3-8.5 through 3-8.10 (add) 7-1, 7-2 8-1 through 8-8 8-11, 8-12 9-11, 9-12 10-33 through 10-36 10-39 through 10-42 10-43 through 10-48 (add) 11-5 through 11-20 11-51 through 11-60 11-63 through 11-70 11-73, 11-74 11-81 through 11-150 11-151 (add)	1, pages 1, 2 2, pages 1, 2 page 3 page 4 (add) 4, pages 1, 2 pages 7, 8

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Part 1 General Information and Administrative Provisions

1 Purpose and Coverage

A Handbook Purpose

This handbook provides procedure for SURE that is implemented by DAFP through PECD.

B Related Handbooks

Related handbooks include the following.

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
appeals	1-APP.
signatures, powers of attorney, names and addresses, controlled substances, deceased individuals, or closed estates	1-CM.
acreage reporting, compliance, prevented planting	2-CP
HELC/WC	6-CP.
requests for relief and finality rule provisions	7-CP.
EFT's	1-FI.
accounting interface	6-FI.
bankruptcy flags, claims, and withholdings	58-FI.
prompt payment interest	61-FI.
assignments and joint payees	63-FI.
establishing and reporting debts in CRS	67-FI.
providing public information	2-INFO.
NAP-covered crops	1-NAP.
AGI, payment eligibility, payment limitation, and person determinations	1-PL.
eligibility flags, payment limitation allocations, and recording determinations	3-PL.
referring FSA/RMA discrepancies and/or potential abuse cases to RMA Regional Offices on AD-2007	4-RM.

2 Authorities

A Statutory Authority

The Food, Conservation, and Energy Act of 2008, Pub. L. 110-246, as amended by Pub. L. 110-329, Pub. L. 110-398, and Pub. L. 111-005 authorizes the Secretary to implement SURE.

B Regulatory Authority

Regulations for SURE are provided in 7 CFR Part 760, Subpart G.

C Limitations

If more than 1 handbook provision appears to apply, the provisions that are the most restrictive on benefits or eligibility apply.

This handbook constitutes FSA's internal operating guidelines issued by DAFP for carrying out the provisions of regulations. Handbook provisions are considered interpretive of regulations. Whenever an unintended conflict appears to exist between any handbook provision and the pertinent applicable Federal regulations, regulations apply.

3 General Information

A SURE Assistance

Assistance under SURE is available for NAP coverable or insurable crop losses on the following:

- prevented planted acreage
- reduced production of planted acreage
- reduced quality on certain crops
- value loss crops including, but not limited to, nursery and aquaculture.

Eligible participants may receive SURE benefits in addition to the following:

- payments received under NAP
- crop insurance indemnities received under the Federal Crop Insurance Act
- emergency loans made available under Consolidated Farm and Rural Development Act, Subtitle C.

B Signup

For 2008 crops, FSA-682's shall be filed in either the participant's recording or administrative County Office.

C Qualifying Loss

Participants must have at least 1 crop of economic significance (defined in Exhibit 2) with a ***--**10 percent production loss, adjusted for quality, because of a natural disaster. The 10 percent loss threshold is determined by comparing the actual production of a crop to the normal**--***
production for the crop. In addition, the producer must have either of the following:

- a portion of the SURE farm located in a natural disaster county designated by the Secretary, including contiguous counties
- an overall loss greater than 50 percent of the actual production on the farm compared to ***--**normal production for the farm for that crop year.

Notes: Farm is defined according to subparagraph 32 A and Exhibit 2.

Actual production and normal production are defined in Exhibit 2.**--***

3 General Information (Continued)

C Qualifying Loss (Continued)

*--The following table provides guidance for determining when to apply quality adjustments to harvested production for the 10 percent loss and 50 percent loss eligibility requirements.

Note: This table applies **only** to production for determining eligibility. It does **not** apply to production in determining total crop value for the total farm revenue calculation. Total crop value takes quality into account with an adjustment to the national average market price rather than the production as outlined in Part 8. **The quality adjustment factors only apply to harvested production.**

IF the crop is…	**AND harvested production is…**	**AND the crop…**	**THEN…**
insured	provided by a loss record on the SURE Interim Report.	is listed in Exhibit 17 with a "Yes" in the "Is there a Quality Adjustment" field.	quality adjustments have already been applied and no further adjustments to production shall apply unless the STC has established a separate quality adjustment factor for excessive moisture according to paragraph 66 and the producer certifies that their average quality adjustment factor for excessive moisture met or exceeded the STC established quality adjustment factor for excessive moisture according to subparagraph 233 H.
		is listed in Exhibit 17 with a "No" in the "Is there a Quality Adjustment" field.	apply the applicable quality adjustment factor according to paragraph 66 if the producer certifies that his average quality adjustment met or exceeded the STC established QA factor according to subparagraph 233 H.
	not provided by a loss record on the SURE Interim Report.	has been approved for a quality adjustment according to paragraph 66.	apply the applicable quality adjustment factor according to paragraph 66 if the producer certifies that his average quality adjustment met or exceeded the STC established QA factor according to subparagraph 233 H.
NAP or waived in according to subparagraph 35 C.		has been approved for a quality adjustment in the county.	apply the applicable quality adjustment factor according to paragraph 66 if the producer certifies that his average quality adjustment met or exceeded the STC established QA factor according to subparagraph 233 H.

--*

3 General Information (Continued)

C Qualifying Loss (Continued)

***--Example 1:** A producer has an insured crop of corn in a county. The STC "other" quality adjustment in this county for corn is .9000. The STC "excessive moisture" quality adjustment in this county is .8000. The producer certified that all of the harvested production meets or exceeds both the "other" and "excessive moisture" quality adjustment factors as outlined in paragraph 66. However, this crop is listed in Exhibit 17 with a "Y" (a crop that has production adjusted for quality by RMA). The crop has an RMA loss record. Since the crop has a loss record, the total production has been adjusted for quality; therefore, the production can **only** be further adjusted by the "excessive moisture" quality adjustment factor of .8000.

The producer also has wheat in the county. The crop is insured and is also listed with a "Y" in Exhibit 17, but does **not** have a loss record. The STC "other" quality adjustment in this county for wheat is .8000. The STC "excessive moisture" quality adjustment for wheat is .9000. The producer certifies that their harvested production meets or exceeds both the "other" and "excessive moisture" quality adjustment factors as outlined in paragraph 66. The total harvested production for the loss calculations will be adjusted down by the combined quality adjustment factor of .7000.

Example 2: A producer has an insured crop of corn in a county. The crop has RMA optional units and has 4 different units in the same county. Two of the units have production on the RMA loss record and 2 of the units do **not**. The STC "other" quality adjustment in this county for corn is .9000. The STC "excessive moisture" quality adjustment in this county for corn is .9000. The producer certified that all of their harvested production meets or exceeds both the "other" and "excessive moisture" quality adjustment factors as outlined in paragraph 66. This crop is listed with a "Y" in Exhibit 17. The 2 units that do **not** have a loss record will have the harvested production for those units adjusted by the combined quality adjustment factor of .8000. The 2 units that have a loss record will **only** apply the "excessive moisture" quality adjustment factor of .9000.**--***

3 General Information (Continued)

D Funding

The Food, Conservation, and Energy Act of 2008 created the Agricultural Disaster Relief Trust Fund that will provide monies for SURE obligations. SURE payments will **not** be subject to a national payment factor.

E FSA-570 Not Applicable

SURE payments will be made to eligible producers without regard to FSA-570 on file in the County Office.

F Assistance

SURE assistance is available for crop losses incurred in the crop years 2008 through September 30, 2011, because of a disaster. The crop year for specific commodities is defined by RMA or NAP.

SURE assistance is calculated in an amount equal to 60 percent of the difference between the SURE guarantee and total farm revenue.

G Prompt Payment Interest

Prompt Payment Act provisions are applicable to SURE according to 61-FI, after **all** of the following have been completed:

- participant signs and completes FSA-682 along with all required forms, including forms listed in paragraph 321
- all documentation required from the participant has been submitted, such as production records, sales receipts, crop appraisals, quality tests, etc.
- County Office has received all software to calculate and issue SURE payments, including any necessary RMA data and the 2008 SURE Interim Report (Exhibit 4)
- all participant referrals to RMA or OIG have been returned or cases completed
- participant appeals have been finalized for FSA-682's disapproved by COC.

3 General Information (Continued)

H Other Criteria

The following are other program and administrative provisions that apply to SURE:

- controlled substance provisions
- fraud/FCIC

  Exception: Participants either qualify for SURE payments or they do not. Participants do not render performance; therefore, failure to fully comply relief provisions do **not** apply to SURE.

- equitable relief provisions.

County Offices shall record determinations for the applicable criteria in the eligibility file according to 3-PL.

I Modifying Provisions

Provisions in this handbook shall **not** be revised without prior written approval from the National Office.

J Forms

User forms, worksheets, applications, other documents, other than those provided in this handbook or issued by the National Office, are **not** permitted.

3 General Information (Continued)

K Signature Requirements

All participants' signatures **must** be received by the signup deadline. Neither STC nor COC has authority to approve late-filed FSA-682's.

Note: The signup deadline will be announced under separate cover.

Follow 1-CM for signature requirements.

L Public Information

Follow instructions in 2-INFO for providing information about SURE.

4 Responsibilities

A DAFP Responsibilities

DAFP shall:

- establish NAMP for crops with 1 price nationwide
- develop all SURE regulations and policies
- ensure that SURE is administered according to 7 CFR Part 760, Subpart G.

B STC Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 760, Subpart G, STC shall:

- direct the administration of SURE
- establish NAMP's for crops not established by DAFP
- approve quality adjustment factors
- ensure that State and County Offices follow SURE provisions
- handle suspected fraud cases according to applicable procedure
- thoroughly document all actions taken in STC meeting minutes
- provide DD with a copy of STC or DAFP determinations for appeals or misinformation/misaction cases
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- review all FSA-682's executed by State Office employees, COC members, CED's, County Office employees, and their spouses
- require reviews be conducted by DD's according to paragraph 21 to ensure that SURE is being implemented according to SURE provisions

  Note: STC's may establish additional reviews to ensure that SURE is administered according to SURE provisions.

- approve CEY's.

--Note:** STC may develop additional guidelines to assist County Offices with implementing the SURE Program.**--

4 Responsibilities (Continued)

C SED Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart G, SED's shall:

- ensure that County Offices follow SURE provisions
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- ensure that DD's conduct reviews according to paragraph 21

  Note: SED may establish additional reviews to ensure that SURE is administered according to SURE provisions.

- ensure that **all** County Offices publicize SURE provisions according to paragraph 6

  Important: Because of displaced producers, all County Offices in the State **must** publicize SURE provisions.

- immediately notify the National Office of problems, incomplete or incorrect procedures, and specific problems or findings.

SED equitable relief authority in 7-CP applies to SURE.

D DD Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart G, DD's shall ensure that COC's and CED's carryout SURE provisions as follows:

- conduct reviews according to paragraph 21 and any additional review established by STC or SED according to subparagraph B and C
- provide SED with report of all reviews according to paragraph 21
- ensure that County Offices publicize SURE provisions according to paragraph 6.

4 Responsibilities (Continued)

E General COC Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart G, COC's shall:

- fully comply with all SURE provisions
- ensure that CED's fully comply with all SURE provisions
- follow procedure in paragraph 5 for redelegation of authority
- handle suspected fraud cases according to applicable procedure
- develop quality adjustment factors based on weather, crop conditions, etc., document their findings, and send recommendations to STC
- ensure that the claimed share reflects the participant's ownership interest in the crop at the time of loss

  Note: If the participant claiming a share of SURE has entered into any agreement or contract to grow or produce the crop for another, without retaining any ownership share interest in the crop, the participant **cannot** be considered to have a valid claim to a share of SURE payment.

- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- thoroughly document all actions taken in COC meeting minutes

  Important: **All** of the following **must** be thoroughly documented for **all** SURE determinations made by COC:

  - factors reviewed or considered
  - documentation reviewed
  - references to applicable handbooks, notices, and regulations
  - sources of information obtained for review or consideration.

4 Responsibilities (Continued)

E General COC Responsibilities (Continued)

- notify participants in writing, if their FSA-682 is disapproved

  Note: Notifications shall include the following information:

  - reason for FSA-682 denial
  - factors reviewed or considered in making determination
  - appeal rights
  - copy of FSA-682.

- ensure that producers receive complete and accurate SURE information

  Note: SURE information may be provided through the following:

  - County Office visits
  - fact sheets, leaflets, newsletters, and print media
  - meetings
  - radio, television, and video.

- ensure that SURE general provisions and other important items are publicized as soon as possible after information is received from the National Office including, but **not** limited to the following:

  - basic participant eligibility criteria
  - general data required to complete FSA-682
  - payment limitation
  - RMPR certification
  - signup period
  - workflow of worksheets for multi-county producers

- reduce CEY's according to paragraph 123, if necessary.

4 Responsibilities (Continued)

F Recording County Responsibilities

The recording county for SURE shall be the producer's recording county according to 3-PL. If the producer is involved in only 1 county, then that county is considered to be both the recording and administrative county for the purposes of this paragraph.

COC in a recording county is responsible for:

- producer eligibility determinations according to Part 1
- ensuring that FSA-217, if applicable, is completed according to 1-CM
- ensuring that FSA-682 is completed according to Part 11
- assuring producer signatures follow 1-CM procedure
- approving or disapproving FSA-682, Parts A through D, for their county's data
- adjusting production on FSA-682, Part D, for crops in their county
- overall FSA-682 approval or disapproval
- ensuring that other administrative counties are notified when FSA-682 is approved/disapproved
- ensuring that FSA-683 is completed according to paragraph 353.

G Other Administrative County Responsibilities

COC's in nonrecording counties are responsible for:

- approving or disapproving FSA-682, Parts A through D for their county's data
- adjusting production on FSA-682, Part D, for crops in their county
- ensuring that recording county receives data from their county, including COC determinations.

4 Responsibilities (Continued)

H CED Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart G, CED's shall:

- fully comply with all SURE provisions
- ensure that County Office employees fully comply with all SURE provisions
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- ensure that modifications to data provided by the applicant are not made unless the applicant initials and dates the modification
- ensure that producers receive complete and accurate SURE information
- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
- ensure that general provisions and other important items are publicized according to paragraph 6
- ensure that RMA data on the SURE Interim Report (Exhibit 4) for land administered in another county is sent to the applicable county.

I Program Technician Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, Subpart G, program technicians shall:

- fully comply with all SURE provisions
- immediately notify CED of problems including incomplete or incorrect procedures
- ensure that producers receive complete and accurate SURE information.

5 COC Delegation of Authority

A COC Responsibilities

COC is responsible for acting on all FSA-682's. This authority **cannot** be delegated beyond routine determinations, as provided in subparagraph C.

B COC Responsibilities That May Be Delegated

COC may delegate responsibility to CED for approving routine FSA-682's. Following are examples of routine FSA-682's:

- all information is accounted for and completed on FSA-682 with RMA data

- NAP-covered crops for which CCC-576's have already been approved for the disaster crop year.

C COC Responsibilities That Shall Not Be Delegated

Under no circumstances shall COC delegate responsibility to CED for determinations involving any of the following:

- AGI in situations where certifications are questionable
- assigning production
- county average quality adjustment factors
- ineligible loss conditions
- maximum loss level for the county or area
- normal marketing percentages for crops with multiple markets
- reducing yields.

Note: COC employees making what could be interpreted as adverse decisions not mentioned herein **must** provide a right of appeal to COC **only** according to 1-APP.

6 Outreach

A General Information

Every attempt shall be made to timely notify and publicize SURE to all potential participants.

Special emphasis shall be made to disseminate the information to potential participants who are a minority, SDA, LR, BF, underserved, or underrepresented.

B State Office Responsibilities

State Offices shall, through the State outreach coordinator, make every attempt to ensure that timely notification is provided appropriately at both the State and county levels.

A list of minority organizations in the State, for reference in disseminating disaster program information to minority groups, shall be maintained. The list shall include organization names, addresses, and name of the contact person. This list should consist of at least the following:

- Alaska Native organizations
- American Indian organizations
- Hispanic associations of colleges and universities
- historically black colleges and universities (1890 colleges and universities)
- Native American community colleges
- minority and ethnic newspapers and radios
- organizations for the handicapped
- organizations for the aging.

Ensure that the lists are mailed to County Offices for assistance with disseminating SURE information.

6 Outreach (Continued)

C County Office Responsibilities

County Offices shall make every attempt to ensure that correct and timely notification is provided to potential participants by:

- fact sheets, leaflets, newsletters, and print media in general circulation in the county or area
- public meetings
- radio, television, and video that have general coverage in the county or area.

Note: County Offices shall review and use State lists for applicable contacts in the area.

County Offices shall maintain a list of civic, agri-business, and special interest organizations functioning at the county level for reference in disseminating SURE information. County lists should include a minimum of the following:

- farmer or rural organizations, such as Ruritan clubs, Future Farmers of America, etc.
- minority churches and ministers
- minority organizations and coalitions, such as National Association for the Advancement of Colored People, etc.
- county minority and ethnic newspapers and radio stations
- women's groups
- adult education providers of farm management, such as CSREES and agri-businesses, especially if minority-owned.

6 Outreach (Continued)

D Notifications

State and County Offices shall use the lists in subparagraphs B and C to assist in ensuring that information is disseminated to all producers. SURE information **must** be publicized by mailings; meetings shall be held when possible and where feasible. When preparing to speak to groups, consider a location accessible and preferable for the group.

State and County Offices shall ensure that minority members and advisers are:

- fully informed on SURE matters
- fully used for input of minority needs and contacts
- requested to speak to minority groups or to accompany CED, DD, or other officials when speaking to minority groups.

E Documentation

Extensive documentation of outreach efforts is **required**. STC shall document specific guidance given to County Offices and efforts made at the State level about outreach activity.

COC shall document efforts made at the county level whether performed singularly or along with the County Office with the minority adviser, DD, or State outreach coordinator.

A copy of the following shall be included in the primary SURE file (for instance, the "SURE for Supplemental Revenue Assistance Program" file):

- all letters, notices, news articles, radio programs, and county or ethnic group meeting and attendance data
- documentation by COC or STC that must include whether the effort is considered a minority or under-served/under-represented contact.

According to 25-AS, Exhibit 51.6, file copies of notifications of minority advisers, etc., about outreach activity in file OUTR 5, "Notifications".

7 Conservation Compliance

A Conservation Compliance Provisions

SURE participants are subject to the applicable 6-CP conservation compliance provisions. A signed AD-1026 must be on file covering the program year before issuing SURE payments. It is not necessary for a participant to complete a new AD-1026 if there have been no changes to the farming operation since the previous AD-1026 was signed.

B New AD-1026's

If a new AD-1026 is required to be filed, SURE payments may be issued to eligible producers when AD-1026, item 12 is signed. It is **not** necessary to delay issuing SURE payments pending NRCS' HEL or wetland determinations. The AD-1026 "Continuous AD-1026 Certification" statement requires producers to refund SURE payments if an NRCS determination results in HELC/WC violation.

8 Administrative Offset and Bankruptcies

A Administrative Offset

SURE payments shall be subject to administrative offset.

B Bankruptcies

Bankruptcy status does not exclude a producer from requesting disaster benefits.

Contact the OGC Regional Attorney for guidance on all bankruptcy cases involving requests for disaster benefits.

9 Payment Limitations

A 2008 Payment Limitation

For 2008, no person, as defined and determined under the provisions in 7 CFR Part 1400, as in effect for 2008, may receive more than $100,000 combined under LIP, ELAP, Honey Bees and Farm-Raised Fish Program, LFP, and SURE combined.

Determine "persons" according to 1-PL for 2008.

If a person determination for the participant has:

- already been made for 2008 for which FSA-682 is submitted, use the same person determination for SURE purposes

- **not** been made for 2008 for which FSA-682 is submitted, COC shall:

  - obtain CCC-502 from the participant
  - make a person determination and notify participant according to 1-PL.

Note: Actively engaged and cash-rent tenant provisions do **not** apply.

B 2008 AGI Provisions

An individual or entity is ineligible for SURE if the individual's or entity's average AGI for 2007, 2006, and 2005 exceeds $2.5 million under the provisions in 7 CFR Part 1400 in effect for 2008.

Note: AGI provisions in 1-PL are applicable for 2008 SURE.

10 Processing SURE Payments

A Issuing SURE Payments

SURE payments will be issued to eligible producers in an amount equal to 60 percent of the difference between the SURE guarantee and total farm revenue.

SURE payments may be issued to:

- eligible producers with a permanent TIN
- the individual members of a joint venture, using the individual member's TIN, when the joint venture does **not** have a permanent TIN.

Note: General partnerships **must** have a permanent TIN to receive SURE payments. SURE payments shall **not** be issued to the individual members of a general partnership when the general partnership does **not** have a permanent TIN.

B Assigning SURE Payments

SURE payments may be assigned according to 63-FI instructions.

To assign SURE payments, producers must:

- complete either CCC-36 or CCC-37
- submit the request to the administrative County Office.

10 Processing SURE Payments (Continued)

C Issuing SURE Payments to Deceased Individuals, Closed Estates, and Dissolved Entities

SURE payments for FSA-682's involving deceased individuals, closed estates, or dissolved entities shall be made according to the following, provided **all** other eligibility requirements are met. Follow subparagraph 31 C for rules about authorized representative signing for deceased producer or dissolved entities.

IF participant is…	AND FSA-682 is signed by an authorized representative of the…	THEN SURE payments shall be issued…
an individual who died before FSA-682 was filed	deceased according to 1-CM	to either of the following, as applicable, using TIN of the: • deceased individual using name of the qualified claimants executing FSA-325 according to 1-CM, paragraph 779 • individual's estate.
an entity that dissolved before FSA-682 filed	dissolved entity according to subparagraph 3 K	using applicant's TIN.
an estate that closed before FSA-682 was filed	estate according to 1-CM	to qualified claimants executing FSA-325 according to 1-CM, paragraph 779.
an individual who dies, is declared incompetent, or is missing after filing FSA-682		

Note: Heirs **cannot** succeed to a loss or file their own FSA-682.

11 FSA Determination Appeals

A Producer Rights on Appealable Determinations

Participants have the right to appeal when there is a question of fact, a factual dispute (for example, amount of production, acres, etc.), or assertion about correctly applying a rule, regulation, or generally applicable provision.

Follow 1-APP for appealable determinations.

B Nonappealable Determinations

Generally applicable provisions are **not** appealable according to 1-APP, including but **not** limited to the following:

- NAMP's
- eligibility criteria
- signature requirements
- payment calculations.

Cases that do not have any disputes of fact are not appealable.

C Letters to Producers of Nonappealable Determinations

Letters notifying participants that a decision is not appealable must clearly explain to the participant the reasons that the decision is not appealable.

Note: Avoid using general and vague statements that do not sufficiently demonstrate the reasons that a decision is not appealable. Participants may request that SED or NAD Director review FSA's determination that an adverse decision is not appealable.

12-20 (Reserved)

21 FSA-770 SURE

A Preventing Improper Payments

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. FSA-770 SURE has been developed to assist County Offices to ensure that SURE payments are issued properly.

B FSA-770 SURE Applicability

FSA-770 SURE:

- is **not** required
- may be used as a management tool to help address deficiencies indentified by a review
- may be used to determine if SURE policies or procedures are being followed **before** issuing SURE payments.

C FSA-770 SURE Retention Period

All FSA-770 SURE payments shall be retained in the producer's SURE folder with FSA-682 according to 25-AS, Exhibit 27.7. If a new FSA-770 SURE is initiated, the original FSA-770 SURE shall be retained along with the newly initiated FSA-682 for SURE.

FSA-770 SURE shall be destroyed when FSA-682 is destroyed.

21 FSA-770 SURE (Continued)

D County Office Action

The County Office employee that completes each item on FSA-770 SURE:

- is certifying that the applicable SURE provisions have, or have **not**, been met
- shall refer to the applicable handbook provisions, as specified, for additional information.

Note: As an alternative, County Offices may choose to review all items **after** COC approval, if applicable; however, each item **must** be initialed and dated verifying that each item has been reviewed.

After **all** questions on FSA-770 SURE have been answered, the County Office employee shall sign and date FSA-770 SURE, item 29A as the preparer.

Notes: By signing as the preparer, the employee is **not** certifying that they have reviewed **all** items in the applicable part of FSA-770 SURE; they are certifying that the item with their initial was reviewed and that the applicable program provisions have or have **not** been met.

County Offices **cannot** rely solely on using FSA-770 SURE for administering SURE. **All** SURE provisions **must** be met, **not** just the items included on FSA-770 SURE. FSA-770 SURE is a tool to assist with SURE administration and includes the major areas where deficiencies may be identified, but it is **not** inclusive of all SURE provisions.

21 FSA-770 SURE (Continued)

E CED Action

CED or their designated representative shall:

- review each part of FSA-770 SURE that has been completed
- indicate whether or **not** they concur with the certification of items 5 through 28, as applicable, in item 30A
- sign and date items 30B and 30C.

F STC Action

STC or their designated representative shall determine:

- when County Offices are to complete FSA-770 SURE, if control deficiencies are found during CED, STC representative, or DD reviews
- whether the applicable FSA-770 SURE is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

When spot-checking information certified on FSA-770 SURE, STC or their representative shall:

- review each part of FSA-770 SURE that has been completed
- indicate whether or **not** they concur with the certification of items 5 through 28, as applicable, in item 31A
- sign and date items 31B, and 31C.

21 FSA-770 SURE (Continued)

G Example of FSA-770 SURE

The following is an example FSA-770 SURE.

This form is available electronically.

FSA-770 SURE
(11-27-09)

U.S. Department of Agriculture
Farm Service Agency

SUPPLEMENTAL REVENUE ASSISTANCE PAYMENT PROGRAM (SURE) CHECKLIST

County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producers.

1. Producer Name	
2. State Name	3. County Office Name
4. Crop Year	

Office Staff Actions:	Handbook or Other Reference	YES	NO	N/A
5. Have the CCC-770 2002 Eligibility and CCC-770 2008 Eligibility Checklists been completed?	*3-PL and 3-PL (Rev. 1)*			
6. Have proper signature authority been verified for all signatures on the FSA-568?	*1-CM, Part 25*			
7. Has Administrative COC action been recorded on FSA-682, Part E for all counties?	*1-SURE, paragraph 331*			
8. Has Recording COC action been recorded on FSA-682, Part G for all counties?	*1-SURE, paragraph 331*			
9. Has supporting documentation to support producer eligibility been submitted, and accepted by the county committee?	*1-SURE, paragraph 31*			
10. Does the producer on the SURE Interim report match the producer of record listed on the FSA farm tract file?	*2-CP (Rev. 15), Part 2 Section 7, and 1-SURE, paragraph 513*			
11. If Item 10 is "NO", if the producer is ineligible for SURE, has the producer met one of the eligible exceptions?	*1-SURE, paragraph 35*			
12. In cases where NAP production is not provided or RMA loss data or APH data is not provided, was reliable/verifiable production evidence provided or higher of producer's certified production or did STC approved maximum average loss level correctly assigned?	*1-SURE, paragraph 205*			
13. For production records not considered verifiable and/or reliable, did COC properly assign the higher of the producer's certified production or did STC approve the maximum average loss level?	*1-SURE, paragraph 205*			
14. Was the production from crops or acreage ineligible for SURE removed from the production to count for total crop value?	*1-SURE, paragraph 201*			
15. Were acres used in the SURE guarantee calculation limited to initial crop acres?	*1-SURE, paragraph 91*			
16. Was SURE yield calculated for NAP-covered crops?	*1-SURE, paragraph 124*			
17. Did RMA provide a weighted adjusted yield for insured crops?	*1-SURE, paragraph 125*			
18. Was SURE yield calculated for producers meeting RMPR waiver by location county?	*1-SURE, paragraph 126*			
19. Was SURE yield calculated for insured crops with no RMA-established yield by location county?	*1-SURE, paragraph 126*			
20. Were NAP prices used to calculate the SURE guarantee for crops without crop insurance?	*1-SURE, paragraph 164*			
21. Were prices assigned correctly for insured crops listed in Group C in the 1-SURE handbook?	*1-SURE, paragraph 162*			
22. Were Imputed Insurance Indemnity and Imputed NAP payments calculated and included for all buy-in 2 and equitable relief producers?	*1-SURE, paragraph 263*			

21 FSA-770 SURE (Continued)

G Example of FSA-770 SURE (Continued)

FSA-770 SURE (11-27-09) Page 2 of 2

Office Staff Actions:	Handbook or Other Reference	YES	NO	N/A
23. Were all direct payments included in revenue factored at 15%?	*1-SURE, paragraph 263*			
24. Was the correct price used for the National Average Market Price?	*1-SURE, paragraph 63*			
25. Was the quality adjustment only applied to harvested production?	*1-SURE, paragraph 233*			
26. Did the producer maintain verifiable and reliable documentation to justify their quality adjustment and does the documentation verify that the quality loss threshold was met?	*1-SURE, paragraph 236*			

27A. Signature of Preparers	27B. Date *(MM-DD-YYYY)*

28A. I concur/do not concur that the above items have been verified and updated, accordingly: ☐ Concur ☐ Do Not Concur

28B. CED Signature for Spot Check	28C. Date *(MM-DD-YYYY)*

29A. I concur/do not concur that the above items have been verified and updated, accordingly: ☐ Concur ☐ Do Not Concur

29B. DD Signature for Spot Check	31C. Date *(MM-DD-YYYY)*

30. Remarks:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

21 FSA-770 SURE (Continued)

H Completing FSA-770 SURE

This table provides instructions for completing FSA-770 SURE.

Item	Instructions
1	Enter name of the producer.
2	Enter applicable State's name.
3	Enter County Office name that is completing FSA-770 SURE.
4	Enter crop year for which disaster benefits are being requested.
5-26	Check (✓) "Yes", "No", or "N/A".
27A	County Office employee who completes items 5 through 26 shall sign as preparer. **Note:** By signing as preparer, this does **not** indicate that an employee checked items 5 through 26; only that this employee completed an item.
27B	County Office employee who signs item 27A enters the current date.
28A	When applicable, CED or designated representative indicates whether or not they concur with how items 5 through 26 were completed.
28B	CED or designated representative who completed item 28A signs.
28C	CED or designated representative who signed item 28B enters the current date.
29A	When applicable, STC or their representative indicates whether or not they concur with how items 5 through 26 were completed.
29B	STC or their representative who completed item 29A signs.
29C	STC or their representative who signed item 29B enters the current date.
30	Enter remarks.

22-30 (Reserved)

Part 2 Eligibility

31 Eligible Producers

A Definition of Eligible Producer

[7 CFR 760.103] Eligible producer means an individual or legal entity that assumes the ownership share interest, production, and market risk associated with the agricultural production of crops on the farm and is any of the following:

- a United States citizen
- a lawful alien possessing a valid I-551
- a partnership of citizens of the United States
- a corporation, limited liability corporation, or other farm organizational structure organized under State law.

Note: Landowners, landlords, tenants, contract growers, or anyone else not having both a share of the risk and a valid claim of share ownership of a crop are ineligible for SURE assistance for that crop.

31 Eligible Producers (Continued)

B Verifying Producer Eligibility

COC shall take whatever action is necessary to ensure that the producer is eligible for SURE. The producer must be able to show, with verifiable evidence, that the producer had a valid ownership share interest in the commodity produced and control of the crop acreage on which the commodity was grown at the time of the disaster. For participants producing a crop under a grower's contract or a Community Supported Agriculture Agreement, a copy of the contract or agreement shall be provided. For crops not grown under a contract, 1 of the following shall be obtained as determined by COC:

- copies of signed written leases or written agreements
- copies of signed rental agreements
- copies of other legal documents showing land ownership or control
- statement signed by landowner that producer had control of the acreage
- statement signed by operator or producer that producer had control of the acreage on a farm.

Note: FSA-578, producer print, or RMA documentation that includes the RMA data or crop insurance physical documents (loss adjustment settlement sheets, certified appraisal by LA) will suffice. Neither CCC-509 nor CCC-902 is acceptable as verifiable evidence.

Exception: For Federal- and State-owned leased forage, only copies of signed written leases, rental agreements, or other legal documents may be considered.

31 Eligible Producers (Continued)

B Verifying Producer Eligibility (Continued)

COC shall review on a case-by-case basis, leases, rental agreements, and other written statements documenting verbal agreements; the review **must** determine the amount of interest and risk in the production for the lessor and lessee.

Note: A producer may obtain a grower contract for marketing purposes. The grower contract may include language that precludes a producer from maintaining an ownership share risk, thus making the producer ineligible for SURE. Some examples include, but are **not** limited to:

- language stating that the:
  - grower has no right, title, or interest in the seed or the crop grown
  - producer's interest in the seed and crop is that of a bailee
- crop insurance arrangements whereby the producer does **not** pay the premium, and/or indemnities are passed on to the company or a pooling agreement.

SURE payments shall be denied if COC is not satisfied that SURE payments claimed by producers are proper. Lease or rental arrangement existing before the date of disaster shall be used to determine an eligible producer.

Note: Any negotiation, agreement, or performance of parties to a rental or lease arrangement after the date of disaster shall have no bearing on the question of eligible producer.

Applicants certifying to having a valid claim to a share of SURE payments are subject to spot-check. If agreements or contracts are discovered that show a grower did not have a valid claim to a share of a crop for which SURE assistance was claimed, SURE payments must be refunded.

31 Eligible Producers (Continued)

C Deceased, Missing, or Incompetent Producers and Dissolved Entities

Authority to sign contracts, applications, and other documents on behalf of deceased, missing, or incompetent producers may vary according to State law. If an eligible producer is now deceased or a dissolved entity, then an authorized representative of the deceased producer or dissolved entity may sign FSA-682, provided that the authorized representative has authority to enter into a contract for the deceased producer or dissolved entity.

Important: Proof of authority to sign **must** be on file in the County Office **before** the representative is allowed to sign FSA-682 requesting SURE benefits for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by OGC Regional Attorney.

Use FSA-325 **only** when it is requested that SURE payments earned by a deceased, missing, or incompetent SURE participant be issued in a name other than that of the deceased, disappeared, or declared incompetent SURE participant.

SURE payments shall be issued to the respective qualified claimant's names using the deceased, missing, or incompetent SURE participant's TIN.

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does not clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity

- FSA-682 from and request for issuing SURE payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

31 Eligible Producers (Continued)

C Deceased, Missing, or Incompetent Producers and Dissolved Entities (Continued)

If FSA-682 involving a deceased individual or closed estate is determined to have been signed by an authorized individual:

- SURE payments shall be issued using TIN of the eligible individual or the individual's estate, as applicable

- SURE payments may be issued in the names of the heirs, based on OGC's determination, according to 1-CM.

If a producer is a general partnership or joint venture that was dissolved, **all** members of the general partnership or joint venture at the time of dissolution, or their representatives, must sign FSA-682 and associated forms.

Note: Only one FSA-682 will be submitted for the partnership or joint venture; however, all members must sign FSA-682.

D Change in Ownership

A participant who lost control or ownership of the land with a disaster-affected crop during the growing season is ineligible to participate in SURE on the crops for which interest and ownership share was lost.

Participants who assume interest and ownership share through a transfer of indemnity for insured crops or transfers of coverage for NAP crops may assume eligibility for SURE. The crop transferred will be included in the successor's calculation of guarantee and revenue.

Any crop insurance indemnity or NAP payment made because of the transfer will be counted as revenue for the successor.

E Acreage Reporting

Producers who want to participate in SURE must report all crops, in all counties, in which they have an ownership share and risk. This includes crops on cropland an/or noncropland, including native or improved grass that will be mechanically harvested.

32 Crop Eligibility

A Definition of Farm

Farm means, for determining SURE eligibility, the entirety of all crop acreage in all counties that a producer planted or intended to be planted for harvest for normal commercial sale or on-farm livestock feeding, including native and improved grassland intended for haying.

Notes: For aquaculture, **except** for species for which an Aquaculture Grant Program payment was received, farm means all acreage used for aquatic species being produced in all counties that the producer intended to harvest for normal commercial sale.

For honey, farm means all bees and beehives in all counties that the participant intended to be harvested for a honey crop for normal commercial sale.

B Definition of Crop

Crop means all acres based on crop, type, and IU.

C Definition of Eligible Crops

Eligible crops means crops planted or prevented planted crops, types, IU's (excluding grazing), and practices:

- eligible for NAP according to 1-NAP
- for which Federal crop insurance is available.

Note: Eligible crops are crops that are planted or prevented from being planted, according to 2-CP, paragraph 24, with the intent of harvest.

D Pilot Programs

Producers are **not** required to purchase Pilot Program insurance coverage to meet RMPR.

IF a producer does...	THEN these acres will...
not purchase Pilot Program insurance coverage	**not** be included in the guarantee and revenue calculations.
purchase Pilot Program insurance coverage	be included in the guarantee and revenue.

E Acreage Reporting

Producers who want to participate in SURE **must** report all crops, in all counties, in which they have an ownership share and risk in the crop. This includes crops on cropland and/or noncropland, including native or improved grass that will be mechanically harvested.

32 Crop Eligibility (Continued)

F Late-Filed FSA-578's

Acceptable late-filed FSA-578's include FSA-578's filed according to 2-CP, subparagraph 21 A.

G Ineligible Crops

Crops **intended** for grazing.

Note: Losses on crops intended for grazing may be eligible under ELAP, LFP, and NAP, if eligibility requirements are met.

Crops **not** eligible for SURE include, but are **not** limited to, the following:

- first year seeding for forage production

  Note: COC shall assign production for the ineligible portion of the loss if some eligible loss occurred (see Part 7 for assigned production).

- immature fruit crops

- home gardens

- shrubs, vines, or trees (other than nursery) grown for the production of a crop

  Examples: Apple or citrus trees, grape vines, blueberry or raspberry plants, etc.

  Note: These crops, that are not eligible for SURE, may be eligible under TAP.

- by-products resulting from processing or harvesting a crop such as, but **not** limited to:

  - corn stalks or stovers
  - cottonseed
  - peanut shells
  - wheat or oat straw.

33 Eligible Causes of Loss

A Definition of Eligible Causes of Loss

Eligible causes of loss means causes that are the result of disaster, or disaster-related conditions, and apply to losses where the crop could not be planted or where crop production in quantity, quality, or both, was adversely affected.

B Disaster-Related Weather Conditions

SURE provisions apply if the crop was adversely affected by earthquake, volcano, or damaging weather, including drought, excessive moisture, hail, freeze, tornado, hurricane, typhoon, excessive wind, excessive heat, or a combination thereof.

--**Saltwater intrusion is an eligible cause of loss for prevented planting purposes.**--

C Weather-Related Insect and Disease Infestation

SURE provisions apply if the crop was adversely affected by related conditions of:

- plant disease, or other deterioration of a crop, that is accelerated or exacerbated naturally because of damaging weather occurring before or during harvest

- insect infestation that is accelerated or exacerbated naturally because of damaging weather occurring before or during harvest.

Note: Insect infestation must be a related condition of the damaging weather for production losses to qualify for disaster benefits. **Before** approving any losses because of insect infestation and plant disease, COC **must** verify from published scientific information that the disease or insect infestation is accelerated or exacerbated naturally because of the damaging weather. Producers must provide documentation of action to prevent losses because of disease or insect damage, such as receipts for chemical or biological application to destroy the insects. Third party opinions are not considered acceptable.

33 Eligible Causes of Loss (Continued)

D Drought

Drought is an eligible cause of loss for crops having a **nonirrigated practice** that suffered **production losses**. For nonirrigated crops that were prevented from being planted, drought is an eligible condition if, on the final planting date or within the late planting period if electing to try to plant the crop, the area that is prevented from being planted had insufficient soil moisture for germination of seed and progress toward crop maturity because of a prolonged period of dry weather. Prolonged precipitation deficiencies must be verifiable using information collected by sources whose business it is to record and study the weather, including but not limited to, local weather reporting stations of the National Weather Service.

For an irrigated practice, lack of water or contamination by saltwater intrusion caused by drought conditions may be considered an eligible cause of loss for production losses or prevented planting if there was not a reasonable probability of having adequate water to carry out an irrigated practice.

*** * ***

33 Eligible Causes of Loss (Continued)

E Water Rationing

Water rationing is an eligible cause of loss for prevented planting if water is rationed by a Government entity or water district and no compensation was provided.

Notes: A refund of the water fee to the producer is not considered compensation.

If water is rationed by a Government entity or water district, COC shall:

- not consider FSA-682 complete until proof of lack of compensation is provided
- consider the acreage ineligible if any compensation was received from a Government entity or water district.

Note: The producer must have received written notice that their irrigation water supply would be rationed.

Water rationing is an **ineligible** cause of loss in the following situations:

- irrigation water supply was not rationed, but was sold or leased to a Government entity or water district
- irrigation water supply was rationed because of the actions of the Army Corps of Engineers to release water from reservoirs
- irrigation water supply was permanently rationed in a prior year.

34 Ineligible Causes of Loss

A Ineligible Losses

Ineligible causes of loss include losses that are **not** the result of an eligible disaster, including but not limited to, the following:

- drifting herbicides
- failure to reseed or replant to the same crop in the county before the final planting date
- losses during storage
- losses initiated after harvest or because of conditions occurring outside the applicable crop year growing season
- losses **not** the result of disaster
- losses to crops not intended for harvest in the applicable crop year
- poor farming (management) practices
- wildlife.

B Assigning Production for Ineligible Causes of Loss

COC shall assign production for the ineligible portion of the loss if the loss was not entirely because of an eligible cause.

35 Risk Management Purchase Requirement (RMPR)

A Eligibility Requirements

According to The Food, Conservation, and Energy Act of 2008, basic requirements for RMPR are that for a producer to be eligible for assistance under SURE they **must** do the following for:

- insurable commodities, obtain a policy or plan of insurance for each crop, type and IU on the farm

- ***--**each noninsurable commodity by crop, type, and IU on the farm, file the required**--***
  paperwork and pay the administrative fee by the applicable State application closing date for NAP.

Note: Forage crops intended for grazing are **excluded** from this requirement.

35 Risk Management Purchase Requirement (RMPR) (Continued)

B Purchase Requirements

To be considered to have obtained at least the minimum level of insurance under SURE, a producer **must** obtain a plan of insurance with not less than 50 percent yield coverage at 55 percent of the insurable price for each crop planted or intended to be planted for harvest on a whole farm.

Producers are required to timely purchase, at a minimum, CAT and/or NAP coverage for **all** crops to be eligible for SURE.

Note: Producers are **not** required to purchase Pilot Program insurance coverage to meet RMPR.

C Authorized Waivers

Since sales closing dates for CAT and application closing deadlines for NAP had already passed for the 2008 crop year, the Food, Conservation, and Energy Act of 2008, Technical Corrections (Pub. L. 110-398), and ARRA provided several waivers of RMPR.

The following provides a list of those waivers:

- Buy-In 1
- Buy-In 2
- *de minimis*
- relief
- SDA/LR/BF.

35 Risk Management Purchase Requirement (RMPR) (Continued)

D Buy-In 1 Waivers

Generally, producers are eligible for SURE **only** if they had obtained either crop insurance or NAP coverage for all crops on all farms in all counties in which they have an interest.

For the 2008 crop year **only**, the Food, Conservation, and Energy Act of 2008 provided a waiver to producers of an insurable or noninsurable commodity that did not obtain a policy or plan of insurance or NAP coverage to buy-in or be waived in to be eligible for the SURE Program.

To meet RMPR, producers were allowed to pay a buy-in fee in an amount equal to the applicable CAT fee and/or NAP fee for crops that did not have either a crop insurance policy or NAP coverage by **September 16, 2008**.

E SDA, LR, and BF Waivers

Producers who meet the SDA, LR, or BF requirements, as defined in the Food, Agriculture, Conservation, and Trade Act of 1990, Section 2501 (e) (7 U.S.C. 2279(e)), do **not** have to meet RMPR and; therefore, are **not** required to pay the buy-in fee.

35 Risk Management Purchase Requirement (RMPR) (Continued)

F Buy-In 2 Waivers

ARRA authorized an additional waiver that allowed producers another opportunity to pay a buy-in fee for 2008 eligibility.

To meet RMPR, producers were allowed to pay a buy-in fee in an amount equal to the applicable CAT fee and/or NAP fee for crops that did not have either a crop insurance policy or NAP coverage by **May 18, 2009**.

All producers who elected to pay the buy-in fee for a crop under Buy-In 2 agreed to obtain a policy or plan of insurance for that crop at the 70/100 coverage level for each insurable commodity for the next available insurance year for which a policy is available.

Note: Producers who purchased insurance coverage in 2009:

- at or above the 70/100 coverage level for the crop for which a buy-in fee was paid will be considered as having met this requirement
- below the 70/100 coverage level for the crop for which a buy-in fee was paid will be required to purchase at least the 70/100 coverage level for the subsequent year.

For each noninsurable commodity, the producer shall be required to pay the administrative fee by the applicable State application closing date for NAP for the next year that NAP is available.

Note: Producers who purchased NAP coverage for 2009 for the crop for which a buy-in fee was paid will be considered as having met the linkage requirement.

35 Risk Management Purchase Requirement (RMPR) (Continued)

G *De Minimis* Waivers

An eligible producer on a farm is **not** required to meet and may elect to waive RMPR on a crop as follows:

- ***--**that is **not** economically significant, **or--***
- for which the NAP fee exceeds 10 percent of the value of the NAP coverage.

Crop of economic significance means any crop that contributed, or is expected to contribute, 5 percent or more of the total expected value of all crops grown by the producer.

Example: A producer has a total expected farm value of production of $100,000; 5 percent of $100,000 is $5,000. The producer has a small acreage of native grass for forage that is estimated to have a value of $1,000. The native grass does **not** contribute at least 5 percent or $5,000; therefore, the crop is **not** economically significant. The producer may elect native grass for forage as *de minimis* that will waive RMPR.

Notes: The *de minimis* waiver **only** applies to SURE.

--**Producers may not elect *de minimis* if they have already obtained NAP coverage or crop insurance.**--

H Relief Waiver

If a producer was unable to obtain a policy or plan of insurance or NAP coverage and/or pay the applicable buy-in fee by the applicable deadlines, and the producer showed good faith, the producer may be granted relief. If the producer is granted relief, then the producer is considered to have met RMPR.

Follow the equitable relief procedure paragraph 36 for processing requests of equitable relief.

35 Risk Management Purchase Requirement (RMPR) (Continued)

I RMA Insurance Exceptions

Producers will be considered in compliance with the RMPR requirement if their share in a crop is insured based on 1 of the following RMA crop policy rules.

- **Husband/Wife** – Either spouse insures all interest in the crop under 1 policy.

- **Landlord/Tenant** – Either the landlord or tenant may insure both parties' share with permission of the other party.

- **Landlord Undivided Interest** – Land is jointly and severally owned with 1 person being the responsible person.

- **Joint Ventures** – One of the member's TIN is used to insure the entire interest of the joint venture with all members agreeing and signing the policy.

  Note: The exception on joint ventures does **not** apply to corporations or any other entities with members.

- **Revocable Trusts** – An individual beneficiary's or grantor's TIN is used to insure the entire interest of the revocable trust. Documentation may include a copy of the statement advising where the authority can be found.

- **DBA** – A producer with TIN for DBA with only the individual as sole proprietor can insure using either DBA's TIN or the individual's TIN. If DBA has SBI other than the individual, then DBA is **not** eligible for the exception.

Note: A producer is considered to have met RMPR as listed in this subparagraph must be on the SURE Interim Report, RMA Data Section, SBI as outlined in Part 16.

- **Transfer of Indemnity** – A producer's share is insured under a policy purchased by another individual that transfers the insurance coverage to the producer. The original insured individual transfers the insurance coverage to another person. RMA may provide FSA with the original insured's TIN because only the crop insurance companies maintain transfer information. The producer must provide proof of transfer from their crop insurance agent.

36 Equitable Relief for 2008

A Overview

The Food, Conservation, and Energy Act of 2008 provided special consideration to provide equitable relief in 2008 to eligible producers who failed to meet 2008 RMPR for SURE, because most sales closing dates for crop insurance and application closing dates for NAP occurred before the enactment.

Note: STC had authority to grant equitable relief on a case-by-case basis for producers who missed the 2008 deadline for obtaining coverage.

B Extent of Equitable Relief

Equitable relief was granted by STC, on a case-by-case basis, to an eligible producer who failed to meet 2008 RMPR when the determination was made that the producer made a good faith effort to comply, and when 1 of the following situations occurred:

- producer was unable to pay the 2008 buy-in fee for the crop by the September 16, 2008, deadline and the sales closing date for crop insurance or application closing date for NAP crops had passed

- late-planting a crop because of weather-related causes

- actual use of the crop that differs from IU was uninsurable.

  Example: Certain insurance policies, such as Crop Revenue Coverage, insure corn **only** intended as grain. If the corn is intended for silage, the coverage will **not** attach.

Note: 7-CP, paragraph 63 was used determine whether a producer made a good faith effort.

36 Equitable Relief for 2008 (Continued)

C Equitable Relief Not Granted

Equitable relief shall **not** be granted to a producer who failed to meet 2008 RMPR because of 1 of the following reasons:

- producer intentionally chose **not** to insure a covered crop under RMA or NAP
- a lack of good faith in reporting acreage or production
- ineligibility determinations rendered under RMA or NAP regulations
- producer was prohibited from insuring acreage because the producer did **not** timely pay the crop insurance premiums in a prior year
- relief request was after February 16, 2009, when STC relief was suspended according to subparagraph H.

D Equitable Relief Requests

Equitable relief requests must be initiated by the participant.

E Applicable Equitable Relief Fees

Producers granted relief for **not** meeting 2008 RMPR must pay a $100 per crop administrative fee.

Note: The administrative fee is $100 per crop, but **not** more than either of the following:

- $300 per producer per administrative county
- $900 total per producer for all counties less any previously paid fees for CAT and/or NAP.

36 Equitable Relief for 2008 (Continued)

F STC Action

STC's shall do the following for relief cases submitted according to subparagraph I:

- review each request for equitable relief and clearly document in STC minutes the justification for granting or denying equitable relief

- include the following information in STC minutes when granting or denying equitable relief:

  - producer's name
  - program year
  - SURE Program
  - action taken by the producer.

G COC Action

COC shall do the following for relief cases submitted according to subparagraph I:

- review each equitable relief request and clearly document the justification for recommending equitable relief, along with all supporting documentation to STC

- document the justification for recommending equitable relief in COC minutes according to 7-CP, subparagraph 82 C **before** submitting equitable relief cases to STC.

H Suspending Special Consideration Equitable Relief for 2008

ARRA authorized an additional waiver for a second buy-in. This waiver allowed producers another opportunity to pay a buy-in fee to be eligible for SURE.

Since producers were given a second opportunity to pay a buy-in fee to meet 2008 RMPR, all STC relief provisions were suspended.

I 7-CP Equitable Relief Cases

For requests for relief cases submitted after February 16, 2009, State and County Offices shall follow 7-CP for submitting equitable relief cases to DAFP. If relief is approved under 7-CP, follow subparagraph 35 F for collecting fees.

37-60 (Reserved)

Part 3 SURE Crop Data

61 Required Crop Data

A Required Crop Data for Implementing SURE

The SURE Program requires that STC's establish several data elements. All required crop data must be established **before** FSA-682 can be finalized. The data elements are used in SURE guarantee, expected revenue, and total farm revenue calculations.

B Required Data Elements

The data elements required for SURE are:

- CEY
- final planting date
- historical marketing percentage
- maximum average loss, as applicable
- *****--guarantee price--*****
- NAMP for prices not established by DAFP
- prevented planting factor
- quality adjustment factor, as applicable
- unharvested factor.

62 Historical Yield and Price Data

A CEY's

For SURE, STC shall establish CEY for each crop, type, IU, practice, and planting period with the exception of value loss crops. The 2008 CEY will be calculated using the Olympic average of 2002 through 2006 historical data. The yield established in the 2008 NCT may be used if the yield was not overridden by an RMA T-Yield. If CEY was overridden, or not available, CEY must be established based on the following rules.

IF 5 years of historic yield data is…	THEN…
available (2002-2006) for the county	all 5 years must be used to calculate an Olympic average CEY.
not available for the county	the average will be calculated based on the simple average of the available years.

Note: For California grapes with an IU of processing, CEY must be the same within the county, regardless of crushing district.

62 Historical Yield and Price Data (Continued)

B Guarantee Price

***--**The guarantee price:

- that is used for calculating the SURE guarantee **must** be established by using an Olympic average of historical prices

- is required to be established by STC for 2008 SURE crops by crop, type, and IU

- includes value loss crops **except** nursery, floriculture, tropical finfish, mushrooms, and root stock.**--***

The 2008 price will be calculated using an Olympic average of 2002 through 2006 historical data. The NAP market price found on NCT will be used for the following crops:

- insured crops with plans of insurance that are revenue based or dollar plans of insurance
- insurable, but a plan of insurance was not obtained
- covered by NAP
- eligible for NAP; however, coverage was not obtained.

Note: If a NAP market price was not established in NCT, the price must be calculated using the same rules used to establish a NAP price according to 1-NAP, paragraph 108.

C Sources of Information

STC's must use the best available information when establishing crop CEY's and prices. Sources of information may include, but are not limited to:

- Federal crop insurance
- NASS (must be used if available) (Exhibit 5)
- CSREES
- County Agricultural Commissioners Office
- local markets
- COC's knowledge
- prices in similar areas.

All SURE prices, including the guarantee price and NAMP, are on a harvested basis without the inclusion of transportation, storage, processing, packing, marketing, or other post-harvest expenses.

If any data source used to establish any SURE price includes transportation, storage, processing, packing, marketing, or other post-harvest expenses, post-harvest expenses must be excluded from the price used to establish NAMP. NASS is a farm level price and does **not** include post-harvest expenses.

63 NAMP

A NAMP Applicability

NAMP is intended to reflect the actual marketing value of a crop during the marketing year and may be adjusted for regional variations. NAMP will **not** apply to value loss crops.

Note: When NASS has established a marketing year for a crop, that marketing year will be used for the SURE Program. If NASS has not established a marketing year, the marketing year will be defined as the 12-month period following the final harvest date.

B Determining NAMP

NAMP is determined by crop, type, and IU using the following table.
***--**

IF the crop…	THEN use…
type and IU is in Exhibit 6	NASS U.S. price included in Exhibit 6.
type and IU is in Exhibit 5	2008 marketing year price for the county or crushing district, if available, or the State average price, if not available. Calculate the price using the same rules used to establish a NAP price according to 1-NAP, paragraph 108.
is durum wheat for grain	durum wheat price for States where NASS has established a durum wheat price. For all other States, use the NASS spring wheat price.
type and IU does **not** meet any of the previous conditions in this table	2008 marketing year price for the State or the best available data. Calculate the price using the same rules used to establish a NAP price according to 1-NAP, paragraph 108.

The 2008 marketing year price corresponds to the 2008 historic price entered in the 2010 NCT, if available.**--***

Note: The 2010 NCT is not required to be updated for the 2008 SURE Program, but the 2008 historic prices required for establishing NAMP must be available by whatever means is the most efficient within a State.

If the 2008 historic price is not available, STC shall establish NAMP using the best data available identified in subparagraph 62 C.

63 NAMP (Continued)

C Cap for NAP Crops

When applying NAMP for NAP crops, NAMP cannot exceed the NAP market price ("current price" in NCT for the applicable marketing year). This applies to all crops with
--NAP coverage, as well as NAP crops waived in to meet RMPR (Buy-In 1, Buy-In 2,--
equitable relief, SDA, LR, or BF), and NAP was not obtained. NAMP for these crops must be compared to the NAP market price and if the NAP price is lower than NAMP, NAP price will be used.

Example: NAMP has been established at $4.20 for 2008. The NAP market price ("current price" in NCT for 2008) is $4 for this crop. NAMP will be capped by the NAP market price of $4 and will be used tor this crop for 2008 SURE.

Note: There is no NAMP cap for insurable crops.

64 Guarantee Adjustment Factors

A Using Prevented Planting and Unharvested Factors

Prevented planting and unharvested factors are used to adjust the crop guarantee under SURE if the crop was prevented from planting or unharvested because of a natural disaster. Prevented planting and unharvested factors, if not already established for NAP purposes, shall be established for all crops according to 1-NAP, paragraph 109.

Note: Prevented planting factors will not apply to value loss, perennial, or tree crops.

B Prevented Planting and Unharvested Factor Requirements

The prevented planting and unharvested factors must be:

- the same within a State by crop, type, and IU
- less than 1 and greater than or equal to zero.

Note: The prevented planting factor **cannot** be greater than the unharvested factor.

65 Historical Marketing Percentages

A SURE Guarantee and Revenue Calculations

Historical marketing percentages will be used for SURE guarantee and revenue calculations.

A historical marketing percentage must be applied to NAP covered and waived-in crops when the total production for the crop is known, but the producer is unable to provide documentation reflecting how that production was actually marketed.

Example: A producer of grass seed stores grass material on the farm for a future market. The production of grass material is known, but the production of grass seed contained in the grass material is not known.

B Multiple Marketed Crops

Historical marketing percentages shall also be established for multiple marketed crops.

Example: A producer has an apple crop insured under a fresh policy. Some of the apples will be marketed as processed even though the insurance policy is for fresh only.

A historical marketing percentage must be established to determine the percentage of apples that have the fresh price applied and the percentage of apples that have the processed price applied.

If a producer submits actual marketing records for the past 3 crop years, the average of these 3 years will be the producer's historical marketing percentage. If a producer **cannot** provide actual marketing records for the past 3 crop years, COC shall recommend a historical marketing percentage for the county for STC approval. COC's recommendation shall be based on the following:

- average marketing by producers within the county
- available warehouse, packer, or storage facility records
- information from trade associations, CSREES, State Departments of Agriculture, and other similar sources.

66 Quality Adjustment Factors

A Quality Adjustment Overview

A quality adjustment factor will be used to reflect average price or quality discounts received by producers because of loss of quality or excessive moisture in disaster affected areas.

***--**Quality adjustment factors will be set by county, crop, type, and IU. To recognize quality because of excessive moisture separately from other quality discounts STC's have the option of establishing 2 separate quality adjustment factors, 1 for crop grading standards and 1 for excessive moisture, or 1 quality adjustment factor that is all inclusive of quality because of grading standards and excessive moisture. The quality adjustment factors and applicability are defined as follows:

- other quality adjustment factor means all crop grading factors as 1 average factor, **excluding** excessive moisture

  Note: The other quality adjustment factor can include crop grading factors associated to excessive moisture (such as poor quality grading on hay or cotton). It will **not** include the quality adjustment factor for crops that are docked in quality because of excessive moisture above the industry standard (such as corn, grain sorghum).

- excessive moisture quality adjustment factor means a quality adjustment factor for crops that are docked in quality because of excessive moisture (such as corn, grain sorghum)

- total quality adjustment factor means quality factor for **both** crop grading factors and the excessive moisture factor.

  Note: States have the option of setting up 1 quality adjustment factor based on **all** quality factors affecting the crop (grading factors and excessive moisture).

Note: STC shall **only** establish either of the following in a county:

- 2 separate quality adjustment factors for other and excessive moisture
- 1 total quality adjustment factor for a crop, crop type, and IU.

County Offices shall provide supporting documentation to STC to assist them in determining whether or not 2 quality adjustment factors should be established to recognize other grading factors and excessive moisture separately or 1 total quality adjustment factor.**--***

66 Quality Adjustment Factors (Continued)

A Quality Adjustment Overview (Continued)

***--**The producer will be **required** to certify to quality based on how STC establishes the quality adjustment factors for the county, crop, crop type, and IU.

Example: If STC establishes the other and excessive moisture quality adjustment factors, the producer will be **required** to certify **independently** that harvested production of the crop met or exceeded the other quality adjustment factor (grading factors) and or the excessive moisture quality adjustment factor.

Notes: The producer may independently qualify for either the other or excessive moisture quality adjustment factor and is **not** required to meet both to have NAMP adjusted by the applicable quality adjustment factor. However, if STC only establishes the total quality adjustment factor, the producer **must** be able to certify that the average quality adjustment for all their harvested production met or exceeded the total quality adjustment factor for the crop to quality for the total quality adjustment factor.

If the producer certifies to both the other and excessive moisture quality adjustment factor, a combined factor will be entered into the SURE Workbook. States will provide the counties this combined factor.**--***

B Basis for Quality Adjustment Factors

Data provided for justifying COC's recommended adjustment factor must include details of the disaster event as well as 1 or more of the following:

- price data, including quality discount information, from local regional buyers
- production data from local or regional buyers to support crop quality conditions
- loss adjustment records
- other data.

COC must thoroughly document the data used to justify the quality adjustment factor requested. The data must support that an eligible disaster caused the price reduction or quality discounts of the affected crop.

66 Quality Adjustment Factors (Continued)

B Basis for Quality Adjustment Factors (Continued)

***--Example of Establishing Quality Adjustment Factor Based on Price** (this method may be used to establish the other quality adjustment factor and the total quality adjustment factor)**:** NAMP was established at $3 per bushel. The average county price received by producers was $4 per bushel for the production unaffected by quality. The average price received by producers because of quality grading reductions was $3.50 per bushel. COC shall recommend a quality adjustment factor of .8750 ($3.50 divided by $4).

Note: NAMP established at $3 per bushel is **not** used in the calculation to determine a quality adjustment factor.

Example of Establishing Quality Adjustment Factor Based on Crop Grading Factors (this method may be used to establish the other quality adjustment factor and the total quality adjustment factor)**:** COC determined the grading factors for the crop that were reduced because of quality that was low test weight and excessive moisture (total quantity only).**--*** Documentation was obtained from local elevators and verified through State crop association that reflected the average associated quality reduced grading factors and the applicable deductions. The local average market price was established at $3.00 per bushel. The average quality factor deductions were determined to be $.50 per bushel. $3 (local market price) minus $.50 (average grading factor deduction) = $2.50. COC recommended quality adjustment factor shall be .8333 ($2.50 divided by $3).

Note: Loan rates and applicable loan deduction prices and deductions may be used to calculate the quality adjustment factor when basing the quality adjustment factor on grading factors.

In the SURE calculation, the quality adjustment factor will be applied to all harvested production; however, a producer must be able to meet or exceed the quality loss threshold when averaging all verifiable, reliable, or certified production for the entire crop.

66 Quality Adjustment Factors (Continued)

B Basis for Quality Adjustment Factors (Continued)

***--Establishing Quality Adjustment Factor For Excessive Moisture:** The excessive moisture quality adjustment factor can be calculated separately from the other quality adjustment factor. The excessive moisture quality adjustment factor applies to crops that have quality factors associated to moisture content within the crop (it does **not** apply to crops that have grading factors associated to excessive moisture (such as color and nutritional content). The excessive moisture quality adjustment factor shall **only** apply to production having moisture in excess of the normal harvested moisture percentage.

Example: If producers normally harvest a crop between 15 and 20 percent moisture the excessive moisture quality adjustment factor will only apply to that production in excess of 20 percent moisture. As a result, quality factors for excessive moisture will be based on crop grading factors only. See the following table example.

	County Wide Moisture Levels	Discounts	Adjusted Price	QA Factor Excess Moisture
Base Expected Harvest Price $4 Per Bushel	15.1 – 16.0	N/A	N/A	N/A
	16.1 – 17.0	N/A	N/A	N/A
	17.1 – 18.0	N/A	N/A	N/A
Notes: Harvest price determined by STC/COC.	18.1 – 19.0	N/A	N/A	N/A
	19.1 – 20.0	N/A	N/A	N/A
	20.1 – 21.0	$.06 per bushel	$3.94	.985
This is **not** the NAMP or SURE price for the crop.	21.1 – 22.0	.12	3.88	.97
	22.1 – 23.0	.18	3.82	.955
	23.1 – 24.0	.24	3.76	.94
	24.1 – 25.0	.30	3.70	.925
	25.1 – 26.0	.36	3.64	.91
	26.1 – 27.0	.42	3.58	.895
	27.1 – 28.0	.48	3.52	.88
	28.1 – 29.0	.54	3.46	.865
	29.1 – 30.0	.60	3.40	.85
	Note: For each additional point of moisture that COC determines is above average for the county, subtract an additional $.06/point for drying discount.			
Calculation: .97 Quality Adjustment Factor for 22 Percent Moisture ($4.00 - .12 = $3.88/$4.00 = .97)				

In this example the average moisture percentage that producers harvest their crop is 20 percent.**--***

66 Quality Adjustment Factors (Continued)

B Basis for Quality Adjustment Factors (Continued)

***--**The following provisions apply:

- the moisture content set for recourse loans according to 8-LP, subparagraph 126 D must be consistent with the normal harvested moisture percentage used by STC's when determining the excessive moisture quality adjustment factor

IF...	THEN...
STC established the moisture content for recourse loans at 28 percent	only producers who harvested production in excess of 28 percent moisture will be eligible for the excessive moisture quality adjustment factor.
the moisture level is within the range set for non recourse loans	it is not eligible for the excessive moisture quality factor.

Note: For 2008, State Offices may request DAFP to make an exception to this policy.

- only crops that have excessive moisture because of a weather event are eligible; crops that are harvested early specifically for high moisture purposes (such as corn delivered directly to a feedlot) are **not** eligible.

Example: County A has an early freeze that does not allow corn to dry to normal levels in the field. On average, local and regional elevators are docking the price 5 cents per bushel for every percentage point that corn is above 20 percent moisture. The buying price for corn at local and regional markets average $4 per bushel for corn with moisture at 15 percent or less. County A has acceptable evidence to show the average moisture content of the crop at harvest averaged 24 percent moisture. STC established a 20 percent moisture level for recourse loans. The average harvested moisture percent is above the moisture level within this State for recourse loans; therefore, the quality adjustment factor would be .95 (24 – 20 = 4 x .05 cents = $.20, $4.00 - .20 = $3.80, $3.80/$4.00 = .95).**--***

66 Quality Adjustment Factors (Continued)

B Basis for Quality Adjustment Factors (Continued)

***--**If separate quality adjustment factors are established for other and excessive moisture for the same crop, crop type, and IU in the county, the State Office shall calculate a combination factor to be used to adjust NAMP when determining crop revenue. This is necessary because a producer may be able to certify that their average quality loss on harvested production met or exceeded both quality adjustments for other and excessive moisture. Only 1 quality adjustment factor will be used in the SURE Workbook to adjust NAMP for a crop.

Note: This combined factor is **not** the total quality adjustment factor defined in this subparagraph.**--***

Examples: County A requested STC to establish and approve a quality adjustment factor for other and excessive moisture for corn. The other quality adjustment factor established by STC is .8750. STC also established the excessive moisture quality adjustment factor of .95 as indicated in the previous example. State Offices shall provide the County Office an other quality adjustment factor, an excessive moisture quality adjustment factor, and a combined quality adjustment factor for cases when the producer can certify to both the other and excessive moisture quality adjustment factors. If the producer can certify to both quality adjustment factors, then the combined factor will be used to adjust NAMP.

County A other quality adjustment factor: .8750
County A excessive moisture quality factor: .95

The combined factor will be determined as follows:

1.000 - .8750 = .125
1.00 - .95 = .05
.175

1.000 - .175= .825

County A's Combined Factor is .825.**--***

66 Quality Adjustment Factors (Continued)

B Basis for Quality Adjustment Factors (Continued)

***--**Producer B certifies that the actual average quality reductions, based on standard grade for the harvested crop, met or exceeded the average other quality adjustment factor established by STC.

Producer C certifies that the actual average quality adjustment for the harvested crop met or exceeded the average excessive moisture quality adjustment factor established by STC.

Producer D certifies that both the actual average quality adjustments for other and excessive moisture were met or exceeded on all of their harvested production.

The following quality adjustment factors will apply to the applicable producer to adjust the corn NAMP for determining crop value:

- .8750 (other) for Producer B
- .95 (excessive moisture) for Producer C
- .825 (combined factor) for Producer D.**--***

67 Maximum Average Loss

A Establishing Maximum Average Loss

COC shall recommend the following for STC approval:

- the maximum average loss levels for all crops in the county even if disaster level conditions did not impact the crop, because SURE requires production from all crops on the SURE farm regardless if the crop suffered a loss

- a maximum average loss level for the crop that reflects the impact that disaster conditions had on the crops in the county; the maximum average loss level shall reflect the amount of production that a producer should have made considering eligible disaster conditions in the area or county and be consistent with the average amount of production of a substantial number of producers experiencing similar disasters.

If multiple disaster or varying levels of loss occurred in the county, COC may establish a **different level** for each type of disaster or region within the county, if applicable. COC shall determine loss levels based on all available information, including weather data, loss estimates from applicable industries, appraisals from LA's, damage assessment reports, and other verifiable County Office records showing eligible disaster loss.

Maximum average loss level shall be expressed as either of the following:

- percent of loss
- yield per acre.

Note: Land not physically located in the administrative County Office will be required to use the maximum average loss levels established by COC where the land is physically located.

67 Maximum Average Loss (Continued)

B COC Documentation

COC shall thoroughly document a basis for determination of maximum average loss level (Exhibit 7). Weather data, discussions with CSREES, universities, NASS, or other source should be included as supporting documentation when submitting maximum average loss level recommendations.

Note: Maximum average loss for the specific crop in the county or area should be based on the losses incurred directly by the recognized disaster condition on a representative amount of acreage of that crop.

The maximum average loss for a specific crop will not be 100 percent unless no acreage of the crop was harvested and all field appraisals reflect “0” production. If 1 specific area in the county was affected by a natural disaster that resulted in total destruction of the crop or crops, this area could be specifically identified by COC and the maximum average loss established at 100 percent.

67 Maximum Average Loss (Continued)

C Example

The maximum average loss level reflects the maximum average amount of SURE production loss allowable for producers without verifiable records. The maximum average loss level shall be the average loss (or the average yield for crops not affected by a loss) experienced by producers of a particular crop within the county or disaster affected area.

Example: The crop table yield for oats in the county is 40 bushels per acre. The average production of oats in the county for all producers was 60 percent of normal.

COC should establish a maximum average loss level using the table in Exhibit 7.

A producer experiencing a disaster loss on oats, without verifiable or reliable records, shall be assigned the greater of the producer's certified production or the county-established maximum average loss level yield of 24 bushels/acre (40 bushels x 60 percent).

The crop table yield for native grass hay in the county is 2.5 tons per acre. Because of spring drought in the county, there was a loss on oats. However, late summer rains pushed native grass yields to normal or above. The average production for native grass hay in the county was 100 per cent of normal.

This same producer, without verifiable and reliable records, needs the production for the native grass hay for his FSA-682, even though he did **not** suffer a loss. The production shall be assigned the greater of the producer's certified production or the county-established average yield of 2.5 tons per acre (100 percent of normal).

68-90 (Reserved)

Part 4 Eligible Acreage

91 SURE Acreage

A Overview

SURE guarantee and total farm revenue for an eligible crop are determined based on the amount of acreage eligible for SURE.

In addition to yield-based crops, eligible acreage also includes:

- taps for maple sap
- colonies for honey.

B Determining Eligible Acreage

Eligible acreage is determined on a crop-by-crop basis using the definition of crop in subparagraph 32 B. Acreage **must** be insurable or NAP coverable.

Note: Acreage for which crop insurance or NAP coverage is removed or canceled will **not** be considered eligible for SURE.

Example: Short rate acreage. Producer A insures 500 acres of wheat. Producer A requests that the insurance company short rate their wheat coverage. If agreed, the 500 acres will be **ineligible** for SURE.

Acreage will be the lesser of the reported or determined acres planted or prevented from being planted.

Participants having multiple plantings may have each planting included in the SURE guarantee if the planting meets the requirements in 1-NAP, paragraphs 177 and 178.

91 SURE Acreage (Continued)

B Determining Eligible Acreage (Continued)

All plantings of an annual or biennial crop in tropical regions, as identified in 1-NAP, paragraph 200, will be considered eligible acreage. Eligible acreage for SURE will be based on the initial crop acreage planted, or prevented from being planted, to a crop eligible for SURE.

Notes: If the first crop planted is not eligible for SURE purposes (no crop insurance or NAP coverage was available), the second crop would then be considered the initial crop and; therefore, would be included in SURE, provided coverage was obtained timely and other SURE rules were met. If coverage was not obtained, the producer may be ineligible because of RMPR.

The definition of subsequent crop used for SURE purpose does **not** match the definition referenced in 2-CP. For SURE, subsequent crop means a crop planted after the initial crop regardless of whether it is an approved double-cropping scenario.

Subsequently planted or subsequently prevented planted acreage is eligible for SURE **only** if the acreage meets **double-cropping rules** as follows:

•*****--insured acreage considered to be double-cropped acreage by RMA

- acreage that is **not** insured must meet the double-cropping provisions in 2-CP to be considered eligible acreage

- use 2-CP double-cropping rules for crops that gain SURE eligibility through SDA, LR, or BF status, paid a buy-in fee, or were granted relief.

RMA will make a double-crop eligibility determination for the first crop for which an indemnity was earned when followed by an insured subsequent crop. The first crop for which an indemnity was earned may **not** be the first insured crop planted on the same acres in the same year. This would be the case when no indemnity was earned on the first insured crop that was planted.

If an indemnity was earned on the first insured crop, any Multiple Cropping Codes on the SURE Interim Report "L" (Loss) Record **other than** "DC" (Double-Cropping) indicates an ineligible double-crop situation for the subsequently planted insured crop (see Exhibit 4, page 7 for Multiple Cropping Codes).

In situations where the first insured crop did **not** earn an indemnity and the insured subsequent crop did earn an indemnity, both crops would be eligible for SURE. When the first crop does **not** earn an indemnity, RMA considers the subsequent crop that receives an indemnity an eligible double-cropped acreage. There will be instances when there are no indemnities earned for both crops, but the producer paid a premium for coverage on both crops. These are considered RMA approved double-cropping situations.--*

91 SURE Acreage (Continued)

B Determining Eligible Acreage (Continued)

*--This table provides examples when certain double-cropping situations are eligible or ineligible.

Initial Crop Planted	Subsequent Crop Planted	RMA indemnity earned?	FSA acceptable double-crop according to 2-CP?	Crops Eligible for SURE
Insured Wheat	Insured Soybeans	Wheat indemnity earned with SURE Interim Report "L" (Loss) Record showing Multiple Cropping Code "DC" (Double-Cropping). Indemnity earned on soybeans. Multiple Cropping Code for soybeans on SURE Interim Report "L" (Loss) Record is irrelevant.	Not applicable, RMA double-crop rules apply.	Wheat and soybeans.
		No wheat loss and no SURE Interim Report "L" (Loss) Record. Soybeans earned an indemnity.		Wheat and soybeans.
		No wheat or soybean loss. No SURE Interim Report "L" (Loss) Records provided for either crop.		Wheat and soybeans.
		Wheat indemnity earned with SURE Interim Report "L" (Loss) Record showing any Multiple Cropping Code **other than** "DC" (Double-Cropping), such as "IR". Indemnity earned on soybeans.		Wheat only. **Note:** When an indemnity is earned on the initial insured crop, any Multiple Cropping Code other than. "DC" (Double-Cropping) indicates that the insured subsequently planted crop is **not** an approved double-crop.

--*

91 SURE Acreage (Continued)

B Determining Eligible Acreage (Continued)

*--

Initial Crop Planted	Subsequent Crop Planted	RMA indemnity earned?	FSA acceptable double-crop according to 2-CP?	Crops Eligible for SURE
Insured Wheat	NAP Soybeans	No wheat indemnity earned. Soybeans earned NAP payment.	Yes	Wheat and soybeans.
			No	Wheat only (initial crop is eligible).
Buy-In Wheat	Insured Soybeans	Wheat, no coverage. Indemnity earned on soybeans.	Yes	Wheat and soybeans.
			No	Wheat only (initial crop is eligible).
Buy-in Wheat	Buy-in Soybeans	Wheat, no coverage. Soybeans, no coverage.	Yes	Wheat and soybeans.
			No	Wheat only (initial crop is eligible).
NAP Wheat	NAP Soybeans	Wheat NAP payment not earned. Soybeans NAP payment earned.	Yes	Wheat and soybeans.
			No	Wheat only (initial crop is eligible).
NAP Wheat	Buy-in Soybeans	No wheat loss. Soybeans, no coverage.	Yes	Wheat and soybeans.
			No	Wheat only (initial crop is eligible).
Insured Wheat Prevented Planted	Insured Soybeans	Wheat prevented planted indemnity earned and **not** disapproved by COC. SURE Interim Report "L" (Loss) Record shows Multiple Cropping Code "DC" (Double-Cropping). Indemnity earned on soybeans.	Not applicable, RMA double-crop rules apply.	Wheat and soybeans.

--*

91 SURE Acreage (Continued)

C Eligible Acreage Examples

This table provides examples of eligible acres.
*--

Example	Description
1	Producer grows wheat followed by soybeans and insured both crops. SURE Interim Report "L" (Loss) Record was provided for wheat with Multiple Cropping Code "DC" (Double-Cropping), meaning that RMA approved the subsequent crop as an approved double-cropping situation for the producer (see Exhibit 4 for explanation of codes). **Both the wheat and soybeans will be eligible for SURE.**
2	Producer grows wheat followed by soybeans and insured both crops. SURE Interim Report "L" (Loss) Record was provided for wheat with Multiple Cropping Code "IR" (65 percent indemnity reduction), meaning that RMA did **not** approve the insured subsequently planted crop as an approved double-cropping situation for the producer. **Only wheat will be eligible for SURE.**
3	Producer grows wheat followed by soybeans and insured both crops. No SURE Interim Report "L" (Loss) Record was provided for wheat. The soybeans sustained a loss and earned an indemnity. Since RMA did **not** make a determination that the combination of crops was ineligible for double-cropping and provided insurance coverage on the soybeans, **both the wheat and soybeans will be eligible for SURE**
4	Producer grows wheat followed by soybeans and insured both crops. No SURE Interim Report "L" (Loss) Record was for **either** crop. Since RMA did **not** make a determination that the combination of crops was ineligible for double-cropping and provided insurance coverage on the soybeans, **both the wheat and soybeans will be eligible for SURE**.
5	Producer grows wheat followed by sorghum forage. The wheat was insured with MPCI policy. The sorghum forage was covered under NAP. RMA did **not** make a determination of double-crop eligibility because only 1 crop was insured. FSA STC determined that this planting scenario was an approved double-crop for the particular county according to 2-CP provisions. **Both the wheat and sorghum forage are eligible for SURE.**
6	Producer grows oat forage followed by watermelons. Both are covered by NAP. FSA STC determined that this planting scenario was an approved double-crop practice according to 2-CP provisions. **Both the oat forage and watermelons are eligible for SURE.**
7	Producer grows wheat followed by grain sorghum. Both crops were waived-in through buy-in. FSA STC determined that wheat followed by grain sorghum was an approved double-crop scenario for this county according to 2-CP provisions. **Both the wheat and grain sorghum are SURE eligible.**

--*

91 SURE Acreage (Continued)

D Ineligible Acreage

Ineligible acreage for SURE includes, but is not limited to:

- acreage for which crop insurance or NAP coverage is not available
- acreage for which crop insurance or NAP coverage is removed or canceled
- subsequently planted or subsequently prevented planted acreage that does not meet double-cropping rules
- unrated land, such as land planted on a flood plain (neither crop insurance or NAP coverage are available)
- ***--**acreage prevented from planting that is less than 20 acres or 20 percent of the included acres to be planted
- acreage that has documented evidence of lack of prevented planted conditions**--***
- acreage intended for grazing
- first year seeding of a perennial forage crop
- all acreage of the crop elected *de minimis* by the producer.

For Pilot Program plans of insurance, see subparagraph 32 D.

91 SURE Acreage (Continued)

E Ineligible Acreage Examples

This table provides examples of ineligible acres.

Example	Description
1	Producer planted wheat followed by corn, and obtained insurance on both crops. Neither RMA nor FSA STC recognizes wheat followed by corn as an acceptable double-cropping practice. **Only** the initial crop acreage of wheat will be eligible. The corn acreage is ineligible for SURE.
2	Producer planted wheat followed by grain sorghum. Both crops were waived-in under Buy-In 1. The planting scenario of wheat followed by grain sorghum is **not** an approved double-crop by FSA STC. **Only** the initial acreage of wheat will be eligible for SURE. The grain sorghum acreage is ineligible for SURE.

92 Prevented Planting Acreage

A Prevented Planting Eligibility

For insured prevented planted acreage, COC will use the most accurate data available when determining eligible prevented planted acres, as follows:

- RMA data **must** show that the producer qualified for a prevented planting payment

- FSA will normally accept RMA's determination of eligibility; however, COC may determine prevented planted acreage ineligible if documented evidence exists that supports the lack of prevented planting conditions; in these cases, a referral to RMA shall be initiated on AD-2007.

--**In situations where RMA data exists and FSA denied the prevented planting claim, COC shall **not** consider the prevented planted acreage eligible based on the RMA data if acreage has documented evidence of lack of prevented planting conditions according to 2-CP.**--

For prevented planted acreage that was **not** insured through RMA, COC **must** determine the producer met prevented planted provisions according to 2-CP, paragraph 24.

Note: This acreage includes NAP-covered crops and crops that received a waiver for RMPR (buy-ins, SDA's, relief, etc.), as described in Part 2.

*** * ***

92 Prevented Planting Acreage (Continued)

B Prevented Planting Acreage Not Covered

For NAP-covered crops and for crops that require a waiver for RMPR, eligible prevented planting coverage is provided for acreage that consists of at least 20 acres or 20 percent of the intended acreage to be planted.

C Crops Not Eligible for Prevented Planting

This table provides crops that are **not** eligible for prevented planting benefits under SURE.

Prevented Planting Ineligible Crops	
Aquaculture (Including Ornamental Fish)	Maple Sap
Beans (Fresh Market) insured as follows: • Pole • Snap • Wax.	Mint
	Nursery
	Peppermint
	Perennials, such as the following: • Blueberries • Raspberries • Strawberries.
Cabbage insured as follows: • Hybrid • Red.	Perennial Forage Grown For Hay, Seed, or Grazing
Christmas Trees	Spearmint
Cultivated Wild Rice	Sweet Potatoes (Insured)
Floriculture	Tobacco
Ginseng Root and Ginseng Seed	Trees - Fruit and Nut
Grapes (Including Raisins)	Turfgrass Sod
Honey	Vegetables for Root Stock or Sets

Note: When identified as “Insured”, prevented planting is **not** eligible under the insurance policy. For counties where coverage is only offered under NAP, prevented planting provisions may apply.

Prevented planting provisions are not applicable to the following because of the unique planting and harvesting practices in these areas and the limited eligible causes of loss:

- American Samoa
- former Trust Territory of the Pacific Islands
- Guam
- U.S. Virgin Islands.

93-120 (Reserved)

Part 5 Yields

121 General Information

A Overview

Each commodity on a farm that has eligible acreage must have a SURE yield established for the location county, crop, crop type, and IU. Eligible acreage includes:

- planted or prevented planted acreage of an eligible SURE crop
- taps for maple sap
- colonies for honey.

SURE yield is used in the crop guarantee and expected revenue calculations.

Value loss crops will not have a SURE yield established. Value loss crops include, but are not limited to:

- aquaculture
- Christmas trees
- nursery.

B Definition of SURE Yield

SURE yield means for eligible crops:

- for which the producer has NAP coverage is the weighted approved yield

- that are insured yield-based crops for which the producer has coverage is the weighted adjusted APH yield

- for which the producer met RMPR by requesting a waiver as SDA, LR, or BF, paid a buy-in fee, or was granted relief is weighted using 65 percent of CEY

- for which the producer has coverage, but RMA does not establish a yield is weighted using 100 percent of CEY.

SURE yields are weighted using eligible acreage established according to Part 4.

122 County Expected Yields (CEY's)

A Establishing CEY's

State Offices are required to establish STC-approved yields using the following procedure:

- consult with County Offices to determine yields that are needed; COC recommendations shall be documented in the COC minutes to indicate the source of the yield data used, the number of years in the average, etc.; STC representative shall concur with COC yield recommendations or work with COC to establish an acceptable yield

- use the following sources, in the order shown, based on the applicable crop years, to establish CEY recommendation:

  - NASS data

  - other government sources, such as Extension Service, State Department of Agriculture, Bureau of the Census, etc.

  - other reliable sources, such as universities, buyers, and cooperatives

  Note: Yields should be established on the basis of harvested acres, not planted.

- yields shall be established by type, IU, planting period, and practice, if applicable

- STC minutes shall include yield determinations and documentation to support CEY's

- State Office shall verify that yields are comparable with yields established for adjoining counties and States.

122 County Expected Yields (CEY's) (Continued)

B Irrigated Yields

If the county has both irrigated and nonirrigated acreage, a yield must be established for each practice.

C Calculating CEY's

CEY is the Olympic average calculated by:

- obtaining the yields of the crop for the 5 consecutive crop years immediately preceding the previous crop year
- dropping the crop years with the highest and lowest yields
- averaging the yields for the remaining 3 crop years using a simple average.

Example: For the 2008 crop year, the base period would be 2002 through 2006.

If 5 crop years of data is not available for establishing CEY, STC shall:

- use the best data available to obtain as many crop years of data as possible within the 5 consecutive crop years immediately preceding the previous crop year
- establish a CEY for those crops by computing a simple average of the data obtained
- thoroughly document why 5 crop years of data is not available and the sources of the data used.

123 CEY Adjustments

A Adjustments

COC is required to adjust CEY downward for acreage:

- where the practice used by the producer is not capable of producing CEY in a normal year

- for double-cropped commodities, if applicable

  Notes: COC shall establish a reduced CEY when 1 or both of the growing seasons would not normally allow a producer to obtain CEY.

  A reduction normally doesn't apply to irrigated double-cropped acres.

- where the area, regional climate, soil type, or other environmental factors do not normally allow a producer to obtain CEY

- for fruit and nut crops, because of age (including crops that are in decline or immature because of underage or overage), spacing, tree count, or management.

  Notes: COC's are not required to reduce CEY if the spacing/tree count or age does not significantly differ from the standard spacing/tree count or age in the county.

  COC must reduce CEY if age or spacing of trees causes the trees to not be capable of producing CEY. DAFP has developed these reductions for COC's use as a guide from sources, such as State university research stations, CSREES, RMA Regional Offices, and FSA State Offices. See 1-NAP for reduction guidelines.

124 Crops With NAP Coverage

A Approved Yield

For crops with NAP coverage, the NAP approved yield, as determined by 1-NAP, Part 5, will be the starting point to calculate a SURE yield.

B Weighted Approved Yield

The yield determined in paragraph A will be weighted based on the applicable year's FSA-578 data to the location State and county, crop, crop type, and IU using the eligible acres as determined by Part 4.

The resulting weighted approved yield will be for the location county, crop, crop type, and IU.

C SURE Yield

SURE yield will be equal to the weighted approved yield.

125 Insured Yield-Based Crops With Coverage

A Overview

For an eligible crop insured as a yield-based crop, APH will be the starting point to calculate a SURE yield. RMA will adjust and weight APH they receive from the crop insurance approved insurance provider.

B Adjusted APH

The crop insurance APH yield will be adjusted, if applicable, by location State and county, crop, and crop type.

For each unit a producer has an interest in, the APH yield will be adjusted in the following manner:

- for a unit with at least 4 years of production history yields that are not plugs (replacement yields), all plugs will be excluded and a simple average will be calculated based on the remaining values

- for a unit with less than 4 years of production history of which 1 or more is a plug, the lowest plug will be excluded and a simple average will be calculated based on the remaining values

- in all other cases, **no** adjustment will be made.

--Note:** An APH database must have at least 1 year of actual production to exclude a plug (replacement yield). A historical yield based on harvest and/or appraised production can be either a year of actual production or a plug, it **cannot** be both.**--

The adjusted APH yield shall not be less than the current APH yield.

C Weighted Adjusted APH Yield

For each county the producer has an interest in, RMA will:

- weight the adjusted APH yield from paragraph B, based on eligible acres by location county, crop, and crop type

- provide the data to FSA.

D SURE Yield

SURE yield will be equal to the weighted adjusted APH yield.

126 Crops Waived of RMPR and Insured Crops With No RMA-Established Yield

A Overview

Producers with yields for crops that met RMPR for any of the following reasons do not have production history or approved yields on file:

- by requesting a waiver as SDA, LR, or BF
- paid a buy-in service fee
- were granted relief (Part 2)
- have insured crops with no RMA-established yield.

Production history will **not** be accepted nor will approved yields be calculated for the current year. Crops for these producers will be assigned yields according to this paragraph.

Plans of insurance for crops with no RMA-established yields include, but are not limited to:

- AGR
- AGR-Lite
- dollar amount of insurance
- fixed dollar
- PRF-RI
- PRF-VI
- yield-based dollar amount of insurance.

Note: If a producer has both NAP coverage and either AGR, AGR-Lite, PRF-RI, or PRF-VI policy on the same crop, the yield will be established according to paragraph 124.

126 Crops Waived of RMPR and Insured Crops With No RMA-Established Yield (Continued)

B Assigning Yields

For each location State and county, crop, crop type, IU, planting period, and practice that a producer has an interest in, FSA will assign a percentage of CEY according to the following criteria:

- assign 65 percent of CEY for cases for which the producer met RMPR by way of requesting a waiver as SDA, LR, BF, paid a buy-in fee, or was granted relief

- assign 100 percent of CEY for insured crops with no RMA-established yield for which the producer has coverage.

C Weighted Assigned Yield

The yield determined in paragraph B will be weighted based on the applicable year's FSA-578 data to the location State and county, crop, crop type, and IU using the eligible acres as determined by Part 4.

The resulting weighted assigned yield will be for the location county, crop, crop type, and IU.

D SURE Yield

SURE yield will be equal to the weighted assigned yield.

127 Examples for Crops Covered by NAP

A Overview

The examples provided in this paragraph are based on the crop having NAP coverage.

B Example 1: Approved Yield - 1 Unit, 1 Location County

In this example, the producer has 1 unit of apples in the administrative county with 1 location county.

NAP information is as follows:

Unit 5
Apples/SPC/FH/01/N
Administrative and location State and county: 20-009
Approved Yield: 185 bushels.

Because the producer has only 1 unit for the crop, the weighted approved yield is the same as the approved yield.

SURE yield for fresh specialty apples for 20-009 is equal to the weighted approved yield that is 185 bushels.

127 Examples for Crops Covered by NAP (Continued)

C Example 2: Determine Weighted Approved Yield - 1 Unit, 1 Location County, Irrigated and Nonirrigated Practices

In this example, the producer planted both irrigated and nonirrigated cauliflower on the same unit. The approved yields will be weighted based on the eligible acreage for each practice.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Determine Yields - NAP database information is as follows:

Unit 103
Cauliflower/FH/01/I
Administrative and location State and county: 12-001
Approved Yield: 286 cartons

Unit 103
Cauliflower/FH/01/NI
Administrative and location State and county: 12-001
Approved Yield: 205 cartons.</td></tr>
<tr><td>2</td><td>Weight Approved Yields - FSA-578 records for administrative State and county 12-001 show the following.
<table>
<tr><th>Farm No.</th><th>Tract No.</th><th>Field No.</th><th>Location St/Co</th><th>Crop</th><th>IU</th><th>Planting Period</th><th>Practice</th><th>Eligible Acres</th></tr>
<tr><td>10</td><td>1</td><td>3</td><td>12-001</td><td>Cauliflower</td><td>FH</td><td>01</td><td>I</td><td>90.0</td></tr>
<tr><td>10</td><td>1</td><td>5</td><td>12-001</td><td>Cauliflower</td><td>FH</td><td>01</td><td>NI</td><td>25.0</td></tr>
</table>
<table>
<tr><th>Unit No.</th><th>Adm St/Co</th><th>Location St/Co</th><th>Crop</th><th>IU</th><th>Planting Period</th><th>Practice</th><th>Eligible Acres</th><th>NAP Yield From Step 1</th><th>Extension</th></tr>
<tr><td>103</td><td>12-001</td><td>12-001</td><td>Cauliflower</td><td>FH</td><td>01</td><td>I</td><td>90.0</td><td>286</td><td>25,740</td></tr>
<tr><td>103</td><td>12-001</td><td>12-001</td><td>Cauliflower</td><td>FH</td><td>01</td><td>NI</td><td>25.0</td><td>205</td><td>5,125</td></tr>
<tr><td colspan="7">Totals</td><td>115.0</td><td></td><td>30,865</td></tr>
</table>
Weighted approved yield is 30,865 / 115.0 = 268.
The weighted approved yield is 268 cartons.</td></tr>
<tr><td>3</td><td>Determine SURE Yield - SURE yield for fresh cauliflower for 12-001 is equal to the weighted approved yield that is 268 cartons.</td></tr>
</table>

127 Examples for Crops Covered by NAP (Continued)

D Example 3: Determine Weighted Approved Yield - Multiple Units, 1 Location County

In this example, the producer has multiple units because of farming relationships with different owners. The crop, crop type, IU, planting period, and practice are the same for both units. The approved yields will be weighted based on the eligible acreage for each unit.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Determine Yields - NAP database information is as follows:

Unit 99
Strawberries/FH/01/NI
Administrative and location State and county: 12-001
Approved Yield: 19,336 pounds

Unit 205
Strawberries/FH/01/NI
Administrative and location State and county: 12-001
Approved Yield: 19,620 pounds.</td></tr>
<tr><td>2</td><td>Weight Approved Yields - FSA-578 records for administrative State and county 12-001 show the following.
<table>
<tr><th>Farm No.</th><th>Tract No.</th><th>Field No.</th><th>Location St/Co</th><th>Crop</th><th>IU</th><th>Planting Period</th><th>Practice</th><th>Eligible Acres</th></tr>
<tr><td>125</td><td>5</td><td>3</td><td>12-001</td><td>Strawberries</td><td>FH</td><td>01</td><td>NI</td><td>10.0</td></tr>
<tr><td>133</td><td>3</td><td>16</td><td>12-001</td><td>Strawberries</td><td>FH</td><td>01</td><td>NI</td><td>12.0</td></tr>
</table>
<table>
<tr><th>Unit No.</th><th>Adm St/Co</th><th>Location St/Co</th><th>Crop</th><th>IU</th><th>Planting Period</th><th>Practice</th><th>Eligible Acres</th><th>NAP Yield From Step 1</th><th>Extension</th></tr>
<tr><td>99</td><td>12-001</td><td>12-001</td><td>Strawberries</td><td>FH</td><td>01</td><td>NI</td><td>10.0</td><td>19,336</td><td>193,360</td></tr>
<tr><td>205</td><td>12-001</td><td>12-001</td><td>Strawberries</td><td>FH</td><td>01</td><td>NI</td><td>12.0</td><td>19,620</td><td>235,440</td></tr>
<tr><td colspan="7">Totals</td><td>22.0</td><td></td><td>428,800</td></tr>
</table>
Weighted approved yield is 428,800 / 22.0 = 19,491.
The weighted approved yield is 19,491 pounds.</td></tr>
<tr><td>3</td><td>Determine SURE Yield - SURE yield for fresh strawberries for 12-001 is equal to the weighted approved yield that is 19,491 pounds.</td></tr>
</table>

127 Examples for Crops Covered by NAP (Continued)

E Example 4: Determine Weighted Approved Yield - 1 Unit, 1 Location County, Multiple Planting Periods

In this example, the producer planted hybrid cabbage in multiple planting periods for the same IU and practice.

Step	Action
1	Determine Yields - NAP database information is as follows: Unit 120 Cabbage/HYB/FH/01/NI Administrative and location State and county: 12-029 Approved Yield: 208.98 cwt. Unit 120 Cabbage/HYB/FH/02/NI Administrative and location State and county: 12-029 Approved Yield: 198.87 cwt.
2	Weight Approved Yields - FSA-578 records for administrative State and county 12-029 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	IU	Planting Period	Practice	Eligible Acres
75	15	1	12-029	Cabbage	HYB	01	NI	7.4
75	12	12	12-029	Cabbage	HYB	02	NI	5.0

Unit No.	Adm St/Co	Location St/Co	Crop	Crop	IU	Planting Period	Practice	Eligible Acres	NAP Yield From Step 1	Extension
120	12-029	12-029	Cabbage	HYB	FH	01	NI	7.4	208.98	1,546.45
120	12-029	12-029	Cabbage	HYB	FH	02	NI	5.0	198.87	994.35
Totals								12.4		2,540.80

Weighted approved yield is 2,540.80 / 12.4 = 204.90.

The weighted approved yield is 204.90 cwt.

3	Determine SURE Yield - SURE yield for fresh hybrid cabbage for 12-029 is equal to the weighted approved yield that is 204.90 cwt.

127 Examples for Crops Covered by NAP (Continued)

F Example 5: Determine SURE Yield - 2 Units, 1 Location County, Multiple Planting Periods

In this example, the producer has 2 units because of farming relationships with different owners. He grows irrigated fresh green bell peppers in planting period 01 and 02. The approved yields will be weighted based on the eligible acreage for each unit.

Step	Action
1	Determine Yields - NAP database information is as follows: Unit 210 Peppers/GRN/FH/01/I Administrative and location State and county: 12-001 Approved yield: 925 bushels Peppers/GRN/FH/02/I Administrative and location State and county: 12-001 Approved yield: 900 bushels Unit 250 Peppers/GRN/FH/01/I Administrative and location State and county: 12-001 Approved Yield: 915 bushels Peppers/GRN/FH/02/I Administrative and location State and county: 12-001 Approved Yield: 885 bushels.

127 Examples for Crops Covered by NAP (Continued)

F Example 5: Determine SURE Yield - 2 Units, 1 Location County, Multiple Planting Periods (Continued)

Step	Action
2	Weight Approved Yields - FSA-578 records for administrative State and county 12-001 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres
1250	155	36	12-001	Peppers	GRN	FH	01	I	5.0
501	105	16	12-001	Peppers	GRN	FH	02	I	4.5
1030	308	5	12-001	Peppers	GRN	FH	01	I	3.6
1030	308	6	12-001	Peppers	GRN	FH	01	I	3.4
1801	819	12	12-001	Peppers	GRN	FH	02	I	4.0

Unit No.	Adm St/Co	Location St/Co	Crop	Crop	IU	Planting Period	Practice	Eligible Acres	NAP Yield From Step 1	Extension
210	12-001	12-001	Peppers	GRN	FH	01	I	5.0	925	4,625
210	12-001	12-001	Peppers	GRN	FH	02	I	4.5	900	4,050
250	12-001	12-001	Peppers	GRN	FH	01	I	7.0	915	6,405
250	12-001	12-001	Peppers	GRN	FH	02	I	4.0	885	3,540
Totals								20.5		18,620

Weighted approved yield is 18,620 / 20.5 = 908.

The weighted approved yield is 908 bushels.

3	Determine SURE Yield - SURE yield for fresh green bell peppers for 12-001 is equal to the weighted approved yield that is 908 bushels.

128 Example of Insured Crops

A Overview

In this example, the producer planted hard red winter wheat that is insured as a yield-based crop. RMA adjusted the APH data and weighted the adjusted APH yield, according to paragraph 125.

B Data Provided by RMA

The insured crop is wheat.

RMA adjusted APH and weighted the adjusted APH yield. The weighted adjusted APH yield is greater than the APH yield. RMA provided FSA with a weighted adjusted APH yield of 39 bushels.

SURE yield is equal to the weighted adjusted APH yield that is 39 bushels.

129 Examples for Crops Waived of RMPR

A Overview

Crops that do not have coverage by insurance or NAP, but the producer met RMPR by requesting a waiver as SDA, LR, BF, buy-in, or was granted relief, will be assigned 65 percent of CEY for the location State and county, crop, crop type, IU, planting period, and practice.

Additional steps will be executed, including:

- weighting the assigned yield
- determining the SURE yield.

B Example 1: 1 Location County

In this example the entire farming interest is located in 1 county. The crop is soybeans and all acres have the same type, IU, planting period, and practice.

<table>
<tr><th>Step</th><th colspan="8">Action</th></tr>
<tr><td rowspan="4">1</td><td colspan="8">Determine the Assigned Yield - CEY for the location county by crop, crop type, IU, planting period, and practice is as follows.</td></tr>
<tr><td>Location St/Co</td><td>Crop</td><td>Crop Type</td><td>IU</td><td>Planting Period</td><td>Practice</td><td>CEY</td><td>65 Percent of CEY</td></tr>
<tr><td>20-009</td><td>Soybeans</td><td>COM</td><td>GR</td><td>01</td><td>NI</td><td>25</td><td>16</td></tr>
<tr><td colspan="8">The assigned yield for nonirrigated common soybeans is 16 bushels.</td></tr>
<tr><td>2</td><td colspan="8">Weight Assigned Yield - Since there is only 1 location county in this example, the weighted assigned yield is equal to the assigned yield.</td></tr>
<tr><td>3</td><td colspan="8">Determine SURE Yield - SURE yield for common soybeans for 20-009 is equal to the weighted assigned yield that is 16 bushels.</td></tr>
</table>

129 Examples for Crops Waived of RMPR

C Example 2: 1 Location County, Irrigated and Nonirrigated Practices

In this example, the farm is administered and located in 1 county and both irrigated and nonirrigated common cucumbers are grown. The common cucumbers have the same IU and planting period.

Step	Action
1	Determine the Assigned Yield - CEY for the location county by crop, crop type, IU, planting period, and practice is as follows.

Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	CEY	65 Percent of CEY
12-105	Cucumbers	COM	FH	01	NI	392	255
12-105	Cucumbers	COM	FH	01	I	461	300

The assigned yield for:

- nonirrigated fresh cucumbers is 255
- irrigated fresh cucumbers is 300.

2 Weight the Assigned Yield - FSA-578 records for administrative State and county 12-105 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres
105	22	11	12-105	Cucumbers	COM	FH	01	N1	5.0
105	22	21	12-105	Cucumbers	COM	FH	01	I	10.0
105	16	4	12-105	Cucumbers	COM	FH	01	NI	9.0

Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres	Assigned Yield	Extension
12-105	Cucumbers	COM	FH	01	NI	14.0	255	3,570
12-105	Cucumbers	COM	FH	01	I	10.0	300	3,000
Totals						24.0		6,570

Weighted assigned yield is 6,570 / 24.0 = 274.

The weighted assigned yield is 274 bushels.

3 Determine SURE Yield - SURE yield for fresh common cucumbers for 12-105 is equal to the weighted assigned yield that is 274 bushels.

130 Examples for Insured Crops With No RMA-Established Yield

A Overview

The examples in this paragraph will include assigning yields for crops that are insured, but do not have established yields because of the type of coverage, as detailed in paragraph 126. These crops will be assigned 100 percent of CEY and weighted.

B Example 1: AGR-Lite - 1 Location County

In this example, the producer grows spring oats in Kansas and purchased an AGR-Lite policy. Since AGR-Lite is a producer's total revenue based plan, the oats do not have an established yield. The entire crop is located in 1 county.

The crop, crop type, IU, planting period, and practice will be assigned 100 percent of CEY.

<table>
<tr><th>Step</th><th colspan="8">Action</th></tr>
<tr><td rowspan="4">1</td><td colspan="8">Determine the Assigned Yield - CEY for the location county by crop, crop type, IU, planting period, and practice is as follows.</td></tr>
<tr><td>Location St/Co</td><td>Crop</td><td>Crop Type</td><td>IU</td><td>Planting Period</td><td>Practice</td><td>CEY</td><td>100 Percent of CEY</td></tr>
<tr><td>20-157</td><td>Oats</td><td>SPR</td><td>GR</td><td>01</td><td>NI</td><td>36</td><td>36</td></tr>
<tr><td colspan="8">The assigned yield for nonirrigated oats is 36 bushels.</td></tr>
<tr><td>2</td><td colspan="8">Weight Assigned Yield - Since there is only 1 location county in this example, the weighted assigned yield is equal to the assigned yield.</td></tr>
<tr><td>3</td><td colspan="8">Determine SURE Yield - SURE yield for oats for grain for 20-157 is equal to the weighted assigned yield that is 36 bushels.</td></tr>
</table>

130 Examples for Insured Crops With No RMA-Established Yield (Continued)

C Example 2: AGR-Lite - 1 Location County, Irrigated and Nonirrigated Practices

In this example, the producer grows winter barley in Kansas and purchased an AGR-Lite policy. Since AGR-Lite is a producer's total revenue based plan, the barley does not have an established yield.

The crop, crop type, IU, planting period, and practice will be assigned 100 percent of CEY.

Step	Action
1	Determine the Assigned Yield - CEY for the location county by crop, crop type, IU, planting period, and practice is as follows.

Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	CEY	100 Percent of CEY
20-009	Barley	WTR	GR	01	NI	31	31
20-009	Barley	WTR	GR	01	I	34	34

The assigned yield for:

- nonirrigated barley is 31
- irrigated barley is 34.

2 Weight the Assigned Yield - FSA-578 records for administrative State and county 20-009 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres
1500	3	10	20-009	Barley	WTR	GR	01	N1	16.0
1500	3	12	20-009	Barley	WTR	GR	01	NI	14.0
1500	5	4	20-009	Barley	WTR	GR	01	I	20.0

Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres	Assigned Yield	Extension
20-009	Barley	WTR	GR	01	NI	30.0	31	930
20-009	Barley	WTR	GR	01	I	20.0	34	680
Totals						50.0		1,610

Weighted assigned yield 1,610 / 50.0 = 32.

The weighted assigned yield is 32 bushels.

3 Determine SURE Yield - SURE yield for winter barley for grain for 20-009 is equal to the weighted assigned yield that is 32 bushels.

130 Examples for Insured Crops With No RMA-Established Yield (Continued)

D Example 3: PRF-VI - 1 Location County

In this example, the native grass for hay is covered by a PRF-VI policy. Since PRF-VI is revenue based, the grass does not have an established yield. Therefore, a yield will be assigned for SURE purposes.

<table>
<tr><th>Step</th><th colspan="8">Action</th></tr>
<tr><td rowspan="3">1</td><td colspan="8">Determine the Assigned Yield - CEY for the location county by crop, crop type, IU, planting period, and practice is as follows.</td></tr>
<tr><td>Location St/Co</td><td>Crop</td><td>Crop Type</td><td>IU</td><td>Planting Period</td><td>Practice</td><td>CEY</td><td>100 Percent of CEY</td></tr>
<tr><td>20-157</td><td>Grass</td><td>NAG</td><td>FG</td><td>01</td><td>NI</td><td>1.43</td><td>1.43</td></tr>
<tr><td></td><td colspan="8">The assigned yield for nonirrigated native grass for forage is 1.43 ton.</td></tr>
<tr><td>2</td><td colspan="8">Weight Assigned Yield - Since there is only 1 location county in this example, the weighted assigned yield will equal the assigned yield.</td></tr>
<tr><td>3</td><td colspan="8">Determine SURE Yield - SURE yield for native grass for forage for 20-157 is equal to the weighted assigned yield that is 1.43 ton.</td></tr>
</table>

130 Examples for Insured Crops With No RMA-Established Yield (Continued)

E Example 4: Dollar Amount of Insurance - Multiple Location Counties, Irrigated and Nonirrigated Practices

In this example, the producer grows sweet corn in Florida. The irrigated and nonirrigated sweet corn is grown for fresh market and is covered under a dollar plan of insurance. Since the coverage is revenue based, the sweet corn does not have an established yield. Therefore, a yield will be assigned. The crop is located in multiple counties with 1 administrative county.

The crop, crop type, IU, planting period, and practice will be assigned 100 percent of CEY.

Step	Action
1	Determine the Assigned Yield - CEY for each location county by crop, crop type, IU, planting period, and practice is as follows.

Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	CEY	100 Percent of CEY
12-043	Corn	SWT	FH	01	I	365	365
12-051	Corn	SWT	FH	01	I	365	365
12-051	Corn	SWT	FH	01	NI	310	310

The assigned yield for:

- 12-043 irrigated sweet corn is 365 bushels
- 12-051:
  - irrigated sweet corn is 365 bushels
  - nonirrigated sweet corn is 310 bushels.

130 Examples for Insured Crops With No RMA-Established Yield (Continued)

E Example 4: Dollar Amount of Insurance - Multiple Location Counties, Irrigated and Nonirrigated Practices (Continued)

Step	Action
2	Weight the Assigned Yield - FSA-578 records for administrative State and county 12-043 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres
438	3	5	12-043	Corn	SWT	FH	01	I	12.0
564	4	12	12-043	Corn	SWT	FH	01	I	5.0
315	7	1	12-051	Corn	SWT	FH	01	NI	9.0
315	8	10	12-051	Corn	SWT	FH	01	I	11.5

Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres	Assigned Yield	Extension
12-043	Corn	SWT	FH	01	I	17.0	365	6,205
Totals						17.0		6,205

Weighted assigned yield 6,205 / 17.0 = 365.

The weighted assigned yield for 12-043 is 365 crates.

Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres	Assigned Yield	Extension
12-051	Corn	SWT	FH	01	NI	9.0	310	2,790
12-051	Corn	SWT	FH	01	I	11.5	365	4,198
Totals						20.5		6,988

Weighted assigned yield 6,988 / 20.5 = 341.

The weighted assigned yield for 12-051 is 341 crates.

Step	Action
3	Determine SURE Yield - SURE yield for fresh sweet corn for: • 12-043 is equal to the weighted assigned yield that is 365 crates • 12-051 is equal to the weighted assigned yield that is 341 crates.

131-150 (Reserved)

Part 6 SURE Guarantee

Section 1 Basic Information

151 Overview

A SURE Guarantee

The SURE guarantee is the amount of revenue a producer expects to receive based on their individual crop insurance information, NAP coverage, and/or waiver options for all eligible crop interests nationwide. A guarantee is calculated for each SURE eligible crop and summarized into a total farm SURE guarantee. The total SURE guarantee for a producer may **not** be greater than 90 percent of the sum of the expected revenue for all eligible crops on the farm. The SURE guarantee for the producer is compared to the producer's total farm revenue to determine the SURE payment.

B Purpose

The purpose of this part is to:

- identify data elements of the SURE guarantee and expected revenue
- calculate the guarantee for yield-based crops
- calculate the guarantee for value loss crops
- calculate expected revenue and the SURE guarantee limitation
- calculate the benefits of ARRA.

152-155 (Reserved)

Section 2 Data Elements

156 Data Elements Required to Calculate Crop Guarantee

A Insurable Yield-Based Crops

The following data elements are required to calculate a guarantee for each eligible **insurable yield-based crop on a farm**:

- eligible crop acres according to Part 4
- SURE yield according to Part 5
- coverage level
- price
- price election
- adjustment factors
- producer share
- SURE multiplier.

Note: Insurable yield-based crops include insurable crops for which insurance coverage was purchased timely or for which a waiver was obtained.

B NAP Yield-Based Crops

The following data elements are required to calculate a guarantee for each eligible **NAP yield-based crop on a farm**:

- eligible crop acres according to Part 4
- SURE yield according to Part 5
- coverage level of 50 percent
- NAP price
- price election of 100 percent
- adjustment factors
- producer share
- SURE multiplier.

Note: NAP yield-based crops include NAP crops for which the administrative fee was paid timely or for which a waiver was obtained.

156 Data Elements Required to Calculate Crop Guarantee (Continued)

C Insurable Value Loss Crops

Value loss crops are unique in that, unlike yield-based crops, there are no acres, yields, or prices used in calculating a guarantee.

The following data elements are needed to calculate a guarantee for each eligible **insurable value loss crop on a farm**:

- Field Market Value A
- coverage level
- price election
- adjustment factors
- producer share
- SURE multiplier.

Note: Insurable value loss crops include insurable crops for which insurance coverage was purchased timely or for which a waiver was obtained.

D NAP Value Loss Crops

The following data elements are needed to calculate a guarantee for each eligible **NAP value loss crop on a farm**:

- Field Market Value A
- coverage level for NAP (50 percent)
- price election
- adjustment factors
- producer share
- SURE multiplier.

Note: NAP value loss crops include NAP crops for which the administrative fee was paid timely or for which a waiver was obtained.

E SURE Multiplier

The SURE multiplier:

- is a factor applied to the SURE guarantee

- for insurable crops is 115 percent and for NAP crops is 120 percent

- is an element of the SURE guarantee that can be changed by Congress to either increase or decrease potential benefits of the SURE Program (paragraph 196).

157-160 (Reserved)

Section 3 Calculating Guarantee for Yield-Based Crops

161 Overview

A Formula

The general formula used to calculate a SURE guarantee for yield-based crops is:

Eligible Crop Acres x SURE Yield x Coverage Level x Price x Price Election x Adjustment Factors x Producer Share x SURE Multiplier.

There are several methods to calculate a guarantee for yield-based crops, based on the type of insurance policy a producer selects, NAP coverage, or waiver.

Note: RMA will provide a numeric plan code to easily identify the various plans of insurance for yield-based crops.

B Purpose

The purpose of this section is to:

- explain the various ways of calculating guarantee for insured yield-based crops regardless of the type of insurance policy elected by the producer
- calculate the guarantee for NAP yield-based crops
- calculate the guarantee for waived-in yield-based crops
- explain how to apply guarantee adjustment factors which reduce SURE guarantee for the crop.

162 Insured Crops

A Crops With an APH Yield

RMA will calculate an RMA guarantee basis for insured crops with an APH yield using all guarantee elements, with the exception of the SURE multiplier, based on a producer's crop insurance information.

RMA guarantee basis means a dollar amount that represents a portion of a crop's value that will be used to calculate a crop guarantee after all adjustments are applied throughout the insurance year based on a producer's insurance options.

The SURE Program guarantee for the crop will be the result of multiplying the RMA guarantee basis for the crop by the applicable SURE multiplier.

Some types of APH yield-based plans of insurance include, but are not limited to:

- Revenue Assurance (Plan Code 25)
- Income Protection (Plan Code 42)
- Crop Revenue Coverage (Plan Code 44)
- APH (Plan Code 90)
- Indexed APH (Plan Code 96).

For a complete list of all RMA plan codes, see Exhibit 12.

Note: There are cases when ineligible insured acres are included in the RMA guarantee basis. County Offices shall adjust the RMA guarantee basis when ineligible acres are determined according to Part 4.

162 Insured Crops (Continued)

B Crops With a County or Producer Yield

RMA will calculate a guarantee basis for all insured crops with policies based on a county or producer yield using the same procedure outlined in subparagraph A. The crop guarantee will be the result of multiplying the guarantee basis for the crop by the SURE multiplier.

Some types of county or producer yield-based plans of insurance include, but are not limited to:

- Group Risk Plan (Plan Code 12)
- Pecan Revenue (Plan Code 41)
- Avocado Revenue Coverage (Plan Code 46)
- Group Risk Income Protection (Plan Code 73).

For a complete list of all RMA plan codes, see Exhibit 12.

Note: There are cases when ineligible insured acres are included in the RMA guarantee basis. County Offices shall adjust the RMA guarantee basis when ineligible acres are determined according to Part 4.

162 Insured Crops (Continued)

C Crops With No RMA-Established Yield

These policies do not have a yield associated with them; therefore, RMA will not provide a guarantee basis for these crops. For crops covered with these plans of insurance, the crop guarantee calculation uses the data elements provided by RMA with the exception of the SURE yield, the price used will be the NAP price, and any adjustment factors will reflect the NAP adjustment factors.

Plans with no RMA established yield include, but are not limited to:

- PRF-RI (Plan Code 13)
- PRF-VI (Plan Code 14)
- Dollar Amount of Insurance (Plan Code 50)
- Fixed Dollar (Plan Code 51)
- Yield-Based Dollar (Plan Code 55)
- AGR-Lite (Plan Code 61)
- AGR (Plan Code 63).

For a complete list of all RMA plan codes, see Exhibit 12.

AGR and AGR-Lite policies insure the revenue of the entire farm rather than individual crops. Since AGR and AGR-Lite policies cover all eligible SURE crops, the individual crop guarantees will be calculated as insured crops using the provisions in subparagraph 156 A with the exception that the eligible crop acres will be determined from the automated FSA-578.

Note: Individual crops within the AGR and AGR-Lite policies may also be insured separately with MPCI policy. The crop guarantee will be calculated separately for individual crops based on the plan of insurance obtained.

162 Insured Crops (Continued)

D Guarantee Adjustment Factors

Crop guarantees must be adjusted to reflect any RMA adjustments to guarantee because of producer planting decisions, harvest decisions, and specific policy provisions applicable to each crop. Adjustment factors will be applied to guarantee and will always reduce the crop guarantee. Crops that are insured will have adjustment factors already included in the RMA guarantee basis, if applicable.

Note: Adjustment factors will be provided by RMA and included in the SURE Interim Report (Exhibit 4); however, they shall not be used to further reduce the RMA guarantee basis. The listed factors will be used to assist the County Office in calculating expected revenue.

For crops where no RMA acreage or RMA guarantee basis is provided, County Offices should follow the provisions in subparagraph B. See list of plan codes in subparagraph C.

163 NAP Crops

A Yield-Based NAP-covered Crops

The guarantee for yield-based NAP crops will be calculated using the producer's NAP information with the exception that the eligible acres will be determined according to Part 4, the SURE yield will be calculated according to Part 5, and the price election is 100 percent.

B Guarantee Adjustment Factors

Crop guarantees must be adjusted to reflect any NAP adjustments to guarantee because of producer planting and harvest decisions applicable to each crop. Adjustment factors will be applied to guarantee and will always reduce the crop guarantee.

The following adjustment factors apply to NAP crops:

- late planting
- prevented planting
- unharvested.

163 NAP Crops (Continued)

B Guarantee Adjustment Factors (Continued)

Late planting provisions do not apply to the following:

- crops with multiple planting periods
- crops with a growing season of 60 calendar days or less
- value loss crops
- fall-planted small-grain crops only intended for grain.

The table below is provided to show the adjustment factors for crops that are late planted.

IF the crop's days to maturity are…	**AND crop acreage is planted after the final planting date by…**	**THEN the crop guarantee for that late planted acreage is reduced by…**
61 to 120 calendar days	1 to 5 calendar days	5 percent (expressed as 0.95).
	6 to 20 calendar days	5 percent plus an additional 1 percent for each day 6 through 20 (expressed as 0.80-0.94).
	21 or more calendar days	the lesser of prevented planted factor or 50 percent (expressed as 0.50-0.79).
121 calendar days and up	1 to 5 calendar days	5 percent (expressed as 0.95).
	6 to 25 calendar days	5 percent plus an additional 1 percent for each day 6 through 25 (expressed as 0.75-0.94).
	26 or more calendar days	the lesser of prevented planted factor or 50 percent (expressed as 0.50-0.74).

Note: The crop guarantee for acreage planted 21, 26, or more calendar days beyond the final ***--**planting date (as applicable in the 2 cases shown in this table) is reduced by the lesser of the prevented planting factor or 50 percent. It is **important** to remember that a late planting factor is computed by subtracting the reduction percentage from 1.00 to arrive at the factor. The prevented planting factor is already determined, so do **not** subtract this figure from 1.00. Prevented planting factors vary from crop to crop and State to State, as displayed in NCT.

Example 1: Calculate the late planting factor by subtracting 0.50 from 1.00 (1.00 - .50 = 0.50). If the prevented planting factor from NCT is 0.55, then no subtraction from 1.00 necessary. Result of comparing the late planting factor of .50 to the prevented planted factor of .55; .50 is the lesser and is used at the guarantee adjustment factor for in this example.**--***

163 NAP Crops (Continued)

B Guarantee Adjustment Factors (Continued)

--Example 2:** Calculate the late planting factor by subtracting 0.50 from 1.00 (1.00 - .50 = 0.50). If the prevented planting factor from NCT is 0.40, then no subtraction from 1.00 necessary. Result of comparing the late planting factor of .50 to the prevented planted factor of .40; 40 is the lesser and is used at the guarantee adjustment factor for in this example.**--

Example 3: Producer A planted 100 acres of corn. 65 acres were timely planted before the final planting date and 35 acres of corn were planted 11 calendar days late. Prevented planting was not claimed. There is no adjustment factor applied to the 65 acres of timely planted corn. The crop guarantee for the 35 acres of late planted corn will be reduced by 11 percent; 5 percent for the first 5 days planted late and 1 additional percent for each additional calendar day which totals 11 percent. The guarantee adjustment factor that will be used in calculating guarantee will be .8900 (1 - .11 = .89).

Example 4: Producer B planted 100 acres of soybeans. 55 acres were timely planted before the final planting date and 45 acres of soybeans were planted 28 calendar days late. Prevented planting was not claimed. The crop guarantee for the 45 acres of late planted ***--**soybeans will be adjusted by the lesser of the prevented planting factor for soybeans or 50 percent. The prevented planting factor for soybeans in this example is .55. Begin by subtracting the late planting reduction from 1.00 (1.00 - 0.50 = 0.50) to arrive at the late planting factor of 0.50. Compare this to the prevented planted factor in NCT for the State and crop that in this example is 0.55. The lesser of the 2 is 0.50. As a result, the crop guarantee for the 45 acres of late planted soybeans will be multiplied by the guarantee adjustment factor of 0.50.

Example 5: Producer C planted 100 acres of soybeans. 55 acres were timely planted before the final planting date and 45 acres of soybeans were planted 28 calendar days late. Prevented planting was not claimed. The crop guarantee for the 45 acres of late planted soybeans will be adjusted by the lesser of the prevented planting factor for soybeans or 50 percent. The prevented planting factor for soybeans in this example is .40. Begin by subtracting the late planting reduction from 1.00 (1.00 - 0.50 = 0.50) to arrive at the late planting factor of 0.50. Compare this to the prevented planted factor in NCT for the State and crop that in this example is 0.40. The lesser of the 2 is 0.40. As a result, the crop guarantee for the 45 acres of late planted soybeans will be multiplied by the guarantee adjustment factor of 0.40.**--***

Note: When loading the late planted acreage into SURE Interim Workbook, load the timely planted acreage under a separate line entry from the late planted acreage. The guarantee adjustment factor will only apply to the late planted acres.

164 Waived-In Crops

A Yield-Based Waiver Crops

Waived-in crops do not have individual insurance elections or NAP coverage. As a result, waived-in crops will have a guarantee calculated using the following:

- eligible crop acres according to Part 4
- SURE yield according to Part 5
- coverage level of 50 percent
- NAP price
- price election (55 percent for insured crops, 100 percent for NAP crops)
- NAP adjustment factors
- producer share
- SURE multiplier.

B Guarantee Adjustment Factors

The same guarantee adjustment factors will apply to waived-in crops as NAP crops. County Offices shall follow subparagraph 163 B for applying guarantee adjustment factors.

165 Adjustment to Guarantee Because of Historical Marketing

A Historical Market Percentages

For NAP-covered and waived-in yield-based crops only, historical marketing percentages will be used to further adjust the crop guarantee. Historical marketing percentages apply to multiple-marketed crops where all production is harvested from the crop, but the production is marketed for various uses, such as fresh, processed, juice, etc.

B Individual Historical Market Percentages

Individual historical marketing percentages may be established for each producer if the producer submits actual marketing records for the past 3 years for COC to determine the producer's actual marketing history. For producers that do not have historical marketing records, STC historical marketing percentages will be used. State and County Offices shall follow paragraph 65 in establishing historical marketing percentages.

166-170 (Reserved)

Section 4 Calculating Guarantee for Value Loss Crops

171 Value Loss Crops

A Overview

Value loss crops are crops where the plant or commodity is sold, rather than a product of the plant. Value loss crops do not lend themselves to yield loss calculations or production loss situations. Examples include, but are not limited to:

- Christmas trees
- crustaceans
- flowers
- mushrooms
- ornamental nursery
- tropical fish
- turfgrass sod.

Value loss crops are unique in that acres, yields, or prices are not used to calculate the guarantee. Guarantee will be based on the value of the inventory immediately on hand before the disaster event.

B Field Market Values

Field Market Value A is the dollar value of the crop immediately **before** the eligible disaster event.

Field Market Value B is the dollar value of inventory immediately **after** the eligible disaster event.

172 Insured Value Loss Crops

A SURE Guarantee Calculation

For 2008, nursery and clams are the **only** 2 value loss crops for which insurance coverage is provided. Nursery is provided under a Dollar Plan of Insurance (Plan Code 50) and clams are provided under an Aquaculture Dollar Plan (Plan Code 43). Both enable a producer to elect a dollar amount of insurance that covers their inventory. These dollar plans of insurance are different than what was explained under Section 3 of this part because of the following:

- an RMA guarantee basis will be provided by RMA
- no acres will be considered
- a SURE yield will not be required
- a NAP price will not be used.

Since RMA will be providing FSA an RMA guarantee basis for nursery and clams, Field Market Value A, price election, coverage level, adjustment factors, and producer share are already included in the RMA guarantee basis.

To calculate the crop guarantee for insured value loss crops, FSA will multiply the RMA guarantee basis times the SURE multiplier.

Note: Value loss is **not** calculated on a per crop or size basis; it is based on total inventory on hand.

B Guarantee Adjustment Factors

Each value loss crop guarantee must reflect any RMA adjustments to guarantee because of a producer under reporting inventory when the Field Market Value A exceeds the starting inventory or peak inventory, if applicable. Adjustment factors will always reduce the crop guarantee. Crops that are insured will have adjustment factors already included in the RMA guarantee basis, if applicable.

Note: RMA offers a peak endorsement that allows producers to increase the amount of insurance during times when inventory is elevated because of certain market demands, such as Christmas, spring planting, etc. Producers who do not take advantage of the peak endorsement provision may have a guarantee adjustment factor applied.

172 Insured Value Loss Crops (Continued)

C Notice of Loss for Insured Value Loss Crops

Producers with crop insurance coverage on their value loss crops are **required** to file a notice of loss after every disaster event, regardless of severity. Only inventory loss, associated to notices of loss filed under the guidelines of the insurance policy, will be considered for SURE. County Offices shall not accept inventory loss associated to notices of loss filed specifically for SURE purposes. For inventory losses associated to notices of loss filed specifically for SURE purposes, the loss of inventory claimed will be excluded in determining guarantee for SURE.

173 NAP Value Loss Crops

A SURE Guarantee Calculation

The crop guarantee for NAP covered value loss crops will be determined based on the following calculation:

The value of the inventory on hand immediately before the disaster (Field Market Value A) x Share x Coverage Level of 50 Percent (50 Percent Yield x 100 Percent Price) x Adjustment Factors x the SURE Multiplier.

--Note:** See paragraph 196 for changes to this calculation because of ARRA funding.**--

B CCC-576 for NAP Value Loss Crops

For NAP purposes, CCC-576 is not required if the loss was not severe enough to warrant NAP assistance. As a result, producers having NAP coverage may or may not have filed CCC-576 for each disaster event impacting inventory. In cases where a producer did not file CCC-576 timely for NAP purposes, they are **required** to file FSA-682, Part A, "Unreported Disaster Events" for consideration of that inventory loss for SURE purposes.

Note: For situations where a FSA-682, Part A is filed, producers will be required to provide acceptable evidence according to 1-NAP to support Field Market Value A for that loss.

C Guarantee Adjustment Factors

Crop guarantees must be adjusted to reflect any NAP adjustments to guarantee because of producer harvest decisions applicable to each crop. Currently, the only adjustment factor applicable to NAP value loss crops is when a producer does not harvest the crop. The unharvested adjustment factor will be applied to the crop guarantee and will always reduce the crop guarantee.

Note: Prevented planting adjustment factors do not apply because value loss crops are not eligible for prevented planting.

174 Waived-In Value Loss Crops

A SURE Guarantee Calculation

The crop guarantee for waived-in crops will be determined based on the following calculation:

**The value of inventory on hand immediately before the disaster (Field Market
*--Value A) x Share x Coverage Level (50 Percent Yield x 55 Percent Price for Insured Crops or 50 Percent Yield x 100 Percent Price for NAP Crops) x Adjustment Factors x the SURE Multiplier.**

Note: See paragraph 196 for changes to this calculation because of ARRA funding.**--***

Producers without NAP or crop insurance coverage must bring in acceptable evidence according to 1-NAP to support Field Market Value A to calculate the SURE guarantee. Producers with waived-in value loss crops must provide verifiable/reliable evidence to support their beginning inventory so Field Market Value A can be determined. An example of evidence that is always acceptable would be verifiable purchases of stocking inventory records/receipts.

If a producer **historically** propagates their own stock, records acceptable to COC must be provided to support the propagation of beginning inventory. Depending on the records provided, the propagation records may be used to establish Field Market Value A if the records reflect the inventory an age in close proximity to the actual disaster event. If propagation records are not in close proximity to the disaster event, they still may be used to establish a starting inventory; however, adjusted for normal mortality to estimate Field Market Value A.

B CCC-576 for Waived In Value Loss Crops

For producers who did not obtain a policy or plan of insurance or NAP coverage, but were waived-in, FSA-682, Part A will be **required** to be filed.

C Guarantee Adjustment Factors

The same guarantee adjustment factor that applies to NAP value loss crops also applies to waived-in value loss crops (subparagraph 173 C).

175-180 (Reserved)

Section 5 Calculating Expected Revenue

181 Expected Revenue

A Overview

Expected revenue is the amount of revenue a producer expects to receive from a crop in a given year with no disaster conditions.

B Calculating Expected Revenue

Expected revenue is calculated for each crop for the purpose of limiting the SURE guarantee to 90 percent of the expected revenue for the farm.

182 Expected Revenue for Insured Yield-Based Crops

A Insured Crops Having a Guarantee Basis

Producers having crops covered under plan codes that provide a RMA guarantee basis according to subparagraphs 162 A and B will have the expected revenue calculated as follows:

Divide the RMA Guarantee Basis by the Coverage Level, Price Election, and Guarantee Adjustment Factors.

The result of the calculation is the expected revenue for that crop.

Example: RMA guarantee basis provided is $100,000 with a yield coverage level of 70 percent and a price election percentage of 90 percent (70/90). There are no guarantee adjustment factors applicable to this crop. In this example, the crops' expected revenue calculation is $100,000 ÷ .70 ÷ .90 = $158,730.

Note: The RMA guarantee basis uses 100 percent of the insurance price used to calculate an indemnity if an indemnity is triggered.

B Insured Crops Not Having an RMA Guarantee Basis

The expected revenue for crops not having a RMA guarantee basis will be computed using the following formula:

Eligible SURE Acres x SURE Yield x 100 Percent of the NAP Price x Producer Share.

As explained in calculating guarantee, yields and prices are not associated to these plans of insurance. As a result, the SURE yield will be determined according to Part 5 and the price used will be 100 percent of the NAP price. Eligible SURE acres will be determined according to Part 4.

183 Expected Revenue for NAP-Covered and Waived-In Yield-Based Crops

A Computing Expected Revenue

The expected revenue for crops having NAP coverage or that are waived-in will be computed using the following formula:

Eligible SURE Acres x SURE Yield x 100 Percent of the NAP Price x Producer Share.

Example: Eligible SURE acres from FSA-578 are 76 acres. SURE yield for the crop is 32 bushels per acre. NAP price is $4.35. Producer share is .5000 obtained from FSA-578. In this example, the crop's expected revenue is calculated as follows: 76 x 32 x $4.35 x .5000 = $5,290.

B SURE Yield To Be Used

County Offices shall follow Part 4 to determine the eligible SURE acres and Part 5 to determine the SURE yield to be used.

184 Expected Revenue for Value Loss Crops

A Calculating Expected Revenue

Expected revenue for value loss crops will be calculated by crop/type/IU.

B NAP Versus Insured Crops

Since there are no acres, yields, or prices for value loss crops, expected revenue is calculated as follows:

- for NAP crops and waived-in crops, Field Market Value A, less any adjustments
- for insured crops, guarantee basis (provided by RMA) less any adjustments, divided by coverage level and price election.

185 Calculating Expected Revenue for the SURE Farm

A SURE Farm Expected Revenue Calculation

The expected revenue for each crop will be calculated and added together to come up with the expected revenue for the SURE farm. The expected revenue for the SURE farm will then be multiplied by 90 percent to determine the maximum SURE guarantee allowed for the farm.

B SURE Guarantee Cap

The SURE guarantee for the farm will be the lesser of 90 percent of the expected revenue or the sum of all crop guarantees for the farm.

186-190 (Reserved)

Section 6 Calculating SURE Guarantees

191 SURE Farm Guarantee

A Calculating the SURE Farm Guarantee

The SURE guarantee for the farm is the sum of all:

- insured crop guarantees
- NAP-covered crop guarantees
- waived-in crop guarantees.

Note: Waived-in crop guarantees means the crop guarantees calculated for producers who are SDA, LR, or BF, including crops producers took advantage of meeting the risk management purchase requirement under Buy-In 1, Buy-In 2, or received relief.

B SURE Guarantee Limitation

The SURE guarantee **cannot** exceed 90 percent of the sum of the expected revenue of all eligible crops.

192-195 (Reserved)

Section 7 ARRA Funding

196 Implications of ARRA to Crop Guarantee

A Overview

ARRA provided additional assistance to eligible producers under the SURE Program by increasing the coverage level and price election or the SURE multiplier, whichever is higher, used in the calculation of the crop guarantee. The original formula for calculating the SURE guarantee is:

Eligible SURE Acres x SURE Yield x Coverage Level x Price x Price Election x Guarantee Adjustment Factors x Producer Share x SURE Multiplier (115 percent for insured crops and 120 percent for NAP crops).

ARRA also authorized Buy-In 2 that allowed producers who did not timely purchase crop insurance or NAP coverage or take advantage of Buy-In 1, to pay a fee equal to the administrative CAT or NAP fee between February 17 and May 18, 2009, to meet the risk management purchase requirement. As a result, County Offices will be dealing with 2 groups of SURE participants for additional ARRA funding:

- **group 1** consists of crops where insurance or NAP coverage was purchased timely, producers who paid a buy-in fee before September 16, 2008, (Buy-In 1) or were granted relief for the Buy-In 1 deadline

  Note: Producers who are considered SDA, LR, or BF will have their crops included in group 1.

- **group 2** consists of producers who paid a buy-in fee between February 17, 2009, and May 18, 2009, (Buy-In 2) or were granted relief by DAFP after the Buy-In 2 deadline.

  Note: Crops that become eligible under Buy-In 2 will have their guarantees calculated using 70 percent coverage level, 100 percent price election, and the applicable SURE multiplier.

196 Implications of ARRA to Crop Guarantee (Continued)

B Insured Crop Guarantee Recalculations

For crops in group 1 that are insurable crops, ARRA allows the crop guarantee to be calculated based on the higher of the original SURE guarantee calculation with the exception of either of the following:

- SURE multiplier will be increased from 115 percent to 120 percent
- producer's coverage level will be increased to 70 percent and the producer's price election will be increased to 100 percent.

The following table provides the data elements within the original crop guarantee that may change because of ARRA funding.

ARRA Funding for Insured Crops			
	Coverage Level	**Price Election**	**SURE Multiplier**
Original	Producer Selected	Producer Selected	115 Percent
Buy-In 1	Producer Selected	Producer Selected	120 Percent
Buy-In 2	70 Percent	100 Percent	115 Percent

For crops in group 2 that are insurable crops, ARRA allows the crop guarantee to be calculated as follows:

Eligible SURE Acres x SURE Yield x 70 Percent Coverage Level x Price x 100 Percent Price Election x Guarantee Adjustment Factors x Producer Share x SURE Multiplier of 115 Percent.

The following chart provides the data elements that are applicable in calculating crop guarantee for crops for which Buy-In 2 provisions were elected.

ARRA Funding for Buy-In 2 Insurable Crops			
	Coverage Level	**Price Election**	**SURE Multiplier**
Original	N/A	N/A	N/A
Buy-In 1	N/A	N/A	N/A
Buy-In 2	70 Percent	100 Percent	115 Percent

Note: There is no original crop guarantee calculation since the producer would not have this crop included without ARRA and Buy-In 2.

196 Implications of ARRA to Crop Guarantee (Continued)

C NAP Crop Guarantee Recalculations

For crops in group 1 that are considered NAP crops, ARRA allows the crop guarantee to be calculated based on the higher of the original SURE guarantee calculation with the exception of either of the following:

- SURE multiplier will be increased from 120 percent to 125 percent
- producer's coverage level will be increased to 70 percent from the current NAP coverage level of 50 percent.

The following chart provides a visual of the data elements within the original crop guarantee that may change because of ARRA funding.

ARRA Funding for NAP Crops			
	Coverage Level	**Price Election**	**SURE Multiplier**
Original	50 Percent	100 Percent	120 Percent
Buy-In 1	50 Percent	100 Percent	125 Percent
Buy-In 2	70 Percent	100 Percent	120 Percent

Note: The increase in coverage level to 70 percent will always result in the higher SURE benefit than the 5 percent increase in the SURE multiplier as shown in this table.

196 Implications of ARRA to Crop Guarantee (Continued)

C NAP Crop Guarantee Recalculations (Continued)

For crops in group 2 that are considered NAP crops, ARRA allows the crop guarantee to be calculated as follows:

Eligible SURE Acres x SURE Yield x 70 Percent Coverage Level x Price x 100 Percent Price Election x Guarantee Adjustment Factors x Producer Share x SURE Multiplier of 120 Percent.

The following chart provides a visual of the data elements that are applicable in calculating crop guarantee for crops for which Buy-In 2 provisions were elected.

ARRA Funding for Buy-In 2 Noninsurable Crops			
	Coverage Level	**Price Election**	**SURE Multiplier**
Original	N/A	N/A	N/A
Buy-In 1	N/A	N/A	N/A
Buy-In 2	70 Percent	100 Percent	120 Percent

Note: There is no original crop guarantee calculation since the producer would not have this crop included without ARRA and Buy-In 2.

197-200 (Reserved)

Part 7 Determining Production

201 Production

A Overview

For SURE, production to count includes all harvested production, appraised production, converted production and assigned production for all eligible crops on a farm. A crop's production is multiplied by the applicable NAMP for each crop, type, and IU to determine a total value amount that is included in the farm's revenue calculation.

Production from acreage determined ineligible according to Part 4 will **not** be included in production to count or in farm revenue.

B Definitions

The following terms are used in this part and apply to the 2008 crop year.

Actual production by crop on the SURE farm means the total amount of harvested and appraised production for a crop on the SURE farm.

Actual production on the farm (actual crop value) means the sum obtained by adding the following:

- for each insurable crop on the farm, excluding value loss crops, the product obtained by multiplying:
  - 100 percent of the per unit price for the crop used to calculate a crop insurance indemnity for the applicable crop insurance if a crop insurance indemnity is triggered; if a price is not available, then the price is 100 percent of the NAP established price for the crop, times
  - net production and converted production on the farm, adjusted for quality losses, plus
- for each noninsurable crop on the farm, excluding value loss crops, the product obtained by multiplying:
  - 100 percent of the per unit NAP established price for the crop, times
  - net production and converted production on the farm, adjusted for quality losses, plus
- for value loss crops, the value of inventory immediately after the disaster.

*** * ***

201 Production (Continued)

B Definitions (Continued)

Appraised production means production determined by FSA, or an insurance provider approved by FCIC, that was unharvested, but was determined to reflect the crop's yield potential at the time of appraisal. An appraisal may be provided in terms of a potential value of the crop.

Assigned production means the amount of production assigned by COC that must be attributed, as follows:

- because of ineligible cause of loss
- when a producer certifies that an acceptable record of harvested production is not available from any source (assignment based on maximum average loss level applies (paragraph 67))
- if acreage was destroyed without consent and no appraisal exists (assignment based on maximum average loss level applies (paragraph 67))
- because of a guaranteed contract, payment, or similar arrangement.

Converted production means converting crop production when the crop is harvested for a use different than intended, such as corn intended for grain, but harvested for silage (subparagraph 204 B).

Harvested production means the total amount of harvested production for the crop supported by an acceptable record and certification by the producer. The production of any eligible crop harvested more than once in a crop year will include the total harvested production from all harvests.

Net production means production to count; the total amount of harvested, appraised, and assigned production on the crop for the SURE farm.

201 Production (Continued)

C Producer Responsibilities

Each producer interested in obtaining a SURE payment must file FSA-682, provide accurate acreage and production reports, and provide an accurate certification of interests.

When filing FSA-682, the producer must furnish accurate information or certifications about any other assistance, payment, or grant benefit received for any of the producer's crops or interests on the farm, as defined for SURE, regardless of the crop or interest is covered in the farm's SURE guarantee according to paragraph 191. The producer's certification of interests will help FSA establish producer's eligibility.

FSA may assist producers with obtaining information on their interests in a farm, as of the date of certification, based on information already available to FSA from various sources. However, the producer is solely responsible for providing an accurate certification from which FSA can determine the producer's farm interests for the purposes of SURE.

As determined appropriate by FSA, the failure of a producer to provide accurate information or an accurate certification of interests as part of FSA-682 may render the producer ineligible for any SURE assistance. In general, producers are responsible for:

- providing accurate and complete information
- reporting the total amount of production for all SURE eligible crops on the SURE farm.

It is **not** COC's responsibility to determine a producer's amount of production. The producer must:

- retain and provide, when required, verifiable or reliable production evidence for all crops on the farm

- summarize all the production evidence

- account for all the crop's production for all eligible SURE crops of the SURE farm, (whether or not records reflect this production)

- provide the information in a manner that can be easily understood by COC.

Note: Regardless of the source of the production information or benefit data, SURE applicant is responsible and liable for any errors in reporting production as part of the FSA-682 process.

201 Production (Continued)

D Production for SURE

RMA will provide production data to FSA for policies that are based on production or a combination of production and revenue. RMA production data will be used, unless adjusted according to subparagraph E.

The SURE Interim Report will provide production data for NAP crops. NAP production data will be used, unless adjusted according to subparagraph F.

In all cases, the SURE Interim Report will provide, if available, the subsequent year's:

- acreage used in calculating the subsequent year's yield
- yield calculated using the producer's certified production and acreage.

The following types of policies will have RMA production included on the SURE Interim Report (Exhibit 4):

- Revenue Assurance (Plan Code 25)
- Income Protection (Plan Code 42)
- Crop Revenue Coverage (Plan Code 44)
- Grower Yield Certification (Plan Code 86)
- APH (Plan Code 90)
- APH-Alternatively Rated (Plan Code 92)
- Indexed APH (Plan Code 96).

FOR…	IF…	THEN…
RMA	RMA production data is provided on the SURE Interim Report "L" (Loss) Record	use production from the SURE Interim Report "L" (Loss) Record.
	RMA production data is **not** provided on the SURE ***--**Interim Report "L" (Loss) Record, but subsequent year's yield and subsequent a acreage are provided on the SURE Interim Report "Y" (Subsequent Year Yield) Record	calculate production by multiplying the subsequent year acreage by the subsequent year yield from the SURE Interim Report "Y" (Subsequent Year Yield) Record.
	RMA production data is **not** on SURE Interim Report Loss "L" Record and subsequent year's yield and subsequent year's acreage are **not** provided on the SURE Interim Report "Y" (Subsequent Year Yield) Record	producer must provide acceptable production evidence according to subparagraphs G through J.**--***
NAP	NAP production data is provided on the SURE Interim Report	use provided production.
	producer on NAP covered crop did not file CCC-576 for payment or certify production for APH purposes	producer must provide acceptable production evidence according to subparagraphs G through J.
waived-in crops	producer met RMPR on the crop by way of requesting a waiver as SDA, LR, BF, paid a buy-in fee, or was granted relief	

201 Production (Continued)

D Production for SURE (Continued)

Some RMA policies do not require production records for loss purposes and do not require production reporting for APH purposes. Producers insured under these policies must provide acceptable production records according to subparagraphs G through J. These policies include:

- Group Risk Plan (Plan Code 12)
- PRF-RI (Plan Code 13)
- PRF-VI (Plan Code 14)
- Pecan Revenue (Plan Code 41)
- Dollar Amount of Insurance (Plan Codes 50R and 50N)
- Fixed Dollar (Plan Code 51)
- Yield-Based Dollar Amt of Insurance (Plan Code 55)
- AGR-Lite (Plan Code 61)
- AGR (Plan Code 63)
- Group Risk Income Protection (Plan Code 73).

Production to count includes all actual and assigned production on the farm.

Note: Available production records, from any source, must be provided. See paragraph 205 for additional information on assigned production.

See subparagraph L for determining production not to count.

E Considerations for RMA Production

For fresh fruit policies, RMA insures many fresh fruit crops as fresh **only**; therefore, all RMA production is listed as fresh production on the SURE Interim Report. If there was production sold for processing or juice, this production must be accurately accounted for because there will be a different NAMP applied to fresh, processed, or juice and used to calculate the total crop value. Therefore, multiple-marketed crops that are certified or included on the SURE Interim Report, with the IU of fresh, will take into account both processed and juice production to calculate the total crop value. The production provided by RMA as fresh only policies will **not** be used for the production to count. Follow subparagraphs G through K for verifiable and reliable production or certified production

--**For malting barley, see subparagraph 301 G.**--

201 Production (Continued)

E Considerations for RMA Production (Continued)

Skip Row Crops - For 2008, all production from loss and yield data provided from RMA for skip row crops may be used without further adjustment or calculation.

Winter Coverage Endorsements – Because of initial crop/subsequent crop rules, production may or may not count on the winter coverage endorsements. If winter wheat is planted in the fall and is lost during the winter, and the producer elects to receive an indemnity on this loss, this is considered as the initial crop by FSA. Production to count will be on this crop only; regardless what is planted after (subsequent crop) this failed winter crop. However, if the producer elects not to receive an indemnity and plants spring wheat with continued coverage under this endorsement, the spring wheat production will count as the initial crop.

F Considerations for NAP Covered Production

Multiple-Marketed Crops (even with IU of fresh) - The production will be used as reported on CCC-576 for fresh, processed, or juice and total crop value will be determined based on this production.

Secondary Use Production - Will be counted as production for SURE purposes. Any crop that is harvested for secondary use and reported as production on CCC-576 will be converted to IU, if possible, using 8-LP, subparagraph 536 D.

Salvage Value - Will **not** be counted as production. The dollar value will be added into the total farm revenue calculation. See subparagraph 263 F for determining salvage value.

If production has been assigned because of ineligible causes of loss and documented on CCC-576, column 40, this production shall be used.

NAP provisions require production to be assigned when crops are late-planted. This assigned production will **not** be included in the SURE production to count. Late-planted reductions will be based on guarantee adjustment factors according to subparagraph 64 A.

Production will be reported to the physical location State/physical location county level by crop/type/IU for SURE purposes. This will pose a problem in certain situations because of NAP unit structure. Basic units in NAP are setup with all land administered by a county for which a producer has 100 percent share, including owner-operator and cash rented land. For crops included in NAP units that cover more than 1 county:

- determine the eligible acreage for each physical location county

- prorate production using procedure in subparagraph 203 F, to determine applicable production for each physical location county.

201 Production (Continued)

G Acceptable Production Records

The producer must submit verifiable or reliable production records to substantiate production to COC. If the eligible crop was sold or otherwise disposed of through commercial channels, acceptable production records include any of the following:

- commercial receipts
- settlement sheets
- ledger sheets or load summaries from warehouse, processer, or buyer
- appraisal information from LA acceptable to FSA.

If the eligible crop was farm-stored, sold, fed to livestock, or disposed of by means other than commercial channels, acceptable production records for these purposes include any of the following:

- truck scale tickets
- appraisal information from LA acceptable to FSA
- contemporaneous reliable diaries
- other documentary evidence, such as contemporaneous reliable measurements.

Producers shall provide production records for the plans of insurance listed in subparagraph 201 D, waived-in crops, multiple-marketed crops that are insured under one IU, and all RMA and NAP-covered APH crops that do **not** have loss data or APH data.

Producers without acceptable production records shall be assigned the COC-established maximum average loss level calculated according to paragraph 67.

Because SURE covers all crops on the entire SURE farm and takes into account total crop value for all crops (even if the crop did not suffer a loss) acceptable production records, including RMA and NAP data or certified production, must be submitted for all crops included in the SURE farm.

Producers with SURE eligible crops that have RMA loss data, APH data, or NAP production do not need to provide additional production records unless requested by COC.

201 Production (Continued)

H Verifiable Records

Verifiable records of production are items that:

- may be verified by CCC through an independent source
- are used to substantiate the amount of production reported.

Verifiable records shall:

- be dated
- show final disposition, including specific quantity and price, for that end use
- be seasonal or crop-specific for commodities produced more than once in a calendar year
- be provided, if they exist, whenever a record of production is otherwise required by CCC.

I Examples of Verifiable Production Records

Verifiable records may include the following, provided that they meet the requirements of subparagraph F:

- sales receipts from buyers
- invoices from custom harvesting
- truck or warehouse scale tickets
- actual measurements or appraisals by FSA, RMA or reinsured companies, LA's, other USDA employees if performed as part of their work duties, Feed Company representatives, or STC-approved consultants
- similar records that represent actual and specific production data.

Note: Verifiable records do **not** include certifications, estimates, producer ledgers, or diaries.

201 Production (Continued)

J Reliable Records

Reliable production records include records provided by the producer to FSA that FSA determines is adequate to substantiate the amount of production reported when verifiable records are not available. Examples of reliable records include copies of:

- ledgers of commodity sales volume or income
- income statements of deposits
- register tapes
- records to verify production input costs
- producer diaries, ledgers, or receipts
- pick records
- other USDA program data (NAP, LDP, FSA loans, etc.).

Before acting on any FSA-682, COC shall determine if the records furnished by a producer are reliable and acceptable for SURE. COC shall compare the producer's records of production with neighboring producers of the same crop who have provided acceptable production records, as discussed in this handbook, for reasonableness.

IF...	THEN...
similar levels of production were experienced on a summary of reports received from other producers of the crop in the county	the producer's certification supported by records may be considered reliable and; therefore, accepted for SURE purposes.
production for the same crop on a summary of reports received from other producers of the crop in the county differ significantly from the applicant's certification	COC shall notify the producer that the certification and records **cannot** be substantiated by reviewing a summary report of acceptable production certifications from others. The producer's certification **cannot** be considered to be supported by acceptable records. Accordingly, the established maximum average loss level for the crop shall be assigned.
there are no similar crops on other farms in the county	COC may compare loss levels to summary reports of other crops with similar growing characteristics within the county or an adjacent county. However, COC is under no obligation to find evidence to support a producer's nonverifiable production records. It is a producer's responsibility to provide evidence in support of the producer's certifications and FSA-682.

Note: If COC cannot determine the records are verifiable or reliable, the higher of the producer's certified production or the STC-approved maximum average loss level shall be assigned according to subparagraph K.

201 Production (Continued)

K COC Responsibilities

COC shall follow this table when receiving and reviewing production records.

Step	Action	
1	Date stamp and include county name on original hard copy records and photocopies.	
2	Place photocopied date-stamped records in the producer's county file. Return original date-stamped production evidence to the producer. **Note:** Once copies of production records have been placed in the producer's file in the county, they shall **not** be removed or returned to the producer.	
3	Ensure that the producer understands that the production records must be: • complete and represent the total production for each SURE eligible crop of the SURE farm • for the correct crop year and acreage.	
4	Review the producer's file for previously submitted production evidence. Ensure that records have not been duplicated.	
5	Review all production records provided by the producer and determine whether the records support the producer's certification of production.	
	IF the records are…	**THEN…**
	verifiable or reliable	the records are acceptable.
	not verifiable or reliable	producers will receive the higher of their certified production or STC-approved maximum average loss level for the crop.

201 Production (Continued)

L Production Not to Count for SURE

Production from ineligible acreage will **not** be included in the production to count. Production from ineligible acreage includes the following:

- assigned production because of late-planting for NAP-covered crops

  Note: Follow procedure in paragraph 64 to compute a guarantee adjustment factor that will be applied to the guarantee to account for the late-planting.

- production from acreage that is uninsurable or ineligible for NAP

- production from any crop that is not eligible for a risk management plan (NAP or RMA) of protection

- production from any crop with IU of grazing

- production from any other acreage determined to be ineligible for SURE

- production from crops elected as *de minimis*

- production from subsequent crop acreage determined ineligible acreage

- short rate crops

- production from by products, for example straw, stalks, stover, etc.

202 Unavailable RMA Production Data

A FCIC and MPCI Settlement Sheets

If losses for insured crops are **not** reflected on the SURE Interim Report (Exhibit 4), producers may provide the following production evidence from FCIC or reinsured companies:

- loss adjustment settlement sheet
- copy of an official appraisal document from a certified LA.

Note: LA working papers are **not** acceptable.

B Disputed RMA Data

If RMA data is disputed by the producer, the County Office shall advise the producer to contact their crop insurance agent or the County Office may request assistance from the applicable RMA Regional Office through the State Office.

203 Harvested Production

A Definition of Harvested Production

Harvested production means all production of the eligible crop from the unit that can be supported by an acceptable record and certification by the producer, including but not limited to, production:

- gathered by hand
- mechanically harvested.

Example: Wheat or hay that has been windrowed is **not** harvested. Wheat that has been threshed or hay that has been baled is harvested.

Acreage intended for mechanical harvesting, but actually grazed, is not considered harvested for SURE. Production shall be determined according to Part 7 and quality adjustment factors shall be determined according to paragraph 66.

B Multiple-Harvested Crops

The harvested production of eligible crop acreage harvested more than once in a crop year shall include the total harvested production from all the harvests.

203 Harvested Production (Continued)

C Farm-Stored Production

For farm-stored production, the producer shall do either of the following:

- provide certification of amount of production

  Note: See subparagraph J for COC responsibility for certified production.

- request measurement service and pay a fee according to 2-CP to have the production amount determined by FSA.

County Offices may accept certified production figures if the data was previously used under other FSA programs, such as commodity loans or LDP's.

The established maximum average loss levels are not applicable.

The certified production may be accepted without further COC review.

D Production Maintained for Seed

For crop production retained for use as seed by the producer, COC may accept producer's certification that disposition was by planting. Producer must indicate the pounds of seed planted per acre and number of acres planted with this seed. COC shall determine that the amount of seed is reasonable considering the acres harvested and planted.

E Production Commingled Between Years

COC shall consider production commingled between years as harvested production for the current year, unless the production was a matter of record before commingling. COC shall not prorate commingled production between crop years.

Records used to identify the crop year from which production arose must be verifiable and acceptable to COC.

203 Harvested Production (Continued)

F Production Commingled Between Eligible and Ineligible Acreage

Production from total acreage that is comingled among eligible and ineligible acreage shall be prorated to the respective acreage in proportion to the amount of eligible acreage.

Step	Action
1	Divide the total production for the crop by the total acreage. Round to whole number.
2	Multiply the result of step 1 by the eligible acreage amount. Round to whole number.
3	Result of step 2 is the production amount to attribute with the eligible acreage.

Example: Producer A harvested 4,000 bushels of soybeans, according to acceptable production evidence, from 250 acres. The producer planted 125 acres as an initial crop and the remaining 125 acres was a subsequently planted crop in an unapproved double-cropping system. Therefore, only the 125 acres of initial crop acreage is eligible for SURE. Producer A did not maintain separate records of production; all of the production was comingled.

Step	Action
1	4,000 bushels ÷ by 250 acres = 16 bushels per acre.
2	16 bushels x 125 (eligible acres) = 2,000 bushels.
3	2,000 bushels will be attributed to the eligible acreage.

Note: See Part 4 for determining ineligible acreage.

203 Harvested Production (Continued)

G Commingled Between Practice

Production from different practices, with separate established yields that are commingled before it, is a matter of record shall be prorated to the respective practice in proportion to the historic yield extensions according to the following table.

Step	Action
1	***--**Multiply each crop's CEY for the practice times the crop's harvested acreage**--*** for the practice.
2	Total the results of step 1 for both the irrigated and nonirrigated practice.
3	Divide the result of step 1 by the result of step 2. Round to 4 decimal places.
4	Multiply the result of step 3 for each practice times the commingled production. Round to whole number.

Example: Producer A harvested 4,000 bushels of soybeans from 250 acres. The producer irrigated 125 acres; the remaining acreage was nonirrigated. Producer A did not maintain separate records of production for each practice. Producer A's historic yield for irrigated is 50 bushels per acre; nonirrigated is 32 bushels per acre.

Step	Action
1	***--**125 x 50 bushels per acre (CEY for irrigated) = 6,250 bushels. 125 x 32 bushels per acre (CEY for nonirrigated) = 4,000 bushels.**--***
2	6,250 bushels (irrigated) + 4,000 bushels (nonirrigated) = 10,250 bushels.
3	6,250 bushels (irrigated) ÷ 10,250 bushels = .609756, rounded to .6098 4,000 bushels (nonirrigated) ÷ 10,250 bushels = .3902439, rounded to .3902
4	4,000 total harvested production x .6098 (irrigated) = 2439.2, rounded to 2,439 bushels. 4,000 total harvested production x .3902 (nonirrigated) = 1560.8, rounded to 1,561 bushels.

204 When Final Use Differs From Intended Use (IU)

A Overview

This paragraph applies to SURE crops on which there was not a production determination from RMA or NAP records.

When the final use of the crop is different from IU, the following rules apply:

- for all crops covered by LDP conversion methods, production will be converted according to subparagraph B
- for all crops grazed for which grazing was not IU, assign production according to paragraph 201
- for crops sold in a market that is not a recognized market for the crop with no established county average yield and market price, a **salvage value** will be determined for the final use.

Note: See paragraph 263 for determining salvage value.

B Grain Crops Harvested as Other Than Grain

For crops with IU of grain, but harvested as silage, ensilage, cobbage, hay, cracked, rolled, crimped, or for other uses, adjust to whole grain equivalent according to 8-LP, subparagraph 536 D.

Use LDP procedures in 8-LP for all crops with IU of grain, even if the crop is ineligible for LDP, such as speltz, triticale, buckwheat, millet, etc.

205 Assigned Production

A Using Assigned Production

There are 2 types of assigned production, as follows:

- **added** assigned production that is **in addition** to production from RMA, NAP, or producer provided production

- **override** assigned production that **replaces** production from RMA, NAP, or producer provided production.

Assigned production provisions shall be determined by COC as needed for production from all, or only part, of SURE eligible crop acreage by crop, crop type, and IU, in the following cases:

- when acceptable production records for harvested acres are not available from any source

- if unharvested acreage has not been appraised by FSA, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC

205 Assigned Production (Continued)

A Using Assigned Production (Continued)

- when COC determines that a portion of the loss is because of an ineligible disaster condition or circumstances other than natural disaster and this ineligible cause of loss has not been otherwise accounted for (subparagraph 34 B)

  Note: Assigned production because of ineligible causes of loss shall always be in addition to situations where the maximum average loss level is applied.

  Example: In the same situation described in subparagraph 67 C, COC determines that 10 percent of the production loss was because of poor weed control (an ineligible cause). An additional assignment of 4 bushels per acre (40 bushels per acre historic yield x 10 percent) of production is added to the county-established maximum average loss level of 24 bushels per acre for a total production assignment of 28 bushels per acre (24 bushels + 4 bushels) for SURE.

  In these cases a combination of maximum average loss apply and ineligible cause of loss for the total production.

  If all of the loss is because of an ineligible cause of loss for a SURE eligible crop, the production shall be assigned accordingly.

- COC may assign production using both maximum average loss provisions and assigning production due to an ineligible cause of loss (entered as all override adjusted production).

205 Assigned Production (Continued)

B Assigned Production When No Records Exist

If the producer does not have acceptable production records, then the producer shall certify the production.

COC shall:

- assign production based on the higher of the maximum average loss level or producer's certification
- document in COC minutes
- notify producer according to paragraph 11.

To ensure uniformity between adjacent areas, STC may require COC to submit the established maximum average loss levels to STC or their designee, for approval.

Note: If the producer's certification of production is higher than the assigned production calculated using maximum average loss, notification is **not** required.

When acceptable production records are not available for a portion of a crop's acreage within a SURE farm, apply the procedure in this subparagraph to assign production only to acres without acceptable production records.

205 Assigned Production (Continued)

C Assigning Production for Ineligible Loss

COC shall assign production to any acreage when a portion of the acreage has losses that are attributed to an ineligible cause. Production can be assigned on insured and NAP-covered acreage. Therefore, this subparagraph applies to production data that is provided by RMA, NAP, verifiable and reliable production provided by the producer, certified production (added assignment), or factored into the assigned production if COC determines that part of the loss was because of ineligible causes for SURE (other than a natural disaster).

Notes: If COC determines that all of the loss on a crop on a SURE farm is attributed to an ineligible cause, COC shall determine if the producer still meets either of the following:

- 10 percent loss on another crop of economic significance when a portion of the farm is located within a Secretarial-declared disaster or contiguous county

- greater than 50 percent loss on the entire SURE farm for farms not within a Secretarial-declared disaster or contiguous county.

IF FSA-682 does…	THEN…
not meet either of these losses	FSA-682 shall be disapproved and the producer shall be given appeal rights.
meets the eligibility requirements	production will be assigned at the maximum average loss level set for that crop in the county.

COC's do not have authority to adjust a unit's historic yield if COC determines that part or all of the loss is attributable to an ineligible cause.

205 Assigned Production (Continued)

C Assigning Production for Ineligible Loss (Continued)

COC shall:

- require a producer to provide any needed information to substantiate the loss
- assign production for any loss not attributable to an approved disaster condition
- if assigning production for ineligible causes of loss, such as improper cultural practices, ensure that the specific reasons for assigning production are thoroughly documented

  Note: COC's shall consider whether all cultural practices required to produce the applicable yield were applied, including the following:

  - seeding rates
  - seed quality
  - low germination seed
  - fertilization
  - weed control
  - crop type or variety not suitable for soil type
  - organically grown crop with expected yield based on conventional method
  - close-sown crop planted without use of pre-emergence herbicide or herbicide tolerant seed
  - crop type or variety not suitable for nonirrigation practice.

  See paragraph 11 for producer notification requirement.

- record the assigned production on FSA-682
- document in COC minutes:
  - the basis for the assignment
  - the quantity of production assigned
  - how the amount of assigned production was calculated or determined.

206-230 (Reserved)

Part 8 Quality

231 Overview of Quality Losses

A Quality Losses

In addition to production losses, SURE will compensate producers for quality losses when production characteristics are reduced because of adverse weather. Unlike past ad hoc disaster programs, where quality was determined at the lowest level, for example bale, truckload, bin, and bunk for which verifiable records were available, quality for SURE purposes will be determined based on the average adjustments from all harvested production from that affected region or physical location county.

If the actual average adjustment factor for all harvested production meets or exceeds the ***--**STC-established quality adjustment factor or factors for the region or physical location county, the producer's NAMP will be reduced by the quality adjustment factor (or combination of factors) in that county to reflect the reduction in price received. This provision applies independently to other, excessive moisture, or the total quality factors as indicated in subparagraph 66 A. The harvested production from the affected region or**--*** physical location county will be multiplied by the reduced NAMP to calculate the crop revenue. All crop revenues will then be summarized to calculate the actual crop value used in determining total farm revenue.

A quality loss adjustment factor will not be applied to unharvested production since quality characteristics cannot be determined when the crop is not harvested as intended. As a result, NAMP will not be reduced for quality for unharvested production.

231 Overview of Quality Losses (Continued)

B Applicability

Quality adjustment factors **only** apply to yield based crops. Quality adjustment factors will **not** apply to value loss crops. Value loss crops, that are considered unmarketable in the current year because of disaster damage, shall have the full market value assigned when determining the value of inventory immediately after the disaster, because value loss crops can be rehabilitated and marketed in a later year. For value loss crops that are dead and completely unmarketable in any year, a zero value will be used in determining Field Market Value B.

Quality adjustment factors will apply on crops that:

- suffered loss because of an adverse weather event
- have available acceptable verifiable evidence of quantity harvested and quality loss.

Before a quality adjustment factor can be applied to NAMP for a crop, a producer must certify that the actual average quality reductions received for their harvested crop met or exceeded the average quality adjustment factor established by STC and either of the following:

- have filed a notice of loss for insured or CCC-576 for NAP covered crops

- file FSA-682, Part A, “Unreported Disaster Events” for SURE purposes for insured or NAP covered crops that did not suffer a qualifying loss or for waived in crops.

232 Quality Loss Commodities

A Eligible Commodities

Eligible commodities for quality are yield-based:

- insurable crops
- NAP crops.

B Ineligible Commodities

Crops ineligible for quality losses are the following:

- value loss crops including, but not limited to, the following:
    - aquaculture
    - Christmas trees
    - crops with IU of root stock or sets
    - floriculture
    - ginseng root
    - mushroom
    - nursery
    - turfgrass sod
- specialty crops including, but not limited to, the following:
    - honey
    - maple sap
- prevented planted crops
- unharvested crops.

233 Quality Loss General Requirements

A Requesting a Quality Adjustment Factor

In general, if a crop did not suffer significant quality losses in the county, COC is not required to establish quality adjustment factors. If a crop suffered significant quality losses, ***--**or was affected by excessive moisture because of weather related conditions, COC should recommend to STC a quality adjustment factor or factors for their approval. COC may request 1 or 2 quality adjustment factors that may be approved per county, per crop, as indicated in paragraph 66 (other, excessive moisture, or total). The other quality adjustment factor and total quality adjustment factor may be based on more than 1 quality condition. The excessive moisture quality adjustment factor is based on excessive moisture **only**.

If applicable, producers will be compensated for reduced quality when NAMP is adjusted by the STC-established quality adjustment factor determined according to paragraph 66.**--***

Note: COC is responsible for determining if a price reduction was the result of quality factors or market conditions. A price reduction because of market conditions does not qualify for a quality loss.

233 Quality Loss General Requirements (Continued)

*--B Applying Quality Adjustment Factors

NAMP will be adjusted by a quality adjustment factor, or combination of factors, **only** for that harvested production from eligible SURE acres located in a region or county that STC has determined was impacted by an adverse weather event. The average adjustment to actual production must take into consideration **all** harvested production from that approved region or county. This applies to the other, excessive moisture, and/or total quality adjustment factors as outline in paragraph 66. Producers are **not** allowed to have the quality adjustment factor, or combination of factors, apply to only a portion of the crop's harvested production in an approved region or county. If a producer does **not** have verifiable production records to meet the average quality adjustment for each independent factor of other, total, or excessive moisture, as applicable, for all harvested production in an approved region or county they should not be certifying they meet the quality adjustment factor (or combination of factors).**--***

Any harvested production for a crop that is outside the STC-approved region or county is **not** eligible for the quality adjustment.

--Example:** STC has approved an excessive moisture quality adjustment factor for corn in County A because of a freeze. Producer B has corn in County A as well as the adjacent County B. The excessive moisture quality adjustment factor will **only** be used to adjust NAMP of the total verifiable harvested production of the producer's corn in County A. The harvested corn production from County B will **not** have the excessive moisture quality adjustment factor applied to NAMP,**-- unless a STC-approved quality adjustment factor for corn was established in County B.

If not already adjusted, County Offices must adjust all harvested production to standard moisture before applying the quality adjustment factor to NAMP that will then be multiplied by the total harvested production in the approved area to determine crop revenue for the production in the affected area.

Note: For all RMA crops with a loss record or APH data, and for all NAP crops with production, the moisture has already been adjusted. As stated in subparagraph 201 D, if a producer had NAP coverage, but does not have production, or if the producer met RMPR on the crop by way of requesting a waiver as SDA, LR, BF, paid a buy-in fee, or was granted relief, then the producer must provide acceptable production evidence according to subparagraphs 201 G through J. If this evidence contains production for crops where moisture would be adjusted, but the adjustment has not been completed, then this would be the only time a County Office would have to adjust for standard moisture. Typically, most production evidence will already have the moisture adjusted.

233 Quality Loss General Requirements (Continued)

B Applying Quality Adjustment Factors (Continued)

When adjusting NAMP for other types of quality factors, for example small kernel size, foreign material, vomitoxin, etc., apply the quality adjustment factor to NAMP that will then be multiplied by the total harvested production in the approved area to determine the crop revenue for the production in the affected area.

In general, quality adjustment factors are to be determined based on the difference between actual price received and the normal market price.

Example: The normal market price at the time of market is $4.10 per bushel for corn.
--**Because of quality factors documented from local markets, on average many producers are only receiving $3.50 per bushel for the crop. As a result, the factor considered for producers certifying that their production meets the quality adjustment would be .8536 (see paragraph 66 for establishing quality**--
adjustment factors).

All receipts for harvested production shall be considered when determining the average adjustment factor to determine whether or not a crop meets or exceeds the STC-established quality adjustment factor in the approved region or county. If the average factor meets or exceeds the STC-established quality adjustment factor, then the quality adjustment factor established by the STC shall be used to adjust NAMP before multiplying the total harvested production from the approved region or county by the adjusted NAMP.

***--Note:** If the quality factor for crop, crop type, and IU at the county is established for the other and excessive moisture quality adjustment factors, there is a combination factor applied to NAMP according to paragraph 66. However, producers will certify separately to each factor and **must** meet the average threshold for each factor separately.

Example 1: County A has an other quality adjustment factor for corn at .8750 and an excessive moisture quality adjustment factor of .8875. Producer B certifies that they have enough verifiable production evidence to meet both quality factors. Producer B will have the combination factor of .7625 applied to their NAMP; however, they must meet the .8750 threshold and .8875 threshold separately. Only:

- other quality adjustment factors the verifiable production evidence can be used to determine the .8750 threshold

- excessive moisture quality adjustment factors from the verifiable evidence can be used to determine the .8875 threshold.**--***

233 Quality Loss General Requirements (Continued)

*--B Applying Quality Adjustment Factors (Continued)

Example 2: County C has a total quality adjustment factor for corn at .8540. Excessive moisture is 1 of the quality issues that was used to determine the .8540 factor. Producer D certifies that all their harvested production meets the .8540 threshold. Producer D will have the .8540 quality adjustment factor applied to their NAMP. Any combination of the quality adjustment factors, including excessive moisture, from Producer D's verifiable evidence can be used to determine if the average quality adjustment factor set for corn for County C is met.**--***

C When Quality Adjustment Factors Will Not Apply to Production

Quality adjustment factors will not apply to production:

- that is unmarketable because the production to count will be equal to zero
- that is unharvested

  Note: All unharvested production will have the unadjusted NAMP applied.

- from acres that are not eligible for SURE.

D Exceptions for Excessive Moisture When Determining the Quality Adjustment Factor

There may be situations where the producer may incur excessive drying expenses because of excessive moisture. As a result, the actual price received may not be different from the normal market price. In these situations producers may still be eligible for an adjustment in quality if they have acceptable evidence of the actual moisture at time of harvest.

COC shall use local and regional elevators to determine price adjustments because of excess moisture.

Example: A county has an early freeze which does not allow the corn to dry to normal levels in the field. On average, local and regional elevators are docking the price 5 cents per bushel for every percentage point that corn is above 15 percent moisture. The buying price for corn at the local and regional markets average $4.10 per bushel for corn with moisture content of 15 percent or less. Producer A dried all corn to acceptable moisture levels before marketing the crop. Producer A has acceptable evidence to show the moisture content of the crop at harvest averaged 25 percent moisture. As a result, the adjustment factor would have been .8780 (25 - 15 = 10 x .05 cents = $.50, $4.10 - .50 = $3.60, $3.60 ÷ $ 4.10 = .8780) had the crop not been dried before market. Even though Producer A received the normal market price, COC may apply the quality adjustment factor to NAMP if the STC-established quality adjustment factor met or exceeded .8780 and the producer had verifiable and reliable production records.

233 Quality Loss General Requirements (Continued)

*--E Calculating Quality Adjustment Factors

In the SURE calculation, the quality adjustment factor will be applied to all harvested production. However, a producer **must** be able to meet or exceed the quality loss threshold when averaging all verifiable, reliable, or certified production for a crop in the county if selected for spot check. If a crop, crop type, and IU is set up with the option of having 2 quality adjustment factors (1 for other and 1 for excessive moisture), these thresholds **must** be met separately according to subparagraph B. To calculate the average, all verifiable harvested production in the county for a producer (spot check basis) will have the quality adjustment factors from the verifiable evidence applied to quantity or price, depending on which method was used to determine the quality factor or factors for a county according to paragraph 66. In this average, all the quality factors from the verifiable, reliable, and certified production for a producer meets or exceeds the approved quality adjustment factor for a crop if the producer's certification is correct.

The calculation for the average quality adjustment factor on a producer basis (spot check process) must be based on the same basis (price or quality as outlined in subparagraph 66) for which the quality adjustment factor was approved for a crop in a county.**--***

Example for quality basis:

Approved loss threshold is 20 percent quality affected crop = .8000 factor:

- 1000 bushels verifiable production with 40 percent quality loss (.6000 factor)
- 550 bushels certified and reliable production
- 1550 bushels if total harvested production
- (40 percent quality affected crop = .6000 factor)

1000 bushels x 0.6 = 600 (verifiable)
550 bushels x 1.0 = 550 (self certified/reliable unaffected by quality)
Total = 1150 (weighted factor)

1150 ÷ 1550 = .7400

.7400 is less than .8000 (meets threshold).

233 Quality Loss General Requirements (Continued)

E Calculating the Quality Adjustment Factor (Continued)

Example for price basis:

***--**The approved loss threshold for the quality affected crop in this county is 20 percent that is a .8000 factor. The average selling price for this crop in this county, unaffected by quality, is $4 per bushel. With a 20 percent quality reduction, the average selling price for this crop affected by quality is $3.20.

- The producer actually shows a verifiable 40 percent reduction of quality resulting in a $2.40 ($4 - 40%) price received by the producer for 1000 bushels of the crop.

- 550 bushels were certified as reliable production (that were not sold, but fed). Since there are no verifiable records for this production, there is no quality adjustment applied, so the full price (unaffected by quality) of $4 bushel is used for this part of the production.

- Total harvested production is 1550 bushels.

1000 bushels x $2.40 = $2400 (verifiable)
550 bushels x $4 = $2200 (self certified/reliable, price unaffected)
Total = $4600 (crop value)

$4600 (crop value) ÷ 1550 (total bushels) = $2.97

$2.97 is less than $3.20 (meets threshold)**--***

233 Quality Loss General Requirements (Continued)

F Quality Adjustment Factor Impact to NAP

When establishing NAMP for NAP crops, the 12-month average market price **cannot** exceed the NAP market price. The NAP market price is the current price for the crop for the applicable NAP crop year.

For NAP-covered crops and crops for which NAP coverage was not obtained, but waived in, the quality adjustment factor is applied to NAMP rather than the NAP market price (which is the NCT crop price). When the quality adjustment factor has been applied to NAMP, the result will be compared to the NAP market price. If the NAP market price is lower than NAMP adjusted for quality, then the NAP market price will be used as NAMP. Otherwise, the quality adjusted NAMP will be used.

Example: An actual crop price used for crop year 2008 in the 2010 NCT is determined to be $4.20. The NAP market price or "current price" in NCT for 2008 is $4. NAMP will be the lower of the 2 prices or, for this example, the NAP market price of $4 will be used. If a quality adjustment factor is applicable, the quality adjustment factor will first be applied to NAMP of $4.20 **before** being adjusted to NAP market price. So if a quality adjustment factor of 5 percent applied, NAMP would be adjusted because of quality as follows:

$4.20 x .95 = $3.99 adjusted NAMP.

The adjusted NAMP would then be compared to the NAP market price of $4. Because the adjusted NAMP is less than the NAP market price of $4, the adjusted NAMP would be $3.99.

G RMA Production on SURE Interim Report

The production associated to a RMA loss record on the SURE Interim Report (Exhibit 4) includes production adjustments because of reduced quality for many crops (Exhibit 17). For SURE purposes, County Offices do **not** need to be concerned with whether or not the production listed has been adjusted because of quality. If production has already been adjusted for quality, an increased indemnity is received and will already be considered when determining total farm revenue. As a result, County Offices shall follow the same procedure for all producers regardless of whether or **not** the crop indicates it was previously adjusted for quality by RMA.

233 Quality Loss General Requirements (Continued)

H Producer Certification

*--The quality adjustment factors that may be applicable to a crop are other, excessive moisture, or total, according to paragraph 66.

IF States choose to set up...	THEN producers will...
both other and excessive moisture quality adjustment factors for a crop	certify to **each** quality adjustment factor separately.
only the total quality adjustment factor for a crop	**only** certify to the total quality adjustment factor.

--*

Producers requesting an approved quality adjustment factor apply for a crop in their area must certify that the:

- quality affecting the crop was caused by an eligible adverse weather event
- same basis that the quality adjustment factor was approved for (price or quality) was used to determine the producer's quality loss
- average of the producer's quality loss meets or exceeds the approved quality adjustment threshold.

Although producers are only required to certify that they have met the certification criteria in this subparagraph, they must maintain all verifiable documentation used for justification. The quality loss that they are certifying to must have either:

- a test from a State university or STC-approved lab
- sales evidence that shows a reduction in price or grade of the crop related to the loss in quality.

This documentation will be used in spot checks.

Example: A quality threshold has been approved based on quality (excessive moisture *--following a freeze) for all corn in a county at 24 percent or more moisture resulting in a .9500 quality adjustment factor. If the producer certifies that the threshold of 24 percent is met or exceeded, based on excessive moisture following the freeze, NAMP will be adjusted by the approved quality adjustment factor of .9500 for the producer's total harvested corn production in the approved--* region or county. The producer must maintain verifiable documentation proving that the threshold was met or exceeded. If the total harvested production of corn for this producer in the approved region or county does not average 24 percent or more excessive moisture, the producer is not eligible for the quality adjustment.

233 Quality Loss General Requirements (Continued)

I COC Eligibility Determinations

COC is responsible for determining the following:

- if the reduction in quality or price was because of an eligible adverse weather event
- production evidence meets requirements for verifiable evidence if subject to spot check
- the average actual quality loss meets or exceeds the STC-established quality adjustment factor.

234 Quality Loss Production

A Determining Quantity and Price of Stored Production

For farm-stored production, the producer **must** have had the quantity and quality of production determined by:

- FSA employees, if done as part of an official measurement service
- FSA-certified LA's
- RMA or reinsured company appraisers.

Note: Actual measurements to verify production for a particular year **must** be taken **before** harvesting the next year's crop to document the year of production.

See subparagraph 235 D for forage crops.

B Quality Test Deadline

To be considered acceptable, tests for forage and stored commodities must have been completed by January 1 of the year following harvest. Tests for stored production must identify the location of the storage facility. The test must have been taken by a third party as defined in subparagraph A. Tests associated with the sale of the commodities may be used for quality adjustment purpose up to the SURE signup deadline.

Note: If the harvested commodity is stored and sold after January 1, follow subparagraph C for providing verifiable evidence.

234 Quality Loss Production (Continued)

C Tests Taken After January 1

If the forage or stored commodity test is taken after January 1 of the year following harvest, COC shall limit the quality loss to the average loss documented before January 1.

Note: The average loss can be determined based on verifiable quality tests or sales evidence determined before January 1.

COC shall use all available data to determine the average loss including:

- a representative sample of the crop tests or sales evidence taken before January 1 by similar farms
- Extension Service or university data documenting quality losses
- any other published data determined to be representative of the area by COC.

235 Hay and Forage Provisions

A Eligibility

Producers of hay or forage may be eligible for quality losses if the quality loss was attributed to an eligible disaster condition. Deterioration of the crop because of storage practices is **not** eligible for a quality adjustment. For example, flood damage to the quality of a hay crop stored in the field would **not** be an eligible quality loss.

B Documentation

--**Producers **must** maintain written verifiable evidence indicating both the quality loss and the amount of the affected production. The quality loss verifiable evidence **must** be specific for the affected quantity. Producers will certify production for quality loss determinations, but must maintain all production evidence for spot check purposes.**--

Example 1: The forage consultant provided a hay test taken using the third cutting of hay and actual measurements corresponding to the forage analysis sample. A hay test taken using third cut hay, in this example, will **only** be applicable to the production from the third cut and may **not** be used to document losses from other cuttings.

Example 2: Producer provides a statement from Custom Harvest Company that they baled approximately 400 round bales of hay in 2008 for Clay Farms weighing approximately 700 lbs. per bale. The applicant had 1 forage analysis that was dated June 15, 2008; however, it did **not** indicate the amount of production. There was **no** documentation showing from which quantity this analysis was taken. In determining the actual average quality adjustment factor, **all** production will be calculated at the unadjusted NAMP because the applicant could **not** provide acceptable verifiable evidence to substantiate the quantity and quality of the affected production.

235 Hay and Forage Provisions (Continued)

C Production Documentation

The affected production as certified must be able to be documented using verifiable evidence, such as sales receipts or actual measurements. The documentation must be dated and contain specific production information related to the quality affected crop (bushels, pounds, tons, etc.). If spot-checked, COC shall determine whether the documentation provided substantiates the crop, production, and year of the requested quality loss adjustment. Any harvested production considered reliable, certified, or determined using maximum average loss will be considered as having no adjustment factor applied in determining the average quality adjustment factor for the harvested production.

D Forage Measurements

Actual measurements to verify production for a particular year must have been taken before harvesting the next year's crop to document the year of production. Acceptable farm-stored forage measurements are measurements taken by the following:

- FSA employees, if done as part of an official measurement service
- FSA certified LA's
- Extension Service or USDA employees acting in an official capacity
- feed company consultants approved by COC
- private feed and forage consultants approved by COC
- RMA or reinsured company appraisers.

Note: Using sales receipts to document production eliminates the need for an on-farm hay or forage measurement.

E COC Guidelines for Approval of Forage Measurements

COC's shall review applicant's documents from feed and forage consultants and make approvals based on whether or not the documents meet the requirements for hay and forage quality loss determinations. COC's shall ensure that certification for quantities not affected by quality losses are applied the full NAMP.

Applicants are required to submit all forage tests for affected quantities if requested during spot check.

236 Spot Checks

A Overview

Producers that received a quality adjustment will be subject to a spot check by COC. During the spot check, COC will determine whether or not the average certified quality adjustment factor meets or exceeds the STC-established quality adjustment factor.

B Required Documentation

Producers must have maintained verifiable documentation that will justify that the quality loss factor met or exceeded the STC-established quality adjustment factor. In the spot check, all documentation, such as weigh tickets, will be checked and calculated to determine if the average threshold for the quality adjustment has been met.

C Overpayments

If it is determined during the spot check that the average quality adjustment factor did not meet or exceed the STC-established quality adjustment factor, the actual value of production will be recalculated using the unadjusted NAMP. The recalculated crop revenue will then be used to recalculate a corrected total farm revenue. The corrected total farm revenue will be compared to the SURE guarantee and any overpayment must be collected from the producer.

237-260 (Reserved)

Part 9 Revenue

261 Revenue Overview

A Total Farm Revenue

Total farm revenue is the revenue calculated for all crops for which a producer has an interest nationwide and is used in the SURE payment calculation. Total farm revenue is calculated by first multiplying crop value (determined using production from eligible crop acres (Part 4)) by NAMP and adding FSA payments and RMA indemnities. The SURE guarantee for the producer is compared to the producer's total farm revenue to calculate SURE payment.

B Components of Total Farm Revenue

The total farm revenue is the sum of the following:

- actual crop value for all eligible crop acreage
- 15 percent of the total DCP direct payments
- total DCP counter-cyclical payments
- total ACRE payments (there were **no** 2008 ACRE payments)
- total market gains from market loans and market certificates
- total loan deficiency payments
- total crop insurance indemnities
- total NAP payments
- total of guaranteed payments to contract growers
- total salvage value
- other disaster payments
- FSA and RMA settlements.

262 Actual Crop Value

A Definition

The actual crop value is the value determined for each eligible crop based on production from eligible crop acres and the National Average Market Price for yield based crops adjusted for quality and the value of inventory immediately after the disaster for value loss crops summarized for all eligible crops on the farm.

B Determining the Actual Crop Value for Yield-Based Crops

The actual crop value for each yield based crop on a farm is the product obtained by multiplying the production to count from eligible acreage for each SURE eligible crop, by NAMP for each crop and crop type, adjusted for quality when applicable.

Actual production to count is determined according to Part 7. Eligible acreage shall be determined according to Part 4.

262 Actual Crop Value (Continued)

C Determining the Actual Crop Value for Value-Loss Crops

Revenue for value loss crops is the total value of inventory immediately following the eligible disaster known as Field Market Value B. NAMP's and quality adjustment factors will **not** apply to value loss crops. When determining the value of inventory immediately after the disaster (Field Market Value B), the same wholesale prices used to calculate the value of inventory immediately before the disaster for calculating guarantee will be used. Any crop inventory sold during the disaster must be included in calculating the value of inventory immediately after the disaster for Field Market Value B.

For insured value loss crops, revenue will be determined based on the value of inventory determined immediately after the disaster as provided by RMA on the SURE Interim Report (Exhibit 4) as Field Market Value B.

Note: For 2008, crop insurance was only available for nursery and clams. Producers having an insurance policy for nursery and clams are required to report all losses, regardless of significance, to the insurance provider. If a producer has crop insurance and has not filed a notice of loss and now files FSA-682, Part A, "Unreported Disaster Events" for SURE purposes, the loss is not eligible for SURE. The value of inventory immediately before and after the disaster will not be included in calculating guarantee or revenue.

For NAP crops that suffered a qualifying loss the value of inventory calculated immediately after the disaster is known as Field Market Value B. This will be used in determining crop revenue. That value will be included on the SURE Interim Report as Field Market Value B.

For value loss crops that either did not suffer a qualifying loss under NAP, or were waived in and there is no record of the value immediately after the eligible disaster, producers must provide verifiable and reliable evidence that shows the inventory immediately after the disaster. County offices shall follow 1-NAP in assisting producers in documenting the value of the inventory immediately after the disaster as Field Market Value B.

263 Payments Included in Total Farm Revenue

A DCP Direct and Counter-Cyclical, and ACRE Payments

Fifteen percent of the total DCP direct payments will be included in calculating total farm revenue. The total DCP counter-cyclical payments will be included, as well as the total amount of ACRE payments.

Notes: This will include DCP and ACRE payments for crops that are not eligible for SURE.

There were **no** 2008 ACRE payments.

Example: Producer A had wheat acreage fail that was subsequently planted to cotton. Since wheat and cotton are not recognized as a normal double cropping practice the cotton acres subsequently planted after wheat are not eligible for SURE. Even though some cotton acres may not be eligible for SURE, if DCP or ACRE payment for cotton was issued, the payment will be counted as revenue when determining total farm revenue.

***--**100 Percent of the counter-cyclical and ACRE payments earned for the applicable crop year must be included in total farm revenue.

Example: Producer A received a counter-cyclical payment in 2008 for a 2007 crop. Since this payment was not for a 2008 crop, the counter-cyclical payment would not be included in the 2008 total farm revenue. If Producer A received a counter-cyclical payment in 2009 for a 2008 crop, this payment would be included when calculating the 2008 total farm revenue.**--***

B Market Loan Gains, Market Certificates, and LDP's

The total dollar value of market loan gains from commodity loans, LDP's, and commodity certificates will be included in the total farm revenue. This includes market gains and LDP's received on commodities and or acreage that are not eligible for SURE.

Note: Procedure for SURE payments to CMA producers will be included in a future amendment.

Examples: Producer B has received LDP for wool and mohair. Even though livestock are not included under SURE, LDP received for wool and mohair will be included in determining total farm revenue.

Producer C had wheat acreage fail that was subsequently planted to corn. Producer C received a LDP for corn. Since wheat and corn are not recognized as a normal double cropping practice the corn acres subsequently planted after wheat are not eligible for SURE. Even though some corn acres may not be eligible for SURE, LDP for corn will be counted as revenue when determining total farm revenue.

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities

Crop insurance indemnities received for all crops for which a producer has an interest will be counted as revenue for determining total farm revenue. Indemnities received may include indemnities for crops or acreage that is **not** eligible for SURE.

Example: Producer D has PRF-RI policy for grazed forage for which an insurance indemnity was received because of the lack of rainfall. Even though SURE does **not** include grazed forage as an eligible crop, the insurance indemnity received under PRF policy will be included in determining total farm revenue.

RMA provides the indemnity (GROSS INDM) through the SURE Interim Report on the loss record (REC TYP L) for each crop policy and unit as determined by RMA. RMA does not provide a loss record if an indemnity was not earned.

RMA also provides the unsubsidized producer paid premium (PROD PREMIUM) through the SURE Interim Report on the acreage record (REC TYP A) for yield based and value loss crops.

For SURE purposes, FSA shall manually calculate the net indemnity for each producer that received an indemnity from RMA by administrative county. This will be entered into the SURE Interim Workbook on the Data Entry Screen, under the Other Payment Amounts Section, “RMA (Crop Ins.) Indemnities” field (see subparagraph 515 D), and included in the total farm revenue calculation.

This will be accomplished by adding together all of the gross indemnities provided for a producer per administrative county through the loss records. **Negative numbers will be included in this sum**.

In addition, all producer paid premiums for a unit that earned an indemnity will be summarized. This will be accomplished by associating each loss record with an acreage record *** * ***. It is reiterated that **only** producer paid premiums for a unit that earned an indemnity will be included in this sum. All producer paid premiums *** * *** that are provided through the acreage record for a unit that did not earn an indemnity will not be included in this total (producer paid premiums will not be provided on value loss crops if the unit did not earn an indemnity).

The total of all producer paid premiums that are associated with loss records, per producer, per administrative county, will be subtracted from the total of all gross indemnities, per producer, per administrative county to calculate the net indemnity. It is reiterated that all SURE ineligible crops will be included in both of these totals. **If the difference is a negative number the net indemnity will be zero**.

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

Use the following table to calculate net indemnity.

Step	Action
1	Determine all RMA crop data for the administrative county. **Notes: The SURE Interim Report will provide records by RMA location State/county.** **In some instances, data for land administered in another location county would have to be requested for that administrative county.**
2	For each producer, each loss record that is associated with each FSA administrative county will have to have the applicable acreage records matched. *** * *** The gross indemnities and applicable producer paid premiums must be identified for all crops. **Notes: The records are provided by RMA crop/type/practice/plan/share/unit/coverage category.** **There may be 1 or more acreage records associated with each loss record or there may be 1 or more loss records associated with each acreage record.**
3	Each gross indemnity on the loss records from step 2 will be summed and each applicable unsubsidized producer paid premium that match the loss records will be summed. **Note: Producer paid premiums on each acreage record that do not have a matching loss record will not be included in this sum.**
4	The sum of the producer paid premiums will be subtracted from the sum of the gross indemnities.
5	The difference is entered into the SURE Interim Workbook “RMA (Crop Ins.) Indemnities” field. **Note: If this difference is negative, enter zero.**

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

***--Example 1:** This producer has 1 crop with 3 different units administered out of 1 county.

Step 1: Producer A is administered out of County B. There is 1 crop policy of corn on 3 different units applicable to this administrative county.

Step 2: Unit 1: crop - corn, type-grain, practice-nonirrigated, plan-90, share-1.0, coverage CAT – A, and has 2 corresponding loss records. One is a stage code of harvested with a gross indemnity of -$1000 and the other is a stage code of unharvested with a gross indemnity of $4500. There is 1 corresponding acreage record with a producer paid premium of $500.

Unit 2: crop – corn, type-grain, practice-nonirrigated, plan-90, share-1.0, coverage CAT – A, and has 1 corresponding loss record. It is a stage code of harvested with an indemnity of $2000. There is 1 corresponding acreage record with a producer paid premium of $500.

Unit 3: crop – corn, type-grain, practice-nonirrigated, plan-90, share 1.0, coverage CAT - A. There is not a loss record associated with this unit. There is an acreage record with a producer paid premium of $400.

Step 3:

Producer A, Admin County B

Unit	Gross Indemnity	Producer Paid Premium
1	-$1000	$500
1	$4500	
2	$2000	$500
3	N/A	N/A 1/
Total	$5500	$1000

1/ Unit 3 producer paid premium is not included in the total as there is not a loss record associated with the acreage record.

Step 4: $5500 - $1000 = $4500

Step 5: Enter $4500 into the SURE Interim Workbook "RMA (Crop Ins.) Indemnities" field.**--***

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

***--Example 2:** This producer has 3 crops with 3 different units administered out of 1 county.

Step 1: Producer C is administered out of County D. There are 3 crop policies on 3 different units.

Step 2: Unit 1: crop - corn, type-grain, practice-nonirrigated, plan-90, share-1.0, coverage CAT – A, and has 2 corresponding loss records. One is a stage code of harvested with a gross indemnity of -$1000 and the other is a stage code of unharvested with a gross indemnity of $4500. There is 1 corresponding acreage record with a producer paid premium of $500.

Unit 2: crop – wheat, type-durum, practice-continuous cropping, plan-25, share-1.0, coverage CAT – A, and has 1 loss record. It is a stage code of harvested with a gross indemnity of $2000. There is 1 corresponding acreage record with a producer paid premium of $200.

Unit 3: crop – soybeans, type-no type specified, practice-nonirrigated, plan-90, share 1.0, coverage CAT - A. There is not a loss record associated with this unit. The acreage record has a producer paid premium of $300.

Step 3:

Producer C, Admin County D

Unit	Gross Indemnity	Producer Paid Premium
1	-$1000	$500
1	$4500	
2	$2000	$200
3	N/A	N/A **1/**
Total	$5500	$700

1/ Unit 3 producer paid premium is not included in the total as there is not a loss record associated with the acreage record.

Step 4: $5500 - $700 = $4800

Step 5: Enter $4800 into the SURE Interim Workbook "RMA (Crop Ins.) Indemnities" field.**--***

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

RMA will notify FSA of all changes in indemnity payments. FSA will recalculate a producer's SURE payment if an indemnity has been modified. If the recalculation results in an overpayment compared to the original payment, the producer will owe the difference. If the recalculation results in an underpayment, a payment will be sent to the producer for the amount of the underpayment.

RMA indemnities will include indemnities paid for prevented planting claims.

D NAP Payments

Total payments paid under NAP for all crops for which a producer has an interest nationwide will be included in calculating total farm revenue. NAP payments received may include payments for crops or acreage that is not eligible for SURE.

Example: Producer D has NAP coverage for grazed forage for which a NAP payment was received because of drought. Even though SURE does not include grazed forage as an eligible crop, the NAP payment received will be included in determining total farm revenue.

NAP payments will include payments received for prevented planting claims.

E Guaranteed Payments to Contract Growers

Guaranteed payments to contract growers are issued to a producer instead of actual harvested production or delivered production according to an agreement or contract. The total guaranteed payments will be included in the total farm revenue if the crop is eligible to be included in the SURE guarantee. If the crop is not an eligible SURE crop or is produced on acreage determined ineligible for SURE, the guaranteed payments will **not** be included in the total farm revenue.

F Salvage Value

Salvage value is the dollar amount or equivalent for the quantity of the commodity that cannot be marketed or sold in any market recognized as a market for the crop and prices and yields are not available for use. The sum of the dollar amount of all crops sold as salvage will be included in calculating total farm revenue.

263 Payments Included in Total Farm Revenue (Continued)

F Salvage Value (Continued)

The loss of quality that resulted in the commodity becoming salvage must be because of eligible disaster conditions. The production of a crop or crop type for which there is no FSA-established price for the State or yield shall:

- be counted as salvage
- not be considered production of the crop for any purpose.

Example: A producer intended to grow potatoes for the fresh market. The low quality rendered the potatoes unmarketable for the intended market. The producer ends up selling the potatoes to neighbors for livestock feed. The potatoes shall be designated as "salvage" and not included in the production totals.

Note: Salvage value:

- determinations may apply to insured crops where RMA loss data is used
- applies to value loss crops
- does not include secondary use.

Example: A producer has hard red winter wheat with IU of grain. The grain production is multiplied by NAMP to determine the total crop value for the crop. The producer sold the wheat for grain and also baled the wheat straw and sold the wheat straw for bedding. The wheat straw is considered a byproduct and is not added into the total farm revenue calculation (does not count in total crop value or as salvage value).

G Other Disaster Benefits

The total value of any other disaster assistance payments provided by the Federal Government for the same loss for which the eligible participant applied for SURE will be included in total farm revenue.

Other disaster benefits would include payments such as ad hoc disaster programs or section 32 programs authorized by the Secretary.

--**Aquaculture grant, ELAP, LFP, LIP, and TAP payments will **not** be included in total farm revenue.**--

Emergency loan proceeds are **not** included in the total farm revenue.

Note: *** * *** Aquaculture species that receive an aquaculture grant payment are **not** eligible for SURE assistance.

263 Payments Included in Total Farm Revenue (Continued)

H Imputed Insurance Indemnity and Imputed NAP Payments

Producers that became eligible for SURE during Buy-In 2, or who received equitable relief, will have an imputed insurance indemnity or imputed NAP payment calculated for each crop that became eligible under Buy-In 2 provisions. The imputed insurance indemnity or NAP payment:

- will be included as part of the total farm revenue for the farm
- will be calculated as if the producer had CAT or NAP coverage on the crop, as applicable
- provisions apply to both yield-based crops and value loss crops.

The imputed insurance indemnity will be figured at the CAT coverage levels (50 percent of yield and 55 percent of price). The imputed NAP payment will be calculated using the NAP levels (50 percent of yield and 55 percent of price).

To determine whether the loss would have resulted in an insurance indemnity or NAP payment the eligible SURE acres for the crop, type, and IU, as determined according to Part 4 will be multiplied by the SURE yield used for calculating crop guarantee to determine expected production. The crop's expected production would then be multiplied by the applicable coverage level of 50 percent to determine the disaster level of production. Verifiable, reliable, or certified production that is provided according to Part 7 for determining the value of actual production will be subtracted from the disaster level of production to determine the number of eligible loss bushels for SURE payment. Eligible loss bushels for SURE will then be multiplied by the NAP market price as established in the NAP crop table.

Note: When calculating the imputed NAP payment, NAP unit provisions will not be followed.

In addition to the normal NAP payment calculation procedure, the NAP guarantee adjustment factors will be applied when calculating the imputed payment instead of using normal production assignment procedure. See subparagraph 163 for guarantee adjustment factors for NAP covered or waived-in crops.

263 Payments Included in Total Farm Revenue (Continued)

H Imputed Insurance Indemnity and NAP Payments (Continued)

If the actual production exceeds the disaster level of production, the imputed insurance indemnity or NAP payment will be calculated at zero. If actual production is less than the disaster level of production an imputed insurance indemnity or NAP payment will be included in the total farm revenue.

Example 1: Crop: Wheat (insurable)
Eligible Acres: 62.6 Acres
SURE Yield: 26 Bushels
Producer Share: 100 Percent

62.6 Acre x 26 Bushels Per Acre (SURE Yield) x .5 (CAT Level) x 100 Percent Share = 814 Bushels. (CAT Disaster Level of Production)

Producer's actual production on this farm was 2410 bushels.

Since the production for this crop is 2410 bushels, the disaster level has been exceeded; therefore, an imputed insurance indemnity is calculated at zero.

Example 2: Crop: Wheat (insurable)
Eligible Acres: 52.4 Acres
SURE Yield: 28 Bushels
Producer Share: 50 Percent
Production to Count: 288 Bushels
Insured Price: $4.90

52.4 Acres x 28 Bushels Per Acre (SURE Yield) x .5 (CAT Level) x 50 Percent Share = 367 Bushels. (CAT Disaster Level of Production)

Since producer's actual production was less than the disaster level of production, an imputed insurance indemnity must be calculated as follows.

Share	Acres	Producer Acres	SURE Yield	Disaster Level Production	Net Production	Net Production For Payment	Payment Rate	NAP Imputed Payment
0.5	52.4	26.2 (52.4 x .5)	28 bushels per acre (SURE yield)	367 bushels (26.2 acres x 28 bushels per acre x .5)	288 bushels (11 bushels per acre x 26.2 acres)	79 bushels (367 bushels – 288 bushels)	$2.70 ($4.90 x .55)	$213 (78.6 bushels x $2.70)

This producer will have $213 included as an imputed insurance indemnity in the total farm revenue calculation.

Note: The 2008 SURE Interim Workbook will perform this calculation. Do **not** adjust ***--**revenue to account for imputed CAT or NAP payments.**--***

264-290 (Reserved)

*--Part 10 Adjusting RMA Data

291 Overview

A Background

Data from RMA may not match FSA records. The basic rule is that RMA data shall be used, provided it meets the requirements of the SURE Program. COC's must use the most accurate data and, if warranted, make changes to RMA data only for the situations addressed in this paragraph. These changes may affect SURE data elements. All changes must be supported by documentation and kept in the producer's file.

COC's must:

- determine each producer's eligibility according to Part 2, with special emphasis on subparagraph 35 I
- determine producer of record
- ensure that an eligible producer has an ownership share and risk in the crop
- review all available data to determine whether crops are considered initial or subsequent crops for SURE eligibility according to Part 4
- not apply acreage tolerance rules between FSA and RMA data.

Note: See paragraph 519 for tools to factor (adjust) RMA data by:

- eligible acres
- stage
- share.--*

***--291 Adjusting RMA Data (Continued)**

B RMA Data Elements That May Need To Be Adjusted

The following 7 RMA data elements may need to be adjusted if share and/or acreage data do not match.

Element	Abbreviation on Interim Report	Reason for Adjustment
Acres	ACRES	Not all acres are initial or planted in an approved double cropping area.
Guarantee Basis	GUAR BASIS	Need to adjust if acres and/or share differ.
Gross Indemnity	GROSS INDM	Only adjust if shares differ.
Producer Premium	PROD PREMIUM	Only adjust if shares differ.
Production to Count	PROD TO COUNT	Only adjust when acres differ.
Share	SHR	Can be adjusted when an RMA exception is met according to subparagraph 35 I.
Stage	STAGE	Only adjust from “UH” (unharvested) to “H” (harvested).

Note: Always use reported acres to determine ratio between RMA and FSA acres.**--***

292 Types of Discrepancies Between FSA and RMA Data

A Producer of Record Discrepancies

The only person or entity eligible for SURE is the producer of record who has a risk and ownership share in the crop and meets all the requirements of Part 2.

If the producer of record provided by RMA does not match FSA records, then COC shall determine the correct producer of record to use for SURE.

If the producer of record meets 1of RMA's approved exceptions according to *--subparagraph 35 I, where 1 producer can insure another producer's share, then proceed to--* subparagraph C.

If the producer of record does not meet 1 of the exceptions and is:

- incorrect on FSA records, then correct records according to 1-CM and process FSA-682's using the correct producer of record

  Note: Changing the producer of record may affect the producer's eligibility for other programs including past program payments.

- correct on FSA records, then the following are applicable:

  - the producer is not eligible for SURE because the producer of record with RMA does not match the producer of record reported to FSA

  - advise the producer to notify the crop insurance company; if the crop insurance company will change the producer of record to match the correct producer of record reported to FSA, then FSA will re-consider the producer's FSA-682

  - notify RMA using AD-2007 according to 4-RM, Exhibit 6.

*--292 Types of Discrepancies Between FSA and RMA Data (Continued)

B Share Discrepancies

RMA data may show producer shares that differ from FSA. If shares differ, then COC shall determine:

- the producer's actual share in the crop, or what the share would have been if the crop had been produced

- if the FSA recorded share is correct; is the share difference because of an RMA exception according to subparagraph 35 I

  - if yes, see subparagraph C

  - if no, notify RMA using AD-2007 according to 4-RM, Exhibit 6

    Note: A revised RMA guarantee basis must be forwarded to FSA based on the producer's correct share in the crop for the applicable year.

- if the RMA recorded share is correct, correct FSA records.

  Note: If COC determines a producer incorrectly reported shares to FSA, then COC shall review other program payments to determine the producer's eligibility for those payments.

C RMA Data Adjustments for RMA Exceptions

A producer meeting 1 of the exceptions listed in subparagraph 35 I must have the following data elements adjusted according to their share:

- RMA guarantee basis
- share
- indemnity
- premium.**--***

*--292 Types of Discrepancies Between FSA and RMA Data (Continued)

C RMA Data Adjustments for RMA Exceptions (Continued)

No other RMA data elements listed in the SURE Interim Report RMA Data Section are adjusted for SURE when only the share is different.

All RMA exceptions meeting the requirements of subparagraph 35 I must be supported by documentation and kept in the producer's file. The producer meeting 1 of the exceptions must be listed as having SBI in the SURE Interim Report RMA Data Section.

The following examples demonstrate when to adjust specific data elements from the 2008 SURE Interim Report RMA Section.

Example #1: RMA Exception

Husband A signs a crop insurance policy using his name and TIN. Both husband and wife are covered by the policy. The husband lists his wife as having SBI. FSA records list the husband and wife as having a 50/50 share. For SURE, the wife meets RMPR because RMA allows a spouse to insure the other spouse's share using 1 of their ID numbers.

The husband and wife must file their own application as both are producers of record.

The RMA data for the husband must be adjusted by 50 percent to account for the wife's share. For RMA plan codes (12, 25, 41, 42, 44, 45, 46, 50N, 73, 86, 90, 92, 96), adjust the following elements.

Element	Abbreviation on Interim Report	RMA Data Currently Shows	Reason for Adjustment
Acres	ACRES	81	Not applicable for these plan codes because the RMA guarantee basis is provided. **Note:** Acres are always gross.
Guarantee Basis	GUAR BASIS	$5,000	Multiply guarantee basis by revised share (.500), that is $5,000 x .500 = $2,500.
Gross Indemnity	GROSS INDM	$4,000	Multiply gross indemnity by revised share (.500), that is $4,000 x .500 = $2,000.
Producer Premium	PROD PREMIUM	$800	Multiply premium by revised share (.500), that is $800 x .500 = $400.
Production to Count	PROD TO COUNT	54	Production will be entered into the SURE Interim Workbook in its entirety as it is always gross.
Share	SHR	1.00	Adjust to .500 (1.00 x .500 = .500).
Stage	STAGE	H	Does not change.

--*

***--292 Types of Discrepancies Between FSA and RMA Data (Continued)**

C RMA Data Adjustments for RMA Exceptions (Continued)

Example #1: RMA Exception (Continued)

For RMA plan codes (13, 14, 50R, 51, 55, 61, 63), adjust the following elements.

Element	Abbreviation on Interim Report	RMA Data Currently Shows	Reason for Adjustment
Acres	ACRES	81	FSA acres are used and must reflect the 50/50 share for the husband and wife. **Note:** Acres are always gross.
Guarantee Basis	GUAR BASIS	$5,000	Not applicable for these plan codes because it is not provided.
Gross Indemnity	GROSS INDM	$4,000	Multiply gross indemnity by revised share (.500), that is $4,000 x .500 = $2,000.
Producer Premium	PROD PREMIUM	$800	Multiply premium by revised share (.500), that is $800 x .500 = $400.
Production to Count	PROD TO COUNT	54	Production will be entered into the SURE Interim Workbook in its entirety as it is always gross.
Share	SHR	1.00	Adjust to .500 (1.00 x .500 = .500).
Stage	STAGE	H	Does not change.

Example #2: Correct FSA Shares

Joe has a crop insurance policy with a 75 percent share. FSA records list Joe as having a 67 percent share. The County Office determines that FSA records are correct which indicate Joe having a 67 percent share. The following steps shall be completed before Joe can receive a potential SURE payment.

Step	Action
1	Submit AD-2007 to RMA according to 4-RM, Exhibit 6, identifying the share discrepancy and wait for a response.
2	Once RMA agrees, a revised RMA guarantee basis will be sent to FSA for those plans that RMA provides a guarantee basis, with updated share, indemnity and premium.
3	Use the revised guarantee basis to determine a potential SURE payment.

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*--292 Types of Discrepancies Between FSA and RMA Data (Continued)

C RMA Data Adjustments for RMA Exceptions (Continued)

Example #3: Correct RMA shares

Joe has a crop insurance policy with a 75 percent share. FSA records list Joe as having a 67 percent share. The County Office determines that RMA records are correct which indicate Joe having a 75 percent share. The following steps shall be completed before Joe can receive a potential SURE payment.

Step	Action
1	Correct FSA share to match RMA share.
2	Use the share reported by RMA on the SURE Interim Report to determine a potential SURE payment.
3	Review other program payments to determine the producer's eligibility for those payments.

D Prevented Planting Eligibility

Eligible and ineligible prevented planting acres are addressed in Part 4.

Disapproved prevented planting acres will not be eligible for SURE. However, all premiums and indemnities for eligible and/or ineligible prevented planting acres will be counted in the SURE revenue calculations, unless it meets the requirements in subparagraph 92 A.

E Harvested and Unharvested Acreage Discrepancies

RMA data may show acres as being unharvested because of appraised acreage that was actually harvested as a use other than intended. The RMA stage code may not accurately reflect that the crop was harvested as another use.

RMA data shall be used unless FSA has adequate documentation that the crop has been mechanically harvested. Harvested includes mechanically harvested as forage (silage or hay). Documentation could include:

- FSA-578 certification and COC determination that acreage is eligible for LDP
- evidence the acreage was actually harvested for grain, hay, or silage.--*

*--292 Types of Discrepancies Between FSA and RMA Data (Continued)

E Harvested and Unharvested Acreage Discrepancies (Continued)

When evidence exists indicating the crop was actually harvested, the County Office shall use the stage code of "H" (harvested) rather than "UH" (unharvested). Document the reason for the change in the producer's folder.

Note: Whenever the stage code is changed from "UH" to "H", the RMA production documentation must be reviewed. See the following examples.

Example 1: Corn for grain policies that are harvested for silage may appear on the SURE Interim Report as unharvested.

If RMA appraised the production for the intended use of grain and this was provided through the SURE Interim Report, then this production will be used. However, production will be entered into the 2008 SURE Interim Workbook as harvested.

If RMA indicates the crop was harvested and provides production through the SURE Interim Report with the final use of silage, then follow paragraph 204 for conversion to intended use.

If RMA indicates the crop was unharvested and does not provide production through the SURE Interim Report but there is evidence the crop was harvested for silage, then follow subparagraphs 201 G through K for acceptable production evidence (also subparagraph 204 for conversion to intended use if applicable). The crop will be entered into the SURE Interim Workbook as harvested.

Note: The quality factor is applicable for corn with the intended use of grain in this situation and the quality factor applies to all harvested production. However, producers must certify that the crop meets the average quality threshold used to establish the quality factor to receive it. See Part 8.--*

*--292 Types of Discrepancies Between FSA and RMA Data (Continued)

E Harvested and Unharvested Acreage Discrepancies (Continued)

Example 2: RMA indicates that apples are unharvested and provides appraised production through the SURE Interim Report. However this was a fresh only policy. Most of the apples did not meet quality for a fresh market. The appraisal provided by RMA was based on fresh apples only. However, the crop was actually harvested for processed. RMA production will not be used in these situations. Follow subparagraphs 201 G through K for acceptable production evidence. If marketing percentages are not supplied with the acceptable production evidence, historical marketing percentages established according to paragraph 65 will apply. The production will be entered as harvested.

Notes: Multiple market crops are an exception to the production being reported by crop/type/intended use. Production will be entered as crop/type/final use.

If the crop was harvested for salvage purposes only (did not go to a market of fresh, processed, or juice) the production remains unharvested and any appraised production provided by RMA may be used (see subparagraph 263 F).

F Acreage Data Discrepancies

There is currently no tolerance range for acreage data discrepancies between FSA and RMA. RMA acres shall be used if available and eligible. However, if acreage discrepancies exist that COC determines are unreasonable, or a potential scheme or device situation, a referral to RMA shall be initiated using AD-2007 according to 4-RM, Exhibit 6.--*

292 Types of Discrepancies Between FSA and RMA Data (Continued)

G Acre Changes Because of Subsequent Crop Determinations

Subsequent crop acres are only eligible for SURE benefits when planted in an approved double cropping area or multiple cropping area. Subsequent acres in an unapproved double cropping situation are not eligible for SURE; therefore any guarantee or production associated to such a crop will not be included in the calculations for a potential SURE payment.

Example: 100 acres of insured soybeans are reported to FSA with an RMA guarantee basis. FSA determined that 75 of the acres were initial and 25 were determined a subsequent crop. The 25 acres of soybeans determined subsequent are not eligible for SURE and must not be included in the guarantee calculation; production associated with these acres must not count towards revenue. FSA must adjust the RMA data to reflect only the 75 acres of initial crop, including acres and production.

All changes must be supported by documentation and kept in the producer's file.

If RMA acres include subsequent acres, the following elements must be adjusted:

Element	Abbreviation on Interim Report	RMA Data Currently Shows	Reason for Adjustment: 75% of the crop acreage is eligible for SURE
Acres	ACRES	100	75 acres, as only 75 acres are eligible.
Guarantee Basis	GUAR BASIS	$23,240	$23,240 x .75 = $17,430.
Gross Indemnity	GROSS INDM	$12,500	No change.
Producer Premium	PROD PREMIUM	$2,400	No change.
Production to Count	PROD TO COUNT	3,500 bushels	3500 bushels x .75 = 2,625 bushels.
Share	SHR	1.00	No change.
Stage	STAGE	H	No change.

293-300 (Reserved)

*--301 Malting Barley Endorsements

A Background

Malting barley endorsements to barley RMA policies are available in some States and counties where approved varieties of malting barley are grown. The following endorsements create unique RMA data situations that require additional clarification and action:

- Malting Barley Endorsement Option A (Option Code “MA”)
- Malting Barley Endorsement Option B (Option Code “MB”).

B RMA Data for Malting Barley Endorsements

The SURE guarantee and revenue calculations **must** include **all** RMA guarantee basis, producer premiums, and gross indemnities, including the malting barley endorsement.

RMA will provide similar data on multiple units for producers with malting barley endorsements. The feed barley units contain all barley data and relate specifically to the feed barley (units are shown in traditional format as 0201 or 0202 for example). Another unit is created by RMA to capture the price, producer premiums, and gross indemnity amounts specific to the malting barley endorsement. Feed barley **must** be present on 1 or more units for the producer to have a malting barley endorsement. Generally only **1 unit number** is established for **all of the malting barley data** and is usually formatted as an even number (such as 0400 or 0900 for example). This malting barley unit number will be repeated on as many “A” (Acreage) and “L” (Loss) Records as necessary to match up to the feed barley units.

The following information is provided to assist County Offices in understanding how to read the Sure Interim Report for barley:

- RMA Section will provide separate records, by unit, for feed barley and malting barley; each will contain its own data, such as price, RMA guarantee basis, producer premiums, and gross indemnities

- feed barley unit “A” (Acreage) Record will **not** contain either of the following:

  - Malting Barley Endorsement Option A (Option Code “MA”)
  - Malting Barley Endorsement Option B (Option Code “MB”)**--***

***--301 Malting Barley Endorsements (Continued)**

B RMA Data for Malting Barley Endorsements (Continued)

- the Malting Barley Endorsement option code is located on the malting barley unit on the RMA Section "A" (Acreage) Record

- feed barley and corresponding malting barley units will have basic data repeated

- feed barley unit will contain the RMA price for just the feed barley

- malting barley unit will contain the price **increase** ($4.50 versus **$0.43** in chart) for the malting barley endorsement

- RMA Section does **not** list the feed barley units and corresponding malting barley unit entries in any specific order; County Offices will need to compare the records for the feed barley units that go along with the malting barley units; some suggestions are to match up the following:

  - yield, not the "Weighted Adjusted Yield"

  - acres in the "A" (Acreage) Record of the feed barley unit to the acres in the "L" (Loss) Record in the malting barley unit

    Note: The "A" (Acreage) Record for the malting barley unit will have the acres zeroed out to avoid duplication.

  - producer premium amounts that are reasonable compared to other units

  - gross indemnity amounts that are reasonable compared to other units

  - any other obvious entries that match between the 2 units.**--***

301 Malting Barley Endorsements (Continued)

C Which Data Elements Must Match

County Offices **must** add together the feed barley and malting barley:

•***--**RMA guarantee basis and enter the **total** into the SURE Interim Workbook **only** once
- prices and enter the **total** price into the SURE Interim Workbook **only** once.

The following RMA data elements, if present, **must** match on the RMA Section "A"**--*** (Acreage) Record:

- Crop/Type/Practice
- Plan
- Share
- Coverage Level
- Price Election
- Unit of Measure (UOM)
- Guarantee Reduction Code
- Guarantee Reduction Factor
- Planting Date
- Stage Code
- Stage Code Factor
- Multiple Cropping Factor.

301 Malting Barley Endorsements (Continued)

D Data To Be Added Together

--**The only data entries that **must** be added together and entered into the SURE Interim Workbook, when the elements in subparagraph C are the **same**, are the **RMA guarantee basis** and the prices.**--

Example: The following table is a sample of elements included in the SURE Interim Report RMA Section. Units 0202 and 0207 had the same basic data elements match as listed in subparagraph C; however, **shares did not match.** In this example, 2 separate units were established for the feed barley.

- Unit 0202 had 188.5 acres of feed barley insured with a malting barley endorsement.
- Unit 0207 had 80.1 acres of feed barley insured with a malting barley endorsement.
- Unit 0400 was established just for the malting barley endorsement data.

Matching Records	Record Type	Unit	Price	Acres	Guarantee Basis	Gross Indemnity	Producer Premium	Producer Share
1	A	0202	$4.50	188.5	$25,780		$1.344	1.0000
2	A	0207	$4.50	80.1	$10,954		$564	0.7000
1	A	0400	$0.43	0 **1/**	$2,463		$162	1.0000
2	A	0400	$0.43	0 **1/**	$1,046		$68	0.7000

1/ Acres will be set to zero for the malting barley unit SURE Interim Report "A" (Acreage) Records. The "L" (Loss) and "Y" (Subsequent Year Yield) Records are **not** shown.

The "Matching Records" column entries with code "1" go with Unit 0202 and will be entered into the SURE Interim Workbook only 1 time in this instance, with an RMA guarantee basis of $25780 + $2463 = $28243. This **is because the shares are different** from Unit 0207. Otherwise, if all of the data elements as listed in subparagraph C matched, all of the RMA guarantee basis entries from all malting barley unit entries could have been added to together and then added to 1 of the feed barley units.

--Note:** The price to load into the SURE Interim Workbook is the total of the feed barley and malting barley prices added together which, for our example Units 202 and 0207, is $4.50 + $0.43 = $4.93.**--

301 Malting Barley Endorsements (Continued)

D Data To Be Added Together (Continued)

The "Matching Records" column entries with code "2" go with Unit 0207 and will be entered into the SURE Interim Workbook only 1 time in this instance, with an RMA guarantee basis of $10954 + $1046 = $12,000. **This is because the shares are different** as indicated in the table.

Note: The table is a capture of data from a SURE Interim Report. The order in which the units are presented is **not** typical of the how the units will
--**appear in the SURE Interim Reports. As stated in subparagraph B, the**--
unit records are **not** in a specific order in relation to the feed barley unit records and corresponding malting barley unit records. Follow subparagraph B to match the records when applicable.

E Malting Barley Endorsement Option Code Entries

County Offices are instructed to load the first 2 characters of the following, into the SURE Interim Workbook "Guarantee Adjustment Code" field, whenever present on the SURE Interim Report RMA Section provided regardless of other characters, even when more than 2 characters are present:

- "MA", for Malting Barley Endorsement Option A
- "MB", for Malting Barley Endorsement Option B.

F Option Code Reduction Factor

County Offices are instructed to load any option code reduction factor, **exactly** as provided
--**by RMA, on the SURE Interim Report into the SURE Interim Workbook "Guarantee Adjustment Factor" field.**--

301 Malting Barley Endorsements (Continued)

G Malting Barley Production

Malting barley is an endorsement to a feed barley policy. All production is recorded by crop/type/IU. For the cases of barley with IU of grain, all production reported by RMA as feed barley will be used for production reporting purposes (this applies to production to count on the "L" (Loss) Record or production calculated using the "Y" (Subsequent Year Yield) Record through the SY acres and SY yield in the absence of a "L" (Loss) record). The production reported through the malting barley endorsement by RMA will be ignored on all of the "L" (Loss) or "Y" (Subsequent Year Yield) Records (Option Codes "MB" or "MA" on the SURE Interim Report). Total crop value will be determined using the feed barley (IU grain) production.

IF…	**THEN…**
malting barley endorsement shows a loss and **all** feed barley units have a loss *** * ***	the sum of the malting barley production to count and the sum of the feed barley production to count shall be compared.
total malting barley production to count is less than or equal to the total feed barley production to count	use the feed barley production to count as instructed in this subparagraph.
total malting barley production to count is greater than the feed barley production to count	do **not** use the feed barley production. Producers will be **required** to provide actual barley production to calculate the total crop value. **Note:** Send these SURE Interim Reports as PDF files to Joe Fuchtman, National Office, by e-mail to **joseph.fuchtman@wdc.usda.gov**. County Offices that do **not** have the ability to scan and e-mail PDF files shall FAX the SURE Interim Reports to their State Office and the State Office shall scan and e-mail the PDF files to **joseph.fuchtman@wdc.usda.gov**.
malting barley endorsement and **all** feed barley units do not suffer a loss	production for barley should be determined following subparagraph 201 D using feed barley records from the SURE Interim Report.

*--302 Certified Seed Potato Endorsements

A Background

Certified seed potato endorsements to RMA potato policies are available in some States and counties. The following endorsements create unique RMA data situations that require additional clarification and action:

- Certified Seed Lower Endorsement (Option Code “CL”)
- Certified Seed Higher Endorsement (Option Code “CH”).

B RMA Data for Certified Seed Potato Endorsements

The SURE guarantee and revenue calculations **must** include **all** RMA guarantee basis, producer premiums, and gross indemnities, including the certified seed potato endorsement.

RMA will provide similar data on multiple units for producers with seed potato endorsements. The potato units contain all potato data (units are shown in traditional format as 0201 or 0202 for example). Another unit is created by RMA to capture the price, producer premiums, and gross indemnity amounts specific to the seed potato endorsement. Potatoes **must** be present on 1 or more units for the producer to have a seed potato endorsement. Generally only **1 unit number** is established for **all of the seed potato data** and is usually formatted as an even number (such as 0400 or 0900 for example). This seed potato unit number will be repeated on as many “A” (Acreage) and “L” (Loss) Records as necessary to match up to the potato unit records.

The following information is provided to assist County Offices in understanding how to read the Sure Interim Report for potatoes:

- the Sure Interim Report RMA Section will provide separate records, by unit, for potatoes and certified seed potatoes; each will contain its own data, such as price, RMA guarantee basis, producer premiums, and gross indemnities

- potato unit “A” (Acreage) Record will **not** contain either of the following:

  - Certified Seed Lower Endorsement (Option Code “CL”)
  - Certified Seed Higher Endorsement (Option Code “CH”)--*

***--302 Certified Seed Potato Endorsements (Continued)**

B RMA Data for Certified Seed Potato Endorsements (Continued)

- the Certified Seed Potato Endorsement option code is located on the certified seed potato unit on the RMA Section "A" (Acreage) Record

- potato and corresponding seed potato units will have basic data repeated

- potato unit will contain the RMA price for just the potato policy

- seed potato unit will contain the price **increase** for the seed potato endorsement

- the Sure Interim Report RMA Section does **not** list the potato units and corresponding certified seed potato unit entries in any specific order; County Offices will need to compare the records for the potato units that go along with the seed potato units; some suggestions are to match up the following:

  - yield, not the "Weighted Adjusted Yield"

  - acres in the "A" (Acreage) Record of the potato unit to the acres in the "L" (Loss) Record in the seed potato unit

    Note: The "A" (Acreage) Record for the certified seed potato unit will have the acres zeroed out to avoid duplication.

  - producer premium amounts that are reasonable compared to other units

  - gross indemnity amounts that are reasonable compared to other units

  - any other obvious entries that match between the 2 units.**--***

302 Certified Seed Potato Endorsements (Continued)

C Which Data Elements Must Match

County Offices **must** add together potato and seed potato:

•***--**RMA guarantee basis and enter the **total** into the SURE Interim Workbook **only** once
- prices and enter the **total** price into the SURE Interim Workbook **only** once.

The following RMA data elements, if present, **must** match on the RMA Section "A" (Acreage) Record:**--***

- Crop/Type/Practice
- Plan
- Share
- Coverage Level
- Price Election
- Unit of Measure (UOM)
- Guarantee Reduction Code
- Guarantee Reduction Factor
- Planting Date
- Stage Code
- Stage Code Factor
- Multiple Cropping Factor.

302 Certified Seed Potato Endorsements (Continued)

D Data To Be Added Together

--**The only data entries that **must** be added together and entered into the SURE Interim Workbook, when the elements in subparagraph C are the **same**, are the **RMA guarantee basis** and the prices.**--

Example: The following table is a sample of elements included in the SURE Interim Report RMA Section. Units 0201, 0203, and 0205 had the same basic data elements match, as listed in subparagraph C. In this example, 3 separate units were established for the potatoes.

- Unit 0201 has 31.0 acres of northern potatoes insured with a certified seed potato endorsement.
- Unit 0203 has 25.0 acres of northern potatoes insured with a certified seed potato endorsement.
- Unit 0205 has 57.0 acres of northern potatoes insured with a certified seed potato endorsement.
- Unit 0900 was established just for the certified seed potato endorsement data.

Matching Records	Record	Unit	Price	Acres	Guarantee Basis	Gross Indemnity	Premium	Producer Share
1	A	0201	$6.40	31.0	$8,549		$475	1.0000
2	A	0203	$6.40	25.0	$6,895		$377	1.0000
3	A	0205	$6.40	57.0	$15,719		$873	1.0000
1	A	0900	$1.00	0 **1**/	$1,135		$116	1.0000
1	A	0900	$1.00	0 **1**/	$1078		$92	1.0000
1	A	0900	$1.00	0 **1**/	$2,087		$213	1.0000

1/ Acres will be set to zero for the certified seed potato unit SURE Interim Report "A" (Acreage) Records. The "L" (Loss) and "Y" (Subsequent Year Yield) Records are **not** shown.

The "Matching Records" column entries with code "1" will be added together and entered into the SURE Interim Workbook with Unit 0201 one time. *** * *** This includes all of the certified seed potato unit RMA guarantee basis and the 1 northern potato unit RMA guarantee basis. This is allowed since all of the data elements from subparagraph C match.

Unit 0201: $8,549; Unit 0900 entries: $1135 + $1078 + $2087 = $4,300.

--**Load Unit 0201 into the Sure Interim Workbook with a total RMA**-- guarantee basis of: $12,849 ($8,549 + $4,300).

--Note:** The price to load into the SURE Interim Workbook is the total of the potato and seed potato prices added together which, for our example Units 201, 203, and 0205, is $6.40 + $1.00 = $7.40.**--

302 Certified Seed Potato Endorsements (Continued)

D Data To Be Added Together (Continued)

The “Matching Records” column entries with codes “2” (Unit 0203) and “3” (Unit 0205) will be entered with their own RMA guarantee basis; Unit 0203 RMA guarantee basis is $6,895 and Unit 0205 RMA guarantee basis is $15,719.

E Certified Seed Potato Endorsement Option Codes

County Offices are instructed to load the first 2 characters of the following, into the SURE Interim Workbook “Guarantee Adjustment Code” field, whenever present on the SURE Interim Report RMA Section provided regardless of other characters, even when more than 2 characters are present:

- “CL”, for Certified Seed Lower Endorsement
- “CH”, for Certified Seed Higher Endorsement.

F Option Code Reduction Factor

County Offices are instructed to load any option code reduction factor, **exactly** as provided by RMA on the Sure Interim Report, into the SURE Interim Workbook “Guarantee Adjustment Factor” field.

302 Certified Seed Potato Endorsements (Continued)

G Seed Potato Production

Seed potatoes are an endorsement to a potato policy. All production for potatoes is recorded by crop/type/IU. For potatoes all production reported by RMA as nonseed potatoes will be used for production reporting purposes (this applies to production to count on the "L" (Loss) Record or production calculated using the "Y" (Subsequent Year Yield) Record through the SY acres and SY yield in the absence of a loss record. The production reported through the seed potato endorsement by RMA will be ignored on all of the "L" (Loss) or "Y" (Subsequent Year Yield) Records (Option Codes "CL" or "CH" on the SURE Interim Report). Total crop value will be determined using nonseed potato production.

IF…	THEN…
the seed potato endorsement shows a loss and **all** nonseed potato units have a loss	the sum of the seed potato production to count and the sum of the nonseed potato production to count shall be compared.
total seed potato production to count is less than or equal to the total nonseed potato production to count	use the nonseed potato production to count as instructed in this subparagraph.
total seed potato production to count is greater than the nonseed potato production to count	do **not** use the nonseed potato production. Producers will be required to provide actual potato production to calculate the total crop value. **Note:** Send these SURE Interim Reports as PDF files to Joe Fuchtman, National Office, by e-mail to **joseph.fuchtman@wdc.usda.gov**. County Offices that do **not** have the ability to scan and e-mail PDF files shall FAX the SURE Interim Reports to their State Office and the State Office shall scan and e-mail the PDF files to **joseph.fuchtman@wdc.usda.gov**.
seed potato endorsement and **all** nonseed potato units do not suffer a loss	production for potatoes should be determined following subparagraph 201 D using nonseed potato records from the SURE Interim Report.

*--303 Peanuts

A Background

Peanut insurance policies allow a producer to elect a higher price based on Sheller Contracts. Certain peanut insurance policies require additional clarification and action for input into the SURE Workbook. Peanut producers may or may not have Sheller Contracts that make their production eligible to be insured at a higher price election. Further, while a producer may have Sheller Contracts that would cover the total potential production, the producer may choose to insure the peanuts at the contract price, which may vary, or the RMA price for noncontract peanuts.

Peanuts will be loaded into the SURE Interim Workbook just like all other insured APH yield-based crops; County Offices shall use the RMA guarantee basis and other RMA data as provided in the SURE Interim Report RMA Section when there are no "A" (Acreage) Records that provide an acreage **greater** than zero with an RMA guarantee basis of zero.

Producers who have multiple price elections on the same acreage will have 1 or more "A" (Acreage) Records with acreage greater than zero and an RMA guarantee basis of zero. There will also be other "A" (Acreage) Records with zero acreage and an RMA guarantee basis greater than zero.

B When RMA Data for Peanuts Must be Combined

The SURE Interim Reports RMA Section will provide data elements on **multiple** "A" (Acreage) Records for producers with peanuts for which **2 or more** prices are guaranteed on select acreages within **1** unit. This will be evident when there are 2 or more "A" (Acreage) Records present for the same unit number and 1 or more of these "A" Records contain a zero "0" in the acreage data field **and** contain an RMA guarantee basis. **Additionally**, 1 "A" (Acreage) Record will contain acres and an RMA guarantee basis.**--***

***--303 Peanuts (Continued)**

C Which Data Elements Must Match

Counties **must** add together peanut unit data from the SURE Interim Report, RMA Section 12, 2008 RMA Data, and enter into the SURE Interim Workbook only **once** when the following RMA data elements, if present, are the same, and 2 or more prices are elected as outlined in subparagraph B:

- Unit
- Crop/Type/Practice
- Plan
- Share
- Coverage Election
- Price Election Percentage

  Note: Price will **not** match.

- Unit of Measure (UOM)
- Guarantee Reduction Code
- Guarantee Reduction Factor
- Planting Date
- Stage Code
- Stage Code Factor
- Multiple Cropping Factor, from “L” (Loss) Record, if present.**--***

***--303 Peanuts (Continued)**

D Data To Be Added Together

The RMA guarantee basis **must** be added together from the "A" (Acreage) Records with zero acres and entered into the SURE Interim Workbook **once** when the data elements in subparagraph C are the same.

Follow the procedure in subparagraph 263 C for producer premium and indemnity and subparagraph F for production to count.

The following is an example of a SURE Interim Report RMA Section that displays the following:

- 1st "A" (Acreage) Record for Unit 00200 lists 0.00 acres with a guarantee basis of $676, a price of $0.2050, and a premium of $32
- 2nd "A" (Acreage) Record for Unit 00200 lists 0.00 acres with a guarantee basis of $10,812, a price of $0.2460, and a premium of $511
- 3rd "A" (Acreage) Record for Unit 00200 lists 64.50 acres with a guarantee basis of $0, a price of $0, and a premium of $0.

Example.

REC TYPE	**CROP 0075**	**TYPE 084 Runners**		**PRACTICE 002 Irrigated**	**PLAN 90**	**SHR 0.250**	**UNIT 00200**	**COVERGE CAT/LVL A 0.7500**		**PRICE ELC PCT 1.0000**
A	Acres	0.00	ZERO ACRE:		PRICE:	0.2050	GUAR BASIS:	676		UOM: LBS
	Yield:	0.00	GUAR REDUC CDE:		GUAR REDUC FCTR:	0.000	PROD PREMIUM:	32		GRID ID:
	ADJ APH:	0.00	OPTION CD:	OPTION FACTR:		1.0000	WRTN AGMT:	PLANT DATE:		00-00-0000
	WTD ADJ YLD:	0.00	LOC ST/CTY: 48/115		FSN:		AGR:	N	UPDATE DATE:	12-17-2009
A	Acres	0.00	ZERO ACRE:		PRICE:	0.2460	GUAR BASIS:	10,812		UOM: LBS
	Yield:	0.00	GUAR REDUC CDE:		GUAR REDUC FCTR:	0.000	PROD PREMIUM:	511		GRID ID:
	ADJ APH:	0.00	OPTION CD:	OPTION FACTR:		1.0000	WRTN AGMT:	PLANT DATE:		00-00-0000
	WTD ADJ YLD:	0.00	LOC ST/CTY: 48/115		FSN:		AGR:	N	UPDATE DATE:	12-17-2009
A	Acres	64.50	ZERO ACRE:		PRICE:	0.0000	GUAR BASIS:	0		UOM: LBS
	Yield:	3906.00	GUAR REDUC CDE:		GUAR REDUC FCTR:	0.000	PROD PREMIUM:	0		GRID ID:
	ADJ APH:	4286.51	OPTION CD:	OPTION FACTR:		1.0000	WRTN AGMT:	PLANT DATE:		05-18-2008
	WTD ADJ YLD:	4223.62	LOC ST/CTY: 48/115		FSN:	54321	AGR:	N	UPDATE DATE:	12-17-2009
REC TYPE	**CROP 0075**	**TYPE 084 Runners**		**PRACTICE 002 Irrigated**	**PLAN 90**	**SHR 1.000**	**UNIT 00200**	**COVERGE CAT/LVL A 0.0000**		**PRICE ELC PCT 0.0000**
Y	SY YLD:		4,626.00	SY ACRES:		64.50	SHARING WITH:			

Note: There were no "L" (Loss) Records for Unit 00200; accordingly, for this example producer premiums are **not** applicable to the net indemnity calculation.**--***

***--303 Peanuts (Continued)**

D Data To Be Added Together (Continued)

For this example, the user would take the following actions:

- add the RMA guarantee basis entries together and enter for Unit 00200 into the SURE Interim Workbook on **1 line** using the acreage provided

- producer premium and gross indemnity are **not** loaded according to subparagraph 263 C because there is **no** "L" (Loss) Record for this unit

- load applicable price per subparagraph E.

For this example, the result would be that Unit 00200 will be loaded into the SURE Interim Workbook with all required entries from the SURE Interim Report RMA Section, including the following combined data:

- 64.50 acres
- $0.2435 price (see subparagraph E for price calculation)
- $676 + $10,812 = $11,488 RMA guarantee basis
- producer premiums **not** loaded according to subparagraph 263 C.**--***

***--303 Peanuts (Continued)**

E Price to Load Into the SURE Interim Workbook

When only **1 price** is present on the "A" (Acreage) Records for the peanut unit on the SURE Interim Report, load the price, as provided, into the SURE Interim Workbook.

When 2 or more "A" (Acreage) Records are present for the same unit **and** they contain **2 or more prices**, the RMA guarantee basis **must** be combined as outlined in subparagraph B.

County Offices shall:

- calculate the SURE guarantee from the RMA guarantee basis, as provided, that takes into account all applicable prices and adjustments used for this calculation

  Note: The price that is loaded into the SURE Interim Workbook will **only** be used in the 10 percent and 50 percent crop loss calculations. Consequently, the price that is used to compute the expected revenue or normal production should match the guarantee price.

- for peanut units where more than 1 "A" (Acreage) Record is present because 2 or more prices are used to calculate the guarantee for the unit, prorate the price as follows:

  - add together all of the RMA guarantee basis for the unit
  - divide each RMA guarantee by this total to obtain the ratio for each price
  - multiply each price times the corresponding ratio and add together the result
  - load the resulting price into the SURE Interim Report.

Using the SURE Interim Report example in subparagraph D, the price to enter into the SURE Interim Workbook would be calculated as follows:

$676 + $10,812 = $11,488 Total of All RMA Guarantee Basis For the Unit
$676 ÷ $11,488 = 0.0588 (or 5.88%) of RMA Guarantee Basis for Price $0.2050
$10,812 ÷ $11,488 = 0.9412 (or 94.12%) of RMA Guarantee Basis for Price $ 0.2460

$0.2050 x 0.0588 = $0.0120
$0.2460 x 0.9412 = $0.2315
$0.0120 + $0.2315 = **$0.2435 Price to Load Into the SURE Interim Workbook.--***

***--303 Peanuts (Continued)**

F Peanut Production

Peanut units may have 1 or more "A" (Acreage) Records and 1 or more corresponding "L" (Loss) Records. Load production to count for each unit according to the following:

- when a unit **does not** have 1 or more corresponding "L" (Loss) Records, follow subparagraph 201 D for production to enter into the SURE Interim Workbook

  Note: When **both** noncontract price and contract price peanuts exist on a unit, SY acres and SY yield to be used for production to count will capture **all production** for the unit, in the absence of an "L" (Loss) Record.

- when a peanut unit has 1 or more corresponding "L" (Loss) Records, add together the production to count from **all** "L" (Loss) Records for the unit and enter **1** time into the SURE Interim Workbook.

  Note: When 2 or more prices (contract and noncontract) are present on a peanut unit, the entire loss for the unit may be captured on the contract price "L" (Loss) Record. There may or may not be an "L" (Loss) Record associated with the noncontract price "A" (Acreage) Record. However, all production to count for the unit will reside on the "L" (Loss) Record or Records, if at least 1 is present.**--***

304-320 (Reserved)

Part 11 Applying for SURE Benefits

321 Applying for Benefits

A Required Forms

In addition to FSA-682, the following **must** be filed as indicated:

- AD-1026, according to 6-CP
- CCC-502, according to 1-PL
- CCC-526, or other acceptable document according to 1-PL, to determine compliance with average AGI provision
- FSA-217, if applicable
- FSA-578 for all crops in which producer has an interest
- FSA-683, according to paragraph 353
- copy of contract growers contracts, if applicable
- production documentation according to Part 7.

Important: All required forms and production documentation must be submitted **before** the signup deadline for FSA-682 to be considered timely filed.

All supporting documentation in this subparagraph must be received in the applicable County Office **before** COC can approve or disapprove applicable parts. After signup deadline has passed, the applicable COC shall disapprove FSA-682, if documentation is incomplete.

See paragraphs 326 and 327 for determining County Office responsibilities for multi-county producers.

321 Applying for Benefits (Continued)

B Signing and Certifying FSA-682

By signing FSA-682, item 46, the individual is:

- applying for SURE benefits for the participant listed on FSA-682, item 3A
- certifying **all** of the following:
  - information provided on FSA-682 is true and correct
  - claimed production losses were a direct result of an eligible adverse weather event
  - all supporting documentation provided are true and correct copies
- authorizing FSA officials to:
  - enter farm, inspect, and verify all applicable production in which the participant has an interest to confirm the accuracy of the information provided
  - review, verify, and authenticate all information provided on FSA-682 and supporting documents
  - contact other agencies, organizations, or facilities to verify data provided by a participant or third party from such agencies, organizations, or facilities
- acknowledging that:
  - failure to provide information requested by FSA is cause for disapproval of FSA-682
  - providing a false certification to FSA is cause for disapproval of FSA-682, and is punishable by imprisonment, fines, and other penalties.

321 Applying for Benefits (Continued)

C FSA-682 Approval or Disapproval

The applicable COC is responsible for either approving or disapproving information on the FSA-682's. In cases involving multi-county producers, FSA-682 cannot be acted on by the recording COC until all the producers administrative COC's have acted and notified the recording county (Exhibits 21, 22, and 23).

Important: FSA-682 shall be complete and contain all required information **before** requesting the producer to sign FSA-682. **No** entries shall be made on FSA-682 by FSA employees, except entries designated for COC use, **after** the producer signs FSA-682. Any additions or corrections by the producer shall be initialed and dated by producer.

If COC determines the applicable FSA-682 should be disapproved, County Offices shall immediately notify the producer in writing of the disapproval. The letter to the producer shall include the following:

- notification that FSA-682 was disapproved
- reason or reasons for disapproval
- applicable appeal rights according to 1-APP.

D Late-Filed FSA-682's

Neither STC nor COC has authority to approve late-filed FSA-682's.

E Eligible Producers for SURE

See Part 2 for eligible producers for SURE. Each producer applying for SURE must sign FSA-682.

321 Applying for Benefits (Continued)

F General Signature Requirements

Signatures shall be accepted according to 1-CM.

Important: County Offices shall see 1-CM, Part 25 for signature requirements for general partnerships.

Notes: General partnerships must have a permanent TIN to receive any FSA payment. FSA payments shall not be issued to the individual members of a general partnership. FSA payments may be issued to:

- a joint venture with a permanent TIN
- the individual members of a joint venture, using the individual member's TIN, when the joint venture does not have a permanent TIN.

G Delegation of Authority Requirements

COC or CED must act on all completed and signed FSA-682's submitted.

Exception: **Only** COC has authority to act on (approve or disapprove) FSA-682's submitted that use producer certification of production.

Note: COC may delegate approval authority to CED for routine cases where producer provides acceptable verifiable production evidence according to Part 7 and producers ***--**did **not** enter data into FSA-682, Part A, items 6 through 10B. Delegation must be**--***documented in COC minutes. CED's shall **not** be delegated authority to:

- disapprove any FSA-682
- ***--**approve any FSA-682 where producer entered data into Part A, items 6 through 10B**--***
- approve any FSA-682 where producer certified production
- approve any FSA-682 where production is adjusted
- approve any FSA-682, Part A where producer did not have approved CCC-576 or a RMA Record of Loss on file that covers all crops.

Important: FSA-682 shall be approved or disapproved as certified by the participant.

321 Applying for Benefits (Continued)

H Withdrawing FSA-682's

An approved FSA-682 may be withdrawn at any time.

Note: Producers must repay all SURE payments received under FSA-682 that is withdrawn.

322 FSA-682 Overview

A Overview

FSA-682 includes data for all of the crops in which the producer has an interest in all counties. This paragraph provides a general overview of FSA-682 parts and itemizes when a part has to be completed, by the producer, by the recording county, or by the administrative county.

Note: Producers have the flexibility to file FSA-682 in any administrative County Office in which they have a farming interest. If a producer chooses to file all data in 1 county, County Offices shall share the SURE Interim Report and any other supporting documentation.

B Parts of FSA-682 Applicable for Single County Producer

Follow paragraph 341 and Part 16 to complete FSA-682 for a producer with all land administered by 1 county.

Part		Purpose	Completed By
A	Unaffected Crops	Identify SURE crops that did not suffer a loss.	Producer.
	Unreported Disaster Events	Record cause of loss and management practices for SURE crops without approved CCC-576 or RMA Record of Loss on file.	Producer.
B	Quality Reduction	Producer's certification that average of harvested production of SURE crop met ***--**or exceeded the applicable county quality reduction or reductions. **Note:** Entry is allowed only in either of the following items for a crop: • 13A • 13B and/or 13C.	Physical location county, by: • producer (items 11 through 12C) • County Office (item 13A **or** 13B and/or 13C, as applicable).**--***
C	Additional Revenue	Verify producer payments where FSA does not have automated record of payment amount.	County Office in SURE Interim Workbook based on producer information.
D	Crop Information	Verify eligible acres and production for SURE crops. Allow for entry of COC production adjustments.	County Office in SURE Interim Workbook based on producer information.
E	Administrative COC Approval	Record whether Secretarial or contiguous county designation applies. **Subject to reconsideration and signature may be left blank for single county producer.**	COC.
F	Producer Certification	Record of producer's agreement with information on FSA-682 and request to participate.	Producer after entry of all data.
G	Recording COC Approval	Record of COC approval or disapproval of FSA-682.	COC.

322 FSA-682 Overview (Continued)

C Parts of FSA-682 Applicable for Multi-County Producer

Follow paragraphs 343 and 344 and Part 16 to complete FSA-682 for a producer with land administered by more than 1 county.

Part		Description	Completed By
A	Unaffected Crops	Record SURE crops that did not suffer a loss.	Producer for crops in each administrative county.
	Unreported Disaster Events	Record cause of loss and management practices for SURE crops without approved CCC-576 or RMA Record of Loss on file.	• Producer for crops in each administrative county (items 11 through 12C). • County Office (item 13).
B	Quality Reduction	Record producer's certification that average of harvested production of ***--**SURE crop met or exceeded the applicable county quality reduction or reductions. **Note:** Entry is allowed only in either of the following items for a crop: • 13A • 13B and/or 13C.	Each administrative County Office, by physical location county, by: • producer (items 11 through 12C) • County Office (item 13 A **or** 13B and/or 13C, as applicable).**--***
C	Additional Revenue	Verify producer payments where FSA does not have automated record of payment amount.	Each administrative County Office in SURE Interim Workbook based on producer information.
D	Crop Information	Verify eligible acres and production for SURE crops. Allow for entering COC production adjustments.	Each administrative County Office in SURE Interim Workbook based on producer information.
E	Administrative COC Approval	Record the following: • Secretarial or contiguous county designation • if COC determinations are subject to reconsideration • administrative COC approval or disapproval of Parts A through D for county.	Each administrative COC (except recording COC) after producer signs FSA-682.
F	Producer Certification	Producer's agreement with information on FSA-682 and request to participate.	Producer once for entire FSA-682.
G	Recording COC Approval	Record of COC approval or disapproval of FSA-682.	Recording COC after all administrative COC's have signed in Part E.

322 FSA-682 Overview (Continued)

D Crops Recorded on FSA-682

As covered in Part 2, a crop for SURE is each unique combination of crop, crop type, and IU for the producer. With the exception of acreage listed in subparagraph E, all crops in which the producer has an interest for all counties should be on FSA-682. As covered in Part 2, these include:

- crop acreage that is planted or intended to be planted for harvest
- fish that are intended to be harvested for sale
- bees and beehives that are intended to be harvested for a honey crop
- inventory of value loss that suffered loss because of eligible disaster event.

E Acreage Not on FSA-682

Acreage that would **not** appear on FSA-682 includes acreage according to Part 4:

- in which the producer does not have an interest
- of *de minimis* crops
- considered uninsurable
- considered subsequent.

F Production to Count on FSA-682

Production to count is recorded on FSA-682 at the physical location county, crop, crop type, IU, stage code, and share level. The production may need to be prorated or combined according to Part 7 if the RMA Record of Loss, NAP production records, or the production evidence submitted by a producer is not provided for the crop, crop type, and IU in the physical location county.

Production that does not meet the requirements in Part 7 for verifiable and reliable is subject to the maximum loss calculation. See Part 7 for explanation of production to count.

322 FSA-682 Overview (Continued)

G Producer Payments Included on FSA-682

2008 producer payments for which FSA does not have automated records available through County Office records must be provided by the producer. The producer is responsible for providing the amount of the following payments to their administrative county:

- RMA indemnities
- FSA settlements
- RMA settlements
- marketing loan gains
- guaranteed payments received by contract growers.

Note: Payments for crops which the producer declared *de minimis* or in which the producer does not have an interest according to Part 2 are excluded.

H Timing of Producer Signature

The producer shall not sign FSA-682 until all parts A through D are complete for all administrative counties. COC **cannot** act on any part of FSA-682 until the producer has signed Part F.

I Causes of Loss

The producer is responsible for providing sufficient information to enable the responsible COC to determine the cause of a loss. The required information can be obtained:

- from a previously approved CCC-576 or RMA Record of Loss included on 2008 SURE Interim Report (Exhibit 4)

- using data from Part A as entered by the producer on FSA-682.

See Part 7 and paragraph 336 for more information on COC determinations for eligible causes of loss.

322 FSA-682 Overview (Continued)

J Quality Affected Production

The producer may choose to certify harvested production as quality affected by price adjustments equal to or greater than the quality reduction factor established by COC for that *--SURE crop for either of the following:

- total, all quality adjustment factors
- excessive moisture quality adjustment factor and/or other quality adjustment factor (cause other than excessive moisture).

On a SURE crop, the producer **cannot** certify to any of the following quality adjustment factor combinations:

- total and excessive moisture
- total and other
- total, excessive moisture, and other.

If selected for spot check, the producer is responsible for providing verifiable production evidence that the average quality reduction for all harvested production of the SURE crop--* met or exceeded the county average (Part 8).

323-325 (Reserved)

326 Processing FSA-682's

A Initial Contact With Multi-County Producers

When a producer contacts a County Office to apply for SURE, the County Office must determine all County Offices associated with the producer. If the producer is associated with:

- only 1 County Office, the producer completes all parts of FSA-682 in that County Office and the associated COC makes all determinations (subparagraph B)

- multiple County Offices, the County Office must determine if they are designated as the producer's recording county according to 3-PL (Rev.1); if they are:

  - not the recording county, then they only record and act on the portion of FSA-682 containing their county data (subparagraph C)

  - the recording county, then they have the additional responsibility for coordinating with the producer's other administrative counties, final review of FSA-682, and COC approval/disapproval of FSA-682 (subparagraph D).

B Processing FSA-682's for Producers Associated With Single County Offices

For each eligible producer associated with a single County Office process FSA-682 according to the following table.

Step	Action
1	Follow guidelines in Part 16 for assembling data for entry into spreadsheet.
2	Follow paragraph 341 to complete FSA-682, Parts A and B.
3	Enter applicable data as directed by producer into spreadsheet according to Part 16.
4	Print FSA-682, page 2 according to Part 16.
5	Review data on FSA-682 and applicable FSA-682A pages with producer.
6	Follow paragraph 341 for producer signature on FSA-682.
7	COC acts on FSA-682 according to paragraph 341.
8	Retain copy of FSA-682. **Note:** Also retain copy of FSA-683 and any applicable FSA-682A pages.

326 Processing FSA-682's (Continued)

C Processing FSA-682's in Other Administrative County of Multi-County Producers

For each eligible producer for which the administrative county is not the recording county, process FSA-682 according to the following and Exhibit 21.

Step	Action
1	Follow guidelines in Part 16 for assembling data for entry into spreadsheet.
2	Follow paragraph 343 to complete FSA-682, Parts A and B.
3	Enter applicable data as directed by producer into SURE Interim Workbook according to Part 16.
4	Print FSA-682, page 2 according to Part 16.
5	Review data on FSA-682 with producer.
6	Send copy of FSA-682, Parts A and B, and applicable FSA-682A pages to recording county and follow Part 16 to send data from SURE Interim Workbook. **Note:** Remember to follow PII guidelines when transferring documents. Ensure that recording county is aware of the number of pages being sent.
7	Retain copy of FSA-682.
8	Wait to receive notification from recording county that producer has signed FSA-682.
9	COC acts on FSA-682 according to paragraph 343 after producer has signed FSA-682.
10	Update SURE Interim Workbook with COC determinations and send updates to recording county according to Part 16.
11	Send FSA-682, page 2, showing COC updates and signature showing approval/disapproval to recording county. **Note:** Remember to follow PII guidelines when transferring documents. Ensure that recording county is aware of the number of pages being sent.
12	Retain copy of FSA-682. **Note:** Also retain copy of SURE Interim Report and any applicable FSA-682A pages.

326 Processing FSA-682's (Continued)

D Processing FSA-682's in Recording County of Multi-County Producers

For each eligible producer for which the county is the recording county, complete FSA-682 according to the following and Exhibit 21.

Step	Action
1	Follow guidelines in Part 16 for assembling data for your county for entry into spreadsheet.
2	Follow paragraph 344 to complete Parts A and B of FSA-682.
3	Enter applicable data for producer's acreage in the recording county as directed by producer into spreadsheet according to Part 16.
4	Print FSA-682, page 2 according to Part 16.
5	Confirm that your county has received all required spreadsheet data from producer's other administrative counties and that data has been loaded according to Part 16.
6	Confirm that Parts A and B have been received from all of the producer's administrative counties.
7	Review data on FSA-682 with producer.
8	Follow paragraph 344 for producer signature on FSA-682.
9	Notify producer's other administrative counties that producer has signed FSA-682.
10	Confirm with producer's other administrative counties that their COC has acted on their FSA-682, updated their spreadsheet and sent updates according to Part 16.
11	Confirm updated prints of FSA-682, page 2 showing COC updates and signature showing approval/disapproval from each of the producer's other administrative counties.
12	COC determines producer overall eligibility according to Part 2 and Part 16.
13	COC acts on FSA-682 according to paragraph 344, signs, and dates in Part G.
14	Notify other administrative counties of approval/disapproval of FSA-682.
15	Retain copy of complete FSA-682 with all updates. **Note:** Also retain copy of FSA-683, SURE Interim Report for recording county, and any applicable FSA-682A pages.

327 Interaction Between Counties for Multi-County Producers

A Overview

Counties with multiple county producers shall remain in close contact. This paragraph provides the interaction that must take place between counties for FSA-682 process.

B Recording County

The recording county for SURE shall be the producer's designated eligibility recording county according to 3-PL (Rev. 1). If the producer is involved in only 1 county, then that county is considered to be both the recording and administrative county for the purposes of this section.

C Recording County Responsibilities

COC in a recording county is responsible for:

- producer eligibility determinations according to Part 1
- ensuring FSA-682 is completed according to this part
- accepting producer signatures according to 1-CM
- approving or disapproving FSA-682, Parts A through D, for their county's data
- assigning production on FSA- 682, Part D, for crops in their county
- overall approval or disapproval of FSA-682
- requesting additional information, as needed, from other administrative counties
- ensuring other administrative counties are notified of approved/disapproved of FSA-682.

D Other Administrative County Responsibilities

COC's in other administrative counties are responsible for:

- approving or disapproving FSA-682, Parts A through D for their county's data
- assigning production on FSA-682, Part D, for crops in their county
- providing additional information, if requested, to recording county
- ensuring that recording county receives data from their county, including COC determinations.

E No Transfer of COC Authority Between Counties

No COC may transfer authority to act on their behalf to another COC. While a producer may choose to record all of the information for FSA-682 in a single County Office, each applicable COC is required to act on their respective parts of FSA-682.

328-330 (Reserved)

331 Administrative Appeal Rights for SURE

A Applying 1-APP

See 1-APP for policy and information about reconsiderations, appeals, mediations, and litigations.

B Unique Aspect of SURE - Recording COC Determinations and Administrative COC Determinations

Under SURE, a recording COC is responsible for issuing a SURE Program decision on a producer's FSA-682. That recording COC decision may be based on other decisions that were decided by 1 or more administrative COC's or administrative COC-employees.

In some cases, an administrative COC will issue determinations on matters falling within their area of authority in response to a producer's FSA-682. In other cases, an administrative COC (or an administrative COC employee) may have already issued a decision on matters long before the producer ever filed FSA-682. Those decisions may or may not have been contested at the time (with either FSA, in mediation, or to NAD), and those decisions may or may **not** already be administratively final.

Participants have the right to challenge adverse decisions in administrative appeals according to 1-APP. SURE does **not** alter any of the administrative appeal rights discussed in 1-APP. Additionally, SURE does **not** give participants a new right to contest administrative decisions that have already become final according to 1-APP, paragraph 25.

Example: In 2008, a participant filed a notice of loss under NAP that resulted in an administrative COC assigning production for an ineligible cause of loss. The participant appealed the administrative COC decision at the time and the administrative COC decision to assign production was upheld on appeal. In 2009, the participant filed FSA-682. The participant **cannot**, in 2009 or later, contest FSA's basis for assigning the production just because the participant filed FSA-682.

331 Administrative Appeal Rights for SURE (Continued)

B Unique Aspect of SURE - Administrative COC Determinations and Recording COC Determinations (Continued)

In general, recording COC's will **not** do any of the following:

- review, reconsider, or comment on administrative determinations that were rendered by an administrative COC (or subordinate administrative COC employee decision that has become final)

  Notes: This prohibition includes making any sort of recommendation that an administrative COC reopen a case or seek to reopen a case according to 1-APP, paragraph 25.

  To the extent that a recording COC has questions about a matter falling under the authority of an administrative COC, recording COC's may communicate through appropriate channels, with the administrative COC and make necessary inquiries.

- act on FSA-682 until **all** required administrative COC decisions are received, as applicable

  Note: Regardless of whether a participant sought or seeks reconsideration, appeal, or mediation on an administrative COC decision (or COC employee decision), the recording COC may act on FSA-682 once recording COC has received all required administrative COC (or COC employee decisions) without regard to any subsequently filed reconsideration, appeal, or mediation. However, if an administrative COC decision is modified on reconsideration, mediation, or appeal, the recording COC must review whether the recording COC decision on the producer's FSA-682 has been impacted and, if so, to what extent.

- participate in, comment on, or provide any statement in any reconsideration, appeal, mediation involving an issue or matter outside the recording COC's area of authority or about an administrative COC (including COC employee) decision without express written consent according to 1-APP, paragraph 26.

Administrative COC's or administrative COC employees, as applicable, are responsible for issuing necessary program determinations on matters falling under their geographical or regional authority that are necessary for completing the SURE Interim Workbook (Part 16). These matters include, but are not limited to, items such as eligible or ineligible causes of loss impacting a producer's crop, the need for assignments of production for any reason, decisions on whether a crop was prevented from being planted, etc.

332 Restrictions and Limitations

A Restriction on Unapproved Forms

State and County Offices shall not use unapproved forms, worksheets, applications, or other documents to obtain or collect the data required from participants to complete FSA-682.

B Limitations on Initiating FSA-682's

A producer can initiate or complete FSA-682 process in any county with which the producer has an association. A producer cannot complete any portion of FSA-682 in a county that does not administer any acreage of the producer's SURE farm.

C Restrictions on Completing Manual FSA-682, Parts C and D

A manual FSA-682, Parts C and D, shall be completed only if producer intentionally files acreage and production for crop, crop type, and IU's that do not meet the Risk Management Purchase Requirements. In this case, the crop, crop type, and IU cannot be entered using the SURE Interim Workbook according to Part 16. See paragraph 354 for instructions on completing manual FSA-682, Parts C through E.

333-335 (Reserved)

336 Establishing Eligible Causes of Loss for SURE

A General Requirement

COC must make a determination concerning eligible cause of loss for each unique combination of crop, crop type, and IU with eligible acreage for the producer in the county. See Part 2 for eligible causes of loss for 10 percent qualifying loss and Part 7 for ineligible cases of loss for assigning production. COC can determine that the producer met the reporting requirements for causes of loss for the crop, crop type, and IU by any 1 of the following:

- approved CCC-576 is on file in the county
- RMA Record of Loss for the producer's acreage is on the 2008 SURE Interim Report
- producer completes FSA-682, Part A, "Unaffected Crops"
- producer completes FSA-682, Part A, "Unreported Disaster Events".

B Prevented Planting Restriction

Producers with prevented planting acreage that do not have an approved CCC-576 or an RMA Record of Loss shall follow 2-CP procedure to file CCC-576. FSA-682, Part A, "Unreported Disaster Events" shall not be used to claim prevented planting for SURE.

C CCC-576 Filed for a Unit

As with NAP, an approved CCC-576 previously filed by 1 producer on the unit covers all of the acreage of the crop, crop type, and IU for all producers on that unit.

D CCC-576 Filed on 1 Unit of Multiple Units

An approved CCC-576 for 1 of multiple units in an administrative county covers all of the acreage of the crop, crop type, and IU for the producer in the county. It does not apply to acreage in a different county.

Note: COC has the discretion to allow an approved CCC-576 to cover **all** producers on the unit that have the same crop, crop type, and IU on other units within the county.

E Late-Filed CCC-576's

A late-filed CCC-576 that did not meet 1-NAP late-filed provisions, but met all other requirements, may be considered by COC to establish an eligible cause of loss for SURE acreage.

336 Establishing Eligible Causes of Loss for SURE (Continued)

F Disapproved CCC-576's

CCC-576's disapproved by COC for reasons other than failure to meet late-filed provisions shall not be used to establish an eligible cause of loss for SURE. COC shall **not** reconsider previously disapproved CCC-576's.

G CCC-576's Filed for Different Crop, Crop Type, or Intended Use

An approved CCC-576 for acreage of a different combination of crop, crop type, or IU shall **not** be used to establish an eligible cause of loss for SURE.

H COC Request for Additional Information

COC has the authority to request additional information from the producer for any of the following:

- approved CCC-576
- RMA Record of Loss for the producer's acreage on the 2008 SURE Interim Report
- producer completes FSA-682, Part A, "Unaffected Crops"
- producer completes FSA-682, Part A, "Unreported Disaster Events".

337-340 (Reserved)

341 Completing FSA-682 for a Single County Producer

A Completing FSA-682

Follow this paragraph and Part 16 to complete FSA-682 for a single county producer applying for SURE. See paragraph 343 for handling FSA-682's in an administrative county for a multi-county producer. See paragraph 344 for handling FSA-682's in a recording county for a multi-county producer.

See Part 16 for completing SURE Interim Workbook and completing FSA-682, page 2.

B Completing FSA-682, Part A

Complete FSA-682, Part A according to this table.

Item	Instruction
1	Enter recording State and county code for the producer. **Note:** If producer is not multi-county, the recording county and administrative county are the same.
2	Enter crop year.
3A	Enter producer's name.
3B	Enter producer's address.
3C	Enter producer's phone number.
4	Entry is optional because the recording county and administrative county are the same.

341 Completing FSA-682 for a Single County Producer (Continued)

B Completing FSA-682, Part A (Continued)

Item	Instruction
Part A – Unaffected Crops and Unreported Disaster Events **Note:** Items 5A through 10B are completed by the producer.	
If applicable, producer completes items 5A and 5B only if the producer considers 1 or more of their crops that will be included in Part D as **not** affected by an eligible disaster event.	
5A	Producer enters physical location State and county for the crops in item 5B.
5B	Producer enters crops that were not affected by an eligible disaster event in the State and county in item 5A.
If applicable, producer completes items 6 through 10B for each physical location State and county/disaster event/crop combination that was not already on CCC-576 approved for FSA NAP covered crops or on RMA Record of Loss.	
6	Producer enters State and county code for the county in which the crop is physically located
7	Producer enters disaster event that caused the loss.
8	Producer enters date the disaster event occurred.
9A-9C	Producer enters crop, crop type, and IU affected by disaster event in item 7. **Note:** If additional unrecorded causes of loss occurred, separate Part B's must be filed for each applicable event.
10A	Producer describes cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
10B	Producer describes what has been done with the damaged crop acreage.

C Completing FSA-682, Part B

Complete FSA-682, Part B according to this table.

Item	Instruction
Part B – Quality Reduction Information **Note:** Items are optional. Items 11 through 12C are completed by the producer. Item 13 is completed by the County Office.	
Items 11 through 13 are completed only if producer is certifying that a crop suffered an average quality reduction at least equal to the county's average quality factor for the crop. **Note:** Part B is completed for each administrative county where the producer has an interest.	
11	Producer enters physical location State and county for crop, crop type, and IU that will be entered in 12A through 12C.

341 Completing FSA-682 for a Single County Producer (Continued)

C Completing FSA-682, Part B (Continued)

Item	Instruction
12A-12C	Producer enters crop, crop type, and IU.
*--13A	If producer is certifying to quality loss because of all factors, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).
13B	If producer is certifying to quality loss because of excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).
13C	If producer is certifying to quality loss because of any cause other than excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).

Note: Entry is allowed only in either of the following items for a crop:

- 13A
- 13B and/or 13C.--*

D Completing FSA-682, Parts C and D

Information in FSA-682, Parts C and D is entered and printed through the SURE Interim Workbook process, **except** for cases outlined in paragraph 354. See Part 16 for instructions on entering data into SURE Interim Workbook and printing FSA-682, page 2.

E Completing FSA-682, Part E

Complete FSA-682, Part E according to this table.

Item	Instruction
Part E – Administrative COC Approvals for Parts A Through D	
COC does not take action until the producer has signed FSA-682. **Note:** For single county producers, COC is required to only sign in Part G.	
Check (✓) "Yes" if the State and county in item 15 had a secretarial designation or was contiguous to a secretarially designated county for the crop year in item 16; otherwise, check (✓) "No".	
39	Leave blank.
40	Check (✓) "Yes" if any COC action for Parts A through D is subject to reconsideration; otherwise, check (✓) "No". See paragraph 331 for further information on items subject to reconsideration.
41	Leave blank.
42	Leave blank.

341 Completing FSA-682 for a Single County Producer (Continued)

F Completing FSA-682, Part F

Complete FSA-682, Part F according to this table.

Item	Instruction
Page 3 Header	
43	Enter producer's name.
44	Enter State and county name. **Note:** Recording and administrative State and county is the same.
45	Enter crop year.
Part F – Producer Certification	
46	Producer signs FSA-682 after all required information in Parts A through D for all crop, crop type, and IU's with eligible acreage in which the producer has an interest in the county is complete.
47	If: • the producer signing is **not** signing in the representative capacity, leave blank • anyone other than the producer is signing in a representative capacity; enter the title or relationship to the producer/applicant.
48	Enter date signed.

G Completing FSA-682, Part G

Complete FSA-682, Part G according to this table.

Item	Instruction
Part G – Recording COC Approvals	
Note:	For single county producers, COC signs in Part G.
49A	Determination of approval/disapproval for FSA-682.
49B	Signature of COC or designee.
49C	Date signed by COC or designee

342 Example of FSA-682

A Example of FSA-682, Part A and Part B

The following is an example of FSA-682, Parts A and B

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This form is available electronically. *See Page 3 for Privacy Act and Burden Statements.*

FSA-682 (03-15-10)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. Recording State and County Code	2. Crop Year
	SUPPLEMENTAL REVENUE ASSISTANCE PAYMENTS PROGRAM APPLICATION	19-191	2008

3A. Producer's Name	3B. Producer's Address *(City, State and Zip Code)*	3C. Producer's Telephone Number *(Include Area Code)*	4. Administrative State and County
Joe Iowa	1234 Any Way Winning, IA 43210	111-555-1111	

Each producer must report crops by administrative county. Accordingly, complete Parts A – D for the land administered by the county indicated in Item 4.

PART A – UNAFFECTED CROPS AND UNREPORTED DISASTER EVENTS

5. The crop(s) listed below were unaffected by any disaster during the crop year identified in Item 2.

A. Physical Location State and County	B. Crop(s)
Winneshiek, IA	Oats

Complete Items 6 through 10B only for damaged crops that do not have an approved Notice of Loss or RMA Loss Record.

6. Physical Location State and County	7. What disaster event(s) caused the loss(es)?	8. Disaster Event Date(s)
Winneshiek, IA	Excessive Heat & Drought	June 1 - August 15, 2008

The following crop, crop type, and intended use suffered low yields due to the disaster event in Item 7 during the crop year identified in Item 2.

9A. Crop	9B. Crop Type	9C. Intended Use	10A. What cultivation and management practices were employed on damaged/low yield crop acreage?	10B. What was done with crop acreage?
Alfalfa		FG	The first cutting was taken off the acreage but the acreage was untouched after the first cutting.	The acreage will be left until the next crop season.

PART B – QUALITY REDUCTION INFORMATION

List the location, crop, crop type, and intended use for such crops below that suffered an average verifiable quality reduction on harvested production equal to or greater than the approved quality reduction percentage in Items 13A **OR** 13B and/or 13C, as applicable.

11. Physical Location State and County	12A. Crop	12B. Crop Type	12C. Intended Use	13. Approved Quality Reduction		
				A. Total	B. Excessive Moisture	C. Other

Page ___of ___

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342 Example of FSA-682 (Continued)

B Example of FSA-682, Parts C Through E

The following is an example of FSA-682, Parts C through E.

FSA-682 (11-24-09) Page ___ of ___ (Page 2)

14. Producer Name	15. Administrative County and State	16. Crop Year
Joe Iowa	Win, Iowa	2008

PART C - ADDITIONAL REVENUE INFORMATION

Type of Payment	Amount
17. Total RMA Indemnities	$ 15,000.00
18. Total FSA Settlements	0
19. Total RMA Settlements	0
20. Guaranteed Payments to Contract Growers	0
21. LDP, Market Gain, and Market Certificate Payments to CMA Producers	0

PART D - CROP INFORMATION

22. Phys. St/Co Code	23. Crop	24. Type	25. Int. Use	26. Acres	27. Share	28 Stg.	29. Coverage Status	30. Ins/Nonins	31. Prod. Type	32. Production to Count	33. Salvage Value ($)	Field Market Value 34A. A	Field Market Value 34B. B	COC Use Only: Production 35. Adjusted	Production 36. Assigned	37. Salvage Value ($)	Field Market Value 38A. A	Field Market Value 38B. B
13-131	Alfalfa		Fg	13.10	100%	H	Purchased	Non-ins.		76.40								
13-131	Corn	YEL	Gr	330.00	100%	H	Purchased	Insurable		31,600.00								
13-131	Oats	SPR	Gr	23.00	100%	H	Buy-in 1	Insurable	C	2,320.00								
13-131	Soybeans	COM	Gr	313.30	100%	H	Purchased	Insurable		15,635.00								

PART E - ADMINISTRATIVE COC APPROVAL for PARTS A, B, C, D

The producer in Item 14 has land that is within a Secretarial designated or contiguous county that is administered by the county in Item 15. ___ YES ___ NO

39. COC Action:	40. Subject to Reconsideration	41. COC or Designee Signature	42. Date (MM-DD-YYYY)
___ Approved ___ Disapproved	___ YES ___ NO		

342 Example of FSA-682 (Continued)

C Example of FSA-682, Parts F and G

The following is an example of FSA-682, Parts F and G.

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FSA-682 (03-15-10) Page 3 of 3

43. Producer's Name	44. Recording State and County	45. Crop Year
Joe Iowa	19-191	2008

PART F- PRODUCER CERTIFICATIONS

- *While I recognize that this report must be filed administrative county by administrative county, I understand that for purposes of calculating ultimate program eligibility my "farm" for the purposes of the Supplemental Revenue Assistance Payments Program, is the sum of all of the following in which I have an interest for all counties: eligible crop acreage that is planted or intended to be planted for harvest; fish that are intended to be harvested for sale; bees and beehives that are intended to be harvested for a honey crop; and value loss crops that suffered an inventory loss due to an eligible disaster event.*
- *I certify that I have obtained NAP coverage, an eligible (see instructions) policy or plan of insurance, purchased buy-in coverage, received relief, or elected de minimus exception for all crops (for which NAP coverage is available or are insurable under the federal crop insurance program, excluding crop insurance pilot programs) in which I have an interest in all counties; or I am applying for a waiver as a Socially Disadvantaged Producer, Limited Resource Producer, or Beginning Farmer or Rancher.*
- *I have reviewed all Parts A-D and certify by my signature below, that the information for all crops in each respective county is true and correct.*
- *I certify that I have filed an acreage report for all crops in all counties nationwide in which I, as producer, have an interest.*
- *I certify that I have reported all of my eligible production for all eligible commodities on my farm.*
- *I certify that all information reported on this form is true and correct and I understand that if any information is determined to be in error then the application may be denied and may result in a determination of ineligibility completely or in part and other criminal or civil penalties or sanctions.*
- *I certify that all information provided to support this application, including marketing contract(s) or Community Supported Agriculture Agreements if applicable, is true and correct.*
- *I certify that I have signed and submitted FSA-683, "Statement of Compliance with Program Provisions of the 2008 Supplemental Revenue Assistance Payments Program (SURE) and Waiver of Finality of Payment Provision".*
- *I understand that if I am unable to provide verifiable documentation at the time of a spot-check to support my average quality adjustment statements in Part B, I will be ineligible for quality adjustment on my harvested production and will repay any resulting overpayment.*
- *I understand that USDA will be conducting spot-checks for this program and I authorize FSA access to any records held by elevators, processors, contractors, or any other agency or organization that maintains records or substantiating evidence for which I am basing this certification for the purposes of verifying such information contained in this form or is otherwise necessary to determine eligibility under this SURE program.*
- *I understand that payments are subject to the provisions, including modifications, in the actual program regulations and statutory authorities, as may be amended.*

46. Producer's Signature (By)	47. Title/Relationship of the Individual Signing in a Representative Capacity	48. Date *(MM-DD-YYYY)*
/s/ Joe Iowa		12/12/2009

PART G - RECORDING COC APPROVAL OR DISAPPROVAL OF APPLICATION

49A. COC Action on Application:	49B. COC Signature	49C. Date *(MM-DD-YYYY)*
☒ Approved ☐ Disapproved	/s/ Wilma E. Camaorwa	1/6/2010

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 760 and the Food. Conservation. and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.*

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Section 1601 of Pub. L. 110-246, Title I, Subtitle F - Administration).

The provisions of criminal, civil, and privacy statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

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343 Completing FSA-682 in an Administrative County for a Multi-County Producer

A Completing FSA-682

Follow this paragraph and Part 16 to complete FSA-682 for land administered in the county for a multi-county producer applying for SURE. See paragraph 341 for handling FSA-682's for a single county producer. See paragraph 344 for handling FSA-682's in a recording county for a multi-county producer.

See Part 16 for completing SURE Interim Workbook and completing FSA-682, page 2.

343 Completing FSA-682 in an Administrative County for a Multi-County Producer (Continued)

B Completing FSA-682, Part A

Complete FSA-682, Part A according to this table.

Item	Instruction
Note: Items 1 through 4 and Part A are completed for each administrative county where the producer has an interest.	
1	Enter recording State and county code for the producer.
2	Enter crop year.
3A	Enter producer's name.
3B	Enter producer's address.
3C	Enter producer's phone number.
4	Enter administrative State and County Office name.
Part A – Unaffected Crops and Unreported Disaster Events **Note:** Items 5A through 10B are completed by the producer.	
If applicable, producer completes items 5A and 5B only if the producer considers 1 or more of their crops that will be included in Part D as **not** affected by an eligible disaster event.	
5A	Producer enters physical location State and county for the crops in item 5B.
5B	Producer enters crops that were not affected by an eligible disaster event in the State and county in item 5A.
If applicable, producer completes items 6 through 10B for each physical location State and county/disaster event/crop combination that was not already on CCC-576 approved for FSA NAP covered crops or on RMA Record of Loss.	
6	Producer enters State and county code for the county in which the crop is physically located.
7	Producer enters weather-related disaster event that caused the loss.
8	Producer enters date the disaster event occurred.
9A-9C	Producer enters crop, crop type, and IU affected by disaster event in item 7. **Note:** If additional unrecorded causes of loss occurred, separate Part B's must be filed for each applicable event.
10A	Producer describes cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
10B	Producer describes what has been done with the damaged crop acreage.

343 Completing FSA-682 in an Administrative County for a Multi-County Producer (Continued)

C Completing FSA-682, Part B

Complete FSA-682, Part B according to this table.

Item	Instruction
Part B – Quality Reduction Information **Note:** Items are optional. Items 11 through 12C are completed by the producer. Item 13 is completed by the County Office.	
Items 11 through 13 are completed only if producer is certifying that a crop suffered an average quality adjustment at least equal to the county's average quality adjustment for the crop. **Note:** Part B is completed for each administrative county where the producer has an interest.	
11	Producer enters physical location State and county for crop, crop type, and IU that will be entered in 12A through 12C.
12A-12C	Producer enters crop, crop type, and IU.
***--**13A	If producer is certifying to quality loss because of all factors, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).
13B	If producer is certifying to quality loss because of excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).
13C	If producer is certifying to quality loss because of any cause other than excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).

Note: Entry is allowed only in either of the following items for a crop:

- 13A
- 13B and/or 13C.**--***

D Completing FSA-682, Parts C and D

Information in FSA-682, Parts C and D is entered and printed through the SURE Interim Workbook process, **except** for cases outlined in paragraph 354. See Part 16 for instructions on entering data into SURE Interim Workbook and printing FSA-682, page 2.

343 Completing FSA-682 in an Administrative County for a Multi-County Producer (Continued)

E Completing FSA-682, Part E

Complete FSA-682, Part E according to this table after the recording county sends notification that the producer has signed FSA-682.

Item	Instruction
Part E – Administrative COC Approvals for Parts A Through D	
COC does not take action until the producer has signed FSA-682.	
Check (✓) "Yes" if the State and county in item 15 had a secretarial designation or was contiguous to a secretarially designated county for the crop year in item 16; otherwise, check (✓) "No".	
39	Check (✓) "Approved" if COC approved Parts A through D; otherwise, check (✓) "Disapproved".
40	Check (✓) "Yes" if any COC action for Parts A through D is subject to reconsideration; otherwise, check (✓) "No". See paragraph 331 for further information on items subject to reconsideration, appeal, or mitigation.
41	COC signature.
42	Date COC signed FSA-682.

Notify recording county of COC action and send applicable pages and COC signature to the recording county.

344 Completing FSA-682 in Recording County for Multi-County Producer

A Completing FSA-682

Follow this paragraph to complete an FSA-682 in the recording county for a multi-county producer. See paragraph 341 for handling FSA-682's for a single county producer. See paragraph 343 and Exhibits 21, 22, and 23 for handling FSA-682's in an administrative county for a multi-county producer.

See Part 16 for completing SURE Interim Workbook and completing FSA-682, page 2.

B Completing FSA-682, Part A

Complete FSA-682, Part A according to this table.

Item	Instruction
1	Enter State and county code.
2	Enter crop year.
3A	Enter producer's name.
3B	Enter producer's address.
3C	Enter producer's phone number.
4	Leave blank.
Part A – Unaffected Crops and Unreported Disaster Events **Note:** Items 5A through 10B are completed by the producer.	
If applicable, producer completes items 5A and 5B only if the producer considers 1 or more of their crops that will be included in Part D as **not** affected by an eligible disaster event.	
5A	Producer enters physical location State and county for the crops in item 5B.
5B	Producer enters crops that were not affected by an eligible disaster event in the State and county in item 5A.
If applicable, producer completes items 6 through 10B for each physical location State and county/disaster event/crop combination that was not already on CCC-576 approved for FSA NAP-covered crops or on RMA Record of Loss.	
6	Producer enters State and county code for the county in which the crop is physically located.
7	Producer enters disaster event that caused the loss.
8	Producer enters date the disaster event occurred.
9A-9C	Producer enters crop, crop type, and IU affected by disaster event in item 7. **Note:** If additional unrecorded causes of loss occurred, separate Part B's must be filed for each applicable event.
10A	Producer describes cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
10B	Producer describes what has been done with the damaged crop acreage.

344 Completing FSA-682 in Recording County for Multi-County Producer (Continued)

C Completing FSA-682, Part B

Complete FSA-682, Part B according to this table.

Item	Instruction
Part B – Quality Reduction Information **Note:** Items are optional. Items 11 through 12C are completed by the producer. Item 13 is completed by the County Office.	
Items 11 through 13 are completed only if producer is certifying that a crop suffered an average quality adjustment at least equal to the county's average quality adjustment for the crop. **Note:** Part B is completed for each administrative county where the producer has an interest.	
11	Producer enters physical location State and county for crop, crop type, and IU that will be entered in 12A through 12C.
12A-12C	Producer enters crop, crop type, and IU.
***--**13A	If producer is certifying to quality loss because of all factors, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).
13B	If producer is certifying to quality loss because of excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).
13C	If producer is certifying to quality loss because of any cause other than excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).

Note: Entry is allowed only in either of the following items for a crop:

- 13A
- 13B and/or 13C.**--***

D Completing FSA-682, Parts C and D

Information on FSA-682, Parts C and D is entered and printed through the SURE Interim Workbook process except for cases outlined in paragraph 354. See Part 16 for instructions on entering data into SURE Interim Workbook and printing FSA-682, page 2.

344 Completing FSA-682 in Recording County for Multi-County Producer (Continued)

E Completing FSA-682, Part E

Complete FSA-682, Part E according to this table **after** the producer has signed FSA-682.

Part E – Administrative COC Approvals for Parts A Through D	
COC does not take action until the producer has signed FSA-682. **Note:** The recording COC is required to only sign in Part G.	
Check (✓) "Yes" if the State and county in item 15 had a secretarial designation or was contiguous to a secretarially designated county for the crop year in item 16; otherwise, check (✓) "No".	
Item	**Instruction**
39	Leave blank.
40	Check (✓) "Yes" if any COC action for Parts A through D is subject to reconsideration; otherwise, check (✓) "No". See paragraph 331 for further information on items subject to reconsideration, appeal, or mitigation.
41	Leave blank.
42	Leave blank.

F Completing FSA-682, Part F

Complete FSA-682, Part F according to this table.

Header	
43	Enter producer's name.
44	Enter State and county name.
45	Enter crop year.
Part F – Producer Certification	
46	Producer signs FSA-682 after all required information in Parts A through D for all applicable administrative counties has been received and is part of FSA-682.
47	If: • the producer signing is **not** signing in the representative capacity, leave blank • anyone other than the producer is signing in a representative capacity; enter the title or relationship to the producer/applicant.
48	Enter date signed.

Notify administrative counties that producer has signed FSA-682 and wait for notification from administrative counties on their COC action.

344 Completing FSA-682 in Recording County for Multi-County Producer (Continued)

G Completing FSA-682, Part G

Complete FSA-682, Part G according to this table.

Item	Instruction
Part G – Recording COC Approvals	
Signed only after all applicable administrative COC's have acted on information in Parts A through D, signed in Part E, and all Parts A through E are part of FSA-682.	
49A	Determination of approval/disapproval for FSA-682.
49B	Signature of COC or designee.
49C	Date signed by COC or designee.

Notify other administrative counties of approval/disapproval.

345-350 (Reserved)

351 Completing FSA-682A

A When to Complete FSA-682A

FSA-682A is completed only if producers require additional entry lines on FSA-682, Part A.

B Instructions for FSA-682A, Part A

Complete FSA-682A, Part A according to this table.

Item	Instruction for Page 1
A	Enter State and county code for the producer.
B	Enter crop year.
C	Enter producer's name.
D	Not applicable.
Part A – Unaffected Crops and Unreported Disaster Events **Note:** Items 5A through 10B are completed by the producer.	
If applicable, producer completes items 5A and 5B only if the producer considers 1 or more of their crops that will be included in Part D as **not** affected by an eligible disaster event.	
5A	Producer enters physical location State and county for the crops in item 5B.
5B	Producer enters crops that were not affected by an eligible disaster event in the State and county in item 5A.
If applicable, producer completes items 6 through 10B for each physical location State and county/disaster event/crop combination that was not already on CCC-576 approved for FSA NAP-covered crops.	
6	Producer enters State and county code for the county in which the crop is physically located.
7	Producer enters weather-related disaster event that caused the loss.
8	Producer enters date the disaster event occurred.
9A-9C	Producer enters crop, crop type, and IU affected by disaster event in item 7.
10A	Producer describes cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
10B	Producer describes what has been done with the damaged crop acreage.

351 Completing FSA-682A (Continued)

B Instructions for FSA-682A (Continued)

Item	Instruction for Page 2
E	Enter producer's name.
F	Enter administrative State and county name.
G	Enter crop year.
6	Producer enters the State and county code for the county in which the crop is physically located.
7	Producer enters the weather-related disaster event that caused the loss.
8	Producer enters the date the disaster event occurred.
9A-9C	Producer enters crop, crop type, and IU affected by disaster event in item 7.
10A	Producer describes cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
10B	Producer describes what has been done with the damaged crop acreage.

352 Example of FSA-682A

A Example of FSA-682A, Page 1

The following is an example of FSA-682A, page 1.

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This form is available electronically. *See Page 2 for Privacy Act and Burden Statements.*

FSA-682A (03-15-10)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	A. Recording State and County Code	B. Crop Year
	CONTINUATION SHEET FOR SUPPLEMENTAL REVENUE ASSISTANCE PAYMENTS PROGRAM APPLICATION	37-179	2008

C. Producer's Name	D. Administrative State and County
Amanda Jo Tillman	

Each producer must report crops by administrative county. Accordingly, complete Part A for the land administered by the county indicated in Item D.

PART A – UNAFFECTED CROPS AND UNREPORTED DISASTER EVENTS

5. The crop(s) listed below were unaffected by any disaster during the crop year identified in Item B.

A. Physical Location State and County	B. Crop(s)
Union, NC	Broccoli

Complete Items 6 through 10B only for damaged crops that do not have an approved Notice of Loss or RMA Loss Record.

6. Physical Location State and County	7. What disaster event(s) caused the loss(es)?	8. Disaster Event Date(s)
Union, NC	Excessive rain & flooding	10/3/08 - 10/15/08

The following crop, crop type, and intended use suffered low yields due to the disaster event in Item 7 during the crop year identified in Item B.

9A. Crop	9B. Crop Type	9C. Intended Use	10A. What cultivation and management practices were employed on damaged/low yield crop acreage?	10B. What was done with crop acreage?
Cabbage	NAP	FH	Planted into clean tilled soil & applied fertilizer	destroyed
Sweet Potato	BEA	FH	Planted slips into clean tilled beds & applied 10-10-10 fertilizer	destroyed

Page ___of ___

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352 Example of FSA-682A (Continued)

B Example of FSA-682A, Page 2

The following is an example of FSA-682A, page 2.

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FSA-682A (03-15-10) Page 2 of 2

E. Producer's Name	F. Administrative State and County	G. Crop Year
Amanda Jo Tillman		2008

PART A – UNAFFECTED CROPS AND UNREPORTED DISASTER EVENTS *(continued)*

6. Physical Location State and County	7. What disaster event(s) caused the loss(es)?	8. Disaster Event Date(s)
Union, NC	Deer ate it	June 15 through 30, 2008

The following crop, crop type, and intended use suffered low yields due to the disaster event in Item 7 during the crop year identified in Item G.

9A. Crop	9B. Crop Type	9C. Intended Use	10A. What cultivation and management practices were employed on damaged/low yield crop acreage?	10B. What was done with crop acreage?
Cucumbers	COM	FH	Planted into clean, fallow ground & fertilizer applied at normal rates	Harvested what deer didn't eat

6. Physical Location State and County	7. What disaster event(s) caused the loss(es)?	8. Disaster Event Date(s)

The following crop, crop type, and intended use suffered low yields due to the disaster event in Item 7 during the crop year identified in Item G.

9A. Crop	9B. Crop Type	9C. Intended Use	10A. What cultivation and management practices were employed on damaged/low yield crop acreage?	10B. What was done with crop acreage?

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 760 and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.*

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Section 1601 of Pub. L. 110-246, Title I, Subtitle F - Administration).

The provisions of criminal, civil, and privacy statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

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353 Completing FSA-683

A When to Complete FSA-683

An FSA-683 is completed by the producer at the time FSA-682 is signed.

B Instructions for FSA-683

Follow this paragraph to complete FSA-683.

Item	Instruction
1	Enter State and county code. **Note:** This is the same State and county code as entered in FSA-682, item 1.
2A	Enter County Office name and address.
2B	Enter County Office phone number.
3A	Enter producer's name and address.
3B	Enter producer's phone number.
4A	Producer signs.
4B	If: • the producer signing is **not** signing in the representative capacity, leave blank • anyone other than the producer is signing in a representative capacity; enter the title or relationship to the producer/applicant.
4C	Enter date signed.

353 Completing FSA-683 (Continued)

B Example of FSA-683

The following is an example of FSA-683.

This form is available electronically.

FSA-683 (11-24-09) **U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency	1. State and County Code 19-191
STATEMENT OF COMPLIANCE WITH PROGRAM PROVISIONS OF THE 2008 SUPPLEMENTAL REVENUE ASSISTANCE PAYMENTS (SURE) PROGRAM AND WAIVER OF FINALITY OF PAYMENT PROVISIONS	2A. County FSA Office Name and Address *(Including ZIP Code)* Winneshiek County Farm Service Agency 2296 Oil Well Road Decorah, IA 52101-0000
	2B. Telephone Number *(Including Area Code)* (563)382-638

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 760 and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.*

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F - Administration). The provisions of criminal, civil, and privacy statutes may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

PART A - PRODUCER INFORMATION

3A. Name and Address of Producer *(Including ZIP Code)*	3B. Telephone Number *(Including Area Code)*
Joe Iowa 1234 Any Way Winning, IA 43210	111-555-1111

PART B - PRODUCER CERTIFICATION

Certain otherwise automated cross-checks on compliance for the 2008 SURE cannot be made at this time. So that the Applicant listed above may be paid at this time, if otherwise eligible, I state (and certify) the following:

(1) Payment Limitations. *I understand that no "person", as defined and determined under the provisions of 7 CFR Part 1400 in effect for 2008 can receive more than $100,000 total in 2008-crop year payments under the Emergency Assistance for Livestock, Honey Bees, Farm-Raised Fish Program (ELAP), Livestock Forage Disaster Program (LFP), Livestock Indemnity Program (LIP), and SURE, and that such limit is a combined limit for all SURE, ELAP, LFP, and LIP payments for all counties. I certify that no "person" with an interest in this payment will exceed that level.*

(2) Finality Provisions Inapplicable and Waived. *I understand that the payments made under this certification are intended to be preliminary payments only, pending compliance checks. Finality provisions located at 7 CFR 718.306 that might otherwise apply to make the payment unreviewable shall not apply and are, in any event, waived by me as a condition of receiving the preliminary payment by way of this certification and as a condition for the receipt of the payment.*

(3) Refunds of Payment. *Should any overpayment be made, such overpayment shall be refunded, with interest at the rate provided in 7 CFR Part 792, beginning from the date of the disbursement of the funds. Other remedies may apply.*

(4) Accuracy of Certification. *I state that this certification is accurate, I have the authority to submit this certification, and understand that it will be relied upon to make a federal payment. I know the facts certified to and the eligibility requirements of the program.*

PART C - PRODUCER'S SIGNATURE

4A. Signature (By):	4B. Title/Relationship of the Individual If Signing in a Representative Capacity	4C. Date *(MM-DD-YYYY)*
/s/ Joe Iowa		12/12/2009

Note: This certification has been designed to cover compliance issues broadly and it is possible that in some instances a payment may nonetheless be due even if the certification cannot be signed. Persons who cannot make this certification but otherwise believe the payment is due should file a statement with the local office explaining why the certification cannot be made but why such payment is believed to be due, in which the person states that but for the explanation that person is otherwise making the declarations required by this certification.

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To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

354 Completing Manual FSA-682's

A When to Complete a Manual FSA-682, Parts C and D

A manual FSA-682, Parts C and D, shall be completed only if producer files acreage and production for crop, crop type, and IU's that do not meet the Risk Management Purchase Requirements. In this case, the crop, crop type, and IU cannot be entered using the SURE Interim Workbook.

B Completing Manual FSA-682, Part C

Follow this paragraph to complete a manual FSA-682, Part C.

Item	Instructions
	Header
14	Enter producer's name.
15	Enter administrative State and county name.
16	Enter crop year.
	Part C – Additional Revenue Information
17	Enter total RMA indemnity payments (indemnity minus producer paid premium), calculated according to Part 9 for the producer in the State and county in item 15 for the crop year in item 16. If the producer did not purchase an eligible policy or plan of insurance under the federal crop insurance in the State and county, enter zero.
18	Enter total FSA settlements (**not** including FLP settlements) for the producer in the State and county in item 15 for the crop year in item 16. FSA settlements include payments to the producer because of a court proceeding. This type of payment will not have a program code and will not appear on any Producer Payment History Report. If producer did not receive FSA settlement payments in the State and county, enter zero.
19	Enter total RMS settlement payments for the producer in the State and county in item 15 for the crop year in item 16. RMA settlements include payments to the producer as a result of arbitration. If producer did not receive RMA settlement payments in the State and county, enter zero.
20	Enter total guaranteed payments to contract growers for the producer in the State and county in item 15 for the crop year in item 16. If producer did not receive guaranteed payments to contract growers' payments in the State and county, enter zero according to Part 9.
21	Enter total market loan gain payments (Marketing Certificate Loan Gains Benefits) for the producer in the State and county in item 15 for the crop year in item 16. If producer did not receive market loan gain payments in the State and county, enter zero.

354 Completing Manual FSA-682's (Continued)

C Completing Manual FSA-682, Part D

Follow this paragraph to complete a manual FSA-682, Part D.

Item	Instructions	
	Part D – Crop Information	
Part D is completed for each unique combination of physical location State and county/crop, crop type, and IU in which the producer has an interest in the county. Do not enter data for crop/type/IU's which the producer declared *de minimis* according to Part 2, or has no eligible acreage according to Part 4. Repeat as needed.		
22	Enter State and county code for the county in which the crop is physically located.	
23	Enter name of the crop.	
24	Enter crop type.	
25	Enter IU of the crop.	
26	Enter total eligible acres, as defined in Part 4, as a number with up to 2 decimal places.	
27	Enter producer's share as a number with up to 4 decimal places.	
28	Enter stage code as: • "H" if all acreage was harvested • "UH" if all acreage was unharvested • "planting period" if all acreage was prevented planted.	
29	Enter coverage status for acres in item 26.	
	IF producer…	**THEN…**
	purchased insurance or NAP coverage	ENTER "**Purchased**".
	paid Buy-In 1 fee	ENTER "**Buy-in 1**".
	paid Buy-In 2 fee	ENTER "**Buy-in 2**".
	was granted relief	ENTER "**Relief**".
	requests waiver and qualifies as SDA/LR/BF	ENTER "**SDA/LR/BF**".
	did not have coverage	leave blank.
30	Enter insurability status for acres in item 26. If crop, crop type, and IU in items 23 through 25 is: • insurable, ENTER "**INS**" • not insurable, but NAP coverage is available ENTER "**NON**". **Note:** If the acres of the crop/type/IU are not eligible for coverage according to Part 4, then acres are not entered on FSA-682.	

354 Completing Manual FSA-682's (Continued)

C Completing Manual FSA-682, Part D (Continued)

Item	Instruction
	Part D - Crop Information (Continued)
31	• Enter production type code: • "A" if the production for the line item was appraised according to Part 7 • "C" if any part of the production for the line item is producer certified. • Leave blank if the production in the line item was not appraised or certified.
32	• Enter applicable total production for the acres in item 26 according to Part 7. • Leave blank if crop is value loss.
33	• Enter total dollar value received for crop sold as salvage according to Part 7. • Leave blank if no part of the crop was sold for salvage.
34A	• Enter the Field Market Value A determined according to Part 6 for value loss. • Leave blank if crop is not value loss.
34B	• Enter the Field Market Value B determined according to Part 6 for value loss. • Leave blank if crop is not value loss.

354 Completing Manual FSA-682's (Continued)

C Completing Manual FSA-682, Part D (Continued)

Item	Instruction
	D – Crop Information – COC Use Only.
35	• Enter COC assigned production, according to Part 7, that **replaces (overrides)** the production in item 32 if COC determines either of the following: • the production loss for acres in item 26 was entirely because of an ineligible cause of loss (Part 7) for ineligible causes of loss requiring COC to assign production **Reminder:** Wildlife damage is considered an eligible cause of loss and does not require the assignment of production for calculating SURE payment according to Part 7. However, it is considered an ineligible cause of loss for determining if the requisite 10 percent loss can be met according to Part 2. • the maximum loss calculation applies and result of calculation is greater than production in item 32. • Leave blank if COC did not assign production.
36	• Enter COC assigned production according to Part 7 that **is in addition to** the production in item 32, if COC determines a portion of the production loss for acres in item 26 was because of an ineligible cause of loss. • Leave blank if COC did not assign production.
37	• Enter COC determined total dollar value received for crop sold as salvage according to Part 9. • Leave blank if COC did not determine salvage value.
38A	• Enter COC Field Market Value A determined according to Part 6 for value loss. • Leave blank if crop is not value loss.
38B	• Enter COC Field Market Value B determined according to Part 6 for value loss. • Leave blank if crop is not value loss.

354 Completing Manual FSA-682's (Continued)

D Completing Manual FSA-682, Part E

Complete FSA-682, Part E according to this table **after** the producer has signed FSA-682.

IF Part E is for…	THEN follow…
single county producer	subparagraph 341 E.
administrative county for multi-county producer	subparagraph 343 E.
recording county for multi-county producer	subparagraph 344 E.

354 Completing Manual FSA-682's (Continued)

E Example of Manual FSA-682, Page 2

The following is an example of manual FSA-682, page 2.

*--

FSA-682 (03-15-10) Page 2 of 3

14. Producer's Name	15. Administrative State and County	16. Crop Year

PART C – ADDITIONAL REVENUE INFORMATION

Type of Payment	Payment Amount
17. Total RMA Indemnities	$
18. Total FSA Settlements	$
19. Total RMA Settlements	$
20. Guaranteed Payments to Contract Growers	$
21. Market Loan Gains	$

PART D – CROP INFORMATION

22. Phys St/Co Code	23. Crop	24. Type	25. Int Use	26. Acres	27. Share	28. Stg	29. Coverage Status	30. Ins/ Nonins	31. Prod Type	32. Production To Count	33. Salvage Value ($)	Field Mkt Value 34A. A	Field Mkt Value 34B. B	COC Use Only: Production 35. Adjusted	COC Use Only: Production 36. Assigned	COC Use Only: 37. Salvage Value ($)	COC Use Only: Field Market Value 38A. A	COC Use Only: Field Market Value 38B. B

PART E – ADMINISTRATIVE COC APPROVAL for PARTS A, B, C, D

The producer in Item 14 has land that is within a Secretarial designated disaster county or a county contiguous to such county that is administered by the county in Item 15 above. ☐ YES ☐ NO

39. COC Action:	40. Subject to Reconsideration	41. COC or Designee Signature	42. Date *(MM-DD-YYYY)*
☐ Approved ☐ Disapproved	☐ YES ☐ NO		

Page ___of ___

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355-379 (Reserved)

*--380 FSA-682 Corrections

A Certifying FSA-682 Information

The producer must certify all of the data is true and correct on all pages of the FSA-682, whether a manual page or page generated by the SURE Interim Workbook. Certifying incorrect information may result in a denial of program benefits.

B Correcting FSA-682 Information

If the producer's data on an originally signed FSA-682 must be corrected for any reason, the County Office shall do either of the following:

- generate a new corrected FSA-682 and:
    - mark the old FSA-682, "Canceled"
    - mark the new FSA-682, "Revision"
    - have the producer sign and date the revision
    - include both the original and revised FSA-682's in the producer's SURE folder
    - if applicable, process according to this handook
- line through the incorrect entry on the original FSA-682, enter the revised data, and :
    - ensure that both the producer and a County Office employee initial and date the revised entry
    - ensure that both the original and revised entries are legible
    - if applicable, process according to this handbook.

Note: Entries by COC do **not** require producer signature.**--***

***--380 FSA-682 Corrections (Continued)**

C Processing Corrected FSA-682

The following table provides examples of types of corrections.

IF the only correction was…	**THEN…**	**AND…**
changing the yield, or other data element not printed on Page 2	reprocess SURE Interim Workbook according to Part 16	follow Part 20 if payment changed.
buy-in crop was included on application, but producer now elects crop as *de minimus*	mark the old FSA-682 as canceled	producer completes applicable FSA-682 pages, reprocess FSA-682, SURE Interim Workbook, and payments according to this handbook.
producer adds crop as unaffected in Part A	producer and a County Office employee initial and date revised entry	COC acts to assign production according to Part 7, if applicable. Reprocess FSA-682, SURE Interim Workbook, and payments according this handbook, as needed.
changing either of the following: • total RMA indemnities • other payment in Part C	original Page 1 may be retained	reprocess FSA-682, SURE Interim Workbook, and payments according to this handbook.

--*

381-385 (Reserved)

*--386 FSA-682 Cancellations Because of March 18, 2010, Quality Factor Changes

A Background

As of March 18, 2010, State Office may establish 1 of the following for SURE crops:

- total quality adjustment factor for all causes
- excessive moisture quality adjustment factor and other quality adjustment for quality adjustment other than excessive moisture.

To accommodate the change from the previous single quality factor (Approved Quality Reduction), FSA-682, Part B, Quality Reduction Information Section has been modified.

B Processing FSA-682's With Quality Factors That Changed

County Offices shall notify producers who had previously certified to a quality adjustment factor, if the State Office has changed the quality factors for the applicable crop. If the producer fails to complete a new FSA-682 within 45 calendar days of the notification, the COC shall disapprove the existing FSA-682.

The previous FSA-682 shall be marked "Canceled" and kept in the SURE folder. Follow this handbook for processing the new FSA-682, including SURE Interim Workbook updates, all required COC determinations, and payment processing.

C Handling FSA-682's With Unchanged Quality Factors

No specific action is required if STC set a total quality adjustment factor for the crops to which the producer had previously certified to a quality reduction. The total quality percentage is considered equivalent, for SURE Program purposes, to the "Approved Quality Reduction" percentage on the previous FSA-682 version.

D Handling FSA-682's With No Quality Factors

No specific action is required if the producer had **no** entry in Part B, Quality Reduction Information, for a crop.**--***

387-390 (Reserved)

Parts 12-15 (Reserved)

391-510 (Reserved)

Part 16 SURE Interim Workbook

511 Function of the SURE Interim Workbook

A Overview

The SURE Interim Workbook provides a series of Excel worksheets used to complete a manual calculation of interim SURE payment, including:

- Data Entry Worksheet
- Weighted Average Yield Tool
- Value Loss Tool
- Farm Summary
- 10 Percent Loss Tool
- FSA-682, page 2.

One SURE Interim Workbook will be completed per producer, per administrative county. Only the crops and acreage administered in that county will be entered into the SURE Interim Workbook. Each line entry of crop data shall be entered into the SURE Interim Workbook by each unique:

- county
- crop name
- crop type
- IU
- stage code
- status code
- practice
- producer share
- all acres timely planted
- all acres not timely planted.

One SURE Interim Workbook accommodates 100 line entries; if additional line entries are required an additional SURE Interim Workbook will need to be completed.

B Handling Single-County Producers

If the administrative county and the recording county **are** the same and the producer is **not** multi-county, the SURE Interim Workbook can be completed in its entirety by 1 county and the resulting SURE payment amount can be entered into the payment software to be processed.

Note: For the definition of recording county, see 3-PL, Exhibit 2. The administrative county is the FSA county responsible for administering the acreage.

511 Function of the SURE Interim Workbook (Continued)

C Handling Multi-County Producers

If the administrative county and recording county are **not** the same and the producer **is** multi-county, the administrative county shall:

- complete the SURE Interim Workbook in its entirety for the crops and acreage administered in that county
- transmit the SURE Interim Workbook to the recording county.

In this situation the recording county shall:

- complete the SURE Interim Workbook in its entirety for the crops and acreage administered in that county
- collect all the SURE Interim Workbooks from all administrative counties with which the producer is associated
- summarize all SURE Interim Workbooks **before** the resulting SURE payment amount can be entered in the payment software to be processed.

512 Preparing Documents to Complete SURE Interim Workbook

A Preparing Documents

The SURE Interim Workbook process is a completely manual process. The SURE Interim Workbook does **not** have the capability to check or reference other systems, such as SCIMS, Farm Records, or Web Subsidiary. These other systems will need to be checked by the user to ensure that the producer is active and eligible for SURE. Collecting documentation before the user begins to complete the SURE Interim Workbook will ease the SURE Interim Workbook process for the user and the producer.

Note: Payment software is capable of referencing Web eligibility.

*--B AD-1026A's

AD-1026A's:**--***

- generated from Farm Records according to 3-CM, can be used to confirm producers are linked to a farm and show all farms and cropland acres nationwide

- will assist County Offices in determining that all acreage is accounted for in the SURE Interim Workbook and whether the producers are in a single county or multiple counties.

C Disaster Declaration

A SURE eligibility requirement is that at least 1 of the counties with which the producer is associated is a county that has, or is contiguous to a county with a disaster declaration; otherwise, the producer will have had to suffer a 50 percent loss. Paragraph 3 provides more information about eligibility criteria.

A list of eligible counties can be found at **http://fsaintranet.sc.egov.usda.gov/fsa/sure**.

512 Preparing Documents to Complete SURE Interim Workbook (Continued)

D Production Evidence

Producers may need to provide verifiable, reliable, and/or certifiable production records. Date-stamp and write the counties name on the original production record, copy, and return the original to the producer. For more information, see Part 7.

E Crop Data

Data elements, such as price, yield, unharvested factor, prevented planting factor, and NAMP, will be established by STC and provided by the State Office (for more information, see Part 3).

F Completing SURE Interim Workbooks

County Offices will need to work with producers to complete the SURE Interim Workbook for each producer applying for SURE for the eligible crops and acreage administered in that county.

513 SURE Interim Report

A Background

The SURE Interim Report is being provided as a reference report that will summarize the following:

- data that has been loaded into System 36 for a producer
- any insurance data provided by RMA (Exhibit 4).

B Accessing the SURE Interim Report

From Menu FAX250, access the SURE Interim Report according to the following table.

Step	Menu	Action
1	FAX250	ENTER "**3**" or "**4**", "Application Processing", as applicable, and PRESS "**Enter**".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "**Enter**".
3	FAX07001	ENTER "**11**", "PFC/DCP/Compliance" and PRESS "**Enter**".
4	M00000	ENTER "**1**", "NAP and Disaster" and PRESS "**Enter**".
5	MH0000	ENTER "**3**", "Supplemental Revenue Assistance Program" and PRESS "**Enter**".
6	MHAE00	ENTER "**1**", "2008 SURE Interim Report" and PRESS "**Enter**".
7	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "**Enter**".
8	MHAERA01	On the Producer Selection Screen, users are required to enter 1 of the following and PRESS "**Enter**": • last 4 digits of producer's TIN • producer's TIN and type • producer's last name.

513 SURE Interim Report (Continued)

*--C Printing RMA Data for 2008 RMA Producers Not on Name and Address File

If a producer is **not** in FSA's name and address file, or the producer's TIN does not match FSA's records, a report has been developed to print the RMA data. This report shall be accessed according to the following table.**--***

Step	Menu	Action
1	FAX250	ENTER "**3**" or "**4**", "Application Processing", as applicable, and PRESS "**Enter**".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "**Enter**".
3	FAX07001	ENTER "**11**", "PFC/DCP/Compliance" and PRESS "**Enter**".
4	M00000	ENTER "**1**", "NAP and Disaster" and PRESS "**Enter**".
5	MH0000	ENTER "**3**", "Supplemental Revenue Assistance Program" and PRESS "**Enter**".
6	MHAE00	***--**ENTER "**2**", "2008 RMA Producers Not On Name and Address File" and PRESS "**Enter**".**--***
7	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "**Enter**".
8	MHAER201	On the Producer Selection Screen, ENTER "**X**" next to producer's name and PRESS "**Enter**".

Note: A producer's RMA data is disseminated to the physical location State and county. Data printed on this report may need to be forwarded to the applicable FSA administrative County Office.

513 SURE Interim Report (Continued)

D Data Elements on the SURE Interim Report

The following data elements will print on the SURE Interim Report.

SURE Interim Report	
Source File	**Data Included**
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information
2008 FSA-578 Data	Physical Location
	Crop
	Type
	Intended Use
	Status Code
	Practice
	Reported Acres
	Determined Acres
	Determined Indicator
	Share
	Planting Date
	Farm Number
	Tract Number
	Field Number

513 SURE Interim Report (Continued)

D Data Elements on the SURE Interim Report (Continued)

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SURE Interim Report	
Source File	**Data Included**
NAP Data – 2008 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period
	Other Fee Paid
	Transaction Number
	Amount Collected
	Refund Amount
NAP Data – 2008 NAP Approved Yield History File	Unit Number
	Crop
	Type
	Intended Use
	Planting Period
	Practice
	Approved Yield
	Unit of Measure
	Actual Production
	Unit of Measure
NAP Data – 2008 Notice of Loss File	Crop
	Type
	Planting Period
	Unit Number
	Disaster Begin Date
	Disaster Apparent Date
	Disaster End Date
	Approval Date
	Disapproval Date
	Disaster Event

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513 SURE Interim Report (Continued)

D Data Elements on the SURE Interim Report (Continued)

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SURE Interim Report	
Source File	**Data Included**
NAP Data - NAP Application for Payment	Crop
	Type
	Intended Use
	Practice
	Planting Period
	Unit
	Share
	Stage
	Crushing District
	Disaster Begin Date
	Loss Apparent Date
	Acres
	Actual Production
	Adjusted Production
	Adjusted Production Flag
	Assigned Production
	Eligible Prevented Planted Acres
	Assigned Prevented Planted Production
	Unit of Measure
	APH Yield
	APH Code
	Adjusted Yield
	Salvage Value
	COC Salvage Value
	Graduated Price
	Beginning Inventory
	Ending Inventory
	Ineligible Cause of Loss
	Field Market Value A
	Field Market Value B

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513 SURE Interim Report (Continued)

D Data Elements on the SURE Interim Report (Continued)

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SURE Interim Report	
Source File	**Data Included**
2008 NAP Buy-In 1 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 CAT Buy-In 1 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 NAP Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 CAT Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 NAP Buy-In 2 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 CAT Buy-In 2 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount

--*

513 SURE Interim Report (Continued)

D Data Elements on the SURE Interim Report (Continued)

SURE Interim Report - 2008 RMA Data	
RMA Label	**Data Entry Workbook Label**
Gross Indemnity	RMA Indemnity (calculated)
Producer Premium	
Record Type Code	
* * *	
* * *	
* * *	
Location State	Physical State
Location County	Physical County
Crop Code	Crop
Crop Type Code	Crop Type
	Intended Use
	Status Code
Farming Practice Code	Practice
Acres	Acres
Insured Share	Producer Share
	RMPR Code
Insurance Plan Identifier	Plan Code
Coverage Category	
AGR Policy Flag	
Written Agreement Type	
Stage Code	Stage Code
Stage Code * * *	*--Adjustment Factor #1
Unit Number	Unit Number
	Planting Period
Zero Acre Flag--*	

Note: See Exhibit 4 for more information on RMA data elements.

513 SURE Interim Report (Continued)

D Data Elements on the SURE Interim Report (Continued)

SURE Interim Report - 2008 RMA Data	
RMA Label	**Data Entry Workbook Label**
Guarantee Reduction * * *	Guarantee Adjustment Code
Guarantee Reduction Factor	Guarantee Adjustment Factor
Multiple Cropping * * *	Guarantee Adjustment Code
Multiple Cropping * * *	Guarantee Adjustment Factor
Option Code	Guarantee Adjustment Code
Option Code * * *	Guarantee Adjustment Factor
Unit of Measure	Unit of Measure
Crush District	Crushing District
Guarantee Basis	RMA Guarantee Basis
Coverage Level	Coverage Level * * *
--Price Election Percent--	Price Election * * *
	Yield (APH)
Yield	
Adjusted APH Yield	
Weighted Adjusted Yield	
	County Expected Yield
	Calculated Weighted Average Yield
	Historical Marketing Percentage
Price	Price
Production to Count	Production to Count
	Production Type
	2008 NAMP
	QA Factor
	Salvage Value
FMV-A	Field Market Value A
FMV-B	Field Market Value B

Note: See Exhibit 4 for more information on RMA data elements.

513 SURE Interim Report (Continued)

D Data Elements on the SURE Interim Report (Continued)

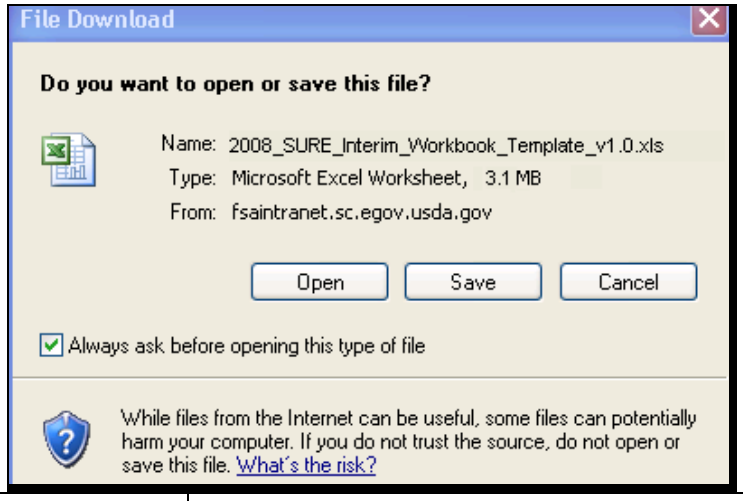
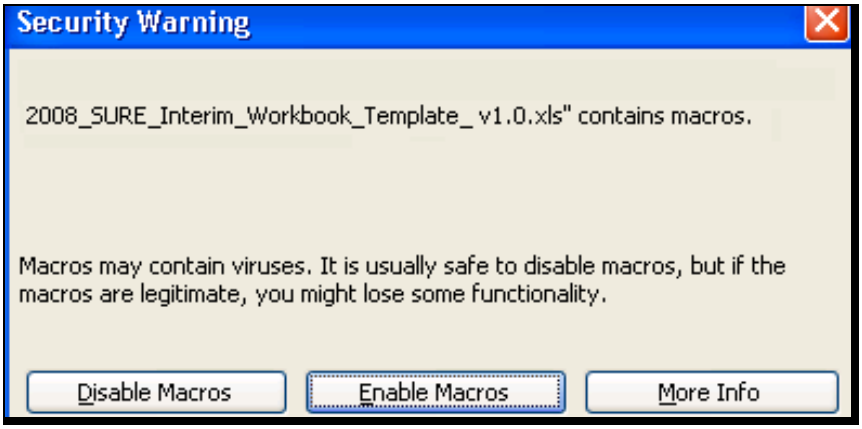
SURE Interim Report - 2008 RMA Data	
RMA Label	**Data Entry Workbook Label**
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
--**SY - Person Sharing**--	
Date Planted	
Update Date	
Date of Loss - Primary	
Date of Loss - Secondary	
SBI - Approved Insurance Provider	
SBI - ID Number	
SBI - ID Type Code	
SBI - Name	
Source File	**Data Included**
2008 Payment Data	DCP Counter-Cyclical Payments
	DCP Direct Payments
	NAP Payments
	Price Support Payments
	--**Price Support - CMA Payments**--
	Other Disaster Payments

Note: See Exhibit 4 for more information on RMA data elements.

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook

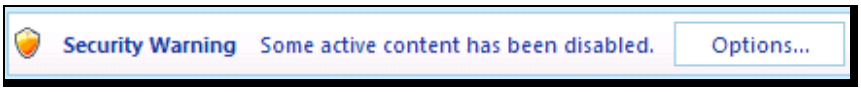
A Accessing and Saving the SURE Interim Workbook Template

Follow these steps to access and save the 2008 SURE Interim Workbook template.

Step	Action
1	Go to **http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm** on signup beginning date.
2	CLICK "**2008_SURE_Interim_Workbook_Template_v1.0**". The File Download dialog box will be displayed. CLICK "**Open**". 
3	**IF using…** / **THEN…** Office 2003 — the Security Warning dialog box will be displayed; CLICK "**Enable Macros**".  ***--Note:** This step needs to be performed every time the SURE Interim Workbook is opened. **Warning:** Do **not** attempt to permanently enable macros; this will make the SURE Interim Workbook unusable and could potentially create a security breach.**--***

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

A Accessing and Saving the SURE Interim Workbook Template (Continued)

Step	Action	
3 (Cntd)	**IF using…**	**THEN…**
	Office 2007	at the top of the screen, between the toolbar and the window, the following security warning will be displayed; CLICK "**Options…**".  The following Microsoft Office Security Options dialog box will be displayed; CLICK "**Enable this content**" and CLICK "**OK**". ***--Note:** This step needs to be performed every time the SURE Interim Workbook is opened. **Warning:** Do **not** attempt to permanently enable macros; this will make the SURE Interim Workbook unusable and could potentially create a security breach.**--***

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

A Accessing and Saving the SURE Interim Workbook Template (Continued)

*--

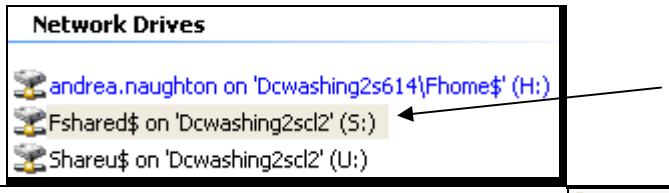
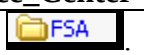
Step	Action	
4	**IF using…**	**THEN save the document as follows…**
	Office 2003	• CLICK "**File**" • CLICK "**Save as**" • navigate to user's desktop • CLICK "**Save**"
	Office 2007	• CLICK "**Office Button**" → • scroll to "**Save as**" • CLICK "**Excel Macro Enabled Workbook**" • navigate to user's 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, "**2008_SURE_Interim_Workbook_Template_v1.0**". **Note:** There will be a need for more than 1 SURE Interim Workbook template saved to a user's desktop for the purposes of summarizing multi-county data. For additional SURE Interim Workbook templates, name them as follows: "2008_SURE_Interim_Workbook_Template_v1.0.2" "2008_SURE_Interim_Workbook_Template_v1.0.3".	

Note: The SURE Interim Workbook is for FSA internal use **only** and shall **not** be distributed.

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

B Creating a New Folder in Which to Save All SURE Interim Workbook Data

Before completing and saving a SURE Interim Workbook for a producer, a new folder will need to be created on the shared **(S:\)** drive, as follows.

Step	Action
1	Do either of the following: • on the desktop, double-click "**My Computer**" • at the bottom left corner of user's screen, right-click "**Start**" and left-click "**Explore**".
2	Double-click the (S:) drive. 
3	Double-click the folder, "**Service_Center**" .
4	Double-click the folder, "**FSA**"  .
5	Left-click "Make a new Folder" , , or if neither of these buttons are available right-click in the blank white area within the folder window, left-click "**New**", left-click "**Folder**".
6	A new folder will be placed in the S:\Service_Center\FSA folder, the default name of the new folder will be "New Folder" . The folder needs to be renamed, go to step 7.
7	Right-click, "**New Folder**" and left-click "**Rename**".
8	Rename the folder, "**2008_SURE**" .

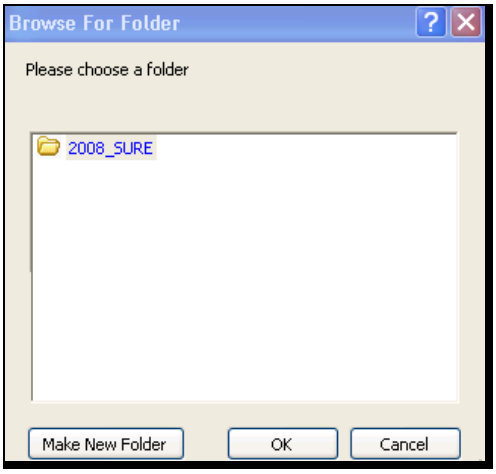
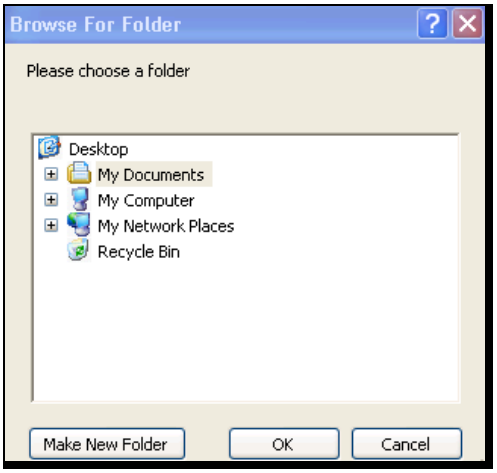
Note: Creating the new "2008_SURE" folder **only needs to be done 1 time at each Service Center**. All SURE Interim Workbook data can be saved to this location.

Important: The naming format of this folder is **extremely important** for the SURE Workbook "Save" function to operate. Ensure that the folder is named, "2008_SURE", with the underscore exactly as displayed here.

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

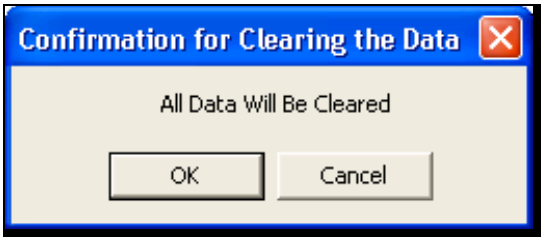
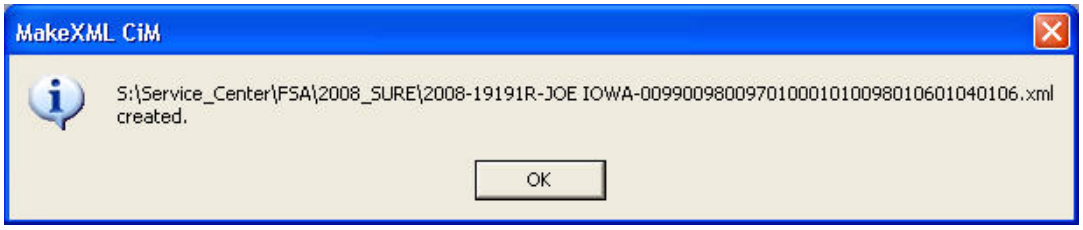
C Saving a Producer's SURE Interim Workbook

After a producer's SURE Interim Workbook has been started, the user shall save the data, as follows.

Step	Action
1	*--CLICK "**Save To File**" from Data Entry or Farm Summary Screen.--*
2	The following Browse For Folder dialog box will be displayed. To save an .xml file to the "S:\Service_Center\FSA\2008_SURE" folder that was created by following subparagraph B, CLICK "**OK**".  **Note:** If the "2008_SURE folder" was **not** created, the Browse For Folder dialog box will be displayed as follows.  CLICK "**Cancel**" and return to subparagraph B to create the folder as instructed.

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

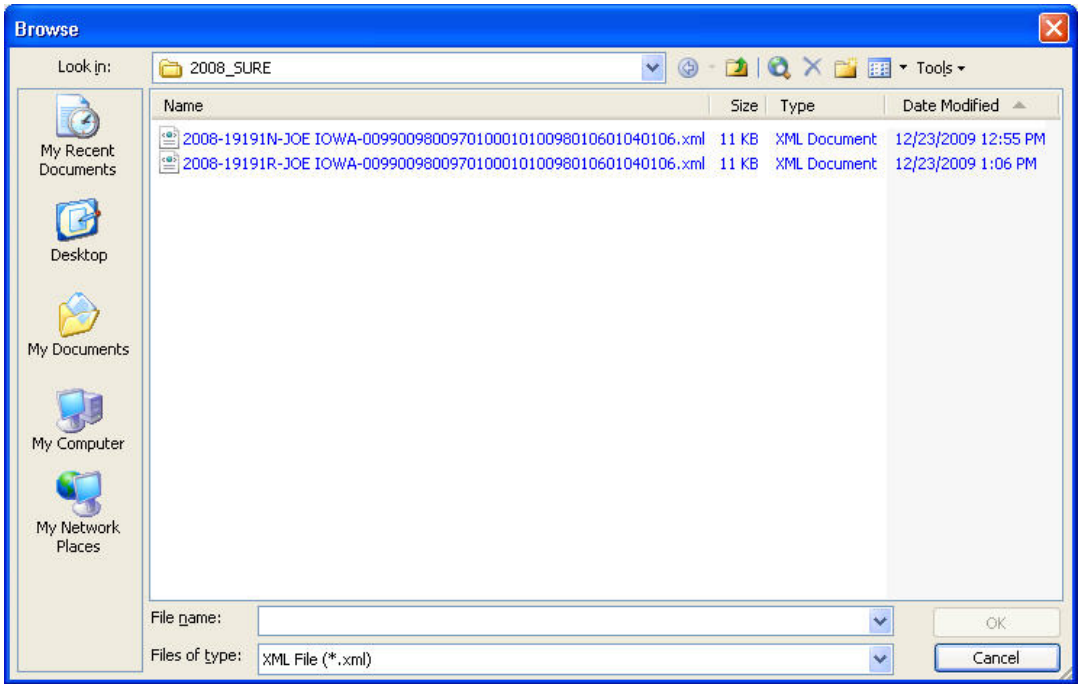
C Saving a Producer's SURE Interim Workbook (Continued)

Step	Action
3	When users click "OK" on the Browse for Folder dialog box, a Confirmation for Clearing the Data dialog box will be displayed, CLICK "**OK**". 
4	The file will be automatically named and the 9 digits of the producer's ID will be automatically encrypted. The pre-established naming convention includes: • year • State and county code •***--**Recording County indicator ("R", recording county; "N", nonrecording county" **--*** • 9 digits of producer's ID (encrypted) • producer's name. A MakeXML.CiM dialog box will be displayed with the following message, CLICK "**OK**".  After users click "OK", the SURE Interim Workbook will clear all manual entries and the data will be saved to the folder location indicated.

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

D Retrieving a Producer's SURE Interim Workbook Data

Follow this table to retrieve a producer's SURE Interim Workbook data, for example to continue work, make changes, or summarize multi-county information.

Step	Action
1	Open the SURE Interim Workbook template from the desktop and CLICK *--"**Retrieve From File**" from the Start Page or Data Entry.
2	After users click "Retrieve From File", the following Browse dialog box will be displayed with the content of the "S:\Service_Center\FSA\2008_SURE" folder where the user has saved the producer's SURE Interim Workbook data. The user will select the producer's .xml file and CLICK "**OK**".  --* After user has selected the appropriate .xml file and clicked "OK", the data will populate into the blank "2008_SURE_Interim_Workbook_Template_v1.0".

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

E Transferring SURE Interim Workbook Data to the Recording County

After a multi-county producer's SURE Interim Workbook has been completed in an administrative county, the administrative county shall e-mail the encrypted .xml file to the recording county.

Note: The .xml file is automatically encrypted when the "Save to File" macro is used.
--**No further encryption is required**--

The recording county and administrative county/counties shall coordinate with each other to timely complete and transmit the completed 2008 SURE Interim Workbook and any other data needed to conduct and execute the 2008 SURE Program.

Warning: Using external drives, such as flash drives, thumb drives, jump drives, etc., is strictly **prohibited** and should **never** be used to transfer an .xml file from 1 computer to another.

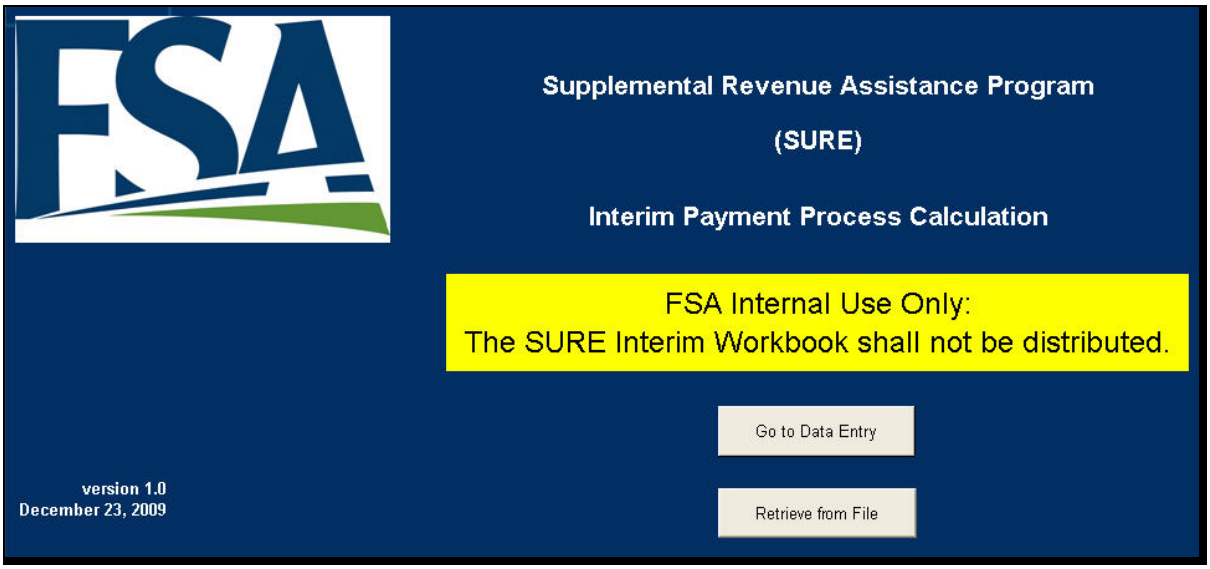
515 Completing SURE Interim Workbook Data Entry Worksheet

A Overview

When the SURE Interim Workbooks is opened, the Start Page will be displayed with the following:

- disclaimer message, “FSA Internal Use Only: The SURE Interim Workbook shall not be distributed.”
- version number and date
- “Go to Data Entry” button, to access the Data Entry Worksheet.

*--



--*

The Data Entry Worksheet contains producer’s basic information, other payment amounts, crop data, SURE guarantee data, SURE revenue data, and COC determinations used to calculate SURE payment. The data will be entered by a County Office employee.

To enter RMA data, see Exhibit 4.

As data is entered, the applicable cells will highlight or dim accordingly.

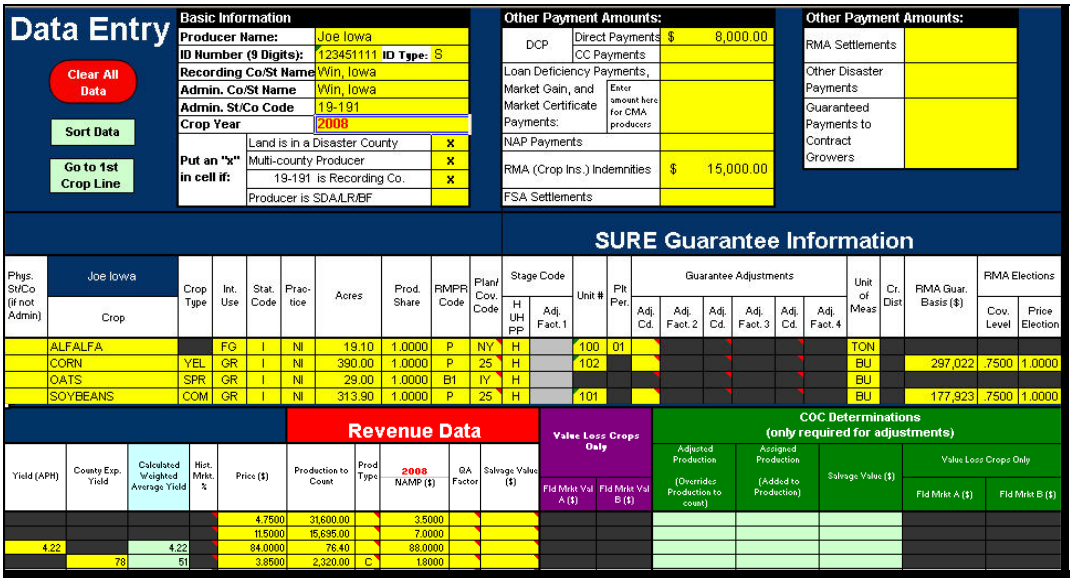
515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

On the Data Entry Worksheet, cells that are:

- yellow may be completed
- gray or dark gray, do **not** enter anything into the cell; it may corrupt the calculation.

Note: If data is entered into a gray or dark gray cell, navigate the cursor in the cell and PRESS "**Delete**" to delete the entry.



Note: Screen capture for example purposes **only**.

B Data Entry Worksheet Macros

This table provides Data Entry Worksheet macros and functions.

Macro	Function
Clear All Data	Located on the Data Entry Worksheet in the upper left corner; when clicked, the "**Confirm Clear All**" button will be displayed. All data entered will be deleted if users CLICK "**Confirm Clear All**".
Sort Data	Sorts crops that have been loaded into the Data Entry Worksheet in alphabetical order. If any crops have the physical State and county code loaded on the line entry, these will be sorted to the top in alphabetical order and the remaining line entries will be sorted below, in alphabetical order.
Go to 1st Crop Line	Ensures that the Data Entry Worksheet is scrolled to the top. **Note:** Users must start data entry at the top of the Data Entry Worksheet. If users do not, the Weighted Average Yield Tool and 10 Percent Loss Tool will not function correctly.
Retrieve From File	See subparagraph 514 C.
Save to File	See subparagraph 514 D.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

C Entering Producer Information

The following is an example of the Data Entry Worksheet basic information.

Basic Information		
Producer Name:	Joe Iowa	
ID Number (9 Digits):	123451111 ID Type: S	
Recording Co/St Name	Win, Iowa	
Admin. Co/St Name	Win, Iowa	
Admin. St/Co Code	19-191	
Crop Year	2008	
Put an "x" in cell if:	Land is in a Disaster County	x
	Multi-county Producer	x
	19-191 is Recording Co.	x
	Producer is SDA/LR/BF	

This table provides instructions for completing the Basic Information fields.

Field	Definition and Rule
Producer Name	***--**Enter producer's name as it appears in SCIMS (**no** special characters, such as "&" ampersands, "\" backslashes, etc.).
ID Number	Enter producer's TIN as it appears in SCIMS, **without** dashes. If producer**--*** is not in FSA's name and address file, see subparagraph 513 C.
ID Type	Use the drop-down menu to select "**S**" (Social Security) or "**E**" (EIN).
Recording Co/St Name	Enter name of the producer's recording county and State as it appears in Web Subsidiary.
Admin Co/St Name	Enter name of the producer's administrative county and State for which this worksheet is being completed.
Admin St/Co Code	Enter State and county code for the producer's administrative State and county for which this worksheet is being completed. Do **not** enter a dash; code entered as "01001" will be displayed as "01-001". State and county codes are listed in 1-CM, Exhibit 101.
Crop Year	Entry is allowed for the crop year; the SURE Interim Workbook defaults to "2008".
Land is in a Disaster County	Enter "**X**" if the producer's land (land in the administrative county or land physically located in another county, but administered in the administrative county) is in a county that has, or is contiguous to, a county that has a Secretarial Disaster Declaration. At least 1 county with which the producer is associated should have an "X", if **not**; the producer **must** qualify based on an individual loss of 50 percent or more.
Multi-county Producer	Enter "**X**" if the producer is active on a farm in more than 1 county.
XX-XXX is Recording Co.	Entry will only highlight if the user entered "X" in "Multi-county Producer" field. The State and county code will automatically populate from the "Admin St/Co Code" field. Enter "**X**" if the administrative county entered is also the recording county. Leave blank if another county is the recording county.
Producer is SDA/LR/BF	Enter "**X**" if the producer has self-certified as SDA, LR, or BF on FSA-217 and is entered as such in 2008 Web Eligibility.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts

The following is an example of a portion of the Data Entry Worksheet other payment amounts.

Other Payment Amounts:			
DCP	Direct Payment	$	8,000.00
	CC Payments		
Loan Deficiency Payments, Market Gain, and Market Certificate Payments:			
	Enter amount here for CMA producers		
NAP Payments			
RMA (Crop Ins.) Indemnities		$	15,000.00
FSA Settlements			

This table provides instructions for completing a portion of Other Payment Amount fields.

Field		Definition and Rule
DCP	Direct Payments **1**/	Enter 100 percent of the total DCP direct payment (including peanuts) the producer received in that administrative county for program year 2008. Only 15 percent of the total DCP direct payment will apply against the revenue; however, the user shall enter 100 percent of the total DCP direct payment; the worksheet will calculate the 15 percent and it will be displayed on FSA-682, page 2.
	CC Payments **1**/	Enter total DCP counter-cyclical payments the producer received in that administrative county for program year 2008.
Loan Deficiency Payments, Market Gains, and Market Certificate Payments **1**/		*--Enter total LDP payments, eLDP payments, marketing loan gain--* payments, and marketing certificate loan gain benefits the producer received in that administrative county for program year 2008.
Enter amount here for CMA producers **1**/		*--Enter total LDP payments, eLDP payments, marketing loan gain--* payments, marketing certificate loan gain benefits the CMA producer received in that administrative county for program year 2008.
NAP Payments **1**/		Enter total NAP payments the producer received in that administrative county for program year 2008.
RMA (Crop Ins.) Indemnities		Enter RMA indemnity payments (calculated according to subparagraph 263 C) the producer received in that administrative county for program year 2008. The producer may have to certify to this payment amount, if applicable.
FSA Settlements		Enter total FSA settlement payments (**not** including FLP settlements) the producer received in the administrative county for program year 2008. FSA settlements include payments to the producer as a result of a court proceeding. These types of payments will **not** have a program code and will **not** appear on any Producer Payment History report. The producer will have to certify to this payment amount, if applicable.

*--**1**/ DCP direct, CC, LDP, CMA, and NAP payment amounts are found in 2008 SURE Interim Report, Section 13. If disbursements and receivables are found for any of these program categories, subtract the receivable from the disbursement **before** entering payment amount into the 2008 SURE Interim Workbook.--*

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued)

The following is an example of a portion of the Data Entry Worksheet other payment amounts.

Other Payment Amounts:	
RMA Settlements	$ -
Other Disaster Payments	$ -
Guaranteed Payments to Contract Growers	$ -

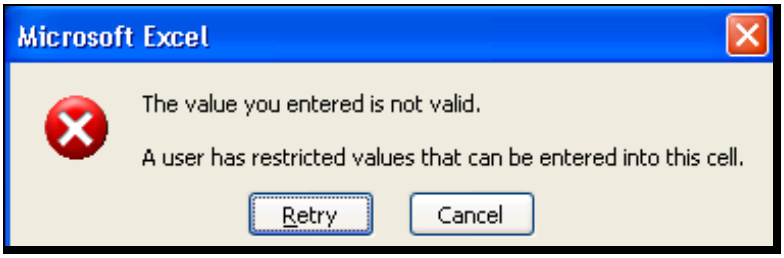
This table provides instructions for completing a portion of Other Payment Amount fields.

Field	Definition and Rule
RMA Settlements	Enter total RMA settlement payments the producer received in the administrative county for program year 2008. RMA settlements include payments to the producer as a result of arbitration. These types of payments will **not** appear on any RMA report. The producer will have to certify to this payment amount, if applicable.
Other Disaster Payments	Enter any other FSA disaster program payments (programs authorized through section 32 funds or potential ad hoc programs; any programs that are approved will be identified in Part 9) the producer received in the administrative county for program year 2008.
Guaranteed Payment to Contract Growers	Enter total guarantee payments to contract growers the producer received in the administrative county for program year 2008. The producer will have to certify to this payment amount, if applicable.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

E Entering Crop Data

For all manually entered data, the entry **must** be a valid entry according to the tables in this paragraph and/or spelled correctly or the user will get the error message, “The value you entered is not valid. The user has restricted values that can be entered into this cell.”, displayed as follows.



515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

E Entering Crop Data (Continued)

The following is an example the Data Entry Worksheet crop data cells.

Phys. St/Co (if not Admin)	Joe Iowa	Crop Type	Int. Use	Stat. Code	Prac-tice
	Crop				
	CORN	YEL	GR	I	NI
	SOYBEANS	COM	GR	I	NI
	ALFALFA		FG	I	NI
	OATS	SPR	GR	I	NI

From the SURE Interim Report - 2008 FSA-578 data, enter crop data in all yellow cells, as follows. *** * ***

Label	Full Name	Definition and Rule
Phys. St/Co (if not Admin)	Physical State and County Code (If Not Administrative County)	Enter State and county code for the physical State and county, if applicable. **Only** required if physical county is not administrative county; otherwise, leave blank. Do **not** enter a dash; code entered as "01001" will be displayed as "01-001". State and county codes are listed in 1-CM, Exhibit 101.
Crop	Crop Name	Manually enter or select FSA crop name from drop-down menu. Required for **all** entries, according to 2-CP, Exhibit 10.5. The top 10 crops nationwide are at the top of the drop-down menu, followed by all other crops.
Crop Type	Crop Type	Enter 3-character FSA crop type (for example, "COM"). Entry must be a valid crop type code for the crop name that has been entered. Required for all entries, if applicable. If the cell turns red, an invalid code has been entered; enter valid code according to 2-CP, Exhibit 10.5.
Int. Use	Intended Use	Manually enter or select FSA IU from drop-down menu; *****--required for all entries, if applicable. When entering intended use, users **must** be consistent and use either "-" hyphens or "_" blank spaces for every line entry of crop/type/IU; multiple line entries of the same crop/type/IU **cannot** have a combination of "-" hyphens and "_" blank spaces.--*****
Stat. Code	Status Code	Manually enter or select FSA first character status code from drop-down menu; required for **all** entries. If the cell turns red, a crop that was reported/entered on FSA-578 as a double crop does not meet the double cropping definition according to 2-CP, paragraph 73. Ensure that the status code has been entered correctly, matches FSA-578, and the crop is eligible for SURE according to Part 4. If so, the cell will remain red, continue with data entry.
Practice	Practice	Manually enter or select FSA practice from drop-down menu; irrigated (IR), non-irrigated (NI), or other (for value loss). Required for **all** entries.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

E Entering Crop Data (Continued)

The following is an example the Data Entry Worksheet crop data cells.

Acres	Prod. Share
390.00	1.0000
313.90	1.0000
19.10	1.0000
29.00	1.0000

From the SURE Interim Report 2008 FSA-578 data, enter crop data in all yellow cells, as follows.

Label	Full Name	Definition and Rule
Acres	Acres	Enter eligible RMA or FSA acres in tenths or hundredths, as applicable. Acres will display in hundredths. Required for **all** yield-based crop entries. Use RMA acres for insured crops, for all other types of coverage use FSA acres. Not required for value loss crops. For more information on acres, see Part 4.
Prod. Share	Producer Share	Enter producer's share as a number, with up to 4 decimal places. A value is required for **all** entries.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

RMPR Code
P
P
P
B1

Enter user determined SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Definition and Rule
RMPR Code	Risk Management Purchase Requirement Code	Manually enter or select 1 of the 5 following RMPR codes from the drop-down menu. Required for **all** entries. • "P", purchased coverage whether NAP or RMA policy •***--**"B1", Buy-In 1 whether NAP or CAT • "B2", Buy-In 2 whether NAP or CAT**--*** • "R", relief, whether NAP or CAT • "S", SDA/LR/BF, without any purchased coverage or waivers. **Note:** The RMPR code (Exhibit 12) is an extremely important data entry; it drives the calculations in the worksheet. Different coverage types require different calculations and the codes dictate which calculations are used.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

The following provides RMPR Code special situations.

Special Situation 1: If Producer A has purchased coverage ("P") or is participating in Buy-In 1, Buy-In 2, or relief ("R") and they have **also** certified as SDA, LR, or BF ("S"), then the user would enter the "**P**", "**B1**", "**B2**", or "**R**" accordingly, **not** "S". Although the producer may have certified to being SDA/LR/BF, if the producer paid for coverage or participation, it should be coded to indicate purchased coverage.

Special Situation 2: If Producer B has **not** purchased coverage ("P") and is **not** participating in Buy-In 1, Buy-In 2, or relief ("R") and they **have** certified as SDA, LR, or BF ("**S**"), then the user would enter "S" because the producer has **not** paid for coverage or participation, but is still eligible to participate in SURE.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

Plan/ Cov. Code
25
25
NY
IY

From the SURE Interim Report RMA data, or as determined by the user, enter SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Definition and Rule
Plan/ Cov. Code	Plan Code/ Coverage Code	Manually enter, or select from the drop-down menu, the RMA plan or other coverage code; required for **all** entries. RMA plan codes are as follows.

12	13	14	25	41	42	43	44	45	46	50N
50R	51	55	61	63	73	86	90	92	96	

Note: RMA will provide plan code “50”, the user must select “50N” (Dollar Plan of Insurance for Nursery crops (0073)) or “50R” (Dollar Plan of Insurance for crops other than Nursery).

Other coverage codes are as follows:

- “IY”, insurable yield-based crop without purchased insurance coverage
- “IV”, insurable value-based crop without purchased insurance coverage
- “NY”, noninsurable yield-based crop with or without purchased NAP coverage
- “NV”, noninsurable value-based crop with or without purchased NAP coverage.

The Plan/Coverage Code (Exhibit 12) data entry is extremely important; it drives the worksheet calculations. Different plan and coverage types require different calculations and the codes dictate which calculations are used. NAP crops do **not** have a plan code number and will be coded “NY” or “NV”. If RMPR code is “P”, the Plan/Coverage Code will either be an RMA Plan Code number, “NY”, or “NV”.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

The following provides plan/coverage code examples.

Example 1: If the producer purchased a "Revenue Assurance" type policy, the user could see on SURE Interim Report RMA Section and the Plan Code Chart that "Revenue Assurance" policies have a plan code of "25". The user would select plan code 25 from the drop-down menu.

Example 2: Oats are an insurable crop in County A, but the producer did **not** purchase crop insurance, they paid the fee for Buy-In 1. The user would select "IY" from the drop-down menu because it was an insurable yield-based crop without an RMA plan code.

Example 3: Watermelons are a noninsurable crop in County A and the producer purchased NAP coverage. The user would select "NY" from the drop-down menu because it was a NAP-covered yield-based crop.

Example 4: If the crop is an insurable yield-based crop and the producer **has not** purchased an RMA policy; therefore, does **not** have a plan code, but the producer **has** paid the fee for Buy-In 1, Buy-In 2, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be "IY" for the insurable yield-based crop.

Example 5: If the crop is an insurable value-based crop, and the producer **has not** purchased an RMA policy; therefore, does not have a plan code but the producer **has** paid the fee for Buy-In 1, Buy-In 2, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be "IV" for the insurable value-based crop.

Example 6: If the crop is a noninsurable yield-based crop and the producer **has** either purchased NAP coverage **or has** paid the fee for Buy-In 1, Buy-In 2, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be "NY" for the noninsurable yield-based crop.

Example 7: If the crop is a noninsurable value-based crop and the producer **has** either purchased NAP coverage or paid the fee for Buy-In 1, Buy-In 2, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be "NV" for the noninsurable value-based crop.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

Stage Code		Unit #	Plt Per
H UH PP	Adj. Fact. 1		
H		102	
H		101	
H		100	01
H			

Enter SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Stage Code: H, UH, PP	Stage Code: Harvested, Unharvested, Prevented Planted	SURE Interim Report – RMA Data, NAP Data, or Other CCC-576	Manually enter or select FSA stage code from drop-down menu. Options are "**H**", harvested; "**UH**", *****--unharvested; and "**PP**", prevented planted. Required for **all** entries. RMA prevented codes are "P2", "PF", "PT"; they will be loaded into the SURE Interim Workbook as "**PP**".--*****
Stage Code: Adj. Fact. 1	Stage Code: Adjustment Factor 1	SURE Interim Report – RMA Data or STC Determined; 1-NAP, subparagraph 109 A	Enter adjustment factor as determined by the State Office or provided by RMA, if applicable. For insured crops, data comes from the SURE Interim Report RMA Section and the following: • "PP" factor applies • NAP "UH" factor does **not** apply to crops with a guarantee basis (Exhibit 12) • NAP "UH" factor applies to crops without a guarantee basis (Exhibit 12). For all other types of coverage, entry is required for *****--any crop with a stage code of "UH" or "PP".--***** Enter the value as a whole number. The calculation defaults to "1.0000" if no value is entered. "PP" factors are always less than 1.0000.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

Label	Full Name	Source	Definition and Rule
Unit #	Unit Number	SURE Interim Report – RMA Data or NAP Data	Enter RMA or NAP unit number. Required for all crops with purchased coverage (NAP, RMA).
Plt Per.	Planting Period	SURE Interim Report - NAP, Buy-In 1, Relief, or Buy-In 2 Data	Enter 2-digit FSA planting period (for example, “01”, “02”); required for all NAP coverable crops.

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

Guarantee Adjustments					
Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4
IR	0.35				

Enter SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Guarantee Adjustments: Adj. Cd.	Guarantee Adjustment Codes	SURE Interim Report RMA Data or User Determined	Enter Guarantee Adjustment Code, if applicable. For insured crops, this is required for crops with an RMA adjustment code and factor on the SURE Interim Report RMA Section, including guarantee, reduction, multiple-cropping, and option codes. For other types of coverage, this is required for late planted crops. The worksheet can hold up to 3 adjustment codes.
Guarantee Adjustments: Adj. Fact. 2, 3, 4	Guarantee Adjustment Factors 2, 3, 4	SURE Interim Report RMA Data or STC Determined	Enter RMA guarantee adjustment factor; if applicable. Enter value as a number with up to 4 decimal places. The calculation defaults to “1.000” if no value is entered. The worksheet can hold up to 3 adjustment factors.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

Unit of Meas	Cr. Dist	RMA Guar. Basis ($)	RMA Elections	
			Cov. Level	Price Election
TON				
BU		297,022	.7500	1.0000
BU				
BU		177,923	.7500	1.0000

Enter SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Unit of Meas	Unit of Measure	SURE Interim Report – RMA or NAP Data or Producer Certified Production	Manually enter or select the unit of measure for the crop from the drop-down menu. Must match the RMA or NAP unit of measure. This is an important entry, as it drives the rounding rules for the yields.
Cr. Dist	Crushing District	SURE Interim Report – RMA or NAP Data	Only required for California grapes with IU of processed (PR). Enter the crushing district for the crop, according to 1-NAP, subparagraph 757 A or RMA data.
RMA Guar. Basis ($)	RMA Guarantee Basis in Dollars	SURE Interim Report – RMA Data	Enter RMA guarantee basis in whole dollars as provided by RMA. Required for RMA crops with purchased coverage, as applicable.
RMA Elections - Cov. (%)	RMA Elections - Coverage Level Percentage	SURE Interim Report – RMA Data	Enter RMA coverage level as a number with up to 4 decimal places as provided by RMA. Required for **all** RMA crops with purchased coverage.
RMA Elections – Price (%)	RMA Elections - Price Election Percentage	SURE Interim Report – RMA Data	Enter RMA price election as a number with up to 4 decimal places as provided by RMA. Required for **all** RMA crops with purchased coverage.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

Yield (APH)	County Exp. Yield	Calculated Weighted Average Yield	Hist. Mrkt. %	Price ($)
				4.7500
				11.5000
4.22		4.22		84.0000
	78	51		3.8500

Enter SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Yield (APH)	Actual Production History	SURE Interim Report –NAP Data	Enter NAP-approved yield in hundredths, as applicable. Required for purchased NAP yield-based crops.
County Exp. Yield	County Expected Yield	STC Determined or COC Determined	Enter 100 percent of CEY as determined by STC or COC, if applicable. Required for all “B1”, “B2”, “R”, and “S” RMPR Code entries and purchased whole farm revenue policies (for example AGR and AGR-Lite), except for value loss. The SURE Interim Workbook will factor 65 percent of the entered CEY for “B1”, “B2”, “R”, and “S” types of coverage.
Calculated Weighted Average Yield	Calculated Weighted Average Yield	SURE Interim Workbook Calculates	The SURE Interim Workbook features a Weighted Average Yield Tool. When all crop data entry is complete, CLICK “**Transfer**”; the SURE Interim Workbook will calculate the Weighted Average Yield and populate it into the applicable field (see *****--subparagraph I).--*****
Hist. Mrkt %	Historical Marketing Percentage	STC Determined or COC Approved	Enter the Historical Marketing Percentage as determined by STC **or** producer certified and COC approved. Must total 100 percent for all IU’s of the crop/type/IU. Required for multiple-market crops with IU of FH, PR, JU. This cell will highlight if the crop has IU of FH, PR, or JU, if the crop is not a multiple-market crop no entry is required. Enter the value as a whole number. The calculation defaults to 100 percent if no value is entered. For more information, see paragraph 65.
Price	Price	SURE Interim Report –NAP or RMA Data or STC Determined	For insured crops, where an RMA price is provided on the SURE Interim Report, use RMA price. For all other situations, use the NAP price as determined by STC. Required for all entries and policies without a specific yield or price, except value loss. For more information, see Part 6.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data

The following is an example of the Data Entry Worksheet revenue data cells.

Revenue Data					Value Loss Crops Only	
Production to Count	Prod Type	2008 NAMP ($)	QA Factor	Salvage Value ($)	Fld Mrkt Val A ($)	Fld Mrkt Val B ($)
31,600.00		3.5000				
15,695.00		7.0000				
76.40		88.0000				
2,320.00	C	1.8000				

Enter revenue data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Production to Count	Production to Count	SURE Interim Report - RMA or NAP Data or Producer	Enter the production as provided by RMA, NAP or the producer. Required for all entries except value loss.
Prod. Type	Production Type Indicator	User Determined	Manually enter or select the production type indicator from the drop-down menu, if applicable. Valid options are certified (C), *--appraised (A), or blank "_". "C" indicates to the user that maximum average loss applies. **Not** applicable to value loss crops.--*
2008 NAMP ($)	2008 National Average Market Price	STC Determined	Enter regional NAMP for the crop year, as determined by STC. Required for all crops except value loss (paragraph 63).
QA Factor	Quality Adjustment Factor	STC Determined	Enter quality adjustment factor, as determined by STC, if applicable. Required for crops with quality affected because of disaster, except value loss. Enter the value as a number with up to 4 decimal places. The calculation defaults to "1.000" if no value is entered (paragraph 66).
Salvage Value ($)	Salvage Value	SURE Interim Report - RMA or NAP Data or Producer	Enter salvage value in whole dollars, if applicable.
Value Loss Crops Only -Fld Mrkt A ($)	Field Market Value A	SURE Interim Report - RMA or NAP Data or Producer	Enter Field Market Value A in whole dollars, if applicable.
Value Loss Crops Only -Fld Mrkt B ($)	Field Market Value B	SURE Interim Report - RMA or NAP Data or Appraised	Enter Field Market Value B in whole dollars, if applicable.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

H Entering COC Determination Data

The following is an example of the Data Entry Worksheet COC determination data cells.

COC Determinations (only required for adjustments)				
Adjusted Production (Overrides Production to count)	Assigned Production (Added to Production)	Salvage Value ($)	Value Loss Crops Only	
			Fld Mrkt A ($)	Fld Mrkt B ($)

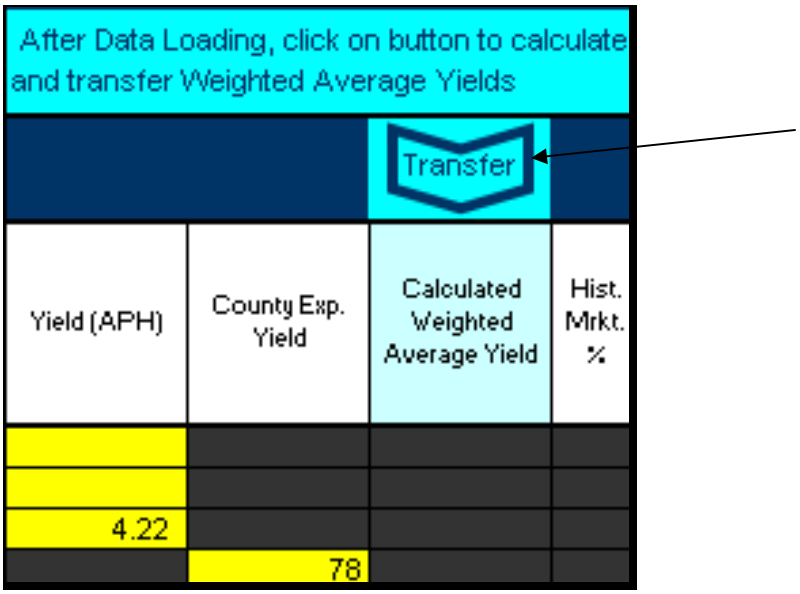
Enter revenue data in all light green cells, as follows.

Label	Full Name	Source	Definition and Rule
COC Determinations - Adjusted Production (Overrides Production to Count)	COC Adjusted Production	COC Determined	Enter COC adjusted production. This amount will override the producer's production to count.
COC Determinations - Assigned Production (Added to Production)	COC Assigned Production	COC Determined	Enter COC assigned production. This amount will be added to the producer's production to count.
COC Determinations - Salvage Value	COC Salvage Value	COC Determined	Enter COC salvage value in whole dollars. This amount will override the producer's salvage value.
COC Determinations - Value Loss Crops Only - Fld Mrkt A ($)	COC Field Market Value A	COC Determined	Enter COC Field Market Value A in whole dollars, for value loss crops only. This amount will override the producer's Field Market Value A.
COC Determinations - Value Loss Crops Only - Fld Mrkt B ($)	COC Field Market Value B	COC Determined	Enter COC Field Market Value B in whole dollars, for value loss crops only. This amount will override the producer's Field Market Value B.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

I Weighted Average Yield Calculator

The SURE Interim Workbook features a Weighted Average Yield Tool. When all crop data entry is complete, CLICK "**Transfer**"; the SURE Interim Workbook will calculate the Weighted Average Yield.



Note: Screen capture for example purposes **only**.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

I Weighted Average Yield Calculator (Continued)

When the SURE Interim Workbook has completed calculating the Weighted Average Yield, to return to the Data Entry Worksheet, CLICK "**Go To Data Entry**". The Data Entry Worksheet will have populated the Calculated Weighted Average Yield in the appropriate field, as shown in this example.

Yield (APH)	County Exp. Yield	Calculated Weighted Average Yield	Hist. Mrkt. %
4.22		4.22	
	78	51	

If any additional crop line entries are loaded into the Data Entry Worksheet, or the "Yield (APH)" or "County Exp. Yield" fields are changed in the SURE Interim Workbook, the "Calculated Weighted Average Yield" field will need to be recalculated. Either of the following will reset the "Transfer" button, to re-run the Weighted Average Yield calculation according to this subparagraph:

- changing the "Yield (APH)" or "County Exp. Yield" fields
- clicking "Go To Yield Tool"

.

The following is an example of the Yield tool.

Clear Entries

Weighted Average Yield Worksheet							Information from Other Administrative Counties		Weighted Average Yield		Data Entry for Multiple County Farms: If a crop for a Physical County requires additional line entries from other Admin Counties, enter WAY for the crop:
Select Crops	St-Co	Crop	Type	Use	Unit of Meas.	Optional Identifier (County, Unit #, Other)	Acres	Yield	Yield Extension	Total Acres	Info Only:
									-	-	
	19-191	Alfalfa		Fg	Ton		19.10	4.22			4.22
	19-191	Oats	SPR	Gr	Bu		29.00	51.00			51

Note: Screen capture for example purposes **only**.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

J Value Loss Tool

The SURE Interim Workbook features a Value Loss Tool. This tool may be used for value loss crops with graduated prices. To navigate to the Value Loss Tool, CLICK "**Go To Value Loss Tool**".

The Value Loss Tool provides a worksheet to assist the user in calculating "Field Market Value A" and "Field Market Value B" fields for value loss crops. The user would enter the crop, type, IU, graduated price code, beginning inventory, ending inventory, ineligible inventory, and graduated price for all line entries of the same value loss crop, type, IU.

Value Loss Tool			Graduated Price Code	Beginning Inventory	Ending Inventory
Crop	Type	Int. Use			
Mollusk	MUS	FH	010	20,000	15,000
Mollusk	MUS	FH	012	40,000	35,000

Ineligible Inventory	Graduated Price	Field Market Value A	Field Market Value B
		$ 1,350	$ 1,151
500	$0.0175	$ 350	$ 271
200	$0.0250	$ 1,000	$ 880

Note: Screen capture for example purposes **only**.

Field Market Value A and B are calculated for each line item. The blue cells display the Field Market Value A and B totaled for all line items entered. The user would manually enter the calculated Field Market Value A and B on the Data Entry Worksheet. Value Loss Tool does **not** interface with the Data Entry Worksheet, all entries are manual and resulting Field Market Value A and B fields must be manually transferred to the Data Entry Worksheet by the user. To return to the Data Entry screen, CLICK "**Go To Data Entry**".

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

K Go To Farm Summary

After the basic producer information, other payment amounts, crop data, and COC determinations are entered and complete, the user can move to the Farm Summary Worksheet.

On the Data Entry Worksheet, at the top when scrolling to the right, CLICK "**Go To Farm Summary**" to access the Farm Summary Worksheet.

After users click "Go To Farm Summary", the 10 Percent Loss Tool is automatically run.

516 Completing SURE Interim Workbook Farm Summary Worksheet

A Farm Summary Worksheets

Much of the Farm Summary Worksheet is automatically calculated for the user from the entries made on the Data Entry Worksheet. The applicable items to be completed by the user are highlighted in yellow. The Farm Summary Worksheet includes:

- producer information
- farm data
- eligibility information
- SURE payment information – original and ARRA
- disclaimer statement
- FSA County Office use portion.

Producer Name	
Joe Iowa	
Recording County	
Win, Iowa	

2008 SURE Program Farm and Eligibility Summary

FSA County Office Use Only		
Original SURE Payment Amount		$ 182,874
Stimulus SURE Payment Amount		$ 16,894
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	azz	10/28/2009
2nd Party Rev:	asd	10/28/2009

Farm Data

Enter data for up to six additional counties:

County:	Win, Iowa						
1. Program Guarantee (Original)	$ 552,049						
2. Program Guarantee (Stimulus)	$ 580,205						
3. Expected Revenue	$ 645,725						
4. Estimated Crop Value	$ 231,059						
5. Other Revenue	$ 16,200						
6. Disaster Declaration ("x")	x						

Eligibility Information

Farm Requirement	7. Located in a Disaster County?			Yes
	8. Production Loss % for the farm			46.43%
Crop Requirement	9. Does at least one crop have the required 10% loss? (yes = "x")			x
	10. Crops with a 10% loss (List at least one crop, if applicable.)			corn
				soybeans

Payment Information

Original	11. Program Farm Guarantee (Total of Item 1)	$ 552,049
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 581,153
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$ 552,049
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 247,259
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$ 182,874
Total Payment (Original and Stimulus)	16. Program Farm Guarantee (Total of Item 2)	$ 580,205
	17. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 581,153
	18. SURE Guarantee (lesser of Item 16 or Item 17)	$ 580,205
	19. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 247,259
	20. SURE Payment, Prior to PL (60% times (Item 18 - Item 19)). Zero if negative.	$ 199,768

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE Interim payment calculation process and is intended to be a preliminary payment amount only. To receive a payment, a producer must sign the FSA-683 Statement of Compliance with Program Provisions of the 2008 SURE and Waiver of Finality of Payment Provisions. Payment amounts are subject to payment eligibility requirements and may vary.

Note: Screen capture for example purposes **only**.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

B Producer Information

This following example portion contains producer name and recording county. This information is populated from the Data Entry Worksheet.

Producer Name
Joe Iowa
Recording County
Win, Iowa

C Farm Data

This following example portion contains farm data.

Farm Data	
County:	Win, Iowa
1. Program Guarantee (Original)	$ 552,049
2. Program Guarantee (Stimulus)	$ 580,205
3. Expected Revenue	$ 645,725
4. Estimated Crop Value	$ 231,059
5. Other Revenue	$ 16,200
6. Disaster Declaration ("x")	x

Item	Title	Content
1	Program Guarantee (Original)	SURE guarantee calculated from the data entered into the Data Entry Worksheet, using SURE Program rules **before** ARRA was passed. Used to calculate the original SURE payment amount.
2	Program Guarantee (Stimulus)	SURE guarantee calculated from the data entered into the Data Entry Worksheet, using SURE Program rules **after** ARRA was passed. Used to calculate ARRA SURE payment amount.
3	Expected Revenue	Calculated from the data entered into the Data Entry Worksheet.
4	Estimated Crop Value	
5	Other Revenue	
6	Disaster Declaration (“x”)	Disaster declaration indicator carried over from the Data Entry Worksheet.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties

Only in the cases where the producer is a multi-county producer and this SURE Interim Workbook is being completed by the recording county, will the user perform the functions to copy and paste the following data from the Farm Summary Worksheet submitted to the recording county by another administrative county. The recording county's SURE Interim Workbook will display the Farm Data for **each** administrative county to which the producer is associated in each county's column in this section.

Farm Data		
County:	Win, Iowa	Cedar, IA
1. Program Guarantee (Original)	$ 552,049	$ 421,154
2. Program Guarantee (Stimulus)	$ 580,205	$ 458,184
3. Expected Revenue	$ 645,725	$ 581,855
4. Estimated Crop Value	$ 231,059	$ 411,451
5. Other Revenue	$ 16,200	$ 27,495
6. Disaster Declaration ("x")	x	x

Note: Screen capture for example purposes **only**.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties (Continued)

For the recording county to complete the "copy and paste" process, they will follow the instructions on the top of the Farm Summary Worksheet on both the recording county's and administrative county's SURE Interim Workbooks.

The following are the instructions for the **recording county** to follow on the **recording county's** SURE Interim Workbook. The steps to be taken in each workbook are in white cells.

Apply the action to the workbook(s) for the following county:			ADMIN Workbook		RECORDING Workbook	RECORDING Workbook	
Instructions for the RECORDING COUNTY to transfer Farm Data onto the Farm Summary.	1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Admin County's Workbook on the taskbar.	3. Click "Copy Data" button	4. Click on the Recording County's Workbook on the taskbar.	5. If the Farm Summary was not displayed after step 4, go back to step 2.	6. Click "Paste Data" button.	7. Repeat steps 2 to 6 for additional Admin. Counties.
					Use on Recording County Workbook Only	Paste Data	

The following are the instructions for the **recording county** to follow on the **administrative county's** SURE Interim Workbook.

Apply the action to the workbook(s) for the following county:			ADMIN Workbook		RECORDING Workbook	RECORDING Workbook	
Instructions for the RECORDING COUNTY to transfer Farm Data onto the Farm Summary.	1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Admin County's Workbook on the taskbar.	3. Click "Copy Data" button	4. Click on the Recording County's Workbook on the taskbar.	5. If the Farm Summary was not displayed after step 4, go back to step 2.	6. Click "Paste Data" button.	7. Repeat steps 2 to 6 for additional Admin. Counties.
		Use on Admin County Workbook Only:	Copy Data				

Step	Action
1	Open all SURE Interim Workbooks for the producer and go to each Farm Summary Worksheet.
2	On **administrative county's** workbook, click on the taskbar.
3	On **administrative county's** workbook, CLICK "**Copy Data**".
4	On **recording county's** workbook, click on the taskbar.
5	If the Farm Summary Worksheet was **not** displayed after step 4, go back to step 2.
6	CLICK "**Paste Data**".
7	Repeat steps 2 through 6 for additional administrative counties.

Note: These instructions will **only** appear if the user has appropriately marked "Multi-County Producer" and/or "xx-xxx is Recording County" on the "Basic Information" section of the Data Entry Worksheet.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties (Continued)

If the user needs to remove the pasted data, the user shall ENTER "**D**" (for delete), in the cell above the pasted county data, CLICK "**Enter**", and CLICK "**To Delete a County, Enter a "D" above the county, press "Enter", then this button.**".

Enter data for up to six additional counties:

To Delete a County, Enter a "D" above the county, press "enter", then this button.

	D					
Win, Iowa	Cedar, Iowa					
$ 552,049	$ 421,154					
$ 580,205	$ 458,184					
$ 645,725	$ 630,629					
$ 231,059	$ 411,451					
$ 16,200	$ 27,495					
x	x					

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

E Eligibility Information

The following Farm Requirement items will be automatically populated from the Data Entry Worksheet or calculated.

Item	Title
7	Located in a Disaster County?
8	*--Production Loss % for the farm

Eligibility Information		
Farm Requirement	7. Located in a Disaster County?	Yes
	8. Production Loss % for the farm	46.43%

--*

Notes: Screen capture for example purposes **only**.

If producer is multi-county and the "copy and paste" process has been performed as described in subparagraph D, item 8 will be displayed with the revenue loss percentage for all of the counties included in the summarization.

If the revenue loss is less than 50 percent and the land is **not** located in a disaster county or a county contiguous to a disaster county, the user will get the following message.

Farm must have land located in, or contiguous to, a county designated as a disaster area by the Secretary or the revenue loss on the farm must be greater than 50%.

If the user gets this message, complete the SURE Interim Workbook process and see Part 11 to determine COC action based on eligibility criteria.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

E Eligibility Information (Continued)

The following Crop Requirement data must be manually entered by the user.

Item	Title
9	Does at least 1 crop have a 10 percent production loss? (yes = "**x**") (no, blank)
10	Crops with a 10 percent production loss. (List at least 1 crop, if applicable.)

Crop Requirement	9. Does at least one crop have the required 10%"loss"? (yes = "x")			x
	10. Crops with a 10% production loss (List at least one crop, if applicable.)	Corn		

Note: Screen capture for example purposes **only**.

If at least 1 crop has a 10 percent production loss, mark Item 9 with an "X". After this has been completed, SURE payment amount will be displayed in the Payment Information portion.

Note: To determine if 10 percent production loss has been met, see paragraph 517.

If no crops have a production loss of 10 percent or greater, leave item 9 blank. If left blank, the following message will be displayed.

*** Farm is not eligible for payment because there was not a crop on the farm that had at least a 10% production loss.**

If the user gets this message, complete the SURE Interim Workbook process and see Part 11 to determine COC action based on eligibility criteria.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

F SURE Information

The following Original data will be automatically calculated.

Item	Title
11	Program Farm Guarantee (Total of Item 1) (from subparagraph C or D)
12	90 percent of Expected Revenue Cap (90% times the total of Item 3) (subparagraph C or D)
13	SURE Guarantee (lesser of Item 11 or Item 12)
14	Total Farm Revenue (Total of Item 4 plus Total of Item 5) (subparagraph C or D)
15	SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.

Payment Information			
Original	11. Program Farm Guarantee (Total of Item 1)	$	552,049
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$	581,153
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$	552,049
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$	247,259
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$	182,874

Note: Screen capture for example purposes **only**.

The following total payment data will be automatically calculated.

Item	Title
16	Program Farm Guarantee (Total of Item 2) (from subparagraph C or D)
17	90% of Expected Revenue Cap (90% times the total of Item 3 (from subparagraph C or D)
18	SURE Guarantee (lesser of Item 16 or Item 17)
19	Total Farm Revenue (Total of Item 4 + Total of Item 5) (from subparagraph C or D)
20	SURE Payment, Prior to PL (60% times (Item 18 - Item 19)). Zero if negative.

Total Payment (Original and Stimulus)	16. Program Farm Guarantee (Total of Item 2)	$	580,178
	17. 90% of Expected Revenue Cap (90% times the total of Item 3)	$	581,123
	18. SURE Guarantee (lesser of Item 16 or Item 17)	$	580,178
	19. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$	247,259
	20. SURE Payment, Prior to PL (60% times (Item 18 - Item 19)). Zero if negative.	$	199,751

Note: Screen capture for example purposes **only**.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

G Disclaimer Statement

The following disclaimer will print on the bottom of the Farm Summary Worksheet.

> "The payment data reflected on this farm summary is the result of the SURE Interim payment calculation process and is intended to be a preliminary payment amount only. To receive a payment, a producer must sign the FSA-683 Statement of Compliance with Program Provisions of the 2008 SURE and Waiver of Finality of Payment Provisions. Payment amounts are subject to payment eligibility requirements and may vary."

H FSA County Office Use Portion

The following data will be automatically calculated.

Item	Definition and Rule
Original SURE Payment Amount	Automatically calculated, representing SURE payment amount according to the rules **before** ARRA was passed. This SURE payment amount will be entered into the payment software for congressional reporting purposes.
Stimulus SURE Payment Amount	Automatically calculated, representing SURE payment amount according to the rules **after** ARRA was passed. This SURE payment amount will be entered into the payment software for congressional reporting purposes and SURE payment processing.
Data Loaded by	FSA employee that completed the SURE Interim Workbook will enter their initials and date completed.
2nd Party Rev	FSA employee that completed the required second-party review of the SURE Interim Workbook will enter their initials and date completed.
*--Finalized by	When **all** the following necessary summarization is done and the application is ready for payment, the FSA recording county employee that completed all of the following will complete the "Finalized by" field: • confirmed with all counties that all the administrative county workbooks are complete, including the COC determinations, if applicable • ensured all COC determinations for all counties have been made and entered, if necessary • summarized all workbooks together, if applicable.

FSA County Office Use Only		
Original SURE Payment Amount	$	182,874
Stimulus SURE Payment Amount	$	16,894
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	ABC	12/22/2009
2nd Party Rev:	DEF	12/22/2009
Finalized by:	**wdc**	**12/23/2009**

--*

Notes: Screen capture for example purposes **only**.

The "Original SURE Payment Amount" and "Stimulus SURE Payment Amount" will **not** be displayed until the "Data Loaded by:" initials and date are entered.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

I Errors

If any cell on the Farm Summary Worksheet contains, "**#VALUE!**", go back to the Data Entry Worksheet and make sure each applicable highlighted or yellow cell is completed for each crop.

Note: Not all highlighted cells are required.

Do **not** enter any values in a cell that is grayed out. If a value is entered, it is displayed in white font and it may corrupt the calculation. To remove it, navigate to the cell and PRESS "**Delete**".

J Navigation Buttons

This table provides Farm Summary Worksheet navigation buttons and functions.

Button	Function
	Returns the user back to the Data Entry Worksheet.
	Returns the user to the SURE Interim Workbook-generated FSA-682, page 2.
	Returns the user to the 10 Percent Loss Tool.
-- --	Print all 4 spreadsheets, as follows: • Data Entry • Farm Summary • 10 Percent Loss Tool • FSA-682, page 2.

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool

A Loss Percentage Table

The Loss Percentage Table has been provided to assist in determining if at least 1 crop of economic significance had a production loss of at least 10 percent. The Loss Percentage Table may be used for either of the following:

- single-county producers
- multi-county producers with either of the following:
    - no common crops between counties
    - a crop that meets the 10 percent loss requirement and is **not** a common crop between counties.

If the applicant is a multi-county producer and in each county they have a crop in common and no other crops meet the 10 percent loss requirement, the user shall use the 10 Percent Loss Tool for the common crop, see subparagraph L.

When all data entry is complete and Weighted Average Yield Tool has been run:

- CLICK "**Go To Farm Summary**" on the Data Entry Worksheet
- 10 Percent Loss Tool will run automatically
- after the 10 Percent Loss Tool calculation is complete, the 2008 SURE Program Farm and Eligibility Summary will be displayed.

On the 2008 SURE Program Farm and Eligibility Summary, the Loss Percentage Table will be displayed in the lower right of the screen.

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

A Loss Percentage Table (Continued)

The Loss Percentage Table calculates the crop loss percentage for the crops loaded in the Data Entry Worksheet. The Loss Percentage Table helps to determine if at least 1 of the producer's crops of economic significance has met the 10 percent loss requirement.

Counties may review the Loss Percentage Table on the Farm Summary Worksheet to determine if a crop with similar characteristics (crop name/crop type/IU) has a production loss of 10 percent or greater.

In the following example, corn and soybeans both meet the 10 percent loss requirement. In 2008 SURE Program Farm and Eligibility Summary, item:

- 9 (subparagraph 516 E) the user shall enter an "**x**" to indicate that at least 1 crop meets the 10 percent loss requirement

- 10, the user shall enter at least 1 crop that meets the 10 percent loss requirement (in this example, the user could enter both corn and soybeans); only 1 crop is required to meet the 10 percent loss requirement to qualify.

Loss Percentage Table

Crop	Type	Use	Prel. Loss %	Recalc. Loss %
Alfalfa		Fg	5.2%	
Corn	YEL	Gr	62.1%	
Oats	SPR	Gr	No Loss	
Soybeans	COM	Gr	23.9%	

Note: Screen capture for example purposes **only**.

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

A Loss Percentage Table (Continued)

In the following example, no crops meet the 10 percent loss requirement. In 2008 SURE Program Farm and Eligibility Summary, item:

- 9 (subparagraph 516 E) the user shall leave the entry blank to indicate that no crops meet the 10 percent loss requirement

- 10 shall be left blank.

Loss Percentage Table

Crop	Type	Use	Prel. Loss %	Recalc. Loss %
Alfalfa		Fg	5.2%	
Corn	YEL	Gr	4.0%	
Oats	SPR	Gr	No Loss	
Soybeans	COM	Gr	No Loss	

Notes: Screen capture for example purposes **only**.

If items 9 and 10 are left blank, no payment will be calculated and the following message will be displayed.

*** Farm is not eligible for payment because there was not a crop on the farm that had at least a 10% production loss.**

If this message is displayed, complete the SURE Interim Workbook process and see Part 11 to determine COC action based on eligibility criteria.

If the producer is only associated with 1 county, the procedure described in this subparagraph completes the process to determine 10 percent loss. For multi-county producers, see subparagraph 517 B and C.

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

B Overview of the 10 Percent Loss Tool

The 10 Percent Loss Tool has been provided to assist in determining if at least 1 crop of economic significance had a production loss of at least 10 percent. If the applicant is a multi-county producer and in each county they have a crop in common and no other crops meet the 10 percent loss requirement, the user shall use the 10 Percent Loss Tool for the common crop.

The 10 Percent Loss Tool is a calculator that is used to determine the percentage of loss, by crop/type/IU for the applicant. The data that has been entered in the Data Entry Worksheet will populate in the lower portion (white cells) of the 10 Percent Loss Tool.

The user may choose to enter an “optional identifier” in the “Optional Identifier” column. The “Optional Identifier” column can contain a county name, unit number, or other unique attribute used to identify a line entry (for example, “Home Farm”).

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool

Users shall calculate 10 percent loss, according to the following steps.

Item	Title
1	Open all SURE Interim Workbooks for the producer.
2	Click on the recording county SURE Interim Workbook on the taskbar.
3	On the recording county SURE Interim Workbook, from the Data Entry Worksheet, CLICK "**Go to Farm Summary**".
4	On the 2008 SURE Program Farm and Eligibility Summary, CLICK "**Go to 10 Percent Loss Tool**".
5	Click on the administrative county SURE Interim Workbook on the taskbar.
6	On the administrative county SURE Interim Workbook, from the Data Entry Worksheet, CLICK "**Go to Farm Summary**".
7	On the 2008 SURE Program Farm and Eligibility Summary, CLICK "**Go to 10 Percent Loss Tool**".
8	For the common crop, select the cells "St-Co", "Crop", "Type", "Use", "Acres", "Optional Identifier", "Value of Normal Production", and "Value of Actual Production", according to the following example.

Clear All Loss Data | Calculate Another Crop | 10% Loss Calculations

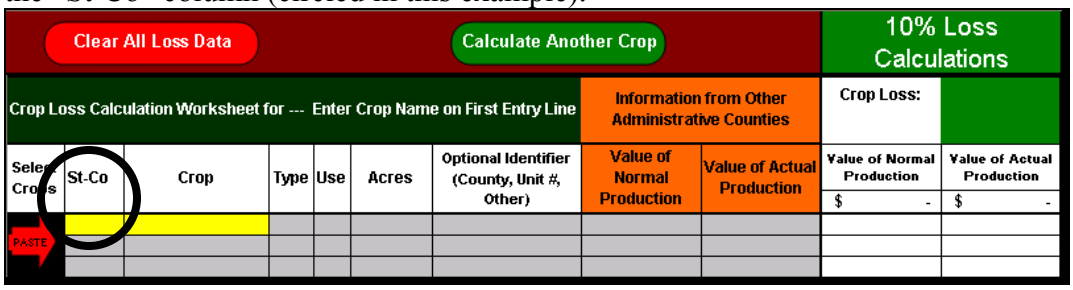
Crop Loss Calculation Worksheet for --- Enter Crop Name on First Entry Line							Information from Other Administrative Counties		Crop Loss:	
Select Crops	St-Co	Crop	Type	Use	Acres	Optional Identifier (County, Unit #, Other)	Value of Normal Production	Value of Actual Production	Value of Normal Production	Value of Actual Production
									$ -	$ -
PASTE										
	19-031	Wheat	HRW	Gr	132.00		$ 46,569	$ 37,257		
	19-031	Wheat	HRW	Gr	654.00		$ 153,828	$ 123,064		
	19-031	Wheat	HRW	Gr	658.00		$ 174,106	$ 139,285		
	19-031	Wheat	HRW	Gr	647.00		$ 175,586	$ 91,305		
	19-031	Corn	YEL	Gr	112.00		$ 70,560	$ 35,280		
	19-031	Mixed Forage	IGS	Fg	53.00		$ 9,980	$ 2,993		

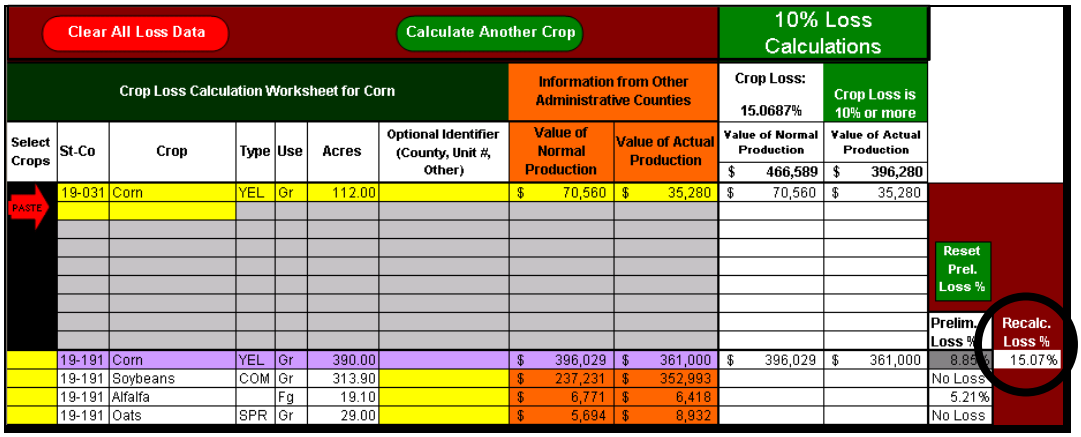
9	After the cells are selected, on the toolbar, LEFT-CLICK "**Edit**" and LEFT-CLICK "**Copy**".
10	Click on the recording county SURE Interim Workbook on the taskbar.

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

Item	Title
11	On the recording county SURE Interim Workbook, click the top, left, yellow cell in the "St-Co" column (circled in this example).
12	CLICK "**red Paste arrow**"; the copied data will populate to the appropriate cells. The 10 percent loss calculation will be performed for all lines of the same crop, type, IU. The recalculated loss percentage includes the loss for the common crop in both counties and will be displayed in the "Recalc. Loss %" column on the right (circled in this example).





517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

If the crop does **not** meet 10 percent loss requirement the user may click either of the following:

- "**Clear Entries**" to remove pasted data and repeat steps 8 through 12 for other common crops until the user determines 10 percent loss for a crop

- "**Calculate Another Crop**" to remove pasted data while preserving the recalculated preliminary loss percentage calculated for the previous crop.

If no crops meet the 10 percent loss requirement, the producer is **not** eligible.

To return to the 2008 SURE Program Farm and Eligibility Summary, CLICK "**Go To Farm Summary**".

On the"2008 SURE Program Farm and Eligibility Summary, the user shall leave item:

- 9 (subparagraph 516 E) blank to indicate that no crops meet the 10 percent loss requirement

- 10 (subparagraph 516 E) blank.

If items 9 and 10 are left blank, no SURE payment will be calculated and the following message will be displayed.

*** Farm is not eligible for payment because there was not a crop on the farm that had at least a 10% production loss.**

If the crop meets the 10 percent loss requirement, return to the 2008 SURE Program Farm and Eligibility Summary, CLICK "**Go To Farm Summary**" and do the following:

- in item 9 (subparagraph 516 E), ENTER "**x**" to indicate that at least 1 crop meets the 10 percent loss requirement

- in item 10 (subparagraph 516 E), enter at least 1 crop that meets the 10 percent loss requirement.

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

Note: As long "Clear Entries" has **not** been clicked on the 10 Percent Loss Tool, the Loss Percentage Table will be displayed with the "Recalc. Loss %". This is the percentage that shall be referred to when determining 10 percent for multi-county crops/producers.

Loss Percentage Table

Crop	Type	Use	Prel. Loss %	Recalc. Loss %
Alfalfa		Fg	5.2%	
Corn	YEL	Gr	62.1%	60.3%
Oats	SPR	Gr	No Loss	
Soybeans	COM	Gr	23.9%	

If on the 10 Percent Loss tool, user clicked "Calculate Another Crop", the loss percentage table will be displayed with all "Recalc Loss %" for all common crops calculated. This is the percentage that shall be referred to when determining 10 percent for multi-county crops/producers.

B Errors

If the 10 Percent Loss Tool shows "**#N/A**" or "**#VALUE!**", CLICK "**Clear Entries**" and CLICK "**Reset Prel. Loss %**". This will clear any manual entries in the 10 Percent Loss Tool and reset the 10 Percent Loss Tool calculator.

518 Completing SURE Interim Workbook FSA-682, Page 2

A FSA-682, Page 2

FSA-682, page 2 is generated from the SURE Interim Workbook. When FSA-682, page 2 is complete, the recording county will print FSA-682, page 2 and attach it to FSA-682 for producer's signature. If the producer is multi-county there will be one FSA-682, page 2 printed for each SURE Interim Workbook from the county with which the producer is associated.

No data entry is required FSA-682, page 2, as it populates data from the Data Entry Worksheet. If any data is found to be missing from FSA-682, page 2, return to the Data Entry Worksheet to complete the information.

B Example of FSA-682, Page 2

The following is an example of FSA-682, page 2.

FSA-682 (11-24-09) Page ___ of ___ (Page 2)

14. Producer Name	15. Administrative County and State	16. Crop Year
Joe Iowa	Win, Iowa	2008

PART C - ADDITIONAL REVENUE INFORMATION

Type of Payment	Amount
17. Total RMA Indemnities	$ 15,000.00
18. Total FSA Settlements	0
19. Total RMA Settlements	0
20. Guaranteed Payments to Contract Growers	0
21. LDP, Market Gain, and Market Certificate Payments to CMA Producers	0

PART D - CROP INFORMATION

22. Phys. St/Co Code	23. Crop	24. Type	25. Int. Use	26. Acres	27. Share	28 St g.	29. Coverage Status	30. Ins/ Nonins	31. Prod. Typ	32. Production to Count	33. Salvage Value ($)	Field Market Value 34A. A	Field Market Value 34B. B	COC Use Only: Production 35. Adjusted	Production 36. Assigned	37. Salvage Value ($)	Field Market Value 38A. A	Field Market Value 38B. B
19-131	Alfalfa		Fg	19.10	100%	H	Purchased	Non-ins.		76.40								
19-131	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		31,600.00								
19-131	Oats	SPR	Gr	29.00	100%	H	Buy-in 1	Insurable	C	2,320.00								
19-131	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		15,695.00								

PART E - ADMINISTRATIVE COC APPROVAL for PARTS A, B, C, D

The producer in Item 14 has land that is within a Secretarial designated or contiguous county that is administered by the county in Item 15. ___ YES ___ NO

39. COC Action:	40. Subject to Reconsideration	41. COC or Designee Signature	42. Date (MM-DD-YYYY)
___ Approved ___ Disapproved	___ YES ___ NO		

*--519 Factoring RMA Data

A Overview

There may be situations where the RMA data that is received on the 2008 SURE Interim Report must be factored or split before it is loaded into the 2008 SURE Interim Workbook. These situations may include, but are not limited to:

- if the share provided by RMA differs from the FSA shares, the RMA Indemnity, RMA Producer Premium, and the RMA Guarantee Basis need to be split by share, according to subparagraph 292 C

- if the total acres provided by RMA include acres eligible and ineligible for SURE, the RMA Guarantee Basis and RMA Production to Count will need to be split by SURE eligible and ineligible acres, according to subparagraph 292 C

- if no loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis will need to be split by stage.

B Tools for Factoring RMA Data

Three external worksheets have been developed to assist field offices in factoring or splitting the RMA data.

These external worksheets are available for download from the SURE Intranet site at **http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm**.

Users shall click on 1 of the following 3 links on the SURE Intranet site to open, save, complete, and print the document:

- “Factoring RMA Data by Share”
- “Factoring RMA Data by Eligible Acres”
- “Factoring RMA Data by Stage”.**--***

519 Factoring RMA Data (Continued)

C Factoring RMA Data by Share

If the share provided by RMA differs from the FSA shares, the RMA Indemnity, RMA Producer Premium and the RMA Guarantee Basis needs to be split by share, according to subparagraph 292 C.

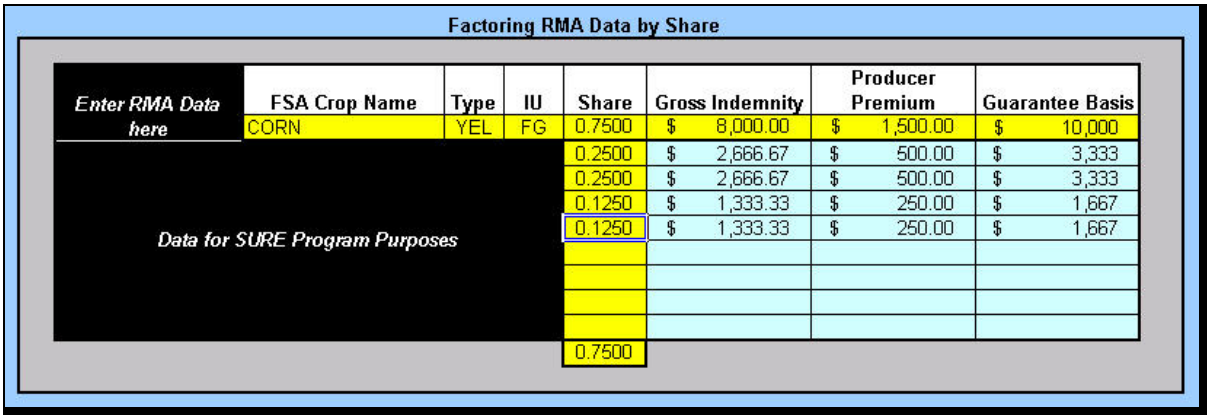
To split or factor the RMA Indemnity, RMA Producer Premium and the RMA Guarantee Basis by share, the user shall use the "Factoring RMA Data by Share" tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described below:

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA Crop Name.
	Type	Enter FSA Crop Type.
	IU	Enter FSA Intended Use for the crop.
	Share	Enter total RMA share for the crop.
	Gross Indemnity	Enter total RMA Indemnity for the crop.
	Producer Premium	Enter total RMA Producer Premium for the crop.
	Guarantee Basis	Enter total RMA Guarantee Basis for the crop.
Data for SURE Program Purposes	Share	Enter FSA shares for the crop, must total to RMA share.
	Gross Indemnity	Resulting factored RMA Indemnity to be entered into the 2008 SURE Interim Workbook.
	Producer Premium	Resulting factored RMA Producer Premium to be entered into the 2008 SURE Interim Workbook.
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the 2008 SURE Interim Workbook.

The following is an example of the "Factoring RMA Data by Share" tool:

*--



Factoring RMA Data by Share

Enter RMA Data here	FSA Crop Name	Type	IU	Share	Gross Indemnity	Producer Premium	Guarantee Basis
	CORN	YEL	FG	0.7500	$ 8,000.00	$ 1,500.00	$ 10,000
Data for SURE Program Purposes				0.2500	$ 2,666.67	$ 500.00	$ 3,333
				0.2500	$ 2,666.67	$ 500.00	$ 3,333
				0.1250	$ 1,333.33	$ 250.00	$ 1,667
				0.1250	$ 1,333.33	$ 250.00	$ 1,667
				0.7500			

--*

Note: Screen capture for example purposes **only**.

519 Factoring RMA Data (Continued)

D Factoring RMA Data by Eligible Acres

If the total acres provided by RMA include acres eligible and ineligible for SURE, the RMA Guarantee Basis and RMA Production to Count will need to be split by SURE eligible and ineligible acres, according to subparagraph 292 G.

To split or factor the RMA Guarantee Basis and RMA Production to Count by SURE eligible and ineligible acres, the user shall use the "Factoring RMA Data by Eligible Acres" tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described in the following table.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA Crop Name.
	Type	Enter FSA Crop Type.
	IU	Enter FSA Intended Use for the crop.
	Unit of Meas	Enter FSA Unit of Measure for the crop.
	Reported Acres	Enter total RMA Acres for the crop.
	Guarantee Basis	Enter total RMA Guarantee Basis for the crop.
	Production to Count	Enter total RMA Production to Count for the crop.
Enter SURE Eligible Acres Here	Crop	Entries carried down from data entered above.
	Type	
	IU	
	Unit of Meas	
	Reported Acres	Enter total SURE Eligible Acres, as determined by the user.
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the 2008 SURE Interim Workbook.
	Production to Count	Resulting factored RMA Production to Count to be entered into the 2008 SURE Interim Workbook.

The following is an example of the "Factoring RMA Data by Eligible Acres" tool:

*--

Factoring RMA Data by Eligible Acres

Enter RMA Data Here	FSA Crop Name	Type	IU	Unit of Meas	Reported Acres	Guarantee Basis	Production to Count
	CORN	YEL	FG	TON	50.00	$ 10,000	1200.00

Enter SURE Eligible Acres Here	Crop	Type	IU	Unit of Meas	Reported Acres	Guarantee Basis	Production to Count
	CORN	YEL	FG	TON	25.00	$ 5,000	600.00

--*

Note: Screen capture for example purposes **only**.

519 Factoring RMA Data (Continued)

E Factoring RMA Data by Stage

If no loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis will need to be split by stage.

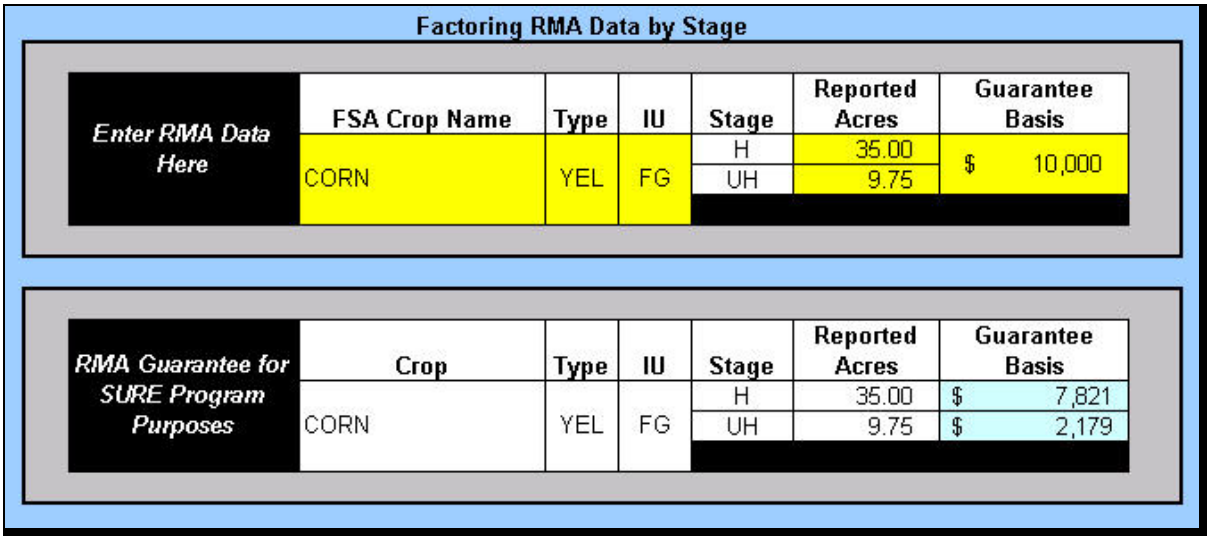
To split or factor the RMA Guarantee Basis by stage, the user shall use the "Factoring RMA Data by Stage" tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described below:

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter the FSA Crop Name
	Type	Enter the FSA Crop Type
	IU	Enter the FSA Intended Use for the crop
	Stage	Stage code, no entry required
	Reported Acres	Enter the total RMA Acres by stage, next to the corresponding stage code for the crop
	Guarantee Basis	Enter the total RMA Guarantee Basis for the crop
RMA Guarantee for SURE Program Purposes	Crop	Entries carried down from data entered above.
	Type	
	IU	
	Stage	
	Reported Acres	
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the 2008 SURE Interim Workbook

The following is an example of the "Factoring RMA Data by Stage" tool:

*--



Factoring RMA Data by Stage

Enter RMA Data Here	FSA Crop Name	Type	IU	Stage	Reported Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 10,000
				UH	9.75	

RMA Guarantee for SURE Program Purposes	Crop	Type	IU	Stage	Reported Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 7,821
				UH	9.75	$ 2,179

--*

Note: Screen capture for example purposes **only**.

*--520 RMA Net Indemnity Calculator

A Overview

According to subparagraph 263 C, an RMA indemnity will need to be calculated for insured crops, to be entered into the 2008 SURE Interim Workbook.

The RMA Net Indemnity Calculator has been developed to assist the County Office user's in calculating the RMA indemnity to be entered into the 2008 SURE Interim Workbook.

The RMA Net Indemnity Calculator is available on the SURE Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm**.

B Using the RMA Net Indemnity Calculator

Load the applicable "Gross Indemnity" and "Producer Premium" from the SURE Interim Report into the RMA Net Indemnity Calculator according to subparagraph 263 C. Users may also choose to load the optional data elements (crop, type, practice, plan, share, unit, and/or coverage category) for tracking purposes.

The gross indemnities and producer premiums will be totaled, and then producer premiums will be subtracted from gross indemnities and the result is displayed in the "RMA Net Indemnity" field.

RMA Net Indemnity Calculator Clear Data

Gross Indemnity	Producer Premium	Additional Information (optional)						
		Crop	Type	Prac	Plan	Share	Unit	Cov Cat
$ 8,022	$ 1,340	0053	THP	IR	90	1.0000	00100	C
$ 879	$ 261	0041	YEL	NI	90	1.0000	00100	A
$ 1,577	$ 136	1010	CON	IR	50	1.0000	00200	A
$ 10,478	$ 1,737	RMA Net Indemnity is $ 8,741						

When users are finished calculating RMA indemnity, they may refer to the message that will be displayed at the top of the RMA Net Indemnity Calculator indicating the amount that is to be loaded into the SURE Interim Workbook, Other Payment Amounts Section, "RMA (Crop Ins.) Indemnities" field.

The Net RMA Indemnity is $ 8,741 --*

***--520 RMA Net Indemnity Calculator (Continued)**

B Using the RMA Net Indemnity Calculator (continued)

If an entry is negative, ENTER "-" **before** the number (such as -8022). The RMA Net Indemnity Calculator will automatically format the number "(8,022)". The following provides an example of the calculation.

RMA Net Indemnity Calculator

Clear Data

Gross Indemnity	Producer Premium	Additional Information (optional)						
		Crop	Type	Prac	Plan	Share	Unit	Cov Cat
$ (8,022)	$ 1,340	0053	THP	IR	90	1.0000	00100	C
$ 879	$ 261	0041	YEL	NI	90	1.0000	00100	A
$ 1,577	$ 136	1010	CON	IR	50	1.0000	00200	A
$ (5,566)	$ 1,737	RMA Net Indemnity is Zero						

If the result is negative the RMA Net Indemnity Calculator will display the message "RMA Net Indemnity is Zero". In this case, when users are finished calculating RMA indemnity, they may refer to the message that will be displayed at the top, indicating the amount that is to be loaded into the SURE Interim Workbook. In this case, the amount is zero.

The Net RMA Indemnity is Zero

Note: Net Indemnity is calculated as a negative value, enter 0 on the workbook.

To clear all entries that have been entered CLICK "Clear Data".

Clear Data

Note: The RMA Net Indemnity Calculator is an optional tool. If users choose to use the RMA Net Indemnity Calculator, the page shall be printed and filed in the producer's program folder.--*

521-550 (Reserved)

Parts 17-19 (Reserved)

551-700 (Reserved)

*--Part 20 2008 Interim SURE Payment Process

Section 1 SURE Payment Process

701 Web-Based SURE Payment Process

A Introduction

The SURE payment process is an automated process that determines whether the producer is eligible to receive payment and the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

Stimulus and SURE payments are processed nightly for the following:

- payment amounts recorded through the SURE payment process during the workday
- any payment on the Nonpayment Report will be reprocessed to determine if the condition previously preventing the payment has been corrected.

C High-Level Overview of the Payment Process

Because the SURE and stimulus payments were authorized under different legislation, the payment amounts must be handled separately. As such, the amounts recorded on the SURE Calculated Payments Web Page will be sent to NPS, if eligible, as 2 separate payments.--*

***--701 Web-Based SURE Payment Process (Continued)**

C High-Level Overview of the Payment Process (Continued)

After the payment process is triggered, the stimulus payment will be processed first, followed by the SURE payment. The following is a high-level overview of the SURE payment process.

Step	Action		
1	Payment data is recorded and the payment process is triggered.		
2	System determines the producer level payment amounts recorded for each of the following: • stimulus payment amount • original SURE payment amount.		
	IF the amount is…	**AND a payment was…**	**THEN…**
	greater than $0		go to step 3 for the applicable amount recorded.
	$0	previously issued	
		not previously issued	the payment process is discontinued for the applicable payment amount.
3	System reads SCIMS to obtain information for the payment entity.		
	IF the payment entity is…	**AND the resident alien field is...**	**THEN…**
	an individual	• "Unknown" or "N/A" • "Yes"	go to step 4.
		"No"	the payment entity is **not** eligible for payment.
	any business type other than individual		go to step 4.
4	System determines whether there is a SURE payment for the payment entity in NPS.		
	IF a payment…		**THEN…**
	has not already been sent to NPS for the payment entity		go to step 5.
	• has been sent to NPS for the payment entity • is signed		
	• has been sent to NPS for the payment entity • is not signed		• the payment in NPS is canceled and the new payment transaction is processed • go to step 5.

--*

***--701 Web-Based SURE Payment Process (Continued)**

C High-Level Overview of the Payment Process (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>5</td><td colspan="3">For joint operations and entities, the system retrieves member data from the mainframe based on data uploaded from System 36.

Note: If the payment entity is multi-county, then the joint operation/entity file data is retrieved from the county listed as the “Rc St & Cty” in the multi-county section of the MABDIG. See 2-PL for additional information about the MABDIG.</td></tr>
<tr><td rowspan="6">6</td><td colspan="3">System checks the web-based subsidiary eligibility data to determine if the payment entity and members, if applicable, are eligible to receive payment.</td></tr>
<tr><td>IF the payment entity is an…</td><td>AND…</td><td>THEN…</td></tr>
<tr><td rowspan="2">individual</td><td>is eligible to receive payment</td><td>go to step 7.</td></tr>
<tr><td>is not eligible to receive payment</td><td>the producer will be listed on the Nonpayment Report with the reason the payment cannot be issued.</td></tr>
<tr><td rowspan="3">entity or joint operation</td><td>• the payment entity is eligible to receive payment
• at least 1 member is eligible to receive payment</td><td>go to step 7.</td></tr>
<tr><td>the payment entity is not eligible to receive payment</td><td>the joint operation or entity will be listed on the Nonpayment Report with the reason the payment cannot be issued.</td></tr>
<tr><td>• the payment entity is eligible to receive payment
• at least 1 member is not eligible to receive payment</td><td>• payment entity will be listed on the Nonpayment Report with message applicable message
• continue to step 7 for the eligible members.</td></tr>
</table>

--*

***--701 Web-Based SURE Payment Process (Continued)**

C High-Level Overview of the Payment Process (Continued)

Step	Action	
7	System controls payment limitation for payment entity and members of joint operations.	
	If the payment entity and/or members of joint operations have…	**THEN…**
	not reached payment limitation	go to step 8.
	reached payment limitation	• the payment will be reduced • go to step 8 but a message will be listed on the Nonpayment Report indicating payment limitation has been reached.
8	Payment history data is updated and the transaction is completed.	
	IF the payment amount is…	**THEN…**
	$0	the process is discontinued and the payment entity and/or member is listed on the Nonpayment Report.
	greater than $0	payment amount shall be sent to NPS for disbursement.
	negative	overpayment amount shall be sent to NRRS.

--*

*--702 Preparing to Issue Payments

A Introduction

The 2008 Interim SURE payment process is an integrated process that reads a wide range of files to determine whether a payment should be issued and how much should be issued.

For payments to be calculated correctly, all supporting files must be updated correctly.

B Action to be Completed Before Issuing Payments

Before issuing any 2008 SURE payments, certain actions **must** be completed to ensure that the producer is eligible for payment. This table contains actions that **must** be completed **before** issuing SURE payments. COC, CED, or designee shall ensure that **all** actions are completed.

Item	Action
1	Ensure that all FSA-682 data has been recorded in the SURE Interim Workbook and the 2nd party review is completed.
2	Ensure that FSA-682 has been approved by COC or their designee, as applicable.
3	Ensure that SCIMS data is updated for the producer, and each member of a joint operation or entity, including: • customer name • citizenship country and resident alien status, if applicable • TIN • address.
4	Ensure that combined producer information is recorded in the web-based combined producer system according to 3-PL for producers applying for 2008 SURE benefits.
5	Ensure that all 2008 eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL.
6	Ensure that the 2008 entity and joint operation files are updated correctly according to 2-PL for the year for producers are seeking benefits.
7	Ensure that sufficient funds have been allocated to the county.
8	Ensure that the Financial Services System has been updated with all the following information: • direct deposit information • assignments and joint payee information, if CCC-36, CCC-37, or both were filed for SURE • bankruptcy status.
9	Ensure that the payment amounts calculated through the SURE Interim Workbook are recorded in the web-based SURE payment software according to paragraph 712.

--*

703, 704 (Reserved)

*--Section 2 General Payment Provisions

705 Payment Limitation

A Rule

Producers applying for 2008 SURE payments are subject to person provisions (see 1-PL for additional information).

Note: Producers applying for 2009 and future year SURE benefits are subject to direct attribution provisions. Additional information will be included about attribution provisions in a subsequent amendment.

B Payment Limitation

The payment limitation for the SURE Program is $100,000, but payments for **all** of the following programs apply against this limitation:

- ELAP for honey bees and farm-raised fish
- ELAP for livestock
- LFP
- LIP
- stimulus payment authorized under ARRA
- SURE.

Note: Payment limitation will only be controlled in the system for the SURE and stimulus payments until fully automated payment processes are released for ELAP, LFP, and LIP.

Since the payment process for ELAP, LFP, and LIP have **not** been fully automated, County Offices must **manually** monitor payment limitation to ensure that the total payment amount issued does **not** exceed the $100,000 payment limitation.

Note: A forthcoming directive will provide additional information to assist County Offices with monitoring payment limitation.**--***

***--705 Payment Limitation (Continued)**

C Effect of AGI on Payment Limitation for Entities

If a member of an entity is not eligible because of AGI provisions, the payment limitation for the entity is reduced by the ineligible member's ownership share in the operation. County Offices shall take this into consideration when controlling payment limitation.

Example: ABC Corporation has 2 members, each with a 50 percent share. Member 1 does not meet AGI provisions. The corporation has a $100,000 payment limitation, but since Member 1 does not meet AGI provisions, the payment limitation for the corporation is reduced by 50 percent and the maximum payment that can be issued to the corporation is $50,000.

Note: Other payment eligibility provisions, such as conservation compliance, fraud, etc., do **not** affect the payment limitation for the entity because AGI is the **only** payment eligibility that is checked for members of entities.**--***

*--706 Payment Eligibility

A Introduction

Producers applying for SURE benefits must be in compliance with certain 2008 payment eligibility provisions in addition to being an eligible SURE producer.

The SURE payment process reads the web-based eligibility system to determine whether a producer is eligible to be paid. If the producer is ineligible to be paid, the individual, joint operation, or entity will be placed on the Nonpayment Register with the appropriate message.

If the system is not updated to reflect the certifications on file and the determinations completed, the eligibility system must be updated before the producer can be paid.

B Payment Eligibility Requirements

This table indicates:

- which 2008 eligibility provisions are applicable for SURE
- for applicable provisions, which values updated in the subsidiary web-based eligibility system make the producer eligible for payment or not eligible for payment.

Note: See 3-PL for additional information on updating eligibility data.

Payment Eligibility Certification/ Determination	Applicable	Eligible	Not Eligible
Actively Engaged	No		
AD-1026	Yes	Certified	Not Filed
		Good Faith Determination	Awaiting Affiliate Certification
		COC Exemption	Affiliate Violation
Adjusted Gross Income	Yes	Compliant – CCC-526	Not Filed
		Compliant - Agent	Not Met – COC
		Exempt	Not Met – Producer
Beginning Farmer or Rancher	No		
Cash Rent Tenant	No		
Conservation Compliance (Farm Tract Eligibility)	Yes	In Compliance	In Violation
		Partial Compliance	No Association
		Reinstated	Past Violation
Controlled Substance	Yes	No Violation	Growing
			Trafficking
			Possession
Delinquent Debt	No		

--*

***--706 Payment Eligibility (Continued)**

B Payment Eligibility Requirements (Continued)

Payment Eligibility Certification/ Determination	Applicable	Eligible	Not Eligible
Federal Crop Insurance	No		
Fraud, including FCIC Fraud	Yes	Compliant	Not Compliant
Foreign Person	No		
Gross Revenue for NAP	No		
Limited Resource Farmer or Rancher	No		
NAP Non-Compliance	Yes	Compliant	Not Compliant – COC
Permitted Entity	No		
Person Eligibility	Yes	COC Determination Completed	Not Filed
			Awaiting Determination
			Awaiting Revision
Socially Disadvantaged Farmer or Rancher	No		

C Payment Eligibility for Members of Entities and Joint Operations

This table identifies the payment eligibility provisions applicable to members of joint operations and entities.

IF for members of…	THEN the following provisions are applicable...
entities	AGI. **Note:** Eligible values listed in subparagraph B also apply to members of entities for AGI eligibility.
joint operations	the same rules for producers applying for benefits also apply to: • 1st level members of joint operations • 2nd, 3rd, 4th, and 5th level members of joint operations if the previous level member is a joint operation. **Example**: ABC Partnership has 2 members, an individual and another general partnership. Payment eligibility is also checked for the 2nd level members of the 1st level general partnership.

--*

*--707 Funds Control

A E-Funds Accounts

The following 2 accounts have been created for SURE and stimulus payments and both payments are subject to the funds control process:

- "Original SURE – 2746"
- "Stimulus - 2754".

B State Office Access to the E-Funds Application

State Office specialists with access to programs categorized as "disaster programs" automatically have access to the SURE and stimulus accounts.

If access is required for a State Office employee that currently does not have access to the "disaster programs" category of accounts, a written request shall be e-mailed to Sandy Bryant at **sandy.bryant@wdc.usda.gov** with the name of the individual that needs access.

C Requests for Additional State-Level Allocations

An initial allocation has been established for each account for each State. State Offices are responsible for allocating funds to County Offices. When the allocated funds for the State have been exhausted, State Offices shall send an e-mail to **all** of the following specifying the additional allocation needed for each account:

- Sandy Bryant at **sandy.bryant@wdc.usda.gov**
- Steve Peterson at **steve.peterson@wdc.usda.gov**
- Tracey Smith at **tracey.smith@wdc.usda.gov**
- Tina Nemec at **tina.nemec@wdc.usda.gov**
- Lenior Simmons at **lenior.simmons@wdc.usda.gov**.

Note: Funds are limited so State Offices shall ensure that amounts are requested based **only** on approved FSA-682's. A reserve is **not** available to provide allocations based on projected amounts.**--***

***--707 Funds Control (Continued)**

D Allocating Funds to County Offices

Authorized State Office users shall allocate funds to County Offices based on the amounts computed through the SURE Interim Workbook process. However, amounts paid to entities and joint operations will be attributed to members, so the actual payment amount may differ slightly from the amount calculated through the SURE Interim Workbook process.

Example: ABC Partnership is comprised of 2 members, each with a 50 percent share. The calculated SURE payment is $101. Amounts are attributed to members in whole dollars, so each member would be attributed $52, resulting in a final payment for ABC Partnership of $102.

If the State Office only allocated $101 for the SURE payment for ABC Partnership, then the payment will not be issued because of insufficient funds.

Recommendation: State Offices should allocate a small amount more than what is calculated through the SURE Interim Workbook process to account for these rounding differences.**--***

*--708 Financial System Provisions

A Administrative Offset

SURE payments are subject to administrative offset.

B Assignments

SURE and stimulus payments are assignable and jointly payable. If a producer elects to assign the payment or make the payment jointly payable, CCC-36 or CCC-37, as applicable, shall be filed according to 63-FI in the producer's eligibility recording county.

County Offices shall establish the assignment or joint payment in the Financial Services System using the following program codes:

- "08SURETF", for SURE payments
- "08SURERA", for stimulus payments.

C Bankruptcy

SURE and stimulus payments shall be issued to producers involved in bankruptcy proceedings according to guidance provided by the OGC regional attorney.

Note: County Offices shall not record the manually calculated payment amounts in the automated system until guidance is received from the OGC regional attorney.

D Direct Deposit

County Offices shall verify direct deposit information has been recorded correctly in the Financial Services System.**--***

709, 710 (Reserved)

*--Section 3 Recording SURE Payment Data

711 2008 Interim SURE Web-Based Software

A Introduction

Because an automated application process is **not** available, the amounts calculated through the SURE Interim Workbook **must** be recorded in the web-based SURE payment process.

B Accessing the SURE Home Page

To access the SURE Home Page, go to FSA's Applications Intranet web site at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html**. Under Production Adjustment & Disaster Programs, CLICK "**2008 Interim SURE Payment Process**".

Note: Internet Explorer shall be used when accessing the 2008 SURE Interim Process.

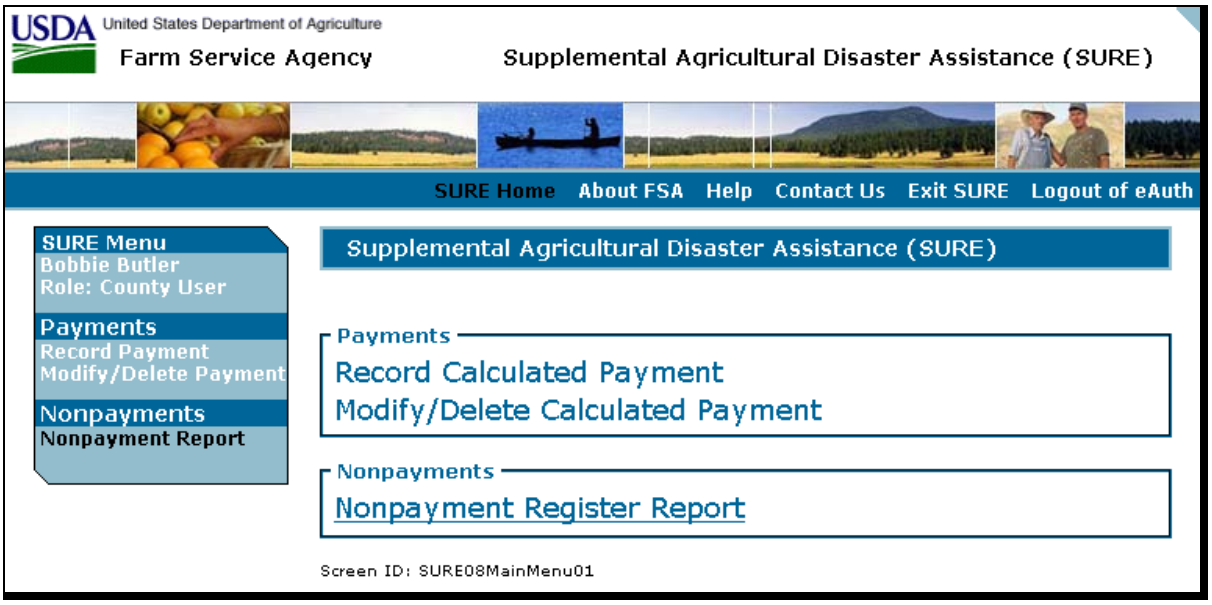
Users will be prompted to login through the USDA eAuthentication Login Screen. On the USDA eAuthentication Login Screen, users **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK "**Login**".

The SURE Home Page will be displayed.

C Example of SURE Home Page

The following is an example of the Supplemental Agricultural Disaster Assistance (SURE) Home Page for the 2008 SURE interim payment process.



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*--712 Recording SURE Payment Data

A Introduction

Manually calculated SURE payment amounts **must** be recorded in the web-based system to initiate the payment process. The Record Calculated Payment Page allows the user to record the manually calculated SURE payment amounts.

B Authorized Users

Since a "SURE Farm" is defined as all crop acreage in all counties that is planted or intended to be planted, the payment data recorded in the SURE payment process represents crop data for all farms, tracts, and crops on a nationwide basis. As such, only 1 county will be allowed to record the SURE payment information.

The County Office that is designated as the "recording county" for the producer in the subsidiary eligibility system is the County Office that shall record SURE payment data. Any authorized user associated with the subsidiary recording county is allowed to record SURE payment data.

C Recording Payment Amounts

This table provides the steps for recording SURE payment amounts.

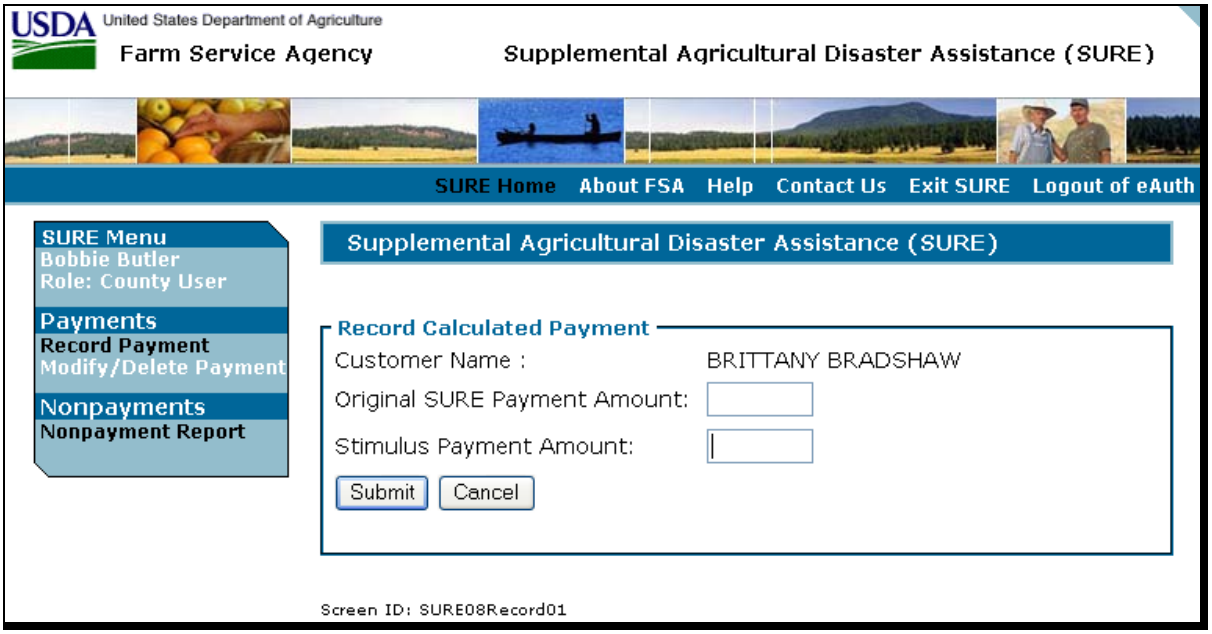
Step	Action	Result
1	On the SURE Home Page, CLICK "Record Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Record Calculated Payment Page will be displayed indicating the selected producer name.
3	On Record Calculated Payment Page, users shall record the following amounts computed by the SURE Interim Workbook process: • "original SURE Payment Amount" • "Stimulus Payment Amount". CLICK "Submit" to continue with the process. **Note**: See paragraph 713 for additional information.	The Record Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Record Calculated Payment Confirmation Page, CLICK "Confirm" to record the payment amounts entered. **Note**: See paragraph 714 for additional information.	The SURE Home Page will be redisplayed.

--*

*--713 Record Calculated Payment Web Page

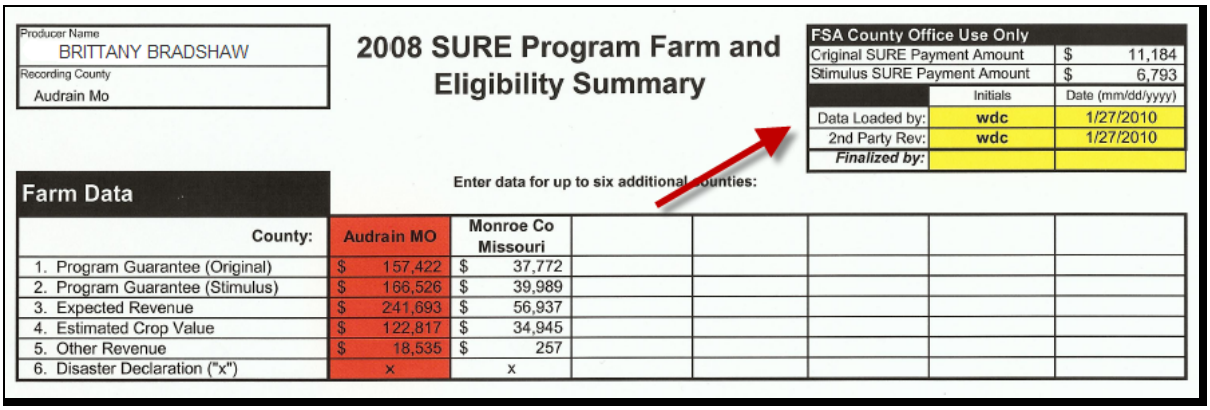
A Example of the Record Calculated Payment Page

The following is an example of the Record Calculated Payment Page.



B Information from the SURE Interim Workbook

Calculated payment amounts from the 2008 SURE Program Farm and Eligibility Summary, FSA County Office Use Only Section shall be recorded in the web-based payment process as indicated in the following example.



Producer Name: BRITTANY BRADSHAW
Recording County: Audrain Mo

2008 SURE Program Farm and Eligibility Summary

FSA County Office Use Only		
Original SURE Payment Amount	$ 11,184	
Stimulus SURE Payment Amount	$ 6,793	
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	wdc	1/27/2010
2nd Party Rev:	wdc	1/27/2010
Finalized by:		

Enter data for up to six additional counties:

Farm Data

County:	Audrain MO	Monroe Co Missouri					
1. Program Guarantee (Original)	$ 157,422	$ 37,772					
2. Program Guarantee (Stimulus)	$ 166,526	$ 39,989					
3. Expected Revenue	$ 241,693	$ 56,937					
4. Estimated Crop Value	$ 122,817	$ 34,945					
5. Other Revenue	$ 18,535	$ 257					
6. Disaster Declaration ("x")	x	x					

--*

*--713 Record Calculated Payment Web Page (Continued)

C Page Options

The following options are available on the Record Calculated Payment Page.

Option	Action
"Submit"	Continues the process of recording SURE payment data after amounts have been recorded in both of the following: • "Original SURE Payment Amount" field • "Stimulus Payment Amount" field.
"Cancel"	Discontinues the process and returns to the SURE Home Page **without** updating the payment amounts.

D Error Messages

The following error messages may be displayed depending on the data recorded.

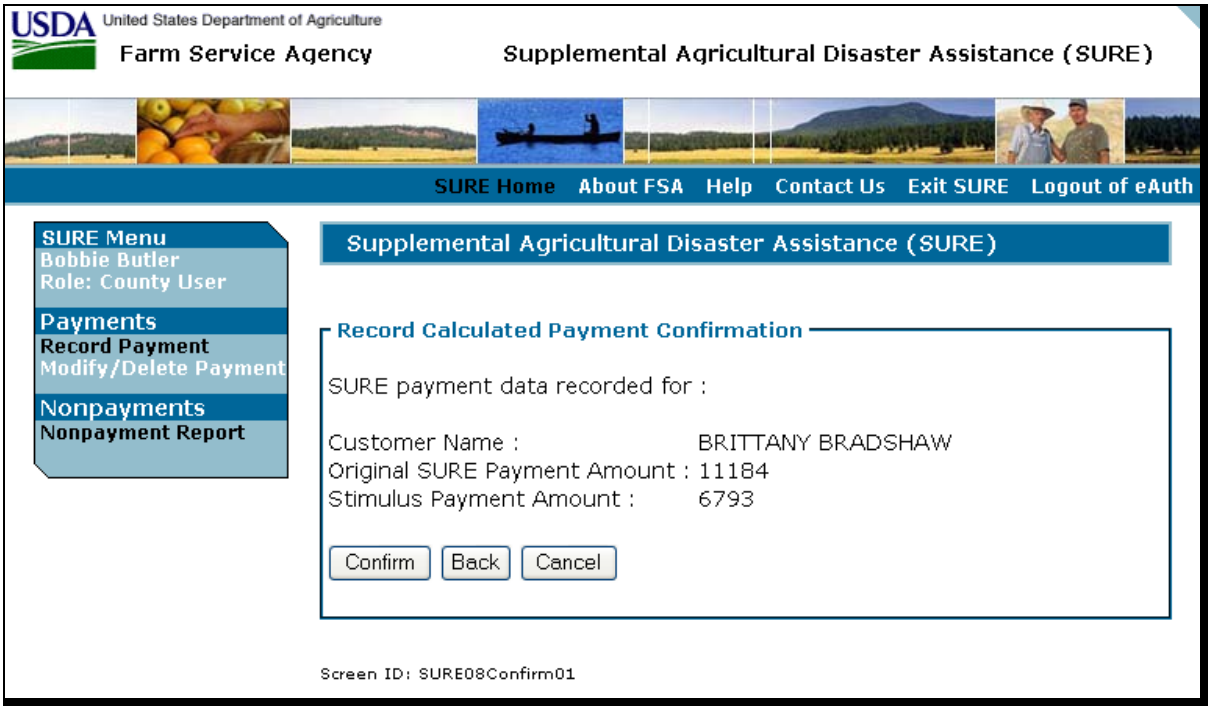
Error Message	Description of Problem	Corrective Action
Payment data can only be recorded by the recording county for the producer.	User attempted to record the SURE payment data is not an authorized user for the producer's designated recording county.	County Offices shall ensure that the SURE payment information is sent to the county designated as the producer's subsidiary recording county. See 3-PL for additional information on the subsidiary recording county.
The amount recorded in each field must be in whole dollars.	• Amount was not entered in whole dollars. • An amount was not entered in each field. An amount must be entered, even if 1 amount is $0. • Amounts entered include dollar signs or commas.	Correct the amounts recorded in each field ensuring that only numeric data is entered **without** dollar signs or commas.
An amount must be entered for each type of payment. The amount can be $0 for one of the payment amounts, but not both.	User attempted to record $0 in each payment amount field. If the calculated payment amounts from the SURE Interim Workbook are $0 for the SURE payment and the stimulus payment, then there is no need to record payment amounts in the SURE payment process.	
Payment for producer already exists.	Amounts have already been recorded for the selected producer.	Re-access the recorded payment information through the "Modify/Delete Calculated Payment" option on the SURE Home Page, according to paragraph 715.

--*

*--714 Calculated Payment Confirmation Web Page

A Example of the Record Calculated Payment Confirmation Page

The following is an example of the Record Calculated Payment Confirmation Page.



B Page Options

The following options are available on the Record Calculated Payment Confirmation Page.

Option	Action
“Confirm”	Records the payment amounts and triggers the payment process.
“Back”	Returns to the Record Calculated Payment Page so the amounts can be modified, if necessary.
“Cancel”	Discontinues the process and returns to the SURE Home Page **without** updating the payment amounts.

--*

*--715 Modifying/Deleting Previously Recorded SURE Payment Data

A Introduction

Previously entered payment amounts can be modified or deleted. From the SURE Home Page, CLICK "Modify/Delete Calculated Payment".

B Affect on Previously Processed Payments

Modifying or deleting previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN…
modified	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	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.
		either of the following: • not certified • certified, but not signed	• original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.
deleted	not sent to NPS because of a nonpayment condition		• payment amounts will be deleted • 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.
	sent to NPS	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.
		either of the following: • not certified • certified, but not signed	original amount in NPS will be canceled.

--*

*--715 Modifying/Deleting Previously Recorded SURE Payment Data (Continued)

C Modifying Payment Amounts

This table provides the steps for modifying SURE payment amounts.

Step	Action	Result
1	On the SURE Home Page, CLICK "Modify/Delete Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete Calculated Payment Page will be displayed indicating: • selected producer • payment amounts previously recorded.
3	Modify the payment amounts, as applicable, and CLICK "Modify" to continue with the process. **Note**: See paragraph 717 for additional information.	The Modify Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Modify Calculated Payment Confirmation Page, CLICK "Confirm" to accept the changes. **Note**: See paragraph 718 for additional information.	The SURE Home Page will be redisplayed.

D Deleting Payment Amounts

This table provides the steps for deleting SURE payment amounts.

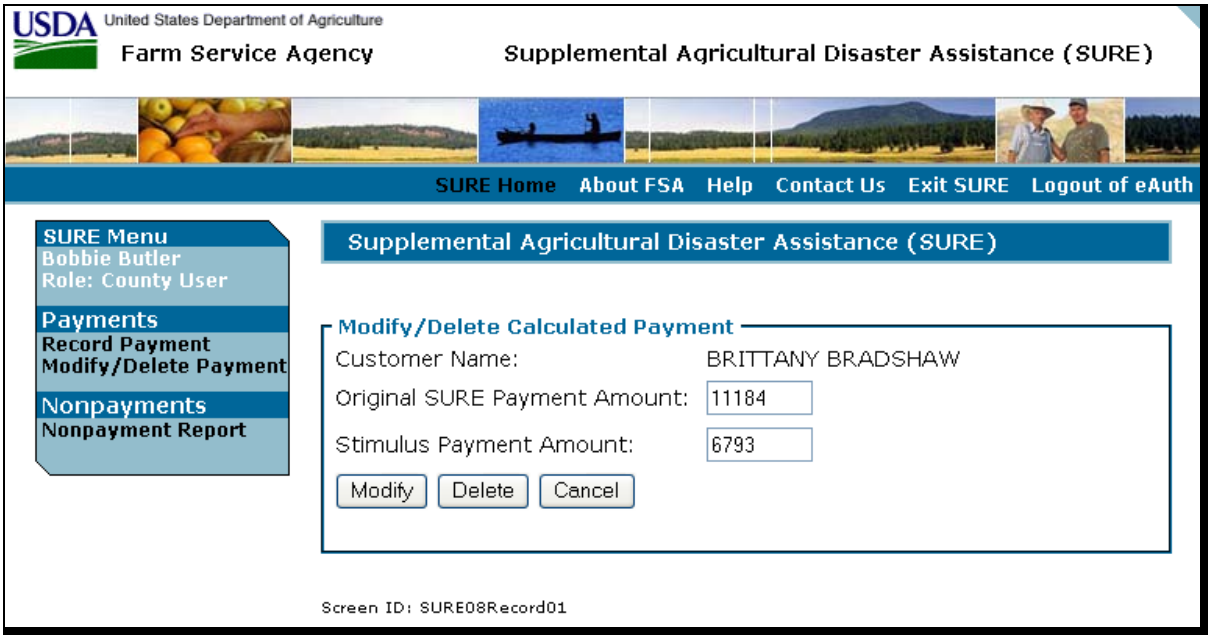
Step	Action	Result
1	On the SURE Home Page, CLICK "Modify/Delete Calculated Payment".	The SCIMS Search Page will be displayed.
2	The SCIMS Search Page provides various options for selecting a producer. Record the producer information using the desired option and select the applicable producer to continue.	The Modify/Delete Calculated Payment Page will be displayed indicating: • selected producer • payment amounts previously recorded.
3	CLICK "Delete" to continue with the process. **Note**: See paragraph 717 for additional information.	The Delete Calculated Payment Confirmation Page will be displayed with the payment amounts recorded.
4	On the Delete Calculated Payment Confirmation Page, CLICK "Confirm Delete" to accept the changes. **Note**: See paragraph 719 for additional information.	The SURE Home Page will be redisplayed.

--*

*--716 Modify/Delete Calculated Payment Web Page

A Example of the Modify/Delete Calculated Payment Page

The following is an example of the Modify/Delete Calculated Payment Page.



B Page Options

The following options are available on the Modify/Delete Calculated Payment Page.

Option	Action
"Modify"	Continues the process of recording the revised SURE payment data for both of the following: • "Original SURE Payment Amount" field • "Stimulus Payment Amount" field.
"Delete"	Deletes the previously recorded SURE payment data.
"Cancel"	Discontinues the process and returns to the SURE Home Page **without** updating the payment amounts.

--*

***--716 Modify/Delete Calculated Payment Web Page (Continued)**

C Error Messages

The following error messages may be displayed depending on the data recorded.

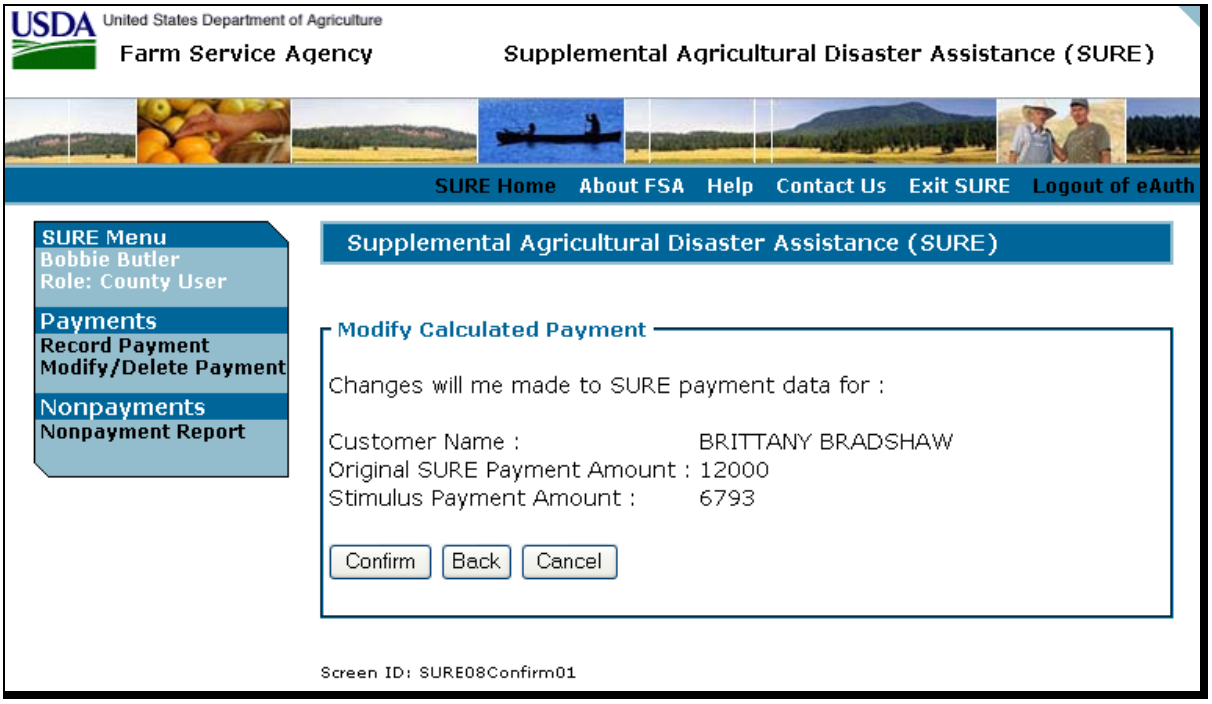
Error Message	Description of Problem	Corrective Action
You are not authorized to modify or delete payment requests for the recording county of producer (producer name).	User attempting to modify or delete the SURE payment data is not an authorized user for the producer's designated recording county.	County Offices shall ensure that the SURE payment information is sent to the county designated as the producer's subsidiary recording county. See 3-PL for additional information on the subsidiary recording county.
The amount recorded in each field must be in whole dollars.	• Amounts entered must be in whole dollars. • An amount must be recorded in each field, even if 1 amount is $0. • Amounts entered include dollar signs or commas.	Correct the amounts recorded in each field ensuring that only numeric data is entered **without** dollar signs or commas.

--*

*--717 Modify Calculated Payment Confirmation Web Page

A Example of the Modify Calculated Payment Confirmation Page

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



B Page Options

The following options are available on the Modify Calculated Payment Confirmation Page.

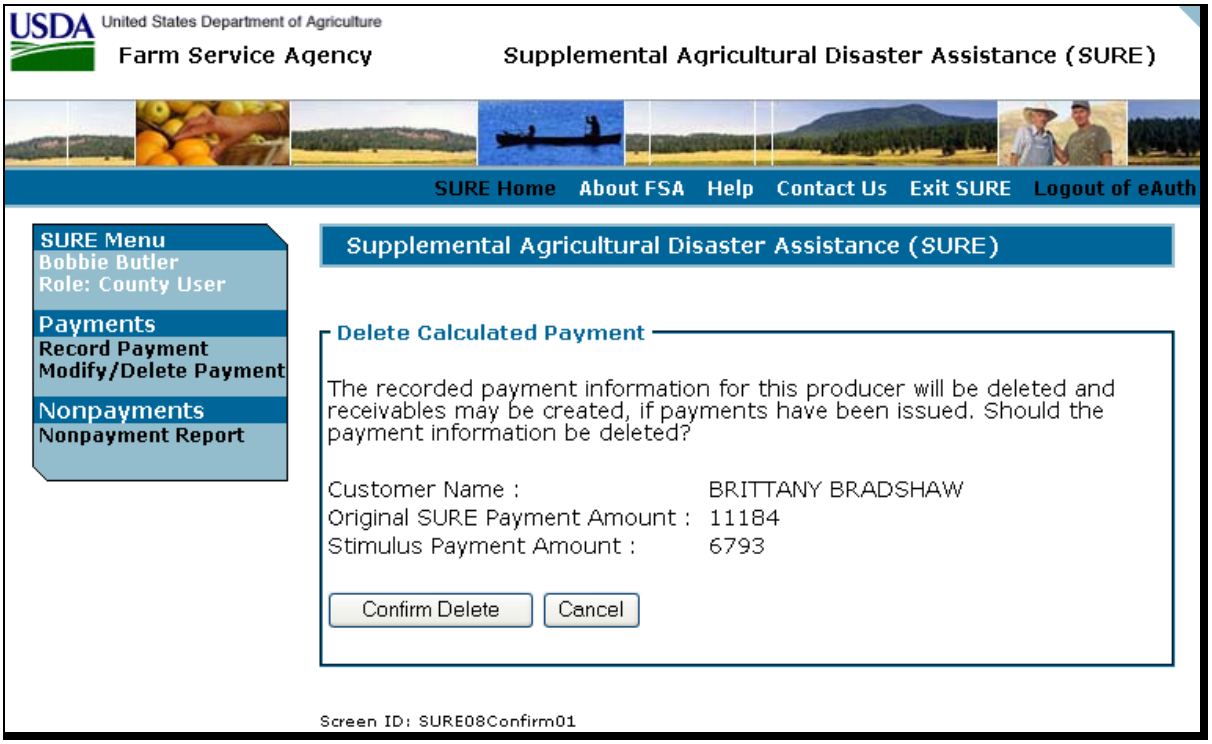
Option	Action
“Confirm”	Records the modified payment amounts and triggers the payment re-process.
“Back”	Returns to the Modify/Delete Calculated Payment Page so the amounts can be modified, if necessary.
“Cancel”	Discontinues the process and returns to the SURE Home Page **without** updating the payment amounts.

--*

*--718 Delete Calculated Payment Confirmation Web Page

A Example of the Delete Calculated Payment Confirmation Page

The following is an example of the Delete Calculated Payment Confirmation Page.



B Page Options

The following options are available on the Delete Calculated Payment Confirmation Page.

Option	Action
"Confirm Delete"	Deletes the recorded payment data and triggers the payment re-process. A receivable will be established in NRRS if payments have been certified and signed.
"Cancel"	Discontinues the process and returns to the SURE Home Page **without** updating the payment amounts.

--*

719, 720 (Reserved)

*--Section 4 Payment Reports

721 Nonpayment Report

A Purpose of the Report

The Nonpayment Report provides information to County Office users about payments that could not be issued, in full or in part. County Offices shall use the information on the report to determine if corrective action is needed to properly issue SURE and stimulus payments.

B Accessing the Report

On the SURE Home Page, CLICK “Nonpayment Report”.

C Availability of the Report

The initial release of the software only allows users associated with the eligibility recording county to view the Nonpayment Report. A future release will allow any FSA user to view the Nonpayment Report.

D Information on the Report

The Nonpayment Report for SURE includes information at the **payment entity level** that specifies why a payment was not issued in full. However, because of the expedited release schedule, the information provided on the report is limited.

Example: ABC Corporation has 2 members, each with a 50 percent share. Member 1 does **not** meet AGI provisions, so the payment is reduced by 50 percent. The Nonpayment Report will list the following:

- ABC Corporation instead of Member 1
- reason for the reduction as, “ AGI”.

In this example, Member 1 is not listed even though the reason for the reduction applies specifically to Member 1.

County Offices shall review the information on the Nonpayment Report for the payment entity and all members to determine the error condition that may need to be corrected.**--***

***--721 Nonpayment Report (Continued)**

D Information on the Report (Continued)

The following information will be displayed/printed on the Nonpayment Report.

Field	Description
Program	Indicates whether the payment is: • SURE payment authorized under the 2008 Farm Bill • stimulus payment authorized under the Recovery Bill.
State County	State abbreviation and county name for the payment entity's eligibility recording county.
Producer	Name of the payment entity where a payment was reduced or could not be issued.
Reason	Reason the payment was reduced or could not be issued.

E Reasons for Nonpayment

Producers with a nonpayment condition are listed on the Nonpayment Report in alphabetical order by common customer name. The following table identifies the error messages that may be listed on the Nonpayment Report, the reason for the error, and the corrective action that may be taken to resolve the error, if applicable.

Error Message	Description of Problem	Corrective Action
No Eligibility Record	Producer or member does not have an active eligibility record.	Ensure that the producer or member is linked to the FSA County Office in SCIMS.
No Entity File Record	Producer or member data is not recorded in the joint operation or entity file or the data has not uploaded to the mainframe.	• Ensure that the joint operation or entity file data is recorded for 2008 and at least 4 calendar days to 2 weeks have passed since the data was last updated. • If the joint operation or entity is multi-county, ensure that the joint operation or entity file data is recorded in the county listed as the "Rc St & Cty" on MABDIG for 2008.
Share Discrepancy Greater Than 1%	Member shares for a joint operation or entity do not equal 100 percent and the discrepancy is greater than 1 percent.	• County Office shall contact State Office. • State Office shall contact PECD for assistance.

--*

***--721 Nonpayment Report (Continued)**

E Reasons for Nonpayment (Continued)

Error Message	Description of Problem	Corrective Action
Producer or member's business type is not eligible for payment	The business type for the producer or a member of a joint operation or entity is not eligible for payment, such as an estate using a Social Security number.	Review the information recorded in SCIMS and the joint operation/entity file, as applicable, to ensure that both of the following are correct: • business type in SCIMS • entity type on System 36.
Invalid Tax ID Number	The producer or member of a joint operation or entity has not provided a valid TIN.	Verify that the producer or member has not provided a valid TIN. If a valid TIN has been provided, update SCIMS with the correct TIN.
Invalid Business Type	Producer or member's business type is not eligible for payment, such as a Federal entity.	Verify that the business type for the producer or member is recorded correctly in SCIMS.
Entity Type Mismatch	Producer or member's entity type on the 2008 joint operation or entity file does not match the business type in SCIMS.	Follow 1-CM, paragraph 196 to correct System 36 data for any of the 3 most current years that are in error.
Not Linked in SCIMS	Producer or member is not linked in SCIMS for the county where the entity file data is recorded.	Ensure that the producer or member is linked to the FSA County Office in SCIMS.
Payment Limitation	• The SURE and stimulus payment amounts recorded through the Record Calculated Payment Page exceed $100,000. • The effective payment limitation has been reduced for an entity because 1 or more members do not meet AGI provisions.	• Verify the payment amounts recorded exceed the $100,000 limitation and have been recorded properly. • If the effective payment limitation has been reduced for an entity because of a member not meeting AGI, verify the member's eligibility has been updated correctly based on the documentation provided by the member for 2008.

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***--721 Nonpayment Report (Continued)**

E Reasons for Nonpayment (Continued)

Error Message	Description of Problem	Corrective Action
Not U.S. Citizen or Resident Alien	Producer is not a U.S. citizen or a legal resident alien.	Ensure that the citizenship and resident alien information in SCIMS is updated correctly based on documentation provided by the producer.
AD-1026	Producer or member is not compliant with AD-1026 certification provisions.	Check the subsidiary eligibility data to ensure that it is updated correctly based on the documentation filed by the producer and the determinations made by COC for 2008. See 3-PL for additional information for updating eligibility data.
AGI	Producer or member is not compliant with adjusted gross income provisions.	
Conservation Compliance	Producer or member is not compliant with conservation compliance provisions.	
Controlled Substance	Producer or member is not compliant with controlled substance provisions.	
Fraud	Producer or member has a fraud violation.	
NAP Non-Compliance	Producer or member has a NAP noncompliance violation.	
Person	Producer or member is not compliant with person provisions.	
SURE Payment not processed because of Stimulus Failure	The stimulus payment could not be processed and should be listed on the Nonpayment Report with the applicable message.	Review the Nonpayment Report to determine why the stimulus payment could not be processed and take the appropriate corrective action.

--*

*--722 Payment History Report

A Introduction

Because of the expedited process for release of the SURE payment software, development has **not** been completed on the Payment History Report that shows the payment information sent to NPS after payment eligibility and payment limitation provisions have been applied.

B Projected Release Date

Efforts are underway to provide a Payment History Report, but a projected release date has **not** been determined.**--***

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms that are referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)		7, 321, 512
AD-2007	FSA/RMA Compliance Referral Form		1, 92, 292
CCC-36	Assignment of Payment		10, 702, 708
CCC-37	Joint Payment Authorization		10, 702, 708
CCC-502	Farm Operating Plan for Payment Eligibility Review		9, 321
CCC-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		31
CCC-526	2008 Payment Eligibility Average Adjusted Gross Income Certification		321, 706
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		Text
CCC-902	Farm Operating Plan		31
FSA-217	Socially Disadvantaged, Limited Resource, and Beginning Farmer or Rancher Certification		4, 321, 515
FSA-325	Application for Payments of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		10, 31
FSA-570	Waiver of Eligibility for Emergency Assistance		3
FSA-578	Report of Acreage		Text, Ex. 4
FSA-682	Supplemental Revenue Assistance Program Application	342, 354, 518	Text, Ex. 21-23
FSA-682A	Continuation Sheet for Supplemental Revenue Assistance Program Application	352	326, 351, Ex. 21-23
FSA-683	Statement of Compliance With Program Provisions of the 2008 Supplemental Revenue Assistance Program (SURE) and Waiver of Finality of Payment Provisions	353	4, 321, 326, 516
FSA-770 SURE	Supplemental Revenue Assistance Program (SURE) Program Checklist	21	
I-551	Permanent Resident Card or Resident Alien Card		31, Ex. 2

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGR	adjusted gross revenue	126, 130, 162, 201, 513, 515, Ex. 4
ARRA	American Recovery and Reinvestment Act (Pub. L. 111-005) (Stimulus)	35, 36, 151, 173, 174, 196, 516, 705
BF	beginning farmer or rancher	6, 35, 121, 126, 129, 191, 201, 196, 354, 515, Ex. 2, 12
CC	counter-cyclical	121, 261, 263, 515
CEY	county expected yield	Text, Ex. 12
DBA	doing business as	35
ELAP	Emergency Assistance for Livestock Program	9, 32, 263, 705
IU	intended use	Text, Ex. 2, 4
LR	limited resource farmer or rancher	6, 35, 121, 126, 129, 191, 196, 201, 354, 515, Ex. 2, 12
MPCI	Multiple Peril Crop Insurance	91, 162, 202, Ex. 4
NAMP	national average market price	Text, Ex. 5
NCT	national crop table	62, 63, 163, 233
PRF	pasture, rangeland, forage	126, 130, 162, 201, 263, Ex. 12
RI	rainfall index	126, 162, 201, 263
RMPR	Risk Management Purchase Requirement	Text, Ex. 2, 12
SBI	Substantial Beneficial Interest	35, 513, Ex. 4
SURE	Supplemental Revenue Assistance Payments	Text, Ex. 2, 4, 12, 22, 23
SY	subsequent year	301-303, 513, Ex. 4
VI	vegetation index	126, 130, 162, 201

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
In routine cases, COC may redelegate, in writing, to CED the authority to act on, or sign, as applicable, FSA-682's.	5

Definitions of Terms Used in This Handbook

*--Actual Production

Actual production means the sum of the value of all crops produced on the farm. The actual production on the farm shall equal the sum obtained by adding the following:

- for each insurable commodity on the farm, the product obtained by multiplying 100 percent of the price election for the commodity used to calculate an indemnity for an applicable policy of insurance if an indemnity is triggered **times** the quantity of the commodity produced on the farm, adjusted for quality losses, **plus**

- for each noninsurable commodity on the farm, the product obtained by multiplying 100 percent of the NAP-established price for the commodity **times** the quantity of the commodity produced on the farm, adjusted for quality losses.**--***

Crop

Crop means all acres based on crop, type, and IU.

Crop of Economic Significance

Crop of economic significance means any crop that contributed, or is expected to contribute, 5 percent or more of the total expected value of all crops grown by the producer.

Note: Crop of economic significance determination is based on crop, type, and IU, and includes all acreage regardless of planting periods.

Eligible Causes of Loss

Eligible causes of loss means causes that are the result of disaster, or disaster-related conditions, and apply to losses where the crop could not be planted or where crop production in quantity, quality, or both, was adversely affected.

Eligible Crops

Eligible crops means crops planted or prevented planted crops, types, IU's (excluding grazing), and practices:

- eligible for NAP according to 1-NAP
- for which Federal crop insurance is available.

Definitions of Terms Used in This Handbook (Continued)

Eligible Producer

Eligible producer means an individual or legal entity that assumes the ownership share interest, production, and market risk associated with the agricultural production of crops on the farm and is any of the following:

- citizen of the United States
- a lawful alien possessing a valid I-551
- partnership of citizens of the United States
- corporation, limited liability corporation, or other farm organizational structure organized under State law.

Note: Landowners, landlords, tenants, contract growers, or anyone else not having both a share of the risk and a valid claim of share ownership of a crop are ineligible for SURE assistance for that crop.

***--Excessive Moisture Quality Adjustment Factor**

Excessive moisture quality adjustment factor means a quality adjustment factor for crops that are docked in quality because of excessive moisture (such as corn, grain sorghum)

Expected Revenue

Expected revenue means calculating the revenue based on yield based crops and value-loss crops, as follows:

- for yield-based crops, multiply SURE eligible acres x SURE yield x Historical Marketing Percentage x Price Used for the SURE Guarantee x Producer Share
- for value-loss crops, multiply Field Market Value A (– Any Allowable COC Adjustments) x Producer Share.**--***

Definitions of Terms Used in This Handbook (Continued)

Farm

Farm means, for determining SURE eligibility, the entirety of all crop acreage in all counties that a producer planted or intended to be planted for harvest for normal commercial sale or on-farm livestock feeding, including native and improved grassland intended for haying.

Notes: For aquaculture, **except** for species for which an Aquaculture Grant Program payment was received, farm means all acreage used for aquatic species being produced in all counties that the producer intended to harvest for normal commercial sale.

For honey, farm means all bees and beehives in all counties that the participant intended to be harvested for a honey crop for normal commercial sale.

Harvested Production

Harvested production means all production of the eligible crop from the unit that can be supported by an acceptable record and certification by the producer, including but not limited to, production:

- gathered by hand
- mechanically harvested.

***--Normal Production**

Normal production means the sum of the expected revenue for all crops on the farm.

Other Quality Adjustment Factor

Other quality adjustment factor means all crop grading factors as 1 average factor, **excluding** excessive moisture.**--***

RMA Guarantee Basis

RMA guarantee basis means a dollar amount that represents a portion of a crop's value that will be used to calculate a crop guarantee after all adjustments were applied throughout the insurance year based on a producer's insurance options.

Definitions of Terms Used in This Handbook (Continued)

Subsequent Crop

Subsequent crop means a crop planted after the initial crop regardless of whether it is an approved double-cropping scenario.

SURE Yield

SURE yield means for eligible crops:

- for which the producer has NAP coverage is the weighted approved yield
- that are insured yield based crops for which the producer has coverage is the weighted adjusted actual production history yield
- for which the producer met RMPR by requesting a waiver as SDA, LR, or BF, paid a buy-in fee, or was granted relief is weighted using 65 percent of the county expected yield
- for which the producer has coverage, but RMA does not establish a yield is weighted using 100 percent of the county expected yield.

***--Total Quality Adjustment Factor**

Total quality adjustment factor means quality factor for both crop grading factors and the excessive moisture factor.**--***

Waived-In Crop Guarantees

Waived-in crop guarantees means the crop guarantees calculated for producers who are SDA, LR, or BF, including crops producers took advantage of meeting the risk management purchase requirement under Buy-In 1, Buy-In 2, or received relief.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
SURE08MainMenu01	Supplemental Agricultural Disaster Assistance (SURE) Home Page	711
SURE08Record01	Record Calculated Payment Page	713
SURE08Confirm01	Record Calculated Payment Confirmation Page	714
SURE08Record01	Modify/Delete Calculated Payment Page	716
SURE08Confirm01	Modify Calculated Payment Confirmation Page	717
SURE08Confirm01	Delete Calculated Payment Confirmation Page	718

SURE Interim Report - 2008 RMA Data

This table provides information to be used from the SURE Interim Report that may be used to complete the SURE Interim Workbook.

*--

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
GROSS INDM	Gross Indemnity	RMA Indemnity	Listed in "L" (Loss) Record, gross indemnities paid to a producer without subtracting the premium	See subparagraph 263 C for calculations. Enter result in the SURE Interim Workbook, "RMA Indemnity" field.
PROD PREMIUM	Producer Premium		Amount of premium paid by the producer is listed in "A" (Acreage) Record for yield-based crops and value loss crops.	
REC TYP	Record Type Code		These codes indicate the source record type: • "I", Insurance in Force • "A", Acreage • "L", Loss • "Y", Subsequent Year Yield • "S", "Substantial Beneficial Interest". There will be multiple record types included for the same unit. The record type indicator will key the user as to which record type and corresponding entry will be used for data entry into the SURE Workbook. Each RMA label and Data Entry Workbook label contained in this table will explain which record type to use when multiple record types may include the same information.	No action required.
LOC ST…	Location State	Physical State	Listed in "A" (Acreage) Record, FSA State code for the physical location of the acreage.	If some or all of the records are not administrated by user's county, forward the report to the applicable administrative county.
LOC…CO	Location County	Physical County	Listed in "A" (Acreage) Record, FSA county code for the physical location of the acreage.	

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SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
CROP	Crop Code	Crop	RMA crop code and crop name.	Compare RMA crop/type/practice to FSA crop/type/IU/practice from the SURE Interim Report, FSA-578 Data (see 2-CP, Exhibit 10.5, if necessary). FSA crop/type/IU/practice shall be entered in the SURE Workbook. **Note:** See Part 2, if the crop is not on FSA-578.
TYPE	Crop Type Code	Crop Type	RMA type code and type name.	
PRAC	Farming Practice Code	Practice	RMA practice code and practice name.	
ACRES	Acres	Acres	Acres from the "A" (Acreage) Record are reported acres. Acres from the "L" (Loss) Record are determined acres.	RMA reported acres will be loaded ***--**into the SURE Workbook for insured crops with plan codes with an RMA basis (paragraphs 91 and 162). If a portion of the**--*** acres are ineligible because of being subsequently planted, the reported acres will be used to split the RMA data. **Note:** RMA uses the lesser of the reported or determined acres to calculate the guarantee basis. RMA determined acres are informational only.
SHR	Insured Share	Producer Share	RMA producer's share is displayed on the SURE Interim Report in 3 decimal places. The SURE Workbook entry can be up to 4 decimal places.	If RMA share does not match FSA share for the acreage, see Part 2 to prorate the RMA data for the share. Enter the share as displayed on the SURE Interim Report (that is, if the RMA share equals 0.333 and FSA-578 share equals 0.3333; the SURE Workbook entry shall be, "0.333"). The SURE Workbook will automatically display the entry as, "0.3330".
PLAN	Insurance Plan Identifier	Plan Code	The plan code of insurance that the producer purchased.	Enter the plan code as displayed, except for Plan Code "50", use "50R" or "50N", accordingly (see Exhibit 12).
COVERGE CAT	Coverage Category		• "C", CAT • "A", Buy-Up.	No action required.

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required	
AGR	AGR Policy Flag		Listed in "A" (Acreage) Record, as follows: • "**Y**" * * * • "**N**". * * *	**IF...**	**THEN...**
				***--**"N"	**no** action is required. Indicates producer does **not** have both an AGR/AGR Lite policy and an MPCI policy.
				"Y"	see paragraph 162.**--***
WRTN AGMT	Written Agreement Type		Listed in "A" (Acreage) Record, code that indicates that the crop is insured with a written agreement.	If the code is anything other than "GP", no action required. "GP" **only** applies to corn, as follows.	
				IF the Written Agreement Code is "GP", and the...	**THEN...**
				only crop covered by the written agreement is corn with IU of grain or silage	use RMA data as provided.
				producer has popcorn or sweet corn	load **all** corn as AGR (for the line item, enter RMPR Code, "P" with Plan Code, "63").

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
STAGE	Stage Code	Stage Code	Listed in "L" (Loss) Record, as follows: • "0", Harvested • "1", Unharvested • "2", Unharvested • "2G", Unharvested • "3", Unharvested • "3G", Unharvested • "4", Unharvested • "4G", Unharvested • "C", Harvested • "FL", Unharvested • "H", Harvested • "HD", Harvested • "HG", Harvested • "I", Unharvested • "M", Unharvested • "NC", Unharvested • "NR", check with producer to see if acreage was harvested or unharvested	Enter the "H", harvested; "PP", prevented; or "UH", unharvested code, as applicable, into the SURE Workbook according to the stage codes provided by RMA. **Note:** If the Guarantee Reduction Code is "P" or "E", in the Interim Workbook, "Stage Code" field, select "PP" code.

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
STAGE (Cntd)	Stage Code (Cntd)	Stage Code (Cntd)	• "P", check with producer to see if acreage was harvested or unharvested • "P2", Prevented • "PB", check with producer to see if acreage was harvested or unharvested • "PF", Prevented • "PT", Prevented * * * • "S", Harvested • "UB", Unharvested • "UG", Unharvested • "UH", Unharvested • "US", Unharvested • "W1", Unharvested • "_", (blank), check with producer to see if acreage was harvested or unharvested.	Enter the "H", harvested; "PP", prevented; or "UH", unharvested code, as applicable, into the SURE Workbook according to the stage codes provided by RMA. **Note:** If the Guarantee Reduction Code is "P" or "E", in the Interim Workbook, "Stage Code" field, select "PP" code.

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
STAGE FCTR	Stage Code * * *	* * * Adjustment *--Factor #1--*	Listed in "L" (Loss) Record, Reduction factor provided by RMA based on Stage Code	Enter the Stage Code factor as displayed. If the Stage Code is "P2", "PF", or "PT", the Guarantee Reduction Code in the "A" (Acreage) Record is "P" or "E". Enter the Guarantee Reduction factor in the Interim Workbook, "Stage Code Adjustment Factor" field; this factor overrides the stage code factor provided by RMA.
UNIT	Unit Number	Unit Number	RMA Unit Number	Enter unit number as displayed.
*-- ZERO ACRE	Zero Acre Flag		Listed in "A" (Acreage Record), as follows: • "I", Total insurable acres of Pasture, Rangeland, Forage (FRG) • "U", Uninsured acres - planted to the insured crop, but not insurable • "N", No history acres - never planted • "-", or BLANK, regular acreage report.	If the Zero Acre Flag is "I", "U", or "N", then no action is required. For informational purposes only. If the Zero Acre Flag is "-" or BLANK, then load acres into 2008 SURE Interim Workbook as provided, if applicable.--*

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required

GUAR REDUC CDE	Guarantee Reduction	Guarantee Adjustment Code	Listed in "A" (Acreage) Record, as follows:
			• "L", Late Planting
			• "M", Maximum Late Planted Reduction
			• "P", Prevented Planting
			• "E", Eligible PP acres from another unit and/or crop
			• "F", First Year thinning for Pecan
			• "C", Percent Stand Limitation for Cherries
			• "D", Amount of Insurance Reduction for the following:
			  • Fixed Dollar Citrus (0215) in California
			  • Fixed Dollar Strawberries (0110)
			  • Reduction Other Than Percent Stand Limitation for Cherries (0057)
			• "_""", No Reduction.
				Enter the Guarantee Reduction Code as displayed, **unless** the Guarantee Reduction Code is "P" or "E".
				
				If the Guarantee Reduction Code is "P" or "E", select the prevented "PP" code in the Interim Workbook, "Stage Code" field.
				
				Note: Do **not** enter the Guarantee Reduction Code in the "Guarantee Adjustment Code" field if the Guarantee Reduction Code is "P" or "E".

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
GUAR REDUC FCTR	Guarantee Reduction Factor	Guarantee Adjustment Factor	Listed in "A" (Acreage) Record, Reduction factor provided by RMA based on Guarantee Reduction flag.	Enter the Guarantee Reduction factor as displayed, **unless** the Guarantee Reduction Code is "P" or "E". If the Guarantee Reduction Code is "P" or "E", enter the factor in the Interim Workbook, "Stage Code Adjustment Factor" field; this factor supersedes the Stage Code factor provided by RMA. **Note:** Do not enter the Guarantee Reduction factor in the "Guarantee Adjustment Factor" field if the Guarantee Reduction Code is "P" or "E".

SURE Interim Report - 2008 RMA Data (Continued)

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RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
MULTI CROP CDE	**Multiple Cropping Flag**	**Guarantee Adjustment Code**	**Listed in "L" (Loss) Record**	
These codes are applicable to the **first insured crop for which an indemnity was earned and a loss record is present.** If the first insured crop has a "L" (Loss) Record and the multiple crop code is "DC" (Double-Cropping) it indicates that a subsequent insured crop planted on the same acres did meet RMA double-cropping provisions. Any code other than "DC" (Double-Cropping) on the first insured crop, for which an indemnity was earned and a loss record is present, indicates that a subsequent insured crop planted on the same acres did not meet RMA double-cropping provisions. **Note:** The first insured crop for which a "L" (Loss) Record is present, may **not** be first crop planted. **Example**: If insured soybeans follow insured wheat and an indemnity is **not** earned on the wheat, but an indemnity **is** earned on the soybeans, these codes would be applicable to the soybeans.			• "**DC**", meets double-cropping requirements • "**FC**", 100 percent indemnity (second crop planted and no other code applies) • "**IR**", 65 percent indemnity reduction • "**NS**", reported no insured second crop • "**RI**", restore indemnity • "**RP**", restore premium • "**WI**", waive insurance on second crop.	See paragraph 91 to determine acreage eligibility and see examples of various double-crop scenarios. A further explanation of how RMA interprets and uses these codes can be seen at **www.rma.usda.gov/FTP/Publications/M13_Handbook/2008/approved/REC21EXH.PDF**, on pages 1 through 3.
These codes are only applicable to the second insured crop for which an indemnity was earned. "SW" also indicates that a crop loss record was filed on the first insured crop planted on the same acreage in the same year.			• "**SC**", 100 percent indemnity on second crop. • "**SW**" waived indemnity on second crop acreage.	

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SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
MULTI CROP FCTR	Multiple Cropping Reduction	Guarantee Adjustment Factor	Listed in "L" (Loss) Record, Reduction factor provided by RMA based on Multiple-Cropping flag.	Enter the multiple-cropping factor as displayed on the SURE Interim Report.
OPTION CD	Option Code	Guarantee Adjustment Code	Listed in "A" (Acreage) Record, 2 or more characters that designate a producer's elected options.	Enter the first 2 characters of the option code as ***--**displayed, if applicable.
OPTION FCTR	Option Code Reduction	Guarantee Adjustment Factor	Listed in "A" (Acreage) Record, factor provided by RMA based on producer's option elections.	Enter the option code factor as displayed, unless the option code is blank, then no entry required. **Note:** This factor may be lesser than or greater than 1.0.**--***
UOM	Unit of Measure	Unit of Measure	Listed in "L" (Loss) Record, RMA unit of measure.	Load the Unit of Measure as displayed.
CR DIST	Crush District	Crushing District	California Grapes with IU of "Processing" only; for districts 1 through 17.	Load as displayed.
GUAR BASIS	Guarantee Basis	RMA Guarantee Basis	Listed in "A" (Acreage) Record, RMA guarantee basis, as defined in subparagraph 162 A.	Enter the guarantee basis as displayed, unless adjustments are required because of ineligible acres or share discrepancies.
COVERGE… LVL	Coverage Level	Coverage Level %	The coverage percentage selected by the producer when purchasing the insurance policy.	Enter coverage level as displayed.
PRICE ELC PCT	Price Election Factor	Price Election %	The price percentage selected by the producer when purchasing the insurance policy.	Enter price election percentage as displayed, ***--**unless the price election percent is displayed is 0.0000, then enter 1.0000.**--***
YIELD	Yield		Listed in "A" (Acreage) Record, APH before any adjustments. For avocados and pecans, it is the producer yield which is not an APH yield.	No action required. For informational purposes only, this will **not** be entered into the SURE Workbook.
ADJ APH	Adjusted APH Yield		Listed in "A" (Acreage) Record, adjusted APH yield by RMA using the procedures outlined in Part 5.	
WTD ADJ YLD	Weighted Adjusted Yield		Listed in "A" (Acreage) Record, weighted adjusted APH yields by RMA using the procedures outlined in Part 5.	

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
PRICE	Price	Price	Listed in "A" (Acreage) Record, RMA price that would be used to calculate an indemnity.	Enter the price as displayed. If the price is not listed, see Part 6 to determine the correct price for SURE Interim Workbook data entry.
PROD TO COUNT	Production to Count	Production to Count	Listed in "L" (Loss) Record, sum of net harvested and net appraised production, adjusted for moisture and quality. Production is provided from RMA on a unit basis if a loss has been filed.	The production to count shall be used for SURE Interim Workbook data entry, as applicable, according to Part 7.
FMV A	FMV-A	Field Market Value A	Listed in "L" (Loss) Record, for value-loss crops (nursery and clams only), Field Market Value A represents the value of the crop immediately before the disaster.	Enter Field Market Value A as displayed. *** * ***.
FMV B	FMV-B	Field Market Value B	Listed in "L" (Loss) Record, for value-loss crops (nursery and clams only), Field Market Value B represents the value of the crop immediately after the disaster.	Enter Field Market Value B as displayed.
FSN	Farm Serial Number		Listed in "A" (Acreage) Record, FSA FSN provided by RMA; may **not** be current or correct.	For informational purposes only.
GRID ID	Grid ID	-	Listed in "A" (Acreage) Record, PRF information to show the location of insured grids or areas of land covered by the policy.	No action required. Informational to indicate where insured land is located under a PRF policy.
GLEANED ACRE	Gleaned Acreage Code		Listed in "L" (Loss) Record, identifier for Salvage Value ("UG"/"HG")	If a code is present, a Salvage Value may be required. If blank, no action required. See subparagraph 263 F.
SY-YLD	SY Yield	Production to Count (see action item)	Listed in "Y" (Subsequent Year Yield) Record, yield per acre from the subsequent year's APH record.	When there is no "L" (Loss) Record for the unit, calculate production to count, as applicable, according to subparagraph 201 D. Enter the result in the SURE Workbook. "Production to Count" field.
SY-ACRES	SY Acres		Listed in "Y" (Subsequent Year Yield) Record, acres from the subsequent year's APH record.	
SY SHARING WITH	SY Person Sharing		Listed in "Y" (Subsequent Year Yield) Record, lists persons sharing in the risk, from the SBI file for the subsequent year.	No action required

SURE Interim Report - 2008 RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
PLANT DATE	Date Planted		Listed in "A" (Acreage) Record, date the crop was planted, as provided by RMA.	No action required. For informational purposes only. This is **not** the date that FSA uses to determine the late planting factor. It is used to determine eligible acres.
UPDATE DATE	Update Date		Listed in "A" (Acreage) Record, date of RMA data refresh.	No action required. Informational purposes only for reference of current status of data.
LOSS DATE 1	Date of Loss - Primary		Listed in "L" (Loss) Record, primary date of damage, for value loss crops only.	For value loss crops, these dates will be used to determine multiple disaster events. Each disaster event will be loaded as a separate line entry in the SURE Interim Workbook.
LOSS DATE 2	Date of Loss - Secondary		Listed in "L" (Loss) Record, secondary date of damage, for value loss crops only.	
AIP	SBI Approved Insurance Provider		Listed in "S" (SBI) Record, approved insurance provider information.	No action required.
ID	SBI ID Number		Listed in "S" (SBI) Record, last 4 digits of the producer's TIN in SBI file.	No action required.
TYPE	SBI ID Type Code		Listed in "S" (SBI) Record, producer's ID type code in SBI file, as follows: • "S", SSN • "E", EIN.	No action required.
NAME	SBI Name		Listed in "S" (SBI) Record, producer's name in SBI file, as provided by RMA.	SBI's are used to substantiate producer eligibility according to Part 2.

Crops Without NASS U.S. Prices

State	Crop	Crop Type
Alabama	Potatoes	Russet
Alabama	Potatoes	Red
Alabama	Potatoes	White
California	Cotton	Upland
*--California	Grapes	Processed--*
California	Potatoes	Group A
California	Potatoes	Group B
Florida	Potatoes	Group A
Georgia	Peaches	Fresh
Hawaii	Coffee	
Maryland	Potatoes	Russet
Maryland	Potatoes	Red
Maryland	Potatoes	White
New Mexico	Potatoes	Russet
New Mexico	Potatoes	White
New Mexico	Potatoes	Red
Texas	Cotton	Upland
Texas	Onions	Red
Texas	Onions	White
Texas	Onions	Yellow
Texas	Peaches	Fresh
Texas	Potatoes	Russet
Texas	Potatoes	Red
Texas	Potatoes	White

NASS U.S. Prices

This table provides NASS U.S. prices for determining NAMP.

Crop Code	Type Abbr	Crop Name	Type Name	Use	Unit of Measure	2008 NAMP
0001		Tobacco, Burley			LBS	1.669
0002	FCA	Tobacco, Flue-Cured	Flue-Cured (012)		LBS	1.757
0002	FCB	Tobacco, Flue-Cured	Flue-Cured (013)		LBS	1.757
0002	FCC	Tobacco, Flue-Cured	Flue-Cured (014)		LBS	1.757
0002	FCD	Tobacco, Flue-Cured	Flue-Cured (11a)		LBS	1.757
0002	FCE	Tobacco, Flue-Cured	Flue-Cured (11b)		LBS	1.757
0003		Tobacco, Virginia Fire-Cured			LBS	2.16
0004	FRA	Tobacco, Fire-Cured	Fire-Cured (022)		LBS	2.460
0004	FRB	Tobacco, Fire-Cured	Fire-Cured (023)		LBS	2.460
0005	DAA	Tobacco, Dark Air-Cured	Dark Air-Cured (035)		LBS	2.246
0005	DAB	Tobacco, Dark Air-Cured	Dark Air-Cured (036)		LBS	2.246
0007	CFA	Tobacco, Cigar Filler Binder	Cigar Filler Binder (054)		LBS	3.495
0007	CFB	Tobacco, Cigar Filler Binder	Cigar Filler Binder (055)		LBS	3.495
0008	CBA	Tobacco, Cigar Binder	Cigar Binder (051)		LBS	5.805
0008	CBB	Tobacco, Cigar Binder	Cigar Binder (052)		LBS	3.495
0009		Maryland Tobacco			LBS	1.600
0010	CGA	Tobacco, Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.700
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	7.31
0011	HRW	Wheat	Hard Red Winter Wheat	GR	BU	6.57
0011	HWR	Wheat	Hard White Winter Wheat	GR	BU	6.57
0011	HWS	Wheat	Hard White Spring Wheat	GR	BU	7.31
0011	SRW	Wheat	Soft Red Winter Wheat	GR	BU	6.57
0011	SWS	Wheat	Soft White Spring Wheat	GR	BU	7.31
0011	SWW	Wheat	Soft White Winter Wheat	GR	BU	6.57
0016	SPR	Oats	Spring	GR	BU	3.15
0016	WTR	Oats	Winter	GR	BU	3.15
0018	LGR	Rice	Long Grain		LBS	0.168
0018	MGR	Rice	Medium Grain		LBS	0.168
0018	SGR	Rice	Short Grain		LBS	0.168
0022		Cotton, ELS			LBS	0.989
0031	COM	Flax	Common	SD	BU	12.70
0031	LIN	Flax	Linola	SD	BU	12.70
0038		Sugarcane		PR	LBS	*-- 0.113 --*
0039		Sugar Beets		PR	TON	45.00

NASS U.S. Prices (Continued)

Crop Code	Type Abbr	Crop Name	Type Name	Use	Unit of Measure	2008 NAMP
0041	YEL	Corn	Yellow	GR	BU	4.06
0041	YEL	Corn	Yellow	SD	BU	4.06
0051	GRS	Sorghum	Grain	GR	BU	3.20
0051	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	3.20
0051	HIG	Sorghum	Hybrid	SD	BU	3.20
0051	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	3.20
0051	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	3.20
0051	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	3.20
0058		Cranberries		FH	BBL	57.70
0058		Cranberries		PR	BBL	57.70
0067	AUS	Peas	Austrian Peas	DE	LBS	0.224
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.230
0075	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.230
0075	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.230
0075	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.230
0075	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.230
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	*-- 0.313
0078	OIL	Sunflowers	Sunflower Oil	GR	LBS	0.195
0080	DOP	Millet	Dove Proso	GR	BU	3.23--*
0081	COM	Soybeans	Common	GR	BU	9.97
0081	EDA	Soybeans	Edamame Soybeans	GR	BU	9.97
0081	LER	Soybeans	Lerado	GR	BU	9.97
0091	SPR	Barley	Spring Barley	GR	BU	3.82
0091	WTR	Barley	Winter Barley	GR	BU	3.82
0094		Rye		GR	BU	6.32
0129		Rapeseed		SD	LBS	*-- 0.253
0469		Macadamia Nuts			LBS	0.670
0711	FAL	Canola	Fall-Seeded	SD	LBS	0.187
0711	SPR	Canola	Spring Canola	SD	LBS	0.187 --*

COC-Established Maximum Average Loss Levels Based on Other County Losses

County: _____ **Disaster Year:** _____

Crop	Unit of Measure	Practice (IR/NI)	Intended Use	STC Established County Yield	Maximum Average Loss Level (Average County Yield Produced Based On Other County Or Area Losses)	Percent Maximum Loss 1 Minus (Average County Yield Divided By the STC Established Yield)

Cause of Loss:	**Dates of Occurrence:**
Basis for Determination:	

CED Signature:	**Date:**	**DD Signature:**	**Date:**

State Office Use Below This Line		
Date Received From County Office:		
Date STC Reviewed:	**STC Concurrence (check (✓) one)**	
Date Returned to County Office:	**Yes:**	**No:**

SURE Plan/Coverage Code Chart

RMPR Code	RMPR Code Name
P	Purchased
B1	Buy-In 1
B2	Buy-In 2
R	Relief
S	SDA/LR/BF
Plan Code	**RMA Plan Code Name**
12	Group Risk Plan
13	PRF Rainfall Index
14	PRF Vegetation Index
25	Revenue Assurance
41	Pecan Revenue
42	Income Protection
43	Aquaculture Dollar
44	Crop Revenue Coverage
45	Indexed Income Protection
46	Avocado Revenue Coverage
50	*See Split Below For SURE Interim Workbook Process*
50N	Dollar Amount of Insurance - Nursery (Crop 0073)
50R	Dollar Amount of Insurance - Regular (Non-Nursery)
51	Fixed Dollar
55	Yield-Based Dollar Amount of Insurance
61	Adjusted Gross Revenue-Lite
63	Adjusted Gross Revenue
73	Group Risk Income Protection
86	Grower Yield Certification
90	Actual Production History
92	APH - Alternatively Rated
96	Indexed APH
SURE Interim Workbook Coverage Code	**SURE Interim Workbook Coverage Code Name**
IY	Insurable Yield-Based
IV	Insurable Value-Based
NY	NAP Covered/Coverable Yield-Based
NV	NAP Covered/Coverable Value-Based

SURE Guarantee Calculation Code for 25, 42, 44, 45, 86, 90, 92, 96, IY: Calculate the SURE crop guarantee using the RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops.

SURE Guarantee Calculation Code for 12, 41, 46, 73: Calculate the SURE crop guarantee using the RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops.

SURE Guarantee Calculation Code for 13, 14, 50R, 51, 55, 61, 63: Calculate the SURE crop guarantee by assigning 100 percent of CEY, after weighting according to the this handbook and assigning 100 percent of the NAP price and multiply times the SURE multiplier of 115 percent for each crop covered by the policy or plan of insurance.

SURE Guarantee Calculation Code for 43, 50N, IV: Calculate the SURE crop guarantee by multiplying the RMA guarantee basis provided by RMA time the SURE multiplier of 115 percent for insured crops.

RMA Quality Adjustments Table

Crop	Is there a Quality Adjustment?
Almonds	No
Apples	Yes
Avocado (CA)	No
Avocado (FL)	No
Barley	Yes
Beans, Dry	Yes
Beans, Processing	No
Blueberries	Yes
Buckwheat (new program for 2010)	Yes
Cabbage	Yes
Canola	Yes
Cherries	Yes
Citrus Fruit (AZ and CA)	Yes
Citrus Fruit, Dollar (CA)	No
Citrus Fruit (FL)	Yes
Citrus Fruit (TX)	Yes
Corn	Yes
Cotton, ELS	Yes
Cotton, Upland	Yes
Cranberries	Yes
Cucumbers	Yes
Figs	Yes
Flax	Yes
Forage	No
Grapes	Yes
Grapes, Table	Yes
Hybrid Seed, Corn	Yes
Hybrid Seed, Sorghum	Yes
Macadamia Nuts	No
Millet	Yes
Mint	No
Mustard	Yes
Oats	Yes
Onions	Yes
Pasture, Rangeland, Forage	No
Peanuts	Yes
Pears	Yes
Peas, Dry	Yes
Peas, Green	Yes

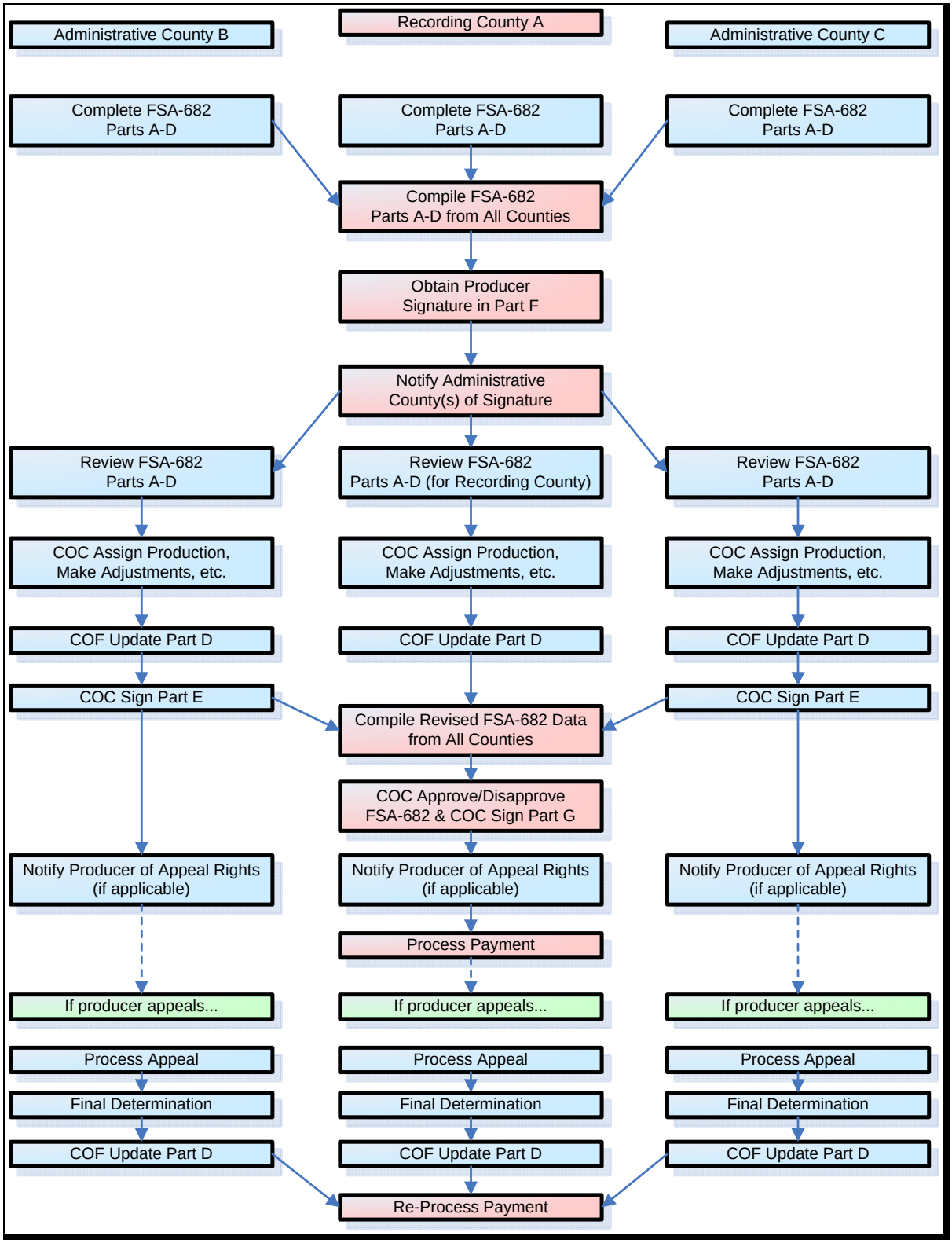
RMA Quality Adjustments Table (Continued)

Crop	Is there a Quality Adjustment?
Pecans	Yes
Peppers, Chile	No
Peppers, Fresh Market	Yes
Plums	Yes
Popcorn	Yes
Potatoes, Central and Southern	Yes
Potatoes, Northern	Yes
Processing Pumpkins	No
Prunes	Yes
Raisins	Yes
Rapeseed	No
Rice	Yes
Rice, Wild	No
Rye	Yes
Safflower	Yes
Sorghum, Grain	Yes
Soybeans	Yes
Squash, Winter	Yes
Stonefruit Apricots, Fresh Apricots, Processing Nectarines, Fresh Peaches, Clingstone, Processing Peaches, Freestone, Fresh Peaches, Freestone, Processing	Yes
Strawberries (2008 only, no program in 2009)	Yes
Sugar Beets	Yes
Sugarcane	No
Sunflowers	Yes
Sweet Corn, Fresh Market	Yes
Sweet Corn, Processed	Yes
Sweet Potatoes	Yes
Tobacco	Yes
Tomatoes, Fresh Market	Yes
Tomatoes, Processed	Yes
Walnuts	Yes
Wheat	Yes

Note: This table lists insurable crops and indicates whether a policy provides for quality adjustments.

Multi-County Producer FSA-682 Process

The following is a flowchart of the steps administrative and recording counties follow to complete a multi-county producer's FSA-682.



Multi-County Producer FSA-682 Page Order

If FSA-682 is for a multi-county producer, the recommended FSA-682 page order in the recording county is as follows.

Administrative County (A)

FSA-682, page 1.
FSA-682A pages, as needed.
FSA-682, page 2's from the SURE Interim Workbook.

Administrative County (B)

FSA-682, page 1.
FSA-682A pages, as needed.
FSA-682, page 2's from the SURE Interim Workbook.

Recording County (C)

FSA-682, page 1.
FSA-682A pages, as needed.
FSA-682, page 2's from the SURE Interim Workbook.
FSA-682, page 3.

Note: Administrative or recording counties may use the **"Page __ of __"** in the lower-right corner of FSA-682 and FSA-682A to assist tracking the number of pages from each county.

Multi-County Producer FSA-682 FAX Cover Sheet

The following is an example cover sheet that may be used for FAXes between the administrative county and the recording county.

FarmPrograms
FARM SERVICE AGENCY

SURE Multi-County
FAX Cover Sheet

To: _____

From: _____

Date: _____ FAX #: _____

Producers: _____

Total pages including cover: _____

FSA Form		Pages Sent	Received
FSA-682,	Page 1	_____	_____
FSA-682A,	Page 1	_____	_____
FSA-682A,	Page 2	_____	_____
FSA-682,	Page 2 (Unsigned via Workbook)	_____	_____
FSA-682,	Page 2 (COC Signed)	_____	_____
FSA-682,	Page 3 (Signed)	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____

Comments: _____
_____
_____
_____
_____