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 26**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Amendment

Exhibit 6 has been amended to provide NAMP's for rice.

Page Control Chart		
TC	**Text**	**Exhibit**
		6, 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.
***--**common payment reports	9-CM**--***
acreage reporting, compliance, prevented planting	2-CP
HELC/WC	6-CP.
requests for relief and finality rule provisions	7-CP.
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accounting interface	6-FI.
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prompt payment interest	61-FI.
assignments and joint payees	63-FI.
establishing and reporting debts in CRS	***--**64-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

*** * *** FSA-682's shall be filed in either the participant's recording or administrative County Office.

C 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.

D FSA-570 Not Applicable

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

E 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.

3 General Information (Continued)

F 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.

G Modifying Provisions

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

H Forms

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

I 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.

J Public Information

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

3.5 Qualifying Loss

A Overview

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 an eligible weather event that occurred through September 30, 2011. The 10 percent loss threshold is determined by**--*** comparing the actual production of a crop to the normal production for the crop.

Notes: The 10 percent production loss threshold for multiple marketed crops, according to subparagraph 65 C, shall be calculated by crop type.

For additional crop entries, see:

- subparagraph 517 C for 2008
- ***--**subparagraph 577 C for 2009
- subparagraph 616 C for 2010
- subparagraph 666 C for 2011.**--***

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.

***--3.5 Qualifying Loss (Continued)**

B Applying Quality Adjustments to Qualifying Loss

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 NAMP 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 SIR "L" (Loss) Record	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 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 G.**--***
		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/her average quality adjustment met or exceeded the STC-established quality adjustment factor ***--**according to subparagraph 233 G.**--***
	not provided by SIR "L"**--*** (Loss) Record	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 quality adjustment factor ***--**according to subparagraph 233 G.**--***
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 quality adjustment factor ***--**according to subparagraph 233 G.**--***

***--3.5 Qualifying Loss (Continued)**

B Applying Quality Adjustments to 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 "L" (Loss) Record. Since the crop has an "L" (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 an "L" (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 "L" (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 an "L" (Loss) Record will have the harvested production for those units adjusted by the combined quality adjustment factor of .8000. The 2 units that have an "L" (Loss) Record will **only** apply the "excessive moisture" quality adjustment factor of .9000.**--***

***--3.5 Qualifying Loss (Continued)**

C Insured Avocadoes Used for Qualifying Loss

Participants using insured avocadoes to meet the 10 percent production loss and/or 50 percent loss eligibility requirements according to subparagraph A may use CEY as the avocado yield.

Note: If the producer does not qualify for the 10 percent production loss and/or 50 percent loss eligibility using CEY, the producer may provide historical verifiable/reliable production records for most recent 3 years. In these cases, County Offices shall:

- determine the average avocado yield per acre based on the 3 prior years' acres and production
- use the calculated average yield in the 10 percent production loss and/or 50 percent loss eligibility calculation.

See subparagraph 310 B for the avocado price used to determine the value of the average and normal production, when calculating 50 percent loss for participants with multiple crops.

Note: This applies **only** to production for determining eligibility. It does **not** apply to production in determining total crop value for the total farm revenue calculation.

D Insured Pecans Used for Qualifying Loss

Participants using insured pecans to meet the 10 percent production loss and/or 50 percent loss eligibility requirements according to subparagraph A may use CEY as the pecan yield.

Note: If the producer does not qualify for the 10 percent production loss and/or 50 percent loss eligibility using CEY, the producer may provide historical verifiable/reliable production records for most recent 4 years. In these cases, County Offices shall:

- determine the average pecan yield per acre based on the 4 prior years' acres and production
- use the calculated average yield in the 10 percent production loss and/or 50 percent loss eligibility calculation.

See subparagraph 311 B for the pecan price used to determine the value of the average and normal production, when calculating 50 percent loss for participants with multiple crops.

Note: This applies **only** to production for determining eligibility. It does **not** apply to production in determining total crop value for the total farm revenue calculation.**--***

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
- ***--**2008 **only**, 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 SIR (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

*** * ***

- ineligible loss conditions
- maximum loss level for the county or area
- normal marketing percentages for crops with multiple markets
- reducing yields.

Notes: 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.

--**Under no circumstances shall COC delegate responsibility for requesting a county average quality adjustment factor from STC according to subparagraph 233 A.**--

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.

*--C 2009 and Subsequent Year Payment Limitation

A producer receiving 2009 and subsequent year SURE, ELAP, LFP, and LIP payments is:

- subject to direct attribution provisions in 4-PL, Part 5

- in each year, limited to $100,000 per person and legal entity collectively received, directly and indirectly, from these programs.

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

D 2009 and Subsequent Year Average AGI Provisions

An individual or legal entity is ineligible for SURE payment if the individual's or legal entity's average nonfarm AGI exceeds $500,000 for the 3 consecutive taxable years immediately preceding the previous crop year. For example, 2009 AGI would be based on the taxable years of 2007, 2006, and 2005.

Note: Average AGI provisions found at 7 CFR Part 1400 and 4-PL, Part 6 in effect for 2009 and subsequent years are applicable.--*

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 any of the following, as applicable, using applicant's TIN: • deceased individual • individual's estate • name of the heirs, based on OGC's determination according to 1-CM, Part 26.--*
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.

11 FSA Determination Appeals (Continued)

*--C Letters to Producers Advising of Results of Recording Office Determinations

Recording County Offices will issue a letter to participants about the result of processing FSA-682 when a payment is either not computed or determined not to be owed to the participant. Such a decision will be considered to be a decision of a recording COC employee. See 1-APP, paragraph 13 and Exhibit 8, Example 2 (COC Employee Determination).

The following is an example of a letter advising a participant that a payment was not computed or will not issue in response to FSA-682.

Mr. Arch Stanton Date:
3 Littleton Rd
Somewhere OH 12345-9876

Dear Mr. Stanton:

This letter is in response to your application for payment (your FSA-682) under the Supplemental Revenue Assistance Payments Program (SURE).

You submitted a SURE application for 2008 losses. FSA processed that application and determined you were not due a payment under that application. Accordingly, a payment will not be issued.

If you believe we have not properly reviewed and processed your application, you may appeal this determination to the county committee by filing a written request no later than 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the county committee, you have the right to an informal hearing which you or your representative may attend either personally or by telephone. If you appeal this determination to the county committee, you may later appeal any adverse determination of the county committee to the FSA State committee or the National Appeals Division. To appeal, write to the county committee at the following address and explain why you believe this determination is erroneous.

Somewhere County FSA Committee
55 Main St
Somewhereville, OH 12346-6543

If you do not timely file an appeal of this determination, this shall be the final administrative determination with respect to this matter in accordance with regulations at 7 CFR Part 780.

Sincerely,

Sharina Farmer
County Executive Director

--*

11 FSA Determination Appeals (Continued)

D 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 Misrepresentation, Scheme, or Device

A Determining Misrepresentation, Scheme, or Device

A participant who is determined to have deliberately misrepresented any fact affecting a program determination or otherwise used a scheme or device with the intent to receive benefits, to which the participant would not otherwise be entitled, will not be entitled to program payments under SURE as specified in subparagraph C. If a producer employed any practice for the purpose of causing or attempting to cause FSA to make a payment that otherwise would not have been made, COC shall impose a sanction according to subparagraph C.

Scheme and device may include, but is not limited to, 1 of the following:

- concealing any information having a bearing on the application of the program provisions
- submitting false information to FSA or any STC or COC
- any fraudulent representation
- creating fictitious entities for the purpose of concealing the interest of a person in the farming operation.

B Application of Sanctions

Sanctions will apply to the specific producer and all other interests the producer has in other entities or joint ventures for all crops, all units in all administrative counties, and all States.

C Sanctions

COC shall, upon determination of a violation according to subparagraph A:

- determine the producer ineligible for a SURE payment for the crop year of the violation plus 2 subsequent years and up to 5 years.
- demand a refund of all amounts paid to the producer, applicable to the crop year of the violation, with applicable interest.

  Note: Interest accrues from the date of the original disbursement.

D Liability

The liability of any producer for any payment or refund which is determined to be due FSA is in addition to any other liability of the producer under any civil or criminal fraud statute or any other statute or provision of law.

13-20 (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 (07-16-10)	**U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency	1. Producer Name
SUPPLEMENTAL REVENUE ASSISTANCE PAYMENT PROGRAM (SURE) CHECKLIST		2. State Name / 3. County Office Name
County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producers.		4. Crop Year

Office Staff Actions:	Handbook or Other Reference	YES	NO	N/A
5. Has the CCC-770 2002 Eligibility or CCC-770 2008 Eligibility Checklist been completed, if required?	*3-PL, paragraph 3 and 3-PL (Rev. 1), paragraph 3*			
6. Has proper signature authority been verified for all signatures on the FSA-682?	*1-CM, Part 25*			
7. Were ownership and shares verified?	*1-SURE, subparagraph 4 E, paragraph 31, and subparagraph 291 A*			
8. Has documentation to support producer eligibility been accepted by the county committee?	*1-SURE, paragraph 31*			
9. Was a grower contract provided?	*1-SURE, subparagraph 31 B*			
10. Have all crops and acres in the county been reported on FSA-578?	*1-SURE, subparagraph 31 F and subparagraph 32 E*			
11. Does the producer on the SURE Interim report RMA section match the FSA producer of record?	*1-SURE, paragraph 513*			
12. If Item 11 is "NO", has the producer met one of the RMA exceptions?	*1-SURE, subparagraph 35 I*			
13. Were acres used in the SURE guarantee calculation limited to eligible crop acres?	*1-SURE, paragraph 91*			
14. If producer certifies production, was maximum average loss level procedure applied?	*1-SURE, paragraphs 67 and 201*			
15. Was the production from ineligible acreage removed from the production to count?	*1-SURE, paragraph 201*			
16. In cases where NAP production, RMA loss data, or APH data was not provided, was reliable/verifiable or certified production evidence submitted?	*1-SURE, paragraph 201*			
17. Was the correct price used for the National Average Market Price?	*1-SURE, paragraph 63 and subparagraph 515 G*			
18. Were NAP prices used to calculate the SURE guarantee for crops without crop insurance?	*1-SURE, paragraph 164*			
19. Were prices assigned correctly for insured crops with no RMA established yield?	*1-SURE, subparagraph 162 C*			
20. For waived in value loss crops, were the records provided by the producer to establish field market value A able to be verified?	*1-SURE, subparagraph 174 A*			
21. For those producers who historically propagate their own stock, were the records provided by the producer to establish beginning inventory or field market value A acceptable to the COC?	*1-SURE, subparagraph 174 A*			
22. Was yield data loaded correctly for NAP crops?	*1-SURE, paragraph 124 and subparagraph 515 J*			
23. Was RMA weighted adjusted yield loaded correctly for insured yield-based crops?	*1-SURE, paragraph 125 and subparagraph 515 J*			
24. Was correct CEY, including adjustments, loaded for yield-based crops by location county for: • producers meeting RMPR waiver • Insured crops with no RMA established yield?	*1-SURE, paragraphs 123, 126 and subparagraph 515 F*			

--*

21 FSA-770 SURE (Continued)

G Example of FSA-770 SURE (Continued)

*--

FSA-770 SURE (07-16-10) Page 2 of 2

Office Staff Actions:	Handbook or Other Reference	YES	NO	N/A
25. Was the weighted CC yield loaded correctly?	*1-SURE, paragraphs 121, 121.5, 124, 125, 126 and subparagraph 515 J*			
26. Was the quality adjustment only applied to harvested production?	*1-SURE, paragraph 233*			
27. If the producer chose to certify harvested production as quality affected, was the correct quality reduction factor entered for total OR excessive moisture and/or other?	*1-SURE, subparagraph 322 J*			
28. Were all payments included in total farm revenue entered correctly?	*1-SURE, paragraph 263 and subparagraph 515 D*			
29. Does each county, crop, crop type, and intended use combination entered in the SURE interim workbook have an approved CCC-576 on file, RMA record of loss on SURE interim report, OR an entry in FSA-682, Part A?	*1-SURE, paragraph 336*			
30. Has Administrative COC action been recorded on FSA-682, Part E for all applicable counties?	*1-SURE, paragraphs 331 and 334*			
31. Has Recording COC action been recorded on FSA-682, Part G?	*1-SURE, paragraphs 341 and 334*			

32A. Signature of Preparers	32B. Date *(MM-DD-YYYY)*

33A. I concur/do not concur that the above items have been verified and updated, accordingly: ☐ Concur ☐ Do Not Concur

33B. CED Signature for Spot Check	33C. Date *(MM-DD-YYYY)*

34A. I concur/do not concur that the above items have been verified and updated, accordingly: ☐ Concur ☐ Do Not Concur

34B. DD Signature for Spot Check	34C. Date *(MM-DD-YYYY)*

35. 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.

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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.
*--5-31	Check (✓) "Yes", "No", or "N/A". **Note:** In item 5: • CCC-770 2002 is for 2008 SURE • CCC-770 2008 is for 2009-2011 SURE.
32A	County Office employee who completes items 5 through 31 shall sign as preparer. **Note:** By signing as preparer, this does **not** indicate that an employee checked items 5 through 31; only that this employee completed an item.
32B	County Office employee who signs item 32A enters the current date.
33A	When applicable, CED or designated representative indicates whether or not they concur with how items 5 through 31 were completed.
33B	CED or designated representative who completed item 33A signs.
33C	CED or designated representative who signed item 33B enters the current date.
34A	When applicable, STC or their representative indicates whether or not they concur with how items 5 through 31 were completed.
34B	STC or their representative who completed item 34A signs.
34C	STC or their representative who signed item 34B enters the current date.
35	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 meets 7 CFR 760.103 requirements 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.

Notes: 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.

--Federal, State, and local Governments, including public schools, do not meet 7 CFR 760.103 eligible producer criteria and are; therefore, ineligible for SURE, even if the Governmental body or school has insurance on NAP or otherwise meets RMPR or other program requirements.--

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.

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.

31 Eligible Producers (Continued)

D Sugar Beet Shares

Members of sugar beet cooperatives have shares that allow the member to plant a specific number of acres of sugar beets. These shares are specific to the member and **cannot** be leased to another producer. Instead, the cooperative requires the member, or estate when the member is deceased, to form a pool agreement or joint venture or limited liability partnership with the producer planting the member's shares. The cooperative further requires that the insurance policy be purchased under the individual grower of sugar beets or as a joint venture or limited liability partnership.

The RMA download provides an insurance record showing the insurance policy with the recorded producer as the individual grower of sugar beets or as a joint venture or limited liability partnership.

Since the member of the cooperative has **no** risk in the crop, FSA records will show the noncooperative producer using TIN listed as the producer of record for the sugar beets.

Producers meeting the criteria in this subparagraph are eligible for SURE providing **all** other program requirements are met. FSA-682 shall be processed for the producer listed on FSA-578. Process FSA-682 according to paragraph 326.

Note: Sugar beet stock owners who pool their shares with other growers, are eligible for SURE, provided their insurable interest is insured or insured by the sugar beet grower ***--**under the RMA policy rules. See subparagraph 35 K for these producers who have**--*** less than a 10 percent interest.

E 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.

F 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 and/or noncropland, including native or improved grass that will be mechanically harvested or grazed.

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 and IU's 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 ***--**or grazed. These crops and IU's must be reported on FSA-578.**--***

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.

--Note:** Wildlife damage is considered an ineligible cause of loss for determining if the requisite 10 percent loss can be met according to Part 2, but is an eligible cause of loss for calculating SURE payment according to Part 7.**--

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.

--Note:** Wildlife damage is considered an eligible cause of loss for calculating SURE payment according to Part 7 and does not require the assignment of production.**--

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 or provide a written agreement to meet RMPR.**--

C Authorized Waivers

Because 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.

Note: *De minimis*, relief, and SDA/LR/BF are not limited to the 2008 crop year.

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. FSA-217 is required from producers seeking a waiver by program year.

Note: Producers must file a separate new FSA-217 for each program year for which an SDA, LR, or BF waiver is sought.**--***

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.

For multiple market crops, according to subparagraph 65 C, the determination of a *de minimis* crop will be calculated by crop type.

Determination of *de minimis* is a self-certification by the producer; the expected value when determining a crop of economic significance is based on the known estimated value at the time of making the certification rather than the actual crop value as determined in paragraph 262.

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.

--Note:** A husband and wife have an interest in each other, therefore, a spouse can insure all of the land interests of the other spouse, unless they are proven to be legally separate.**--

- **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, even if their SBI is less than 10 percent share.

  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 SIR, RMA Data Section, SBI as outlined in Part 16 or 17, as applicable.

- **Transfer of Coverage and Right to an 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 (transferor) transfers the insurance coverage to another person (transferee). The transferee's SBI must be listed on SIR. If not, it is the transferee's responsibility to contact the insurance company to request the SBI information be sent to RMA to be included on SIR.

  Note: If the transferee is not listed on SIR as SBI, and the insurance company cannot provide SBI information to RMA, the insured must provide FSA a hard copy of a valid RMA form titled, "Transfer of Coverage and Right to an Indemnity".

35 Risk Management Purchase Requirement (RMPR) (Continued)

J Exception for Immature Trees

Producers are not required to meet RMPR, for the applicable crop year, on immature trees, bushes, or vines. However, if the producer has other crops that are planted or intended to be planted for harvest on the whole farm, excluding forage crops intended for grazing, those crops must meet RMPR and linkage requirements, according to subparagraph 35 F.

Example: Blueberry Hill Orchards, Inc. did not obtain a policy or plan of insurance for the 2008 crop year, but paid the administrative fee, under Buy-in 2. The corporation suffered a total orchard loss, because of an eligible natural disaster in 2008. The producer completed a 2008 TAP application and the application was approved. The producer was paid to replant 50 acres of blueberry orchard. The blueberry bushes will not mature until 2011. Since the replanting is with seedlings, the crop is considered an immature crop, and is not required to meet RMPR for crop years 2009-2010 because insurance or NAP coverage is not available. The producer obtained crop insurance (at or equal to 70/100 level) by the next available crop insurance year (2011 crop year) and met linkage for 2008.

K SBI Exceptions

In the following 2 situations, RMA does **not** require producers to be listed on the SBI file:

- marriage occurring after sales closing dates
- producers that have less than 10 percent interest in the crop.

In both situations, County Offices have the authority to use the shares recorded by FSA.

Note: For marriages, acceptable evidence **must** be available to prove the marriage occurred after the sales closing date.

--36 Equitable Relief for 2008 RMPR--

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.

--36 Equitable Relief for 2008 RMPR (Continued)--

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

*** * ***

- 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 corn is intended for silage, the coverage will **not** attach.

--Note:** 7-CP, paragraph 45 was used to determine whether a producer made a good faith**-- effort.

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.

--36 Equitable Relief for 2008 RMPR (Continued)--

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.

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.

--36 Equitable Relief for 2008 RMPR (Continued)--

I 7-CP Equitable Relief Cases

For requests for relief cases submitted after May 18, 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 Equitable Relief for 2009 and Subsequent Year RMPR--

A Overview

The Food, Conservation, and Energy Act of 2008 provided special consideration to provide equitable relief in certain situations to eligible producers who failed to meet *** * *** RMPR for SURE.

--B Extent of RMPR Equitable Relief--

Equitable relief maybe granted by STC, on a case-by-case basis, to an eligible producer who failed to meet 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 file the necessary paperwork and pay the administrative fee by the applicable deadline for NAP crops or applicable deadline for insurable crops, 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 corn is intended for silage, the coverage will **not** attach.

Note: 7-CP, paragraph 45 was used to determine whether a producer made a good faith effort.

--37 Equitable Relief for 2009 and Subsequent Year RMPR (Continued)--

C Equitable Relief Not Granted

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

- producer intentionally chose **not** to insure a covered crop under RMA or NAP

  Note: FSA has no obligation to prove that the producer intended not to obtain coverage; rather the producer must submit evidence supporting a conclusion on the failure to obtain coverage was inadvertent or accidental.

- 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.

--D RMPR Equitable Relief Requests--

Equitable relief requests **must** be initiated by the participant.

--E Applicable RMPR Equitable Relief Fees--

Producers granted relief for **not** meeting RMPR must pay a $250 per crop administrative fee.

The total amount of relief fees that can be collected is **not** limited.

--37 Equitable Relief for 2009 and Subsequent Year RMPR (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 H:

- 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, paragraph 46 **before** submitting equitable relief cases to STC.

--H 7-CP and RMPR Equitable Relief Cases--

County Offices shall follow 7-CP for submitting equitable relief cases to STC. If relief is approved under 7-CP, follow subparagraph 35 F for collecting fees.

Note: FSA-321 is **not** needed, just a memorandum to STC.

38-60 (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.

*--C NCT

NCT is a web-based application that was developed as a source of crop data for NAP and other future disaster programs. Modifications have been made to NCT to capture and maintain crop data also required for SURE. The 2010 NCT is the first year to incorporate the additional data elements for SURE.

The data elements required for SURE shall be loaded into NCT beginning in crop year 2010.

State Offices shall:

- gather and load crop data required for SURE into NCT
- set the "SURE State Approval" flag, locking the data from further edits in NCT.--*

61 Required Crop Data (Continued)

*--C NCT (Continued)

County Offices shall:

- assist the State offices in loading expected county yields into NCT, at the discretion of the State Office
- run the "Single County SURE-Approved Records Report" in NCT, creating a printable report of all State-approved SURE crop data for their county
- use the printed report as a reference when data loading crop data into the 2010 SURE Workbook.

See 1-NAP, Part 10, Section 1.5 for procedure for entering and maintaining crop data in NCT for both NAP and SURE. State and County Office users shall refer to this procedure when accessing NCT and loading, reviewing, or approving crop data.--*

62 Historical Yield and Price Data

A CEY's

Except for value loss crops, STC shall establish CEY for each crop, type, IU, practice, and planting period. CEY will be calculated using the Olympic average of 5 consecutive crop years immediately preceding the previous crop year's historical data. The yield established *--in the applicable year's NCT for NAP may be used if the yield was **not** overridden by an--* RMA T-Yield. If CEY was overridden or is not available, CEY must be established based on the following rules.

IF all 5 years of historic yield data is…	THEN…
available 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.

--CEY to be used for SURE ("SURE CEY") shall be loaded in NCT according to 1-NAP, subparagraph 779 A. If historic yields are present for NAP, and are identical or similar to the yields required for SURE, the user may replicate the yields by using the "Copy from NAP CEY" function. The NAP yields will replicate to the SURE historic yields and the user can make any minor adjustments as necessary.--

62 Historical Yield and Price Data (Continued)

A CEY's (Continued)

CEY for:

- California grapes with an IU of processing, must be the same within the county, regardless of crushing district

- fresh fruit **must** be established and used for fruit insured under an RMA fresh fruit only policy

- hybrid corn seed will be CORN/YEL/GR

  Note: See paragraph 312.

- hybrid sorghum seed will be established based on an average of all hybrid sorghum seed varieties grown in the county.

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 SURE crops by crop, type, and IU

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

62 Historical Yield and Price Data (Continued)

B Guarantee Price (Continued)

--**The price will be calculated using the Olympic average of the 5 consecutive crop years immediately preceding the previous crop year's 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.

Notes: 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.

For hybrid corn seed, the price for yellow corn for grain will be used.

For hybrid sorghum seed, the price will be established based on an average of all hybrid sorghum seed varieties grown.

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 Commissioner's Office
- local markets
- COC's knowledge
- prices in similar areas
- for hybrid seed varieties, except for hybrid seed corn, seed companies or RO's.

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, *--by physical location, 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.

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	the applicable 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	the applicable 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.

Note: GRP policies that have several types of forage are insured under the higher forage value. To ensure consistency between prices used for the guarantee and the revenue; all forage production, regardless of type, under these policies will have the higher value NAMP applied to determine the total crop value.

Example: 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.

Note: To help ensure consistency in the SURE Program, a reduction factor of .85 will be applied to NAMP for all honey crops to account for harvest expenses. This is the same reduction applied to the guarantee price. See subparagraph 163 A.

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 (**not** applicable for 2009), 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 for this crop for 2008 SURE.

Note: There is no NAMP cap for insurable crops.

D NAMP Adjustments

RMA will adjust NASS data downward when establishing the insurance price for certain crops. These RMA adjustments are applied to recognize "on the tree" or "in field" prices and exclude harvest costs. For crops where RMA makes an adjustment to the insurance price, the 12-month NAMP established by STC's, used to calculate crop revenue, may **not** be equitable or consistent to the insurance price.

States listed in Exhibit 6.5 have the authority to further adjust their NAMP **not** to exceed the RMA reduction provided for the specific crops and counties or crushing districts listed. This NAMP adjustment authority is **not** specific to NASS data **only** and may apply to other data sources when it is determined that harvest costs are included in that data set.

Exhibit 6.5 provides a list of crops, States, and areas within States that are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district **must** be consistent with NAMP established according to subparagraph B.

Note: In Exhibit 6.5, potatoes for Colorado (CO) and 13 other States, and processing tomatoes, have a percentage for an adjustment. For these, NAMP is **multiplied** by the adjustment. For all other crops, the adjustment is **subtracted** from NAMP.

Example: For apples, the price adjustment is per lb. If the 12-month NAMP from NASS is captured in 42 lb bu for fresh apples, multiply ($.03) times 42 lbs to come up with a ($1.26) per bu adjustment.

63 NAMP (Continued)

E NAMP in NCT

State Offices shall enter NAMP into NCT according to 1-NAP, subparagraph 779 A. The NAMP value entered into NCT shall have all applicable adjustments applied according to subparagraph D.

Exception: Crops with NASS U.S. prices (Exhibit 6) will be loaded into NCT by the National Office.

*--F NAMP for Organic Crops

For 2011, the following 4 certified organic crops will require a separate NAMP:

- corn/YEL
- soybeans
- upland cotton
- PR tomatoes for California.

NAMP for certified organic corn/YEL and certified organic soybeans are provided in Exhibit 6 and applies to all States nationwide. NAMP for certified organic upland cotton and certified organic PR tomatoes, for CA only, must be established by STC for each State specific for that State. Statistics show that certified organic upland cotton was only produced in Arizona, California, New Mexico, North Carolina, and Texas in 2011. Certified organic PR tomatoes will only require a separate NAMP for California. NAMP's for certified organic crops, including those in Exhibit 6, will not be included in NCT and must be provided to County Offices by the same manner as other crop data not included in NCT, such as maximum average loss and quality factor reductions. All crops that are designated as "Transitional Organic" do not require a separate NAMP and use NAMP as applied to conventional 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.

C Factors in NCT

The State Office shall load the prevented planting and unharvested factors in NCT according to 1-NAP, subparagraph 779 A.

65 HMP's

*--A Overview

Multiple market crops are brought to 1 market where the production is split into fresh, processed, and if applicable, juice sales with separate prices for each use.

STC's **shall** establish HMP's for multiple market crops produced in their State.

Example: A producer has an apple crop that is delivered to a packing house. Based on grading factors, the packing house split the production as fresh and processed.

HMP 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.

B Establishing STC HMP's

COC's **shall** calculate and recommend HMP for each of the multiple market crops grown in their county for STC approval.

COC's recommendation shall be based on the following:

- NASS data
- any other source available to COC that accurately reflects local uses, such as:
  - average marketing by producers within the county
  - available warehouse, packer, or storage facility records
  - information from trade associations, National Institute of Food and Agriculture (formerly known as CSREES), State Departments of Agriculture and other similar sources.

C Establishing Producer HMP's

Producers may, at their option, submit to COC actual marketing records for the immediately preceding 3 years to determine and establish the producer's actual marketing history to be used in lieu of the STC-established HMP.

Example: For a 2009 multiple market crop, actual production records must be submitted for the 2006, 2007, and 2008 crop years.**--***

65 HMP's (Continued)

D Crops Requiring HMP

The following crops have been identified as multiple market crops.

--Note:** If STC's feel that they have crops that meet the same criteria but are **not** included in the following list, STC should contact the National Office and provide the names of crops (as listed in 2-CP) to be added.**--

- sweet potatoes
- APH-based perennial fruit crops including but not limited to:

  - apples
  - apricots
  - bananas
  - cherries
  - grapefruit
  - ***--**(grapes are excluded)**--***
  - lemons
  - limes
  - oranges, including Mandarin
  - peaches
  - pears
  - plums
  - prunes
  - tangelos
  - tangerines.

*** * ***

65 HMP's (Continued)

E Applying HMP's

HMP's will be used for SURE Crop Guarantee calculations according to subparagraph 165 A and SURE Crop Revenue calculations according to subparagraph 201 M.

The percent attributed to each market shall be determined by the following.

IF the producer…	THEN the percent attributed to each market shall be…
establishes an HMP according to subparagraph C	the producer's historical marketing average over the past 3 years. **Note:** Acreage reports are not considered actual marketing records.
does not establish an HMP according to subparagraph C	STC approved HMP established according to subparagraph B. **Note:** COC may use the current year production evidence, supporting a **lower percentage of the higher value market.**

Notes: For multiple market crops, **the 10 percent crop loss is calculated by crop and crop type** (not crop/type/IU)**.** These crops may be insured differently by State. However, this procedure applies as long as the crop meets the definition of a multiple-marketed crop.

HMP's are **not** applied to insured crops for which an RMA Guarantee Basis is provided.

F Nonmultiple Market Crops That May Require HMP's

Producers may not be able to provide exact production figures to the FSA Office timely for certain harvested commodities. This may be because of the unique nature of the marketing of the crop. As a result, counties will need to establish a historic market percentage to ***--**determine the amount that would typically be marketed. This HMP is not loaded in the SURE Workbook.**--***

Example: A producer of grass seed may not know the exact pounds of PLS in the harvested grass production that is stored on the farm, in advance of the sale. Often in these situations, the actual Pure Live Seed or PLS volume (or other similar marketable unit of measure) is not accurately determined until the commodity is marketed. In these situations, producers may establish a historic market percentage according to subparagraph C and County Offices shall apply that percentage to the stored production provided by the producer.

Note: This subparagraph does not apply to multiple market crops.

*--G HMP's in NCT

The State Office shall load HMP's for all required crops into NCT according to 1-NAP, subparagraph 779 A.**--***

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, 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, 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 225 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 and 2009, 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, 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.

*--C Quality Adjustment Factors in NCT

State Offices shall load the quality adjustment factors into NCT according to 1-NAP, subparagraph 779 A. For each record, the State Office shall load either the “QA Total” or a combination of “QA: Excessive Moisture” or “QA: Other”.--*

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 SIR**--
"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)

Different producers farming the same land during the same crop year, does not initiate a new double-crop determination. Double-crop determinations are applied to the land, **not** according to producer.

Example: Jim planted and insured wheat in the fall and carried it to harvest. Scott timely planted and insured a subsequent crop on the same acreage. Since Scott was able to obtain coverage on the soybeans, the land, crop, and practice are considered to be eligible for double-cropping.

The same double-crop determinations for NAP in 2-CP would apply to this example. Determinations are applied to the land, not according to producer.

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 SIR "L" (Loss) Record showing Multiple Cropping Code "DC" (Double-Cropping). Indemnity earned on soybeans. Multiple Cropping Code for soybeans on *****--SIR "L" (Loss) Record is irrelevant.	Not applicable, RMA double-crop rules apply.	Wheat and soybeans.
		No wheat loss and no SIR "L" (Loss) Record. Soybeans earned an indemnity.		Wheat and soybeans.
		No wheat or soybean loss. No SIR "L" (Loss) Records provided for either crop.		Wheat and soybeans.
		Wheat indemnity earned with SIR "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. *****--SIR "L" (Loss) Record--***** shows Multiple Cropping Code "DC" (Double-Cropping). Indemnity earned on soybeans.	Not applicable, RMA double-crop rules apply.	Wheat and soybeans.
Oats, producer elected crop as *de minimis*	Insured Corn	Oats not considered or entered into the SURE *** * *** Workbook. Corn earned an indemnity.	Yes	Corn **only**, which is considered the initial crop for SURE.
			No	
Wheat, insurable in the county for RMA determined acreage as uninsurable (not eligible for NAP).	NAP Soybeans	Soybeans earned a NAP payment.	Yes	Soybeans **only**, which is considered the initial crop for SURE.
			No.	

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. SIR "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. SIR "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 SIR "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 SIR**--*** "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.

--Note:** In certain cases, the prevented planted crop in the RMA data portion of the SIR may differ from the prevented planted crop certified on FSA-578. If the producer does not have enough planting history to cover the claimed prevented planted acres, a substitute crop may be used for insurance purposes if certain RMA criteria are met. When this situation exists, FSA may use the RMA prevented planted crop and acres for the SURE payment calculation. For insured producers, the eligible prevented planted crops and acres are limited to those that qualified for an RMA indemnity.**--

92 Prevented Planting Acreage (Continued)

A Prevented Planting Eligibility (Continued)

--Example:** Producer A intended to plant 100 acres of wheat, but was prevented from planting wheat on all 100 acres because of an eligible adverse weather event. Producer A certified the 100 acres as prevented planted wheat on FSA-578. Producer A only had enough planting history on the wheat to cover 50 prevented planted acres for crop insurance purposes. Producer A did not plant any sorghum and did not intend to plant any sorghum, but did have available planting history for sorghum. RMA will substitute the 50 remaining acres of prevented planted wheat where planting history wasn't available with the available planting history for sorghum. Producer A has a SIR that shows RMA data with 50 acres of prevented planted wheat and 50 acres of prevented planted sorghum. Since producer A reported 100 acres of prevented planted wheat acreage on FSA-578 and had purchased crop insurance on wheat, eligibility requirements have been met on the prevented planted wheat. The sorghum acres that were used to substitute for the wheat acres without planting history are not required to be reported on FSA-578. The 50 acres of prevented planted wheat and 50 acres of prevented planted sorghum will be entered into the SURE workbook as reported by RMA.**--

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 whether 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.

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.

92 Prevented Planting Acreage (Continued)

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: For the prevented planting ineligible crops:

- 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
- Common Wealth of Northern Mariana Islands, Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau
- Guam
- U.S. Virgin Islands.

93-99 (Reserved)

100 Tolerance

A Differences between RMA and FSA Acreage

SURE benefits for insured producers are based on RMA acres. SURE eligible RMA planted acres will be compared to SURE eligible FSA planted acres. If RMA and FSA planted acres differ, tolerance applies according to subparagraph B.

B Definition of Acreage Tolerance

If a farm has both FSA and RMA SURE eligible planted acres for an insured crop, payment acres for the SURE guarantee calculation will be based on RMA acres determined eligible according to Part 4. However, if the planted acres of an insured crop for which an RMA Guarantee Basis is provided differs by more than the larger of 5 percent or 10 acres not to exceed 50 acres, the participant will be notified of the discrepancy and that refunds of unearned payments may be required.

C Tolerance Determination

Tolerance will be determined **only** for insured crops for which an RMA Guarantee Basis is provided. **Tolerance will apply to the total acres for the physical location county, crop, *--type, and IU.** See paragraph 162 for a list of policies RMA will not provide an RMA Guaranteed Basis.**--***

Note: See the Tolerance Tool instructions in paragraph:

- 522 for 2008
- 581 for 2009.

Use the following Step/Action table to calculate tolerance.

Step	Action
1	For RMA acreage, total the SURE eligible acreage from the "A" (Acreage) Records unless there are "L" (Loss) Records. If there are "L" (Loss) Records present, include the acres from the "L" (Loss) Records in the total instead of the acreage from the "A" (Acreage) Records.
2	For FSA acreage, total FSA-578 SURE eligible reported acreage unless there are determined acres present. If determined acres are present, include the determined acres in the total instead of the reported acres.
3	***--**Compare the result of steps 1 and 2. Subtract whichever number is lower from the higher number to determine the difference.**--*** **Note:** Tolerance rules will apply to PRF only if acres determined in step 1 exceed acres determined in step 2.
4	Calculate the tolerance threshold for the crop as follows: • result of step 1 **x** 5 percent or 10 acres • not to exceed 50 acres.
5	If step 3 is: • equal to or less than step 4, then the acreage is within tolerance • greater than step 4, then the acreage exceeds tolerance.
6	See subparagraph E for handling tolerance determinations.

100 Tolerance (Continued)

D Tolerance Determination Example Table

The following calculation examples demonstrate using the Step/Action table in *--subparagraph C, for 4 crops in 1 physical location county.--*

Crop, Type, IU	Result of Step 1 (RMA Acres)	Result of Step 2 (FSA Acres)	Result of Step 3 (Difference Between RMA and FSA Acres)	Result of Step 4 (5 Percent of Total RMA Acres)	Allowable Acreage Difference	Within Tolerance ?
Corn YEL GR	307.0	300.0	7.0	15.4	15.4	Y
Soybeans COM GR	21.1	25.2	4.1	1.1	10.0	Y
Oats SPR GR	702.4	759.3	56.9	35.1	35.1	N
Wheat HRW GR	1,149.4	1,237.9	88.5	**57.5 1/**	**50.0 1/**	N

1/ RMA Acres **x** 5 Percent = 57.5 Acres and 50 acres is the maximum allowable acreage.

E County Office Action for Tolerance Determinations

--Use the instructions in this table whenever there is a difference between SURE eligible RMA and FSA acreage for a specific crop/type/IU, by physical location county.--

WHEN the difference between the RMA and FSA acreage...	THEN the County Office shall...
is within tolerance	process FSA-682 using RMA acres determined eligible according to Part 4 to calculate the SURE guarantee.
exceeds tolerance	• calculate the SURE guarantee based on the lesser of RMA acres or FSA acres determined eligible according to Part 4 **Note:** Follow paragraph 12 for determining misrepresentation, scheme, or device. • notify producer of discrepancy and request a refund of the unearned payment, if applicable **Note:** Follow paragraph 715 to modify or delete a previously recorded SURE payment amount.

100 Tolerance (Continued)

E Discrepancy in Acreage (Continued)

WHEN the difference between the RMA and FSA acreage...	THEN the County Office shall...
exceeds tolerance (Continued)	• send AD-2007 to RMA according to 4-RM **Note:** Do **not** wait for the results of AD-2007 from RMA before processing FSA-682. • when a crop is outside of tolerance **and** FSA acres are less than RMA acres**, the County Office shall reduce the RMA** ***--Guarantee Basis for the crop/type/IU, by physical location county, before loading into the SURE Workbook--*** (subparagraph F). **Note:** If RMA responds to AD-2007 indicating the reconciled acres are less than the acres that are currently used in calculating the SURE guarantee, recalculate the SURE guarantee using those acres and notify the producer of the discrepancy and request a refund of the unearned payment.

100 Tolerance (Continued)

F Discrepancy in Acreage Examples

The following examples demonstrate the actions required when a crop, type, and IU, in a location county has been determined to be outside of tolerance.

Example	Description

Out of Tolerance, FSA Acres Less Than RMA Acres	For the location county, following step 1 of the table in subparagraph C, producer has a total of 99.0 acres of soybeans for grain from RMA data.
	
	Following step 2, the same producer for the same location county has reported to FSA a total of 87.0 acres of soybeans for grain.
	
	Following step 3, 99.0 RMA Acres - 87.0 FSA Acres = 12 acres.
	
	Following step 4, 99.0 RMA Acres **x** 5 Percent = 4.95 Acres. 10.0 acres is larger than 4.95 acres, so 10.0 acres is the allowable acreage.
	
	Following step 5, 12.0 acres is greater than 10.0 acres, so the crop acreage exceeds tolerance.
	
	87.0 FSA acres are less than 99.0 RMA acres; therefore, the RMA Guarantee Basis **must be reduced**, according to subparagraph E.
	
	Reduce the RMA Guarantee Basis as follows:
	
	• 87.0 FSA Acres ÷ 99.0 RMA Acres = 0.8787
	
	• there are 3 RMA records used to determine the total RMA acreage
	
	• the 3 corresponding RMA Guarantee Basis provided with these records are:
	
	  • $7,100
	  • $3,100
	  • $10,200
	
	• each of these 3 records must be reduced as follows:
	
	  • $7,100 **x** .8787 = $6,239 Reduced RMA Guarantee Basis
	  • $3,100 **x** .8787 = $2,724 Reduced RMA Guarantee Basis
	  • $10,200 **x** .8787 = $8,963 Reduced RMA Guarantee Basis
	
	• load the reduced RMA Guarantee Basis and continue with the SURE *** * *** Workbook as usual.
	
	Notes: No other data will change as a result of this reduction.
	
	Do not load 0.8787 as a guarantee adjustment factor. **This will cause the SURE * * * Workbook results to be in error.**

100 Tolerance (Continued)

F Discrepancy in Acreage Examples (Continued)

Example	Description
Out of Tolerance, RMA Acres Less Than FSA Acres	For the location county, following step 1 of the table in subparagraph C, producer has a total of 105.0 acres of oats for grain from RMA data. Following step 2, the same producer for the same location county has reported to FSA a total of 116.5 acres of oats for grain. Following step 3, 116.5 FSA Acres - 105.0 RMA Acres = 11.5 Acres. Following step 4, 105.0 RMA Acres **x** 5 Percent = 5.25 Acres. 10.0 acres is larger than 5.25 acres, so 10.0 acres is the allowable acreage. Following step 5, 11.5 acres is greater than 10.0 acres, so the crop acreage exceeds tolerance. 105.0 RMA acres are **less** than 116.5 FSA acres; therefore, the RMA Guarantee Basis **will not be reduced**, according to subparagraph E. Load the RMA Guarantee Basis as provided and continue with the SURE *** * *** Workbook as usual.

101-120 (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, 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 a county, crop/crop type/IU that:

- is insured, the higher of 100 percent of the weighted CC yield, or:
  - weighted adjusted APH yield
  - weighted CEY for crops with no RMA established yield
- is covered by NAP, the higher of 100 percent of the weighted CC yield or weighted adjusted yield
- met RMPR by requesting a waiver as SDA, LR, or BF, paid a buy-in fee, or relief was

***--**granted, the higher of 65 percent of the weighted CC yield or 65 percent weighted CEY.

Meeting more than 1 of the conditions in this subparagraph would allow the eligible crop to have more than 1 SURE yield if insurance is not provided for all farming practices or growing stages of the crop (paragraph 121.5).

Note: RMA will provide a guarantee basis for Group Risk Plan, GRIP, and PRF policies.**--*** These policies do **not** have an RMA weighted adjusted yield provided by RMA; therefore, the comparison to the weighted CC yield does **not** apply and SURE yield will **not** be determined.

C CC Yield

CC yield is established according to 1-DCP.

121 General Information (Continued)

D Weighting CC Yield

For all farms in which the producer has an interest, the CC yield will be weighted based on the farm level base acres and farm level CC yield for the administrative State and county and crop, if established. CC yields are maintained for the crop's primary use.

Weighted CC yields will be converted to tons for corn FG (silage) and grain sorghum and dual purpose sorghum SG. The converted yield will be used in comparison and calculations for the SURE Program. SURE will use the conversion factors provided in 1-DCP.

Note: The weighted CC yield is provided on SIR, CC Yield Data Section, for crops for which FSA-578 was filed.

121.5 Adjustments to CC Yield for Special Conditions

A Overview

CC yield adjustments may be applicable for eligible crops that have more than 1 SURE yield and there is a difference between the RMA APH yield and NAP approved yield, or assigned yield.

The special conditions include:

- full season soybeans that are covered by a policy or plan of insurance, but double-cropped soybeans are covered by NAP or waived-in

- summer fallow wheat is covered by a policy or plan of insurance, but continuous-cropped wheat is covered by NAP or waived-in.

--Note:** This paragraph applies to crop years 2008 and 2009 only. It does not apply to 2010 and subsequent years because starting with the 2010 crop year, NAP coverage cannot be obtained on a crop for which CAT level coverage of insurance is available in the county, according to 1-NAP, paragraph 172.**--

121.5 Adjustments to CC Yield for Special Conditions (Continued)

B Adjusting CC Yield

CC yield shall be adjusted:

- by the same percentage CEY was adjusted for assigned yield comparisons
- using the same procedure used in establishing CEY for NAP purposes.

The adjusted CC yield will be loaded in the SURE Workbook according to subparagraph 515 J for 2008 or subparagraph 574 K for 2009.

C Examples of a Crop Covered by NAP

Example 1: Under NAP, CEY for double-cropped soybeans was established at 65 percent of the full season CEY. For NAP covered double-cropped soybeans, the adjusted weighted CC yield will be factored at 65 percent of the normal weighted CC yield.

Example 2: An "all wheat" yield was established at 30 bushels. "All wheat" includes irrigated, nonirrigated, and all practices for the crop. NAP is available for continuous-cropped wheat **only**, with an established CEY of 20 bushels. Apply the same factor, .6667 (20 ÷ 30), to the weighted CC yield to determine the adjusted weighted CC yield.

D Example of Waived-In Soybeans

CEY for waived-in soybeans was established at 50 percent of the normal CEY. The weighted CC yield will also be factored by 50 percent.

122 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

--Note:** For multiple-marketed crops, CEY is based on crop and type instead of crop/type/intended use, as defined in paragraph 65.**--

- 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 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 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 Adjusted 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.

The applicable year NAP APH will be adjusted, if necessary, by administrative State and county, unit number, crop, type, and IU. The adjustment will be done outside of the NAP database using the SURE *** * *** Workbook Yield Determination Tool and will **not** affect data in the NAP database itself.

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 actual production yields that are not replacement yields, all replacement yields will be excluded and a simple average will be calculated based on the remaining values

- for a unit with at least 1, but less than 4 actual production yields that are not replacement yields, 1 replacement yield 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: APH databases must have at least 1 year of actual production to exclude a replacement yield. A historical yield based on harvested and/or appraised production can be either a year of actual production or a replacement yield, it cannot be both.

The adjusted approved yield shall not be less than the approved yield.

B Weighted Adjusted 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, type, and IU using the eligible acres as determined by Part 4.

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

C Determining SURE Yield

The SURE yield will be determined by comparing the weighted adjusted NAP yield and the weighted CC yield. The higher of the 2 yields will be:

- the SURE yield
- used in subsequent calculations.

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 substitute yields (replacement yields), all substitute yields will be excluded and a simple average will be calculated based on the remaining values

- for a unit with at least 1, but less than 4 years of production history that are not substitute yields, the lowest substitute yield 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: APH databases must have at least 1 year of actual production to exclude a substitute yield (replacement yield). A historical yield based on harvested and/or appraised production can be either a year of actual production or a substitute yield, 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 insured acres by location county, crop, and crop type

•*****--provide the data to FSA that can be found on SIR, RMA Data Section.--*****

125 Insured Yield-Based Crops With Coverage (Continued)

D RMA Guarantee Basis

For SURE purposes, RMA will:

- calculate a guarantee basis for each acreage record, as applicable, using the weighted adjusted APH yield from paragraph C

•*--provide the data to FSA that can be found on SIR, RMA Data Section.--*

E Determining SURE Yield

FSA will determine the SURE yield by comparing the weighted adjusted APH yield to the weighted CC yield, as applicable. The higher of the two yields will be the SURE yield.

Note: The SURE yield will be determined within the SURE * * * Workbook.

F Determining Adjusted RMA Guarantee

If the crop has a CC yield and the weighted CC yield is:

- greater than the weighted adjusted APH yield, the RMA Guarantee Basis will be increased by the ratio of weighted CC yield to weighted adjusted APH yield

- less than the weighted adjusted APH yield, the RMA Guarantee Basis will be used as the adjusted RMA guarantee.

The adjusted RMA guarantee, determined according to this paragraph, will be used in subsequent calculations.

The adjusted RMA guarantee will be determined using the SURE * * * Workbook.

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:

- *****--Dollar Amount of Insurance (Plan Code 50) (excluding nursery)
- Fixed Dollar (Plan Code 51)
- Yield-Based Dollar (Plan Code 55)
- AGR-Lite (Plan Code 61)
- AGR (Plan Code 63).--*****

Note: If a producer has both NAP coverage and either AGR or AGR-Lite *** * *** 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, type, IU, planting period, and practice that a producer has an interest in, FSA will assign a percentage of CEY, or adjusted CEY, if applicable, 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, type, and IU using the eligible acres as determined by Part 4.

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

D Determining SURE Yield

The SURE yield will be determined by comparing the weighted assigned yield from paragraph C to 65 percent or 100 percent of the weighted CC yield, as applicable. If the assigned yield is for:

- a crop waived of RMPR, the weighted assigned yield will be compared to 65 percent of the weighted CC yield

- an insured crop with no RMA established yield, the weighted assigned yield will be compared to 100 percent of the weighted CC yield.

The SURE yield will be the greater of the weighted assigned yield or the weighted CC yield.

Note: The SURE *** * *** Workbook will determine the greater of the weighted assigned yield or the weighted CC 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: Determining Adjusted Yield - Excluding All Replacement Yields

In this example, there are 5 years of actual yield and 2 years of replacement yield. All replacement yields will be excluded and a simple average will be calculated based on the 5 remaining values.

Step	Action
1	Determine Adjusted Yield - **Rules:** When there are at least 4 years of actual yield in the NAP database that are not replacement yields, exclude all replacement yields. The adjusted yield shall not be less than the approved yield. Unit 5 Apples/SPC/FH/01/N Administrative and location State and county: 20-009
2	Weight Adjusted Yield - Since the producer has only 1 unit for the crop, the weighted adjusted yield is equal to the adjusted yield that is 201 bushels.

Approved Yield		
2007	A	200
2006	A	210
2005	A	210
2004	R	146
2003	A	195
2002	R	146
2001	A	190
Total		1297
Approved Yield is 1297 / 7 = 185		

Adjusted Yield		
2007	A	200
2006	A	210
2005	A	210
~~2004~~	~~R~~	~~146~~
2003	A	195
~~2002~~	~~R~~	~~146~~
2001	A	190
Total		1005
Adjusted Yield is 1005 / 5 = 201		

--*

127 Examples for Crops Covered by NAP (Continued)

*--C Example 2: Determining Adjusted Yield - Excluding 1 Replacement Yield

In this example, there are 2 years of actual yield and 2 years of replacement yield. Only 1 replacement yield will be excluded and a simple average will calculated based on the 3 remaining values.

Step	Action
1	Determine Adjusted Yield - **Rules:** When there is at least 1, but less than 4 years of actual yield in the NAP database that are not replacement yields, exclude 1 replacement yield. The adjusted yield shall not be less than the approved yield. Unit 300 Squash/ZUC/FH/01/NI Administrative and location State and county: 20-055

Approved Yield		
2007	A	295.50
2006	A	199.00
2005	R	161.64
2004	R	161.64
Total		817.78
Approved Yield is 817.78 / 4 = 204.45		

Adjusted Yield		
2007	A	295.50
2006	A	199.00
2005	R	161.64
~~2004~~	~~R~~	~~161.64~~
Total		656.14
Adjusted Yield is 656.14 / 3 = 218.71		

2	Weight Adjusted Yield - Since the producer has only 1 unit for the crop, the weighted adjusted yield is equal to the adjusted yield that is 218 cwt.

--*

127 Examples for Crops Covered by NAP (Continued)

*--D Example 3: Determining Adjusted Yield - Excluding 1 Replacement Yield

In this example, there is 1 year of replacement yield, 2 years of actual yield, and 1 year of 100 percent of T-yield.

Step	Action
1	Determine Adjusted Yield - **Rules:** When there is at least 1, but less than 4 years of actual yield in the NAP database that are not replacement yields, exclude 1 replacement yield. The adjusted yield shall not be less than the approved yield. Unit 1631 Cherries/SWT/FH/01/I Administrative and location State and county: 06-107

Approved Yield		
2007	R	0.81
2006	A	0.00
2005	A	0.01
2004	T	1.24
Total		2.06
Approved Yield is 2.06 / 4 = 0.52		

Adjusted Yield		
~~2007~~	~~R~~	~~0.81~~
2006	A	0.00
2005	A	0.01
2004	T	1.24
Total		1.25
Adjusted Yield is 1.25 / 3 = 0.42		

The adjusted yield is less than the approved yield; therefore, the approved yield is used as the adjusted yield.

2	Weight Adjusted Yield - Since the producer has only 1 unit for the crop, the weighted adjusted yield is equal to the approved yield that is 0.52 ton.

--*

127 Examples for Crops Covered by NAP (Continued)

*--E Example 4: No Yield Adjustment, No Replacement Yield

In this example, there is 1 year of assigned yield, 2 years of actual yield, and 1 year of 90 percent of the T-yield.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Determine Adjusted Yield -

Rule: In all other cases no adjustment is made.

Unit 203
Cantaloupe/FH/01/NI
Administrative and location State and county: 12-051

<table>
<tr><th colspan="3">Approved Yield</th></tr>
<tr><td>2007</td><td>P</td><td>108.00</td></tr>
<tr><td>2006</td><td>A</td><td>150.00</td></tr>
<tr><td>2005</td><td>A</td><td>145.00</td></tr>
<tr><td>2004</td><td>N</td><td>131.50</td></tr>
<tr><td colspan="2">Total</td><td>534.50</td></tr>
<tr><td colspan="3">Approved Yield is 534.50 / 4 = 133.63</td></tr>
</table>
There are no replacement yields in the database; therefore, the adjusted yield is equal to the approved yield.</td></tr>
<tr><td>2</td><td>Weight Adjusted Yield - Since the producer has only 1 unit for the crop, the weighted adjusted yield is the same as the adjusted yield.
The weighted adjusted yield is 133.63 cwt.</td></tr>
</table>

--*

127 Examples for Crops Covered by NAP (Continued)

*--F Example 5: No Yield Adjustment, No Actual Yields

In this example, there is 1 year of replacement yield and 3 years of 80 percent of the T-yield.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Determine Adjusted Yield -

Rule: In all other cases no adjustment is made.

Unit 215
Cauliflower/FH/01/NI
Administrative and location State and county: 12-051

<table>
<tr><th colspan="3">Approved Yield</th></tr>
<tr><td>2007</td><td>R</td><td>161</td></tr>
<tr><td>2006</td><td>E</td><td>198</td></tr>
<tr><td>2005</td><td>E</td><td>198</td></tr>
<tr><td>2004</td><td>E</td><td>198</td></tr>
<tr><td colspan="2">Total</td><td>755</td></tr>
<tr><td colspan="3">Approved Yield is 755 / 4 = 189</td></tr>
</table>
There is no actual yield in the database; therefore, the replacement yield is not excluded. The adjusted yield is equal to the approved yield.</td></tr>
<tr><td>2</td><td>Weight Adjusted Yield - Since the producer has only 1 unit for the crop, the weighted adjusted yield is the same as the adjusted yield.
The weighted adjusted yield is 189 cartons.</td></tr>
</table>

--*

127 Examples for Crops Covered by NAP (Continued)

*--G Example 6: Determining SURE 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 adjusted approved yields will be weighted based on the eligible acreage for each practice.

Step	Action
1	Determine Adjusted Yield - NAP database information is as follows: Unit 103 Cauliflower/FH/01/NI Administrative and location State and county: 12-001

Approved Yield		
2007	A	215
2006	A	199
2005	A	205
2004	R	161
2003	R	161
Total		941
Approved Yield is 941 / 5 = 188		

Adjusted Yield		
2007	A	215
2006	A	199
2005	A	205
2004	R	161
~~2003~~	~~R~~	~~161~~
Total		780
Adjusted Yield is 780 / 4 = 195		

The adjusted yield for nonirrigated cauliflower is 195.

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

Approved Yield		
2007	A	295
2006	A	271
2005	N	203
2004	N	203
Total		972
Approved Yield is 972 / 4 = 243		

There is no replacement yield in the database; therefore, for irrigated cauliflower, the adjusted yield is equal to the approved yield that is 243.

The adjusted yield for:

- nonirrigated fresh cauliflower is 195 cartons
- irrigated fresh cauliflower is 243 cartons.

--*

127 Examples for Crops Covered by NAP (Continued)

*--G Example 6: Determining SURE Yield - 1 Unit, 1 Location County, Irrigated and Nonirrigated Practices (Continued)

Step	Action
2	Weight Adjusted Yield - The FSA-578 records for administrative State and county 12-001 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	IU	Planting Period	Practice	Eligible Acres
10	1	3	12-001	Cauliflower	FH	01	NI	25.0
10	1	5	12-001	Cauliflower	FH	01	I	9.0

Unit No.	Adm St/Co	Location St/Co	Crop	IU	Planting Period	Practice	Eligible Acres	Adjusted Yield From Step 1	Extension
103	12-001	12-001	Cauliflower	FH	01	NI	25.0	195	4,875
103	12-001	12-001	Cauliflower	FH	01	I	9.0	243	2,187
Totals							34.0		7,062

Weighted adjusted yield is 7,062 / 34.0 = 208

The weighted adjusted yield is 208 cartons.

Step	Action
3	Determine SURE Yield - The SURE yield for fresh cauliflower for 12-001 is equal to the weighted approved yield that is 208 cartons.

--*

127 Examples for Crops Covered by NAP (Continued)

--H Example 7: Determining SURE Yield - Multiple Units, 1 Location County--

In this example, the producer has multiple units because of farming relationships with different owners. The 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.

Step	Action
1	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. *--There are no replacement yields in either database; therefore, the adjusted yield will equal the approved yield. The adjusted yield for fresh strawberries for unit: • 99 is 19,336 pounds • 205 is 19,630 pounds.
2	Weight Adjusted Yields - FSA-578 records for administrative State and county 12-001 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	IU	Planting Period	Practice	Eligible Acres
125	5	3	12-001	Strawberries	FH	01	NI	10.0
133	3	16	12-001	Strawberries	FH	01	NI	12.0

Unit No.	Adm St/Co	Location St/Co	Crop	IU	Planting Period	Practice	Eligible Acres	Adjusted Yield From Step 1	Extension
99	12-001	12-001	Strawberries	FH	01	NI	10.0	19,336	193,360
205	12-001	12-001	Strawberries	FH	01	NI	12.0	19,620	235,440
Totals							22.0		428,800

Weighted adjusted yield is 428,800 / 22.0 = 19,491.

The weighted adjusted yield is 19,491 pounds.

Step	Action
3	Determine SURE Yield - SURE yield for fresh strawberries for 12-001 is equal to the weighted adjusted yield that is 19,491 pounds.--*

127 Examples for Crops Covered by NAP (Continued)

--I Example 8: Determining SURE 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. ***--**There are no replacement yields in either database; therefore, the adjusted yield will equal the approved yield. The adjusted yield for fresh, hybrid cabbage for planting period: • 01 is 208.98 cwt • 02 is 198.87 cwt.
2	Weight Adjusted 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	Adjusted 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 adjusted yield is 2,540.80 / 12.4 = 204.90.

The weighted adjusted yield is 204.90 cwt.

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

127 Examples for Crops Covered by NAP (Continued)

--J Example 9: Determining 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. *--There are no replacement yields in any of the databases; therefore, the adjusted yield will equal the approved yield.--*

127 Examples for Crops Covered by NAP (Continued)

*--J Example 9: Determining SURE Yield - 2 Units, 1 Location County, Multiple Planting Periods (Continued)

Step	Action
2	Weight Adjusted 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	Adjusted 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 adjusted yield is 18,620 / 20.5 = 908.
	The weighted adjusted yield is 908 bushels.
3	Determine SURE Yield - SURE yield for fresh green bell peppers for 12-001 is equal to the weighted adjusted yield that is 908 bushels.--*

127 Examples for Crops Covered by NAP (Continued)

*--K Example 10: Determining SURE Yield - 1 Unit, Multiple Location Counties, Multiple Practices; Program Commodity

In this example, the producer planted both irrigated and nonirrigated oil sunflowers for grain in multiple counties on the same unit. The adjusted approved yields will be weighted based on the eligible acreage for each county. The sunflowers also have a CC yield, which will be weighted based on the sunflowers' farm level base acres and farm level CC yield for each farm number.

Step	Action
1	Determine Adjusted Yield - NAP database information is as follows: Unit 300 Sunflowers/OIL/GR/01/NI Administrative State and county: 40-039 Location State and county: 40-039 and 40-043

Approved Yield		
2007	A	600
2006	R	407
2005	R	407
2004	R	407
Total		1821
Approved Yield is 1821 / 4 = 455		

Adjusted Yield		
2007	A	600
2006	A	407
2005	A	407
~~2004~~	~~R~~	~~407~~
Total		1414
Adjusted Yield is 1414 / 3 = 471		

Unit 300
Sunflowers/OIL/GR/01/I
Administrative and location State and county: 40-039

Approved Yield		
2007	A	1000
2006	A	1275
2005	A	1420
2004	T	1338
Total		5033
Approved Yield is 5033 / 4 = 1258		

There are no replacement yields in the database; therefore, the adjusted yield is equal to the approved yield.

The adjusted yield for:

- nonirrigated oil sunflowers is 471 pounds
- irrigated oil sunflowers is 1258 pounds.

--*

127 Examples for Crops Covered by NAP (Continued)

*--K Example 10: Determining SURE Yield - 1 Unit, Multiple Location Counties, Multiple Practices; Program Commodity (Continued)

Step	Action
2	Weight Adjusted Yield - The FSA-578 records for administrative State and county 40-039 show the following.

Farm No.	Tract No.	Field No.	Location St/Co	Crop	Crop Type	IU	Planting Period	Practice	Eligible Acres
105	1500	1	40-039	Sunflowers	OIL	GR	01	NI	12.4
105	1212	12	40-039	Sunflowers	OIL	GR	01	NI	15.0
1066	2602	5	40-039	Sunflowers	OIL	GR	01	I	75.8
1066	2306	8	40-039	Sunflowers	OIL	GR	01	NI	25.2
2088	2532	16	40-039	Sunflowers	OIL	GR	01	NI	23.6
2088	1305	10	40-043	Sunflowers	OIL	GR	01	NI	35.8

Unit No.	Adm St/Co	Loca-tion St/Co	Crop	Crop Type	IU	Planting Period	Prac-tice	Eligible Acres	Adjusted Yield From Step 1	Extension
300	40-039	40-039	Sunflowers	OIL	GR	01	NI	76.2	471	35,890
300	40-039	40-039	Sunflowers	OIL	GR	01	I	75.8	1258	95,356
Totals								152.0		131,246

Weighted adjusted yield is 131,246 / 152.0 = 863

The weighted adjusted yield for 40-039 is 863 pounds.

Unit No.	Adm St/Co	Loca-tion St/Co	Crop	Crop Type	IU	Planting Period	Prac-tice	Eligible Acres	Adjusted Yield From Step 1	Extension
300	40-039	40-043	Sunflowers	OIL	GR	01	NI	35.8	471	16,862
Totals								35.8		16,862

Weighted adjusted yield is 16,862 / 35.8 = 471

The weighted adjusted yield for 40-043 is 471 pounds.

The weighted adjusted yield for oil sunflowers for grain for:

- 40-039 is 863 pounds
- 40-043 is 471 pounds.

--*

127 Examples for Crops Covered by NAP (Continued)

*--K Example 10: Determining SURE Yield - 1 Unit, Multiple Location Counties, Multiple Practices; Program Commodity (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Weight CC Yield - The CC yield is maintained at the farm level and is as follows:
<table>
<tr><th>Farm No.</th><th>Crop</th><th>Base Acres</th><th>Farm CC Yield</th></tr>
<tr><td>105</td><td>Sunflowers</td><td>12.2</td><td>682</td></tr>
<tr><td>1066</td><td>Sunflowers</td><td>81.4</td><td>709</td></tr>
<tr><td>2088</td><td>Sunflowers</td><td>58.2</td><td>1084</td></tr>
</table>
<table>
<tr><th>Farm No.</th><th>Crop</th><th>Base Acres</th><th>Farm CC Yield</th><th>Extension</th></tr>
<tr><td>105</td><td>Sunflowers</td><td>12.2</td><td>682</td><td>8,320</td></tr>
<tr><td>1066</td><td>Sunflowers</td><td>81.4</td><td>709</td><td>57,713</td></tr>
<tr><td>2088</td><td>Sunflowers</td><td>58.2</td><td>1084</td><td>63,089</td></tr>
<tr><td colspan="2">Totals</td><td>151.8</td><td></td><td>129,122</td></tr>
</table>
Weighted CC yield is 129,122 / 151.8 = 851
The weighted CC yield for administrative county 40-039 is 851 pounds.</td></tr>
<tr><td>4</td><td>Determine SURE Yield - To determine the SURE yield, for each location county, compare the weighted adjusted yield to the weighted CC yield. The higher of the 2 is the SURE yield.

The weighted CC yield for administrative county 40-039 is 851 pounds.

For oil sunflowers for grain in location county:

• 40-039, the:
  • weighted adjusted yield is 863 pounds
  • SURE yield is 863 pounds

• 40-043, the:
  • weighted adjusted yield is 471 pounds
  • SURE yield is 851 pounds.</td></tr>
</table>

--*

128 Example of Insured Crops

A Overview

*--The examples provided in this paragraph are based on the crop being covered by a policy or plan of insurance.

B Example 1: Program Commodity, Guarantee Basis Not Adjusted

<table>
<tr><th>Step</th><th>Action/Data</th></tr>
<tr><td>1</td><td>The producer's RMA APH data is as follows:

Unit 502
Wheat/997/003
Administrative and location State and county: 20-009
Approved yield: 39 bushels
Acres 54.3</td></tr>
<tr><td>2</td><td>RMA adjusted and weighted the APH yield and provided the following data for wheat/997 to FSA:

• weighted adjusted yield of 41 bushels
• guarantee basis of $17,314</td></tr>
<tr><td>3</td><td>Weight CC Yield - The CC yield is maintained at the farm level and is as follows:
<table>
<tr><th>Farm No.</th><th>Crop</th><th>Base Acres</th><th>Farm CC Yield</th></tr>
<tr><td>2300</td><td>Wheat</td><td>50.5</td><td>30</td></tr>
<tr><td>2602</td><td>Wheat</td><td>101.3</td><td>33</td></tr>
</table>
<table>
<tr><th>Farm No.</th><th>Crop</th><th>Base Acres</th><th>Farm CC Yield</th><th>Extension</th></tr>
<tr><td>2300</td><td>Wheat</td><td>50.5</td><td>30</td><td>1,515</td></tr>
<tr><td>2602</td><td>Wheat</td><td>101.3</td><td>33</td><td>3,343</td></tr>
<tr><td colspan="2">Totals</td><td>151.8</td><td></td><td>4,858</td></tr>
</table>
Weighted CC yield is 4,858 / 151.8 = 32
The weighted CC yield for administrative county 20-009 is 32 bushels.</td></tr>
<tr><td>4</td><td>Determine Adjusted RMA Guarantee - The RMA weighted adjusted yield is greater than the weighted CC yield; therefore, the adjusted RMA guarantee for wheat/997 will be the guarantee basis that is $17,314.</td></tr>
</table>

--*

128 Example of Insured Crops (Continued)

*--C Example 2: Program Commodity, Guarantee Basis Adjusted

<table>
<tr><th>Step</th><th>Action/Data</th></tr>
<tr><td>1</td><td>The producer's RMA APH data is as follows:

Unit 205
Wheat/997/003
Administrative and location State and county: 20-185
Approved yield: 35 bushels
Acres 44.8</td></tr>
<tr><td>2</td><td>RMA adjusted and weighted the APH yield and provided the following data for wheat/997 to FSA:

• weighted adjusted yield of 35 bushels
• guarantee basis of $12,194</td></tr>
<tr><td>3</td><td>Weight CC Yield - The CC yield is maintained at the farm level and is as follows:
<table>
<tr><th>Farm No.</th><th>Crop</th><th>Base Acres</th><th>Farm CC Yield</th></tr>
<tr><td>5501</td><td>Wheat</td><td>35.5</td><td>35</td></tr>
<tr><td>7555</td><td>Wheat</td><td>99.0</td><td>38</td></tr>
</table>
<table>
<tr><th>Farm No.</th><th>Crop</th><th>Base Acres</th><th>Farm CC Yield</th><th>Extension</th></tr>
<tr><td>5501</td><td>Wheat</td><td>35.5</td><td>35</td><td>1,243</td></tr>
<tr><td>7555</td><td>Wheat</td><td>99.0</td><td>38</td><td>3,762</td></tr>
<tr><td colspan="2">Totals</td><td>134.5</td><td></td><td>5,005</td></tr>
</table>
Weighted CC yield is 5,005 / 134.5 = 37
The weighted CC yield for administrative county 20-185 is 37 bushels.</td></tr>
<tr><td>4</td><td>Determine Adjusted RMA Guarantee - The weighted CC yield is greater than the RMA weighted adjusted yield; therefore, the guarantee basis will be increased proportionally.

12,194 x (37 / 35) = 12,891

The adjusted RMA guarantee for wheat/997 is $12,891.</td></tr>
</table>

--*

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, type, IU, planting period, and practice.

--If COC adjusted CEY according to paragraph 123, the assigned yield will be 65 percent of the adjusted CEY.--

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.

Step	Action							
1	Determine Assigned Yield - CEY for the location county by 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**
	20-009	Soybeans	COM	GR	01	NI	25	16
	The assigned yield for nonirrigated common soybeans is 16 bushels.							
2	Weight Assigned Yield - Since there is only 1 location county in this example, the weighted assigned yield is equal to the assigned yield.							
3	Determine SURE Yield - SURE yield for common soybeans for 20-009 is equal to the weighted assigned yield that is 16 bushels.							

129 Examples for Crops Waived of RMPR (Continued)

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 Assigned Yield - CEY for the location county by 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 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 *--From Step 1--*	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.

129 Examples for Crops Waived of RMPR (Continued)

*--D Example 3: 1 Location County, CC Yield

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

Step	Action
1	Determine Assigned Yield - CEY for the location county by 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
40-007	Sunflowers	OIL	GR	01	NI	697	453

The assigned yield for nonirrigated oil sunflowers is 453 pounds.

Step	Action
2	Weight Assigned Yield - Since there is only 1 location county in this example, the weighted assigned yield is equal to the assigned yield.
3	Weight CC Yield - The CC yield is maintained at the farm level and is as follows:

Farm No.	Crop	Base Acres	Farm CC Yield
2602	Sunflowers	12.2	682
2854	Sunflowers	30.3	709

Farm No.	Crop	Base Acres	Farm CC Yield	Extension
2602	Sunflowers	12.2	682	8,320
2854	Sunflowers	30.3	709	21,483
Totals		42.5		29,803

Weighted CC yield is 29,803 / 42.5 = 701

The weighted CC yield for administrative county 40-007 is 701 pounds;
65 percent of the weighted CC yield is 456 pounds.

Step	Action
4	Determine SURE Yield - SURE yield is the higher of 65 percent of CEY or 65 percent of the weighted CC yield. The SURE yield for oil sunflowers for 40-007 is 456 pounds.

--*

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.

--If COC adjusted CEY according to paragraph 123, the assigned yield will be 100 percent of the adjusted CEY.--

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, 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 Assigned Yield - CEY for the location county by 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 farm in this example does **not** have a CC yield for barley.--*

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

Step	Action
1	Determine Assigned Yield - CEY for the location county by 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 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 *--From Step 1--*	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: AGR-Lite - 1 Location County, CC Yield

In this example, the producer grew spring barley in Colorado 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, type, IU, planting period, and practice will be assigned 100 percent of CEY.

Step	Action
1	Determine Assigned Yield - CEY for location county by 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
08-001	Barley	SPR	GR	01	NI	24	24

The assigned yield for nonirrigated barley is 24 bushels.

Step	Action
2	Weight Assigned Yield - Since there is only 1 location county is this example, the weighted assigned yield is equal to the assigned yield.
3	Weight CC Yield - The CC yield is maintained at the farm level and is as follows:

Farm No.	Crop	Base Acres	Farm CC Yield
1603	Barley	13.5	18
1723	Barley	20.0	23

Farm No.	Crop	Base Acres	Farm CC Yield	Extension
1603	Barley	13.5	18	243
1723	Barley	20.0	23	460
Totals		33.5		703

Weighted CC yield is 703 / 33.5 = 21

The weighted CC yield for administrative county 08-001 is 21 bushels.

Step	Action
4	Determine SURE Yield - The SURE yield is the higher of the weighted assigned yield or the weighted CC yield. The SURE yield for spring oats for 08-001 is 24 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

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Determine Assigned Yield - CEY for each location county by crop, type, IU, planting period, and practice is as follows.
<table>
<tr><th>Location St/Co</th><th>Crop</th><th>Crop Type</th><th>IU</th><th>Planting Period</th><th>Practice</th><th>CEY</th><th>100 Percent of CEY</th></tr>
<tr><td>12-043</td><td>Corn</td><td>SWT</td><td>FH</td><td>01</td><td>I</td><td>365</td><td>365</td></tr>
<tr><td>12-051</td><td>Corn</td><td>SWT</td><td>FH</td><td>01</td><td>I</td><td>365</td><td>365</td></tr>
<tr><td>12-051</td><td>Corn</td><td>SWT</td><td>FH</td><td>01</td><td>NI</td><td>310</td><td>310</td></tr>
</table>
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.</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 (Continued)

Step	Action
2	Weight 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 *--From Step 1--*	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 *--From Step 1--*	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 Example for Converting CC Yield for Silage

A Example 1: Determining CC Yield for FG or SG

In this example, the producer grew corn FG (silage). The CC yield for corn is for the IU of grain and must be converted from bushels to tons for comparison.

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

Unit 203
Corn/YEL/FG/01/NI
Administrative State and county: 20-009

<table>
<tr><th colspan="3">Approved Yield</th></tr>
<tr><td>2007</td><td>A</td><td>15.00</td></tr>
<tr><td>2006</td><td>A</td><td>16.75</td></tr>
<tr><td>2005</td><td>A</td><td>14.90</td></tr>
<tr><td>2004</td><td>R</td><td>11.26</td></tr>
<tr><td>2003</td><td>A</td><td>13.00</td></tr>
<tr><td colspan="2">Total</td><td>70.91</td></tr>
<tr><td colspan="3">Approved Yield is 70.91 / 5 = 14.18</td></tr>
</table>
<table>
<tr><th colspan="3">Adjusted Yield</th></tr>
<tr><td>2007</td><td>A</td><td>15.00</td></tr>
<tr><td>2006</td><td>A</td><td>16.75</td></tr>
<tr><td>2005</td><td>A</td><td>14.90</td></tr>
<tr><td>~~2004~~</td><td>~~R~~</td><td>~~11.26~~</td></tr>
<tr><td>2003</td><td>A</td><td>13.00</td></tr>
<tr><td colspan="2">Total</td><td>59.65</td></tr>
<tr><td colspan="3">Adjusted Yield is 59.65 / 4 = 14.91</td></tr>
</table>
The adjusted yield for corn forage is 14.91 ton.</td></tr>
<tr><td>2</td><td>Weight Adjusted Yield - Since the producer has only 1 unit for the crop, the weighted adjusted yield is equal to the adjusted yield that is 14.91 ton.</td></tr>
<tr><td>3</td><td>Weight CC Yield - Since the producer has only 1 farm with corn, the weighted CC yield is equal to the farm CC yield that is 195 bushels.</td></tr>
<tr><td>4</td><td>Convert Weighted CC Yield - The weighted CC yield must be converted from bushels to ton so that the weighted adjusted yield can be compared to the weighted CC yield.

Divide the weighted CC yield by the conversion factor in Exhibit 30.

195 / 7.94 = 24.56

The converted weighted CC yield for corn FG (silage) is 24.56 ton.</td></tr>
<tr><td>5</td><td>Determine SURE Yield - SURE yield is the higher of the weighted adjusted yield or the converted weighted CC yield.

SURE yield for corn for forage is 24.56 ton.</td></tr>
</table>

132 Multiple RMA Weighted Adjusted Yields

A Overview

The SURE Workbook allows the entry of only one RMA weighted adjusted yield per crop, type, and IU. Follow this paragraph for producers with multiple RMA weighted adjusted yields.

A producer may have multiple RMA weighted adjusted yields because of the following:

- crop, type, and IU are covered by both of the following:
  - buy-up insurance
  - CAT coverage
- having coverage by meeting 1 of the exceptions in subparagraph 35 I and a policy or plan of insurance of their own
- having coverage by meeting 1 or more of the exceptions in subparagraph 35 I and **not** a policy or plan of insurance of their own.

  Example: A landowner has multiple tenants who have covered his shares with their policies or plans of insurance.

B Blend Multiple Yields

The SURE Workbook allows for the entry of only one RMA weighted adjusted yield per crop, type, and IU. Therefore, multiple RMA weighted adjusted yields for the same producer, crop, type, and IU must be blended into 1 yield to be loaded in the SURE Workbook. Use the following table to blend multiple RMA weighted adjusted yields into 1 yield by physical location county, crop, type, and IU.

Step	Action
1	For each RMA acreage record on SIR, multiply the RMA acres by the RMA weighted adjusted yield.
2	Total acres from step 1.
3	Total extensions resulting from step 1.
4	Divide the total extensions from step 3 by the total acres from step 2. The result is a blended weighted adjusted yield.

Load the blended weighted adjusted yield as the RMA Weighted Adjusted Yield in the
--**SURE Workbook according to subparagraph 515 J for 2008. For 2009 and subsequent years, the blended weighted adjusted yield will be calculated within the SURE Workbook.**--

132 Multiple RMA Weighted Adjusted Yields (Continued)

C Weighted CC Yield

A producer with multiple RMA weighted adjusted yields shall have only 1 weighted CC yield for the administrative county, crop, type, and IU that will be loaded in the SURE Workbook. If the producer's SIR does not have a weighted CC yield for the administrative county, crop, type, and IU, then no weighted CC yield will be loaded in the SURE Workbook.

D Blended RMA Weighted Adjusted Yields Tool

The RMA Weighted Adjusted Yield Tool has been developed to assist field offices in blending multiple RMA weighted adjusted yields. See paragraph 521 to use the RMA Weighted Adjusted Yield Tool for 2008. *** * ***

*--The blended weighted adjusted yield will be calculated within the SURE Workbook according to the following:

- 2009, paragraph 580
- 2010, paragraph 619
- 2011, paragraph 669.**--***

133 Examples of Blending Weighted Adjusted Yields

A Example 1, CAT Level and Buy-up Coverage

*--In the following example, Jason Jones has corn for grain covered by both a buy-up and CAT policy. SIR for this producer shows two RMA weighted adjusted yields. The two RMA weighted adjusted yields will be blended into 1 yield.

Excerpts of SIR provide FSA-578 and RMA data as follows.--*

```
Producer ID/Name:  #### S    JASON JONES

    1   2008 FSA-578 DATA

LOCATION  CROP  TYPE     IU   STATUS     PRAC     RPT  ACRES     DET ACRES DET IND       SHARE     PLANT DATE    FARM TRACT FIELD

         CORN  YEL     GR       I        N    112.10            0.00             1.0000   05-23-2008   5049  668     1
         CORN  YEL     GR       I        N     48.80            0.00             1.0000   05-22-2008   5308  2880    1
         CORN  YEL     GR       I        N     85.30            0.00             1.0000   05-22-2008   5308  4093    3
         CORN  YEL     GR       I        N     30.40            0.00             1.0000   05-23-2008   1573  1601    2
         CORN  YEL     GR       I        N     61.20            0.00             1.0000   05-23-2008   5048  1775    3


    12  2008 RMA DATA

REC      CROP          TYPE          PRAC                    PLAN      SHR      UNIT      COVERAGE      CAT/LVL  PRICE ELC PCT
TYP      0041 CORN     016 Grain     003 Non-Irrigated       25        1.000    00103        A          0.7000     1.0000

A     ACRES: 112.10       ZERO ACRE:              PRICE: 5.4000    GUAR BASIS: 67,264           UOM: BU
      YIELD: 168.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:  2,121       GRID ID:
    ADJ APH: 168.00       OPTION CD: BY     OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-23-2008
WTD ADJ YLD: 158.74      LOC ST/CTY: 18/075         FSN: 5049             AGR: N        UPDATE DATE: 04-12-2010

-------------------------------------------------------------------------------------------------------------------

REC      CROP          TYPE          PRAC                    PLAN      SHR      UNIT      COVERAGE      CAT/LVL  PRICE ELC PCT
TYP      0041 CORN     016 Grain     003 Non-Irrigated       25        1.000    00105        A          0.7000     1.0000

A     ACRES: 48.80        ZERO ACRE:              PRICE: 5.4000    GUAR BASIS: 29,282           UOM: BU
      YIELD: 135.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:    859       GRID ID:
    ADJ APH: 151.00       OPTION CD: BYYA   OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-22-2008
WTD ADJ YLD: 158.74      LOC ST/CTY: 18/075         FSN: 5308             AGR: N        UPDATE DATE: 04-12-2010

A     ACRES:  85.30       ZERO ACRE:              PRICE: 5.4000    GUAR BASIS: 51,183           UOM:  BU
      YIELD: 135.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:  1,501       GRID ID:
    ADJ APH: 151.00       OPTION CD: BYYA   OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-22-2008
WTD ADJ YLD: 158.74      LOC ST/CTY: 18/075         FSN: 5308             AGR: N        UPDATE DATE: 04-12-2010

-------------------------------------------------------------------------------------------------------------------

REC      CROP          TYPE          PRAC                    PLAN      SHR      UNIT      COVERAGE      CAT/LVL  PRICE ELC PCT
TYP      0041 CORN     016 Grain     003 Non-Irrigated       90        1.000    00100        C          0.5000     0.5500

A     ACRES:  30.40       ZERO ACRE:              PRICE: 2.6200    GUAR BASIS:  7,053           UOM: BU
      YIELD: 167.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:      0       GRID ID:
    ADJ APH: 177.11       OPTION CD: HRYA   OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-23-2008
WTD ADJ YLD: 177.11      LOC ST/CTY: 18/075         FSN: 1573             AGR: N        UPDATE DATE: 04-12-2010

A     ACRES:  61.20       ZERO ACRE:              PRICE: 2.6200    GUAR BASIS: 14,199           UOM:  BU
      YIELD: 167.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000   ROD PREMIUM:      0       GRID ID:
    ADJ APH: 177.11       OPTION CD: HRYA   OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-23-2008
WTD ADJ YLD: 177.11      LOC ST/CTY: 18/075         FSN: 5048             AGR: N        UPDATE DATE: 04-12-2010
```

133 Examples of Blending Weighted Adjusted Yields (Continued)

A Example 1, CAT Level and Buy-Up Coverage (Continued)

Using RMA acres, blend the RMA weighted adjusted yields into 1 yield according to the following.

Step	Action					
1	For each RMA acreage record for the crop, type, and IU, multiply RMA acres by RMA weighted adjusted yield. The following records are for corn for grain.					
	Unit	**RMA Acres**	**x**	**RMA Weighted Adjusted Yield**	**=**	**Extension**
	103	112.10	x	158.74	=	17,794.7540
	105	48.80	x	158.74	=	7,746.5120
		85.30	x	158.74	=	13,540.5220
	100	30.40	x	177.11	=	5,384.1440
		61.20	x	177.11	=	10,839.1320
	Totals	337.80				55,305.0640
2	Divide the total extension from step 1 by the total acres from step 1 to determine the blended weighted adjusted yield. 55,305.0640 ÷ 337.80 = 163.72					

Load the blended weighted adjusted yield as the SURE Workbook RMA Weighted Adjusted Yield according to subparagraph 515 J for 2008. *** * ***

*--The blended weighted adjusted yield will be calculated within the SURE Workbook according to the following:

- 2009, paragraph 580
- 2010, paragraph 619
- 2011, paragraph 669.**--***

133 Examples of Blending Weighted Adjusted Yields (Continued)

B Example 2, Transfer of Coverage and Right to Indemnity

In the following example, Jack Jones has corn for grain covered by a policy of his own and is *--a transferee of part of Charlie Reed's policy. Jack's SIR will display all corn acres he reported on FSA-578 and RMA data for his corn policy. RMA data for the transferred coverage is displayed on the transferor's SIR along with the transferee's SBI information. Because Jack has 2 policies, he has 2 sets of data, including 2 RMA weighted adjusted yields and 2 weighted CC yields. The two RMA weighted adjusted yields will be blended into 1 yield. Only Jack's weighted CC yield will be loaded in the SURE Workbook.

Excerpts of Jack's SIR provide FSA-578 and RMA data.--*

```
Producer ID/Name:  #### S    JACK JONES

LOCATION CROP  TYPE    IU  STATUS    PRAC    RPT ACRES   DET ACRES  DET IND  SHARE     PLANT DATE   FARM  TRACT   FIELD
         CORN  YEL     GR      I      N        82.30       0.00          0.8000     05-16-2008  3019  2487     1B
         CORN  YEL     GR      I      N        71.80       0.00          0.8000     05-16-2008  3019  2336     1C
         CORN  YEL     GR      I      N       158.30       0.00          0.9500     05-19-2008  5873  2470     2C


    12  2008 RMA DATA

REC      CROP         TYPE         PRAC                 PLAN  SHR     UNIT    COVERAGE     CAT/LVL  PRICE ELC PCT
TYP      0041 CORN    016 Grain    003 Non-Irrigated    25    0.950   00103       A        0.7000       1.0000

A     ACRES: 158.30       ZERO ACRE:              PRICE: 5.4000    GUAR BASIS: 31,765           UOM: BU
      YIELD:  50.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:  2,949       GRID ID:
    ADJ APH:  55.88       OPTION CD: YA     OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-19-2008
WTD ADJ YLD:  55.88      LOC ST/CTY: 08/121         FSN:                   AGR: N        UPDATE DATE: 04-12-2010


    14  2008 CC YIELD DATA

CROP     TYPE     IU  WTD CC YLD□U OM
CORN     YEL      GR      26       BU
```

133 Examples of Blending Weighted Adjusted Yields (Continued)

B Example 2, Transfer of Coverage and Right to Indemnity (Continued)

--**Excerpts of Charlie Reed's SIR provide the following data.**--

```
Producer ID/Name:  XXXX S    CHARLIE REED

    12  2008 RMA DATA

REC      CROP          TYPE          PRAC                    PLAN     SHR      UNIT     COVERAGE     CAT/LVL  PRICE ELC PCT
TYP      0041 CORN     016 Grain     003 Non-Irrigated       25       0.800    00502        A        0.7000    1.0000

A     ACRES:  82.30       ZERO ACRE:                PRICE: 5.4000    GUAR BASIS: 14,873           UOM:  BU
      YIELD:  53.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:  1,375        GRID ID:
    ADJ APH:  55.89       OPTION CD: YA     OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-16-2008
WTD ADJ YLD:  59.76      LOC ST/CTY: 08/121         FSN:                   AGR: N         UPDATE DATE: 04-12-2010

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REC      CROP          TYPE          PRAC                    PLAN     SHR      UNIT     COVERAGE     CAT/LVL  PRICE ELC PCT
TYP      0041 CORN     016 Grain     003 Non-Irrigated       25       0.800    00504        A        0.7000    1.0000

A     ACRES: 159.40       ZERO ACRE:                PRICE: 5.4000    GUAR BASIS: 28,806           UOM:  BU
      YIELD:  53.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:  2,663        GRID ID:
    ADJ APH:  59.88       OPTION CD: YA     OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-18-2008
WTD ADJ YLD:  59.76      LOC ST/CTY: 08/121         FSN:                   AGR: N         UPDATE DATE: 04-12-2010

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REC      CROP          TYPE          PRAC                    PLAN     SHR      UNIT     COVERAGE     CAT/LVL  PRICE ELC PCT
TYP      0041 CORN     016 Grain     003 Non-Irrigated       25       0.800    00507        A        0.7000    1.0000

A     ACRES:  71.80       ZERO ACRE:                PRICE: 5.4000    GUAR BASIS: 12,975           UOM: BU
      YIELD:  57.00  GUAR REDUC CDE:    GUAR REDUC FCTR: 0.0000  PROD PREMIUM:  1,115        GRID ID:
    ADJ APH:  63.95       OPTION CD: YA     OPTION FCTR: 1.0000     WRTN AGMT:            PLANT DATE: 05-16-2008
WTD ADJ YLD:  59.76      LOC ST/CTY: 08/121         FSN:                   AGR: N         UPDATE DATE: 04-12-2010


    14  2008 CC YIELD DATA

CROP     TYPE     IU  WTD CC YLD    UOM
CORN     YEL      GR       29       BU

SBI AIP: RH  ID/NAME:  #### S    JACK JONES
```

133 Examples of Blending Weighted Adjusted Yields (Continued)

B Example 2, Transfer of Coverage and Right to Indemnity (Continued)

Using RMA acres for Jack, blend the RMA weighted adjusted yields into 1 according to the following table. Based on Jack's FSA-578 report, unit 502 and 507 are the only units transferred to him from Charlie Reed. Only those units are used in the following calculations.

Step	Action					
1	For each RMA acreage record for the crop, type, and IU, multiply RMA acres by RMA weighted adjusted yield. The following records are for corn for grain.					
	Unit	**RMA Acres**	**x**	**RMA Weighted Adjusted Yield**	**=**	**Extension**
	103	158.30	x	55.88	=	8,845.8040
	502	82.30	x	59.76	=	4,918.2480
	507	71.80	x	59.76	=	4,290.7680
	Totals	312.40				18,054.8200
2	Divide the total extension from step 1 by the total acres from step 1 to determine the blended weighted adjusted yield. 18,054.8200 ÷ 312.40 = 57.79					

Load the following data in the SURE Workbook for 2008, the:

- blended weighted adjusted yield as the RMA Weighted Adjusted Yield according to subparagraph 515 J

  *** * ***

- weighted CC yield of 26 according to subparagraph 515 J *** * *** .

***--**For 2009 and subsequent years:

- the blended weighted adjusted yield will be calculated within the SURE Workbook according to the following:

  - 2009, paragraph 580
  - 2010, paragraph 619
  - 2011, paragraph 669

- enter the weighted CC yield according to the following:

  - 2009, subparagraph 575 K
  - 2010, subparagraph 614 K
  - 2011, subparagraph 664 K.**--***

134 Peanuts – RMA Weighted Adjusted Yield and Guarantee Basis

A Overview

Paragraph 303 provides instructions for loading peanut data in the SURE Workbook when there are multiple "A" (Acreage) records on SIR.

RMA was to provide FSA with the RMA weighted adjusted yield and guarantee basis for peanuts covered by APH yield-based policies or plans of insurance. This is the same information RMA provides for all other insured APH yield-based crops. RMA is not able to provide the requested data for peanut policies with multiple "A" (Acreage) records. Since the correct information is not available, County Offices will calculate the RMA weighted adjusted yield and guarantee basis with the assistance of a tool for these particular situations.

The calculation for the peanut RMA weighted adjusted yield and guarantee basis is the same calculation used for the remaining insured APH yield-based crops.

B RMA Data

For producers with policies covering peanuts with multiple "A" (Acreage) records, SIR will not print the RMA weighted adjusted yield for any type of peanut on the producer's report and the guarantee basis, as printed, will not be accurate.

Note: If the policy does not have multiple "A" (Acreage) records for any type of peanuts, all ***--**data will be on SIR, including the RMA weighted adjusted yield. Enter data in the SURE Workbook according to Part 16 or 17, as applicable.**--***

C RMA Weighted Adjusted Yield and Guarantee Basis Calculations

The RMA weighted adjusted yield is based on location county, insured acres, crop, crop type, and adjusted APH yield. The formula for calculating the weighted adjusted yield is the:

sum of (RMA acres **times** adjusted APH yield) **divided** by the sum of the RMA acres.

The guarantee basis is based on location county, insured acres, crop, crop type, and RMA weighted adjusted yield. The formula for calculating the guarantee basis is the:

guarantee basis **divided** by the APH yield **times** the RMA weighted adjusted yield.

134 Peanuts – RMA Weighted Adjusted Yield and Guarantee Basis (Continued)

D Peanut Tool

The Peanut Tool was developed to assist Field Offices in calculating the RMA weighted adjusted yield and guarantee basis for peanut producers with multiple “A” (Acreage) records.

For instructions on using the Peanut Tool, see paragraph:

- 523 for 2008
- 582 for 2009
- ***--**621 for 2010
- 671 for 2011.**--***

If the producer has peanuts physically located in multiple counties but administered in only 1 county, RMA weighted adjusted yields and guarantee basis shall be calculated for each applicable county.

135-150 (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 for 2008 **only**.**--***

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

- ***--**acres for hybrid seed will be based on female acres as provided by RMA in SIR**--***
  "ACRE" field

- 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
- acres for hybrid seed will be based on female acres from FSA-578
- 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**:

- FMV-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**:

- FMV-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 *** * ***.

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:

- ***--**Yield Protection (Plan Code 01)
- Revenue Protection (Plan Code 02)
- Revenue Protection with Harvest Price Exclusion (Plan Code 03)**--***
- Revenue Assurance (Plan Code 25)
- Income Protection (Plan Code 42)
- Crop Revenue Coverage (Plan Code 44)
- Indexed Income Protection (Plan Code 45)
- APH (Plan Code 90)
- Indexed APH (Plan Code 96).

Note: RMA policies with a Written Agreement Code of "SC" are considered Special Purpose Corn (for example, Blue Corn). The crop code must equal corn (0041) for these agreements. See subparagraph C and paragraph 308 for specific instructions on calculating a guarantee and expected revenue for these unique policies.

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

- ***--**Group Risk Plan (Plan Code 04)
- Group Risk Income Protection - Harvest Revenue Option (Plan Code 05)
- Group Risk Income Protection (Plan Code 06)**--***
- Group Risk Plan (Plan Code 12)
- PRF-RI (Plan Code 13)
- PRF-VI (Plan Code 14)
- Pecan Revenue (Plan Code 41)
- Avocado Revenue Coverage (Plan Code 46)
- ***--**Actual Revenue History (Plan Code 47)**--***
- GRIP (Plan Code 73).

Note: When Group Risk Plan (Plan Code 12) and GRIP (Plan Code 73) policies are provided through a written agreement with a Written Agreement Code of “GP”, additional action is required. See subparagraph C and paragraph 308 for specific instructions on calculating a guarantee and expected revenue for these policies.

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.

PRF provides coverage for perennial forage crops more than 1 year old. See paragraph 304 for specific instructions on calculating a guarantee and expected revenue for perennial forage crops when a producer has a PRF policy.

--

162 Insured Crops (Continued)

C Crops With No RMA Established Yield

These policies do not have an APH yield associated with them; therefore, RMA will not provide an RMA Guarantee Basis for these crops. For crops covered with these plans of insurance, the SURE crop guarantee calculation will use the following:

- RMA acres determined eligible according to Part 4
- assigned 100 percent of CEY
- assigned 100 percent of NAP price
- RMA policy coverage levels
- RMA policy price elections
- all adjustment factors used for NAP apply (PP, UH, and LP).

Note: RMA guarantee adjustment codes and factors do not apply (Option Code/Factor, Guarantee Reduction Code/Factor, Stage Code/Factor, and Multiple-Cropping Code/Factor).

162 Insured Crops (Continued)

C Crops With No RMA Established Yield (Continued)

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

- Apiculture-RI (Plan Code 13)
- Apiculture-VI (Plan Code 14)

  Notes: Use the number of colonies determined eligible according to Part 4 and recorded on FSA-578, according to 1-NAP.

  --**See subparagraphs 163 A for honey NCT price and 63 B for honey NAMP.**--

- Dollar Amount of Insurance (Plan Code 50)

  Note: Raisins are covered under Plan Code 50; however, RMA is providing an RMA Guarantee Basis. County Offices are instructed to follow paragraph 309 for raisins.

- Fixed Dollar (Plan Code 51)
- Yield-Based Dollar (Plan Code 55)

  Note: Hybrid seed policies are insured under Yield Based Dollar Amount of Insurance (Plan Code 55). **Do not use any NAP guarantee adjustments like other crops in this group**. State Offices shall establish CEY and price according to paragraph 62. SIR will provide:

  - acres, **female acres only**
  - coverage level
  - price election percentage
  - all guarantee reductions.

- AGR-Lite (Plan Code 61)
- AGR (Plan Code 63)

  Notes: 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 eligible crop acres will be determined from the automated FSA-578.

  Individual crops within the AGR and AGR-Lite policies may also be insured separately with an MPCI policy or covered by NAP. In such an instance, those crops will be **excluded** from the AGR and AGR-Lite policy. The crop guarantee will be calculated separately for individual crops based on the plan of insurance or NAP coverage obtained, as follows:

  - for insured crops, follow procedure for applicable MPCI plan code obtained
  - for NAP crops, follow paragraph 163.

162 Insured Crops (Continued)

C Crops With No RMA Established Yield (Continued)

- written agreement policies with the following **Written Agreement Codes** on SIR RMA Section "A" (Acreage) Record:

  - "**GP**" for:

    - ***--**Group Risk Plan (Plan Code 04)
    - Group Risk Income Protection - Harvest Revenue Option (Plan Code 05)
    - Group Risk Income Protection (Plan Code 06)
    - Group Risk Plan (Plan Code 12)
    - GRIP (Plan Code 73)**--***

    Note: For the following:

      - hybrid corn seed
      - hybrid grain sorghum
      - popcorn
      - sweet corn
      - any other specialty corn or grain sorghum

  - **"SC**" for any plan codes considered Special Purpose Corn (for example, Blue Corn); crop code must equal corn (0041)

  - "**TP**" is used for multiple plan codes and insures special types and practices, such as Edamame Soybean varieties.

Note: The RMA Guarantee Basis provided for these written agreements shall **not** be used according to paragraph 308.

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

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 SIR (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.

-The price for honey posted on NCT is based on a processing price, **not** an "in field" price. To reflect an "in field" price, a .85 factor has been established to adjust the NCT price.

When entering a price for honey into the SURE *** * *** Workbook, multiply the NCT price by .85 and enter the result. Enter a harvested (H) code, **not** an unharvested (UH) code, in the SURE *** * *** Workbook "Stage Code" field.

See subparagraph 63 B for adjusting NAMP for honey.

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 *** * *** 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 insurable 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

***--**HMP's apply to multiple market crops according to subparagraph 65 B. Separate crop guarantees will be calculated for each type of historical marketing (fresh, processed, or juice) for the following:

- NAP crops
- waived-in yield-based crops
- insured crops for which no RMA Guarantee Basis is provided (Plan Codes 50R, 51, 55, 61, and 63).

HMP's are **not** applied to insured crops for which an RMA Guarantee Basis is provided.**--***

B Individual Historical Market Percentages

Individual HMP's 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 HMP's will be used. State and County Offices shall follow paragraph 65 in establishing HMP's.

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

FMV-A is the dollar value of the crop immediately **before** the eligible disaster event.

FM- B is the dollar value of inventory immediately **after** the eligible disaster event.

Note: Only value loss crops that have experienced a loss:

- because of an eligible disaster event will be considered when determining the SURE guarantee and revenue

- should be loaded into the SURE Workbook according to:

  - subparagraph 515 G for 2008
  - subparagraph 575 G for 2009
  - subparagraph 614 G for 2010
  - *****--subparagraph 664 G for 2011.--*****

172 Insured Value Loss Crops

A SURE Guarantee Calculation

*--Currently, 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:

- FMV-A and FMV-B will be provided by RMA for participants who were paid an indemnity
- no acres will be considered
- a SURE yield will not be required
- a NAP price will not be used.

Note: For insured participants who did not receive an indemnity, see subparagraph D.

To calculate the crop guarantee for insured value loss crops, FSA will use the following formula:

The value of the inventory on hand immediately before the disaster
--(FMV-A) x Adjustment Factors x Share x Coverage Level x Price Election--
x the SURE Multiplier.

Note: Value loss for nursery only 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 FMV-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: Anytime FMV-A exceeds the amount of insurance a participant has, an under-report factor will be applied.

Example: 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 purchase an endorsement to increase their amount of insurance may have a guarantee adjustment factor applied.

172 Insured Value Loss Crops (Continued)

C Notice of Loss for Insured Value Loss Crops

A participant with crop insurance coverage on a value loss crop is **required** by the coverage 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.

D Insured Value Loss Crops Not Paid an Indemnity

A participant who produces a value loss crop that earns an indemnity payment from RMA will have the participant's loss information transmitted electronically to FSA by RMA. The ***--**participant's FMV-A and FMV-B will be available on SIR. However, a participant who**--*** produces a value loss crop that did **not** earn an indemnity payment from RMA will **not** have loss information provided electronically to FSA from RMA. A participant in this situation must provide FSA with a document from their crop insurance agent that establishes FMV-A. This document should be signed and dated by both the crop insurance agent and the participant.

Participants who did not earn an indemnity payment must also bring in a copy of the appraisals performed immediately following the disaster events, signed and dated by LA, or other acceptable documentation, so that a FMV-B may be calculated.

Notes: In some cases when an indemnity was not paid to a participant, their documentation ***--**may not be signed. All supporting documentation, whether signed or not, is**--*** subject to COC approval. It is the burden of the participant to bring in verifiable/reliable evidence to support their FMV-A and FMV-B.

RMA's nursery crop provisions defined:

- FMV-A as, "the value of undamaged insurable plants in the basic unit, immediately prior to the occurrence of any loss, as determined by our appraisal"

- FMV-B as, "value remaining for the insurable plants in the basic unit, immediately following the occurrence of the loss, as determined by appraisal, plus any reduction in value because of uninsured causes".

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 (FMV 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 FMV A for that loss. COC will then act on/approve the disaster event, dates of disaster, and evidence of inventory provided to support FMV A and FMV B.**--***

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 (FMV 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 FMV A to calculate the SURE guarantee. Producers with waived-in value loss crops must provide verifiable/reliable evidence to support their beginning inventory so FMV 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 FMV 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 FMV A.--*****

B Notice of Loss 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, "Unreported Disaster Event", will be **required** to be filed. COC will then act on/approve the disaster event, dates of disaster, and evidence of inventory *****--provided to support FMV A and FMV B.--*****

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 crops 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, FMV 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 eligible SURE 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 SURE Funding--

196 Implications of ARRA to 2008 Crop Year SURE 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 2008 Crop Year SURE 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
ARRA-1	Producer Selected	Producer Selected	120 Percent
ARRA-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
ARRA-1	N/A	N/A	N/A
ARRA-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 2008 Crop Year SURE 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
ARRA-1	50 Percent	100 Percent	125 Percent
ARRA-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 2008 Crop Year SURE 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
ARRA-1	N/A	N/A	N/A
ARRA-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 (Withdrawn--Amend. 17)

--198 Closing the Application Process for 2009 SURE--

A Application Period Deadline

*--The **deadline** for 2009 SURE Program payment FSA-682's was **COB July 29, 2011**. **There are no provisions for late-filed FSA-682's**. FSA-682's **must** have been filed by **July 29, 2011**, to be eligible for SURE payment consideration.

B Processing 2009 SURE Applications Received After Conclusion of 2009 Application Period

Actions permitted following receipt of FSA-682's submitted after the July 29, 2011,**--*** deadline include the following:

- filing the original FSA-682 containing signatures of producers dated after the end of the application period in the farm file

- not acting on, not approving, nor disapproving FSA-682.

*--County Offices will **not** discourage any producer from signing FSA-682 for the 2009 year at any time. **Except** as may be permitted under subparagraph D, FSA is **not** required to act on FSA-682's submitted after the July 29, 2011, deadline. Therefore, **except** as provided in subparagraph D, FSA offices and committees will **not** do any of the following:

- consider or render any sort of adverse decision or relief decision on FSA-682's for 2009 signed by anyone after the 2009 SURE program application period ended, **regardless--*** of the reason the individual or entity did not file FSA-682 before the application period passed

- forward any recommendation of approval of relief (**except** as may be provided in subparagraph D) for anyone who submitted FSA-682 after the application period passed

- provide any determination letter or other communication to the participant nor will the participant be afforded any right of appeal or appealability because FSA is making no decision on FSA-682.

***--198 Closing the Application Process for 2009 SURE (Continued)**

C Exception for Considering 2009 SURE Cases under Misinformation/Misaction or Programmatic Relief

Producers are not entitled to the consideration of equitable relief under extra programmatic relief or misinformation/misaction provisions. Equitable relief and its consideration are discretionary. If a producer convinces COC and STC that the circumstances warrant programmatic relief consideration or that the producer detrimentally relied on some erroneous action, advice, or information of an authorized FSA representative that caused the producer to fail to timely file FSA-682 for 2009 SURE program benefits by the**--***
application deadline, COC and STC, as applicable, depending on facts in the case, may do either of the following:

- elect **not** to consider the matter and consider the matter closed

  Note: This is **not** a denied relief decision. See subparagraph C.

- consider the matter and make an appropriate relief recommendation to DAFP to approve ***--**the 2009 FSA-682.**--***

199-200 (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.

* * *

201 Production (Continued)

B Definitions

The following terms are used in this part.

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. *** * ***

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.

--Note:** SURE eligible crops include all insurable or NAP coverable acres, regardless of whether insurance or NAP coverage was obtained. See examples in subparagraph E.**--

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 paragraph 205.

SIR will provide production data for NAP crops. NAP production data will be used, unless adjusted according to subparagraph F.

In all cases, SIR will provide, if available, the subsequent years:

- 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 SIR (Exhibit 4):

- ***--**Yield Protection (Plan Code 01)
- Revenue Protection (Plan Code 02)
- Revenue Protection with Harvest Price Exclusion (Plan Code 03)**--***
- 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).

According to subparagraph C, it is the producer's responsibility for reporting all production from all SURE eligible acreage, including **all** acreage that is insurable or NAP coverable. Producers shall be questioned whether all of their production has been accounted for from SURE eligible acreage, including when RMA sources are used for production reporting.

IF…	**THEN…**
loss record present	RMA provides production on SIR through the "L" (Loss) Record. If it is determined that: • all fields in the unit were covered by insurance, the loss record accounts for all the production **Example:** FSA-578 acres were 158.2. RMA determined acres from the loss record were 155.0. Because there is an "L" (Loss) Record present, **all** the production is accounted for on the unit regardless of the difference between FSA reported or RMA determined acres. Producer states the production from the loss record accounts for all production for the SURE eligible acres.

201 Production (Continued)

D Production for SURE (Continued)

IF…	THEN…
loss record present (Continued)	• a field was missed in coverage because the producer failed to report a field to RMA, producers will be **required** to submit verifiable and reliable production records according to subparagraphs G through J for production excluded from the "L" (Loss) Record; if production records are unavailable, COC shall assign production in addition to the production already accounted for on the loss record using maximum average loss levels according to subparagraph 205 B. **Example:** Producer A has insurance on winter wheat in County B. FSA-578 shows 525 wheat acres on the SURE farm with IU of grain. RMA "L" (Loss) Record reflects 500 acres. Producer A is questioned about the acreage difference. It is determined a 25 acre field was **not** reported to RMA. RMA did not know about the 25 acre field; therefore, the 25 acre field was not included on the "L" (Loss) Record. Producer A **must** provide production records for the 25 acre field, or certify to production on which maximum average loss levels, according to subparagraph 205 B, will apply in addition to the production provided on the "L" (Loss) Record.
no "L" (Loss) Record is present, but "SY Acre" and "SY Yield" is present	in the absence of a "L" (Loss) Record, "SY Acre" and "SY Yield" provided from RMA may be used for production reporting, if they capture all of the producer's production for that unit. If it is determined that the: •***--**unit structure changed from the current SURE year as compared to the proceeding year, the "SY Acre" and "SY Yield" shall not be**--*** used to capture production; producers will be **required** to submit verifiable and reliable production records according to subparagraphs G through J; if production records are unavailable, producer shall certify to production on which maximum average loss levels according to subparagraph 205 B will apply **Example:** Producer C has 1 unit of wheat in County D and is applying for SURE in the 2008 year. The acreage from the "A" (Acreage) Record is 150. "SY acres" are 175. Producer C is questioned about the acreage difference and it is determined that the producer rented an additional 25 acres in 2009. Therefore, the unit structure from 2008 to 2009 has changed. The "SY Acre" and "SY Yield" **cannot** be used for production reporting purposes. Producer C **must** provide production evidence.

201 Production (Continued)

D Production for SURE (Continued)

*--

IF…	THEN…
no "L" (Loss) Record is present, but "SY Acre" and "SY Yield" are present (Continued)	• "SY Acres" match the acres from the "A" (Acreage) Record, but FSA-578 acres do **not** match, then producers should be questioned to determine the reason the acres do **not** match; if a field was missed in coverage, "SY Yield" may or may **not** have captured all of the production; the producer should be questioned to make certain that they reported all of their production to RMA and all of the production is reflected in "SY Yield". **Example 1:** Producer C has all of their corn in 1 unit in County D. FSA-578 acres are 110. RMA acres on the "A" (Acreage) Record and "SY acres" are 100. In gathering information from Producer C it was determined that 10 acres were underreported to RMA. However, Producer B reported 11,000 bushels to RMA for APH purposes from all 110 acres; therefore, even though the acres are underreported all the production is captured. **Note:** Notify RMA using AD-2007 according to 4-RM, in all cases it is discovered the RMA "SY Yield" is incorrect. **Example 2:** Producer E in county F has 1 unit of wheat on the SURE Farm. FSA-578 reflects 525 acres of wheat intended for grain. RMA acres on the "A" (Acreage) Record and "SY acres" are 500. In gathering information from Producer E it was determined that 15,000 bushels of wheat were reported to RMA for APH purposes, but the production on the 25 acre field was **not** reported. "SY Acre" and "SY Yield" can be used to capture the production on the 500 acres. Producer A **must** provide production records for the 25 acre field or certify to production on which maximum average loss levels according to subparagraph 205 B will apply in addition to the 15,000 bushels calculated from the "SY Acre" and "SY Yield" records.

--*

201 Production (Continued)

D Production for SURE (Continued)

The following provides production sources for RMA, NAP, and waived-in crops.

FOR…	IF…	THEN…
RMA	RMA production data is provided on SIR "L" (Loss) Record	use production from SIR "L" (Loss) Record.
	RMA production data is **not** provided on the SURE Interim Report "L" (Loss) Record, but subsequent year's yield and subsequent year's acreage are provided on SIR "Y" (Subsequent Year Yield) Record **Notes:** If "PW" indicator is present on "SY Yield" type, the subsequent year's yield and acres are ignored. ***--**Subsequent year's yields are in dollar amounts for contract seed peas and beans and cannot be used. In these cases the producer **must** provide--* acceptable production evidence according to subparagraphs G through J.	calculate production by multiplying the subsequent year acreage by the subsequent year yield from SIR "Y" (Subsequent Year Yield) Record.
	RMA production data is **not** on SIR Loss "L" Record and subsequent year's yield and subsequent year's acreage are **not** provided on SIR "Y" (Subsequent Year Yield) Record	producer must provide acceptable production evidence according to subparagraphs G through J.
NAP	NAP production data is provided on SIR	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	

Notes: If cotton has a value in the "Skip-Row Code" field of the "Y" record, then RMA production may **not** be used on the "L" (Loss) Record or "SY Yield". Producers **must** provide production evidence according to subparagraphs G through J.

Applicable Skip-Row Codes for cotton are as follows:

- for Arkansas, Louisiana, Missouri, and all States east of these States, 102, 103, 106, 107, 108, 111, 112, 117, and 118

201 Production (Continued)

D Production for SURE (Continued)

- for New Mexico and the following counties in Texas: Baylor, Concho, Runnels, Schleicher, Shackelford, Sutton, Taylor, Throckmorton, Val Verde, Wilbarger, and all counties west of these counties, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, and 217

- for Kansas, Oklahoma, and all Texas counties not previously listed in this note, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, and 317.

***--Note:** If the row width is included with these codes, they will be 5-digit; for example, "20230", "21740".

For 2009 and subsequent years, if corn has a value of 10130, 20130, 20136, 20230,**--***
or 11111 in the "Skip-Row Code" field of the "Y" (Subsequent Year Yield) record, then RMA production may not be used on the "SY Yield" or "L" (Loss) records. Producers must provide production evidence according to subparagraphs G through J.

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, including:

- *****--Group Risk Plan (Plan Code 04)
- Group Risk Income Protection Harvest Revenue Option (Plan Code 05)
- Group Risk Income Protection (Plan Code 06)**--***
- Group Risk Plan (Plan Code 12)
- Apiculture and PRF-RI (Plan Code 13)
- Apiculture and PRF-VI (Plan Code 14)
- Pecan Revenue (Plan Code 41)
- Indexed Income Protection (Plan Code 45)
- Avocado Revenue Coverage (Plan Code 46)
- *****--Actual Revenue History (Plan Code 47)**--***
- 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)
- GRIP (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.

201 Production (Continued)

E Considerations for RMA Production

Skip-Row Crops - Skip-row corn and grain sorghum may use RMA production for 2008. For *--cotton, and 2009 and subsequent skip-row corn, see note in subparagraph D to determine--* when RMA production may **not** be used.

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.

Fruit Policies and Multiple Marketed Crops - For all multiple marketed crops, follow paragraph 307. Florida citrus and stone fruit policies that cover fresh apricots, fresh freestone peaches, fresh nectarines, processing apricots, processing cling peaches, and processing freestone peaches in California, Idaho, Oregon, Utah, and Washington are **not** considered multiple market crops. For these policies, production provided from RMA may have been converted from other uses on the "SY Yield" and "L" (Loss) Records. Therefore, these producers will be **required** to provide production records according to subparagraphs G through J. Follow subparagraph 204 A when final use differs from IU to determine total crop value for all nonmultiple market crops.

201 Production (Continued)

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.

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.

201 Production (Continued)

G Acceptable Production Records

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 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.

Another producer's RMA production (for the RMA plan codes that provide production according to subparagraph D) may be used for 2008 and 2009 buy-in participant's production if FSA-578 information supports the share information.

Example: Producer A and Producer B share 50/50 on a crop. Producer A had RMA coverage on this crop with APH (Plan Code 90). Producer B did **not** have RMA coverage, but participated in the buy-in for SURE eligibility. If FSA 578 information supports the share of the interest in the crop, Producer A's production may be loaded into Producer B's SURE *** * *** Workbook with a 50 percent share specified. This will apply if a RMA loss record is present or the "SY Acre" and "SY Yield" are used to capture production. Producer B's folder should document where the production came from along with supporting FSA 578 information for proof of share.

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 H:--*****

- 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

  Note: If in SIR RMA Data Section, "A" (Acreage) Record, "Zero Acre" field, there is "U", the acreage is uninsurable.

- 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.

M Multiple Market Crops With Unsold Production

HMP's shall be established for multiple marketed crops according to subparagraph 65 B. HMP's will apply to the production of multiple marketed crops when any of the following occur:

- appraisals are submitted as production evidence
- producers certify production
- production is currently in storage
- maximum average loss levels are used
- the total production is provided without a determination of market.

--Note:** HMP's will **not** apply to multiple market crops that have guarantees and losses figured on fresh; for example, RMA apples insured with fresh types 111, 114, and 115. See subparagraph 307 E.**--

202 Unavailable RMA Production Data

A FCIC and MPCI Settlement Sheets

--**If losses for insured crops are **not** reflected on SIR (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 that do **not** have FSA-established conversion methods, STC's have the authority to establish conversion methods based on industry standards

- for all nonmultiple market crops that have a different final use because of marketing or quality conditions, NAMP for IU will be used (with quality adjustment factor applied, if the crop suffered an eligible quality loss)--*****

- 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

- *****--for all crops that do **not** fit into salvage, do **not** have an established conversion method, or do **not** have any production records for IU, production **must** be certified or assigned with applicable maximum average loss levels to IU.--*****

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, 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 because of 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 Grass for Seed Also Harvested as Forage

A Overview

Typically, grass intended for seed will be cut for hay at least once before harvest for seed. The residual from the seed harvest will usually be baled for hay. RMA will only allow one IU to be covered by an insurance policy and 2-CP only allows only one IU for this situation. Generally, a seed producer must be certified and the producer will usually elect to cover their grass seed harvest rather than forage.

B IU

For the SURE Program, only a single IU for the acreage will be included in the SURE calculation. Any other IU of the crop on the same acreage will **not** be eligible for SURE and will **not** be counted in the guarantee or revenue.

Notes: If more than one IU on the same acreage exists, the participant will choose which IU will have SURE benefits. **All** eligibility requirements apply.

All NAP payments and insurance indemnities received, regardless of IU, count as revenue.

*--207 Sugar Beet Provisions

A Conversion to Standardized Tons

Sugar beet production data obtained from RMA, whether on a loss or yield record, has already been adjusted to standardized ton. Therefore, no additional adjustment because of sugar content is necessary.

For producers without RMA production data, an adjustment to standardized tons **must** be made according to subparagraphs B through D.

B Adjustment Procedure

Production that meets the minimum acceptable standards contained in the sugar beet processor contract or corporate resolution **must** be converted to standardized tons. County Offices shall calculate standardized tons for sugar beets meeting the maximum acceptable standards by completing the following steps.

Step	Action
1	Divide the average percentage of raw sugar by the raw sugar content percentage shown in the Federal Crop Insurance Policy "Special Provisions" for the administrative county, for the applicable disaster year.
2	Multiply the result from step 1, rounded to 3 places, times the number of tons of sugar beets meeting the minimum acceptable standard.

C Raw Sugar Percentage

The average percentage of raw sugar will be determined from tests performed by the processor at the time of delivery.

If the individual tests of raw sugar content are **not** made at the time of delivery, the average percent of raw sugar may be based on the results of previous tests performed by the processor during the crop year, if it is determined that these results are representative of the total production. If not representative, the average percent of raw sugar will equal the raw sugar content percent shown in the Federal Crop Insurance Policy "Special Provisions" for the administrative county.**--***

***--207 Sugar Beet Provisions (Continued)**

D Adjustments to Production Not Meeting Minimum Standards

Production appraised after the earliest delivery date that the processor accepts harvested production and that does **not** meet the minimum acceptable standards contained in the sugar beet processor contract because of an eligible cause of loss, will be converted to standardized tons. County Offices shall calculate standardized tons for sugar beets **not** meeting the maximum acceptable standards by completing the following steps.

Step	Action
1	Divide the gross dollar value of all of the damaged sugar beets (including the value of cooperative stock, patronage refunds, etc.) by the average local market price per pound, as determined by COC for the year of the application.
2	Divide the result of step 1 by 2,000 lbs.
3	Divide the result of step 2 by the county average raw sugar factor contained in the RMA Crop Insurance, "Special Provisions" for the administrative county and applicable disaster year.

Example: The total dollar value of the damaged sugar beets is $6,000.00.

The local market price is $0.10.

The county average raw sugar factor is 0.15.

The amount of production to count would be calculated as follows:

$6,000 ÷ $0.10 = 60,000 lbs.
60,000 lbs ÷ 2,000 lbs/ton = 30 tons
30 tons ÷ .15 = 200 tons (production to count).**--***

***--207 Sugar Beet Provisions (Continued)**

E Location of RMA Special Provisions

The RMA Sugar Beet Special Provisions that contains the county average raw sugar factor for the administrative county may be obtained from the RMA web site as follows.

Step	Action
1	Access the RMA public Internet web site at **http://www.rma.usda.gov/**.
2	Under "Browse by Subject", CLICK "**Information Browser**".
3	Under Information Brower", CLICK "**Actuarial Document Browser, before Reinsurance Year 2011)**".
4	On "Information Brower", under "Actuarial Document Browser", CLICK "**Form-Based (user friendly) Actuarial Documents**".
5	On the Risk Management Agency's Actuarial Document Selector System Screen, CLICK "**Crops**".
6	On the Actuarial Document Selector by Crop Screen, from the "Crop" drop-down menu, select "**Sugar Beets (0039)**".
7	From the "STATE" drop down menu, select applicable State.
8	From the "COUNTY" drop down menu, select applicable county.
9	From the "INS PLAN" drop down menu, select "**APH (90)**".
10	From the "DOC TYPE" drop down menu, select "**SPEC PROV (XXXX)**" for the applicable year.

--*

*--207 Sugar Beet Provisions (Continued)

E Location of RMA Special Provisions (Continued)

The following is an example showing where the raw sugar content factor expressed in a percentage can be found in the document produced from the steps in the table in this subparagraph.

```
10/17/2008 COUNTY ACTUARIAL TABLE PAGE 1

SPECIAL PROVISIONS OF INSURANCE
2009 AND SUCCEEDING CROP YEARS

ST: NEBRASKA (31) CROP: SUGAR BEETS (0039)
CO: Scotts Bluff (157) PLAN: APH (90)

THE SPECIAL PROVISIONS OF INSURANCE IS THE PART OF THE POLICY THAT CONTAINS
SPECIFIC PROVISIONS OF INSURANCE FOR THE INSURED CROP IN THIS COUNTY.
-------------------------------------------------------------------------------
INSURABLE TYPES AND PRACTICES:
TYPE(S) PRACTICE(S)
------- -----------
(997) No Type Specified (002) Irrigated
-------------------------------------------------------------------------------
PROGRAM DATES FOR INSURABLE TYPES AND PRACTICES:
SALES EARLIEST           FINAL ACREAGE PREMIUM
CLOSING      PLANTING    PLANTING REPORTING       BILLING
-------------------------------------------------------------------------------
TYPE(S) PRACTICE(S)
------- -----------
(997) No Type Specified  (002) Irrigated
03/15/2009   04/01/2009   05/20/2009   06/30/2009   10/01/2009
-------------------------------------------------------------------------------
CROP STATEMENT(S):
Contact your agent regarding possible premium discounts, options,
and/or additional coverage that may be available.

Raw sugar content percentage for use in adjusting harvested production or
unharvested production that is appraised after the earliest delivery
date that the processor accepts harvested production as provided in the
Sugar Beet Crop Provisions: 16.3 percent.

Rotation requirements: In accordance with Section 8 (a) (1) of the Sugar
Beet Crop Provisions, insurance will not attach to any acreage on which
sugar beets were grown the preceding crop year unless the following
requirements apply:
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--*

208-230 (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 FMV 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.

*** * ***

Note: If the quality factor for 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.

*** * ***

233 Quality Loss General Requirements (Continued)

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 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.

F RMA Production on SIR

The production associated to a RMA loss record on SIR (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)

G 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, STC-approved lab, or licensed warehouse facility for warehouse stored grain**--***
- 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)

H 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
- ***--**State university or STC-approved lab.**--***

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. The quality test deadline is in subparagraph 234 B. Acceptable farm-stored forage measurements and quality production documentation **must** be 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.

235 Hay and Forage Provisions (Continued)

F 2008 and 2009 Forage Exception (Excessive Precipitation Only)

For 2008 and 2009 mechanically harvested forage for hay, STC may waive the provisions in subparagraphs B, C, and D that require verifiable evidence by producers to support quality.

If waiver is elected by STC, additional documentation **must** be provided to show the county received above normal precipitation. Third party sources such as universities, National Institute of Food and Agriculture, or forage analysis labs, **must** document that this excessive precipitation did cause a reduction in hay quality that resulted in a reduction in value.

Documentation from third party sources **must**:

- support the procedure STC used in establishing quality adjustment factors as outlined in subparagraph 66 B *** * ***
- show evidence that the average quality of forage in the county declined because of the excessive precipitation during normal harvest periods
- include tests from within the county for the applicable year that supports the reduction in quality; these test results may include, but are **not** limited to the following:
  - crude protein
  - total digestible nutrients
  - relative feed value
  - any documentation of price decline because of forage quality based on these test values

235 Hay and Forage Provisions (Continued)

F 2008 and 2009 Forage Exception (Excessive Precipitation Only) (Continued)

- document each forage type, the timing of harvest may vary by types of forage; for forage types that have multiple cuttings throughout the year, evidence **must** show the excessive precipitation affected quality on average for the total production from all cuttings.

  Example: The warm season native forage may **not** have been affected by the excessive precipitation while early harvested alfalfa was impacted.

Notes: As discussed in paragraph 304, pasture, rangeland, forage pilot polices do **not** distinguish between types of forage. As a result, STC **must** establish an average quality adjustment factor based all perennial forage types for producers who have PRF. This factor is in addition to the quality adjustment factor established by specific forage type that could be used for producers who did **not** purchase PRF.

If price was used in determining the quality adjustment factor for PRF, then the NASS "All Hay" price **must** be used.

Producers will still be **required** to certify that their production is eligible for the quality adjustment factor for forages on FSA-682. However, verifiable evidence is **not** required if STC elects to use the procedure in this subparagraph.

For producers who do **not** have verifiable production evidence and are eligible under this waiver, the following statement must be added to the ninth bullet in FSA-682, Part F:

"Exception in 1-SURE, subparagraph 235 F applies".

The producer **must** initial and date this statement.

236 (Withdrawn--Amend. 15)

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 CC 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.

--Note:** RMA settlements include any arbitration amount awarded to the producer for a loss with a guarantee still present. Arbitration amounts will not print on the SIR. Producer must certify to the amount according to paragraph 614 D.**--

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 FMV B. NAMP's and quality adjustment factors will **not** apply to value loss crops. When determining the value of inventory immediately after the disaster (FMV 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, as well as any ineligible losses, **must** be included in calculating the value of inventory immediately after the disaster for FMV 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 SIR (Exhibit 4) as FMV 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 FMVB. This will be used in determining crop revenue. That value will be included on SIR as FMV 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. Producers must identify the disaster and dates of the disaster for the qualifying losses in FSA-682, Part A. COC shall verify that the disaster did occur on the dates submitted. County Offices shall follow 1-NAP in assisting producers in documenting the value of the inventory immediately after the disaster as FMV B.

Note: Only value loss crops showing a loss are to be loaded into the SURE *** * *** Workbook.

263 Payments Included in Total Farm Revenue

*--A DCP and ACRE Direct, DCP CC, and ACRE Payments

Fifteen percent of the total direct payments, including direct payments associated with DCP and ACRE, will be included in calculating total farm revenue. The total DCP CC**--*** 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 CC and ACRE payments earned for the applicable crop year must be included in total farm revenue.

Example: Producer A received CC payment in 2008 for a 2007 crop. Since this payment was not for a 2008 crop, the CC payment would not be included in the 2008 total farm revenue. If Producer A received a CC 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.

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 SIR 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 SIR 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 Workbook on the Data Entry Screen, under the Other Payment Amounts Section, "RMA (Crop Ins.) Indemnities" field (see subparagraph 515 D for 2008). For 2009, load premiums and indemnities according to subparagraph 575 D. The net indemnity will be calculated by the SURE Workbook.**--***

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. There will be situations where there are several acreage records provided by RMA for the county/crop/type/practice/plan/share/unit/coverage category. If there is a loss associated with **any** of the acreage records the **entire** producer paid premiums associated with the unit will be included in the sum.

Example: A unit may have 3 acreage records because some of the acreage was timely planted, some was late planted, and some was prevented planted. However, only the prevented planted acreage record earned an indemnity. In this example the producer paid premiums included with the timely planted and late planted acreage that did not earn an indemnity will be included in the total.

It is reiterated that **only** producer paid premiums for a unit that earned an indemnity will be included in the 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).

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

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**.

Notes: For 2008, see paragraph 520 for using the RMA Net Indemnity Calculator

For loading premiums and indemnities into the SURE Workbook for:

- 2009, see subparagraph 575 G
- 2010, see subparagraph 614 G
- ***--**2011, see subparagraph 664 G.**--***

Use the following to calculate net indemnity.

Step	Action
1	Determine all RMA crop data for the administrative county. **Notes: SIR 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 matches the loss records will be summed. **Note: Producer paid premiums on acreage records for a unit that does not have a loss 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 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 *** * *** 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 * * * Workbook "RMA (Crop Ins.) Indemnities" field.

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.

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

RMA indemnities will include indemnities paid for prevented planting claims.

Note: For value loss crops, RMA takes the total indemnity and divides it equally among the ***--**loss records for all units in the value loss crop in SIR.**--***

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 as a value above and beyond the value of the crop delivered. For all SURE eligible crops that have a guaranteed payment, the guaranteed payment shall be included in the total farm revenue.

Example: Producer A has 100 acres of corn for grain under contract for $65,000 at a value of $6 per bu. for the grain. The corn produces 100 bu./acre (10,000 bu. x $6/bu. = $60,000). Producer A applies for SURE and the 100 acres are included in their SURE farm. The 10,000 bu. of corn will be included in the total crop value for the corn for grain. The additional $5,000 above and beyond the value of the delivered crop will be included in the total farm revenue as a guaranteed payment.

Note: Some seed contracts may include language within the contract to reduce the guaranteed payment by the amount received from an RMA indemnity. If that provision is specifically included in the contract, the County Office shall ensure that the guaranteed payment included for total farm revenue is reduced by the indemnity received and reflected on the settlement sheet.

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 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 *** * *** SURE *** * *** Workbook will perform this calculation. Do **not** adjust revenue to account for imputed CAT or NAP payments.

263 Payments Included in Total Farm Revenue (Continued)

I CAP Payments

[7 CFR 760.708] Any CAP payment issued to a producer will be considered farm revenue for 2009 SURE.

The regulation authorizing CAP specifically states that CAP payments will be counted as revenue for the producer under the 2009 SURE.

Example: Producer A applied for 2009 SURE. Producer A received a $1,562 CAP payment. Regardless of what crop or crops Producer A included on FSA-682, or what crops for which CAP payments were issued, the $1,562 CAP payment will be included in the total farm revenue as an "other disaster benefit".

J SURE Report of FSA Payments

For 2009 and subsequent SURE crop years, payments included in the total farm revenue according to subparagraphs 263 A (DCP and ACRE), 263 B (market certificates and LDP's), and 263 E (NAP payments) will be provided on the SURE Report. The SURE Report is generated through FWADM and can be viewed in either detail or summary.

Notes: It is important that County Offices use FWADM for gathering information on these FSA payments. Other reports used to generate these program payments may result in inaccurate program payments for the crop year.

Market loan gains for CMA's will still be displayed on SIR.

County Offices shall run the SURE Report as instructed in paragraph 583 for each producer or entity for which a SURE payment calculation is determined. For multi-county producers, ***--**the recording county must coordinate with administrative counties to determine whether the recording county will run the report and enter all payments or if each administrative county will be responsible for running the report and entering all payments for that administrative county.**--***

Note: Market loan gains for CMA's that are displayed on SIR will continue to be entered by each county for multi-county producers, because these are included on FSA-682 for producer certification and COC approval.

County Office will run an updated SURE Report any time additional payments are issued or payments are refunded for the programs mentioned in this subparagraph for the crop year ***--**matching FSA-682 crop year. If a producer is multi-county, and the recording county was responsible for entering all payments in the workbook, County Office shall e-mail the**--*** updated report to the recording county. Overpayments will require a refund and underpayments will require an additional payment. All payments included in the total farm revenue issued or refunded, after issuance of a SURE payment, **must** be addressed.

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.

Note: To factor (adjust) RMA data by eligible acres, stage, or share, see paragraph:

- 519 for 2008
- 579 for 2009
- *****--618 for 2010
- 668 for 2011.--*****

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 *--SIR--*	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 1 of RMA’s approved exceptions according to subparagraph 35 I, where 1 producer can insure another producer’s share, then proceed to subparagraph C.

Notes: Situations have been discovered where the producers between FSA and RMA do not match.

Example: 2008 FSA records show 100 percent for the JV and RMA records show 2 individuals with 50/50 shares.

Managers Bulletin 08-008 issued by RMA, allows the record to be corrected in the subsequent year. In these situations, the entity will be eligible for SURE.

These discrepancies shall be documented by 1 of the following methods:

- written statement from the insurance agent
- documented on AD-2007.

292 Types of Discrepancies Between FSA and RMA Data (Continued)

A Producer of Record Discrepancies (Continued)

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.

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

--Notes:** A revised RMA Guarantee Basis must be calculated based on the**-- producer's correct share in the crop for the applicable year.

In cases where the share between RMA and FSA are different, and there will be an increase in liability, RMA will not:

- correct RMA data
- provide FSA a revised guarantee basis.

County Offices are **required** to submit AD-2007 to RMA; however, County Offices will be able to process the SURE application without RMA concurrence of share, as long as SURE guarantee reflects the lesser of RMA share or FSA share, following the procedure in subparagraph 519 F for 2008 or subparagraph 579 F for 2009.

292 Types of Discrepancies Between FSA and RMA Data (Continued)

B Share Discrepancies (Continued)

- 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.

Example #1: 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 share reported by RMA on SIR to determine a potential SURE payment.
3	Review other program payments to determine the producer's eligibility for those payments.

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 ensure that the provider has verified FSA's share as correct.
2	A revised RMA Guarantee Basis must be recalculated based upon the producer's correct share using the "Factoring RMA Data by Share Differences Tool" in the workbook.
3	Use the revised RMA Guarantee Basis to determine SURE crop guarantee.**--***

292 Types of Discrepancies Between FSA and RMA Data (Continued)

B Share Discrepancies (Continued)

If the RMA share is incorrect:

- the guarantee must be based on the lesser of the RMA share or the FSA share
- total farm revenue must be based on the FSA share (excluding RMA indemnity, this remains as is with RMA share).

Notes: The Factoring RMA Data by Share *** * *** Tool has been developed for cases when FSA shares and RMA shares do not match and it is not a result of the exception in subparagraph 35 I. *** * ***

Policy for factoring RMA data by share differences is provided in subparagraph:

- *****--519 F for 2008
- 579 F for 2009
- 618 F for 2010
- 668 F for 2011.--*****

The Factoring RMA Data by Share Differences Tool shall **not** be used when the share discrepancy **is** a result of 1 of the exceptions in subparagraph 35 I. Instructions for using the Factoring RMA Data by Share Tool, when there are differences between RMA and FSA shares and they **do** not meet the exception, are provided in subparagraph:

- 519 C for 2008
- 579 C for 2009
- *****--618 C for 2010
- 668 C for 2011.--*****

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.

No other RMA data elements listed in SIR 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 SIR RMA Data Section.

292 Types of Discrepancies Between FSA and RMA Data (Continued)

C RMA Data Adjustments for RMA Exceptions (Continued)

The following examples demonstrate when to adjust specific data elements from the SIR 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 TIN's.

The husband and wife must file their own applications as each is 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 (01, 02, 03, 04, 05, 06, 12, 13, 14, 25, 41, 42, 44, 45, 46, 47, 50 (Nursery only), 73, 86, 90, 92, 96), adjust the**--*** following elements.

Element	Abbreviation on SIR	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 (0.5000), that is $5,000 x 0.5000 = $2,500.
Gross Indemnity	GROSS INDM	$4,000	Multiply Gross Indemnity by revised share (0.5000), that is $4,000 x 0.5000 = $2,000.
Producer Premium	PROD PREMIUM	$800	Multiply Premium by revised share (0.5000), that is $800 x .500 = $400.
Production to Count	PROD TO COUNT	54	Production will be entered into the SURE Workbook in its entirety as it is always gross.
Share	SHR	1.000	Adjust to 0.500 (1.000 x 0.5000 = .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 SIR--*	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		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 * * * 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 2: Transfer of Coverage and Right to an Indemnity

A Transfer of Coverage and Right to an Indemnity occurs when an original insured transfers insurance coverage to another insured. SIR will identify the original insured (transferor) as the producer of record and the new producer of record (transferee) **must** be listed as SBI. If the transferee is **not** listed on SIR as SBI, and the insurance company cannot provide SBI information to RMA, the insured must provide FSA a hard copy of a valid RMA form titled, "Transfer of Coverage and Right to an Indemnity".

Shares may differ between the transferor and the transferee.

Angela, an individual with a 100 percent share, transfers her Right to an Indemnity to Tim, Melonie, and Ryan, each with a 1/3 share. SIR shows Angela's share of 100 percent. RMA data needs to be adjusted to account for the new producers of record share difference. For RMA plan codes (12, 25, 41, 42, 44, 45, 46, 50N, 73, 86, 90, 92, 96), adjust the following elements.

Element	Abbreviation *--on SIR--*	RMA Data Currently Shows	Reason for Adjustment
Acres	ACRES	75	Not applicable for these plan codes because the RMA Guarantee Basis is provided. **Note:** Acres are always gross.
Guarantee Basis	GUAR BASIS	$6,000	Multiply guarantee basis by revised share (.333); that is, $6,000 x .333 = $1,998.
Gross Indemnity	GROSS INDM	$4,500	Multiply gross indemnity by revised share (.333); that is, $4,500 x .333 = $1,498.
Producer Premium	PROD PREMIUM	$930	Multiply premium by revised share (.333); that is, $930 x .333 = $310.
Production to Count	PROD TO COUNT	54	Production will be entered into the SURE * * * Workbook in its entirety because production is always gross.
Share	SHR	1.00	Adjust to .333 (1.00 x .333 = .333).
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 2:Transfer of Coverage and Right to an Indemnity (Continued)

For RMA plan codes (50R, 51, 55, 61, 63), adjust the following.

Element	Abbreviation *-on SIR--*	RMA Data Currently Shows	Reason for Adjustment
Acres	ACRES	75	FSA acres are used and **must** reflect the 1/3 share. **Note:** Acres are always gross.
Guarantee Basis	GUAR BASIS		Not applicable for these plan codes because the guarantee basis is not provided.
Gross Indemnity	GROSS INDM	$4,500	Multiply gross indemnity by revised share (.333); that is, $4,500 x .333 = $1,498.
Producer Premium	PROD PREMIUM	$930	Multiply premium by revised share (.333); that is, $930 x .333 = $310.
Production to Count	PROD TO COUNT	54	Production will be entered into the SURE * * * Workbook in its entirety as because production is always gross.
Share	SHR	1.00	Adjust to .333 (1.00 x .333 = .333).
Stage	STAGE	H	Does not change.

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 SIR as unharvested.

If RMA appraised the production for IU of grain and this was provided through SIR, then this production will be used. However, production will be entered into the SURE Workbook as harvested.

If RMA indicates the crop was harvested and provides production through SIR with the final use of silage, then follow paragraph 204 for conversion to IU.

If RMA indicates the crop was unharvested and does not provide production through SIR 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 IU, if applicable). The crop will be entered into the SURE * * * Workbook as harvested.

Note: The quality factor is applicable for corn with IU 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 SIR. 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/IU. 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

For acreage data discrepancies between FSA and RMA, County Offices shall follow paragraph 100.

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 SIR--*	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 ***--**SIR 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 *** * *** Workbook **only** once
- prices and enter the **total** price into the SURE *** * *** 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"
- "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 *** * *** 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 SIR 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 SIR "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 *** * *** 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 *** **** 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 *** * *** 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 SIR. The order in which the units are presented is **not** typical of the how the units will appear in SIR's. 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 *** * *** Workbook "Guarantee Adjustment Code" field, whenever present on SIR 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 SIR into the SURE *** * *** 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 *--SIR). 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 SIR's 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 SIR's 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 SIR.

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 *****--SIR for potatoes:

- SIR 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

- ***--**SIR 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 *** * *** Workbook **only** once
- prices and enter the **total** price into the SURE *** * *** 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"
- "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 *** * *** 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 SIR 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 SIR "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 *** * *** 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 *** * *** Workbook with a total RMA--***** guarantee basis of: $12,849 ($8,549 + $4,300).

Note: The price to load into the SURE *** * *** 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 *** * *** Workbook "Guarantee Adjustment Code" field, whenever present on SIR 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 SIR, into the SURE *** * *** 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 an "L" (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 SIR).**--*** 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 SIR's 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 SIR's 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 SIR.**--***

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 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 SIR 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.

--Note:** See paragraph 134 for RMA weighted adjusted yield.**--

B When RMA Data for Peanuts Must be Combined

SIR's 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 SIR RMA Data Section and enter into the SURE 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 *** * *** 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 SIR 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 *** * *** 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 *** * *** Workbook with all required entries from SIR 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 * * * Workbook

When only **1 price** is present on the "A" (Acreage) Records for the peanut unit on SIR, load the price, as provided, into the SURE *** * *** 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 *** * *** 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 *** * *** Workbook.

Using SIR example in subparagraph D, the price to enter into the SURE *** * *** 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 * * * 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 *** * *** 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 *** * *** 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 Pasture, Rangeland, and Forage (PRF)

A Background

PRF Pilot Insurance Program is:

- a plan of insurance based on vegetative greenness or rainfall indices during a selected time period (called index intervals) within a grid. Losses are based on the actual experience of the grid, **not** an individual farm, during the index interval

- designed to give forage and livestock producers coverage on forage produced for grazing or harvested for hay.

SURE assistance will **only** be available on forage acreage intended to be mechanically harvested; designated on SIR as, “063 hay land”. Grazing is **not** eligible.

--**PRF-VI measures vegetative greenness and estimates plant condition. Beginning in 2011, NAP coverage is available with PRF-VI for the same acres. NAP covers all mechanically harvested forage acres within the pay crop and pay type, not just PRF acres.**--

PRF-RI uses data to determine the lack of rainfall and how it differs from normal rainfall within the grid during a selected index interval. Lack of rain is the **only** peril covered by ***--**PRF-RI. Producers may purchase NAP for protection against other perils. NAP covers all**--*** mechanically harvested forage acres within the pay crop and pay type, **not** just PRF acres.

Under PRF:

- policyholders do **not** have to insure all their perennial forage acres

- obtaining PRF policy will enable a producer to meet RMPR for all perennial forage acres

- policyholders are **only** required to identify the number of acres within a grid and not the types of forage or location of that forage within the grid.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

B PRF RMPR Combinations for Perennial Forage

Producers with perennial forage acres may have the following coverage combinations:

- PRF **only**
- ***--**PRF-RI or PRF-VI with NAP coverage
- PRF with a waiver
- PRF with MPCI
- PRF-RI or PRF-VI with NAP and MPCI
- PRF-RI or PRF-VI with NAP, MPCI, and a waiver.**--***

*** * ***

Notes: * * *

If a waiver is applicable with PRF or MPCI, it will be treated as an insured crop.

If a waiver is applicable on PRF with additional NAP coverage, it will be treated as a NAP crop.

Relief to meet RMPR is **not** applicable with PRF policies because all perennial forage acres do **not** have to be insured or covered under all intervals to meet RMPR.

C Acres

As noted in subparagraph B, a producer may chose **not** to insure all perennial forage acres with PRF. Some perennial forage acres may be covered by NAP, a separate MPCI policy (for example, on alfalfa), and/or may include a waiver. Subparagraph F instructs how to determine which acres are to be assigned to a specific PRF RMPR combination.

Note: Perennial forage acreage from first year seeding is **ineligible** for SURE.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

D Price and Yield Data for Perennial Forage With a PRF Policy

RMA uses a county base value to determine a guarantee for PRF policies. The county base value is based on the preceding 3-year average NASS "all hay" price and yield, **excluding** the immediate preceding year. SURE will use these prices and yields to determine a SURE crop guarantee and expected revenue when NAP or a waiver is obtained along with PRF.

Note: The SURE price and yield will be equal to the price and yield in Exhibit 20. *** * ***

NAMP for producers who purchase PRF will be the *** * *** "all hay" NASS price, **except** when an MPCI policy is obtained. If MPCI is obtained, follow the establishment of NAMP for the specific type of forage covered under the MPCI policy.

When establishing maximum average loss levels for PRF, the yield from Exhibit 20 shall be used as the benchmark for normal production. This will be compared to the current year production for "all hay" to determine the loss level.

E Data Elements For the SURE * * * Workbook

A new crop name of "PRF" has been established for the SURE *** * *** Workbook and will include the following data entries:

- price election of 1.0000
- price from Exhibit 20 for applicable State
- yield from Exhibit 20 for applicable State
- total insured acres (sum of all intervals)
- total guarantee basis for PRF-hay land (sum all intervals)
- guarantee adjustments, if any.

Notes: Only summarize data elements for intervals when the guarantee adjustments are the same.

Follow subparagraph 263 C to determine net indemnity.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF

For producers who purchase PRF, use the following tables to determine how to calculate a SURE crop guarantee, expected revenue, and actual production.

Note: The following tables use the original SURE multipliers of 115 percent for insured *****--crops; however, ARRA adjustments applicable for 2008 SURE found in Part 6,--***** Section 7 are applicable to these tables.

Table 1: PRF With No Other Coverage

Producer only has a PRF policy with no other coverage, such as NAP or a waiver.

How to Calculate PRF Policy With No Other Coverage	
Guarantee	Use RMA's guarantee basis as provided *** * ***.
Expected Revenue	Calculate according to subparagraph 182 A.
Net Production	All perennial forage production for the county (producer **must** provide according to subparagraphs 201 G through J). **Note:** Perennial forage production from first year seeding is **excluded**.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 2: PRF With NAP

--**Producer has a PRF-RI or PRF-VI policy and NAP coverage. NAP covers all perennial**-- forage acres within the pay crop/pay type that may include PRF acres. To determine which NAP acres will be used to calculate guarantee, subtract PRF acres from FSA-578 eligible perennial forage acres.

How to Calculate PRF Policy With NAP	
Guarantee	Guarantees for PRF and NAP acreages **must** be individually calculated; for: • PRF, use RMA's guarantee basis as provided • NAP, calculate eligible acres (FSA-578 acres – PRF acres) x price x yield x .50 x 1.00 x adjustment factors x share.. **Notes:** If PRF and NAP acres match, use PRF acres for guarantee. The price and yield are provided in Exhibit 20.
Expected Revenue	Expected revenues for PRF and NAP **must** be individually calculated; for: • PRF, calculate according to subparagraph 182 A • NAP, calculate eligible acres (FSA-578 acres – PRF acres) x price x yield x share. **Note:** The price and yield are provided in Exhibit 20.
Net Production	Production will count from all perennial forage production for the county (producer **must** provide according to subparagraphs 201 G through J). The production will be prorated by the ratio of PRF to NAP acres. **Example:** Producer A has 250 acres of forage in County B. It is determined ***--**that 200 acres are covered under a PRF policy. Producer A also**--*** has NAP coverage. Producer A submits production records for all forage in County B that equal 625 tons; 625 ton ÷ 250 acres = 2.5 tons per acre; for: • PRF production: 200 acres x 2.5 tons per acre = 500 tons • NAP production: 50 acres x 2.5 tons per acre = 125 tons. **Note:** Perennial forage production from first year seeding is **excluded**.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 3: PRF Policy With a Waiver

If a producer has PRF, RMPR is met for all perennial forage. If a producer did obtain a waiver, acres shall be determined using FSA-578. To determine which waiver acres will be used to calculate guarantee, subtract eligible PRF acres from FSA-578 eligible forage acres.

How to Calculate PRF Policy With a Waiver	
Guarantee	Guarantees **must** be individually calculated for PRF and waivers. For: • PRF, use RMA's guarantee basis as provided *** * *** • waivers, eligible acres (FSA-578 acres – PRF acres) x price x SURE yield x .65 x .70 x 1.00 x adjustment factors x share *** * ***. **Notes:** The price and yield are provided in Exhibit 20. A 65 percent factor is applied when assigning yields for waivers.
Expected Revenue	Expected revenues for PRF and waivers **must** be individually calculated. For: • PRF, calculate according to subparagraph 182 A • waivers, calculate eligible acres (578 acres – PRF acres) x price x yield x share. **Note:** The price and yield are provided in Exhibit 20.
Net Production	All perennial forage production for the county (producer **must** provide according to subparagraphs 201 G through J). All production may be entered into the workbook on 1 line entry for either PRF guarantee or waiver or may be split out by line entry. County Office preference. **Note:** Perennial forage production from first year seeding is excluded.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 4: PRF With MPCI

A producer has PRF and MPCI policy (for example, on alfalfa) on perennial forage.

How to Calculate a PRF Policy With a MPCI Policy	
Guarantee	Guarantees for PRF and MPCI **must** be individually calculated. For: • PRF, use RMA's guarantee basis as provided *** * *** • MPCI, use RMA's guarantee basis as provided *** * ***.
Expected Revenue	For: • PRF, calculate according to subparagraph 182 A • MPCI, calculate according to subparagraph 182 A.
Net Production	For MPCI, acres covered under MPCI policy shall capture production according to subparagraph 201 D. PRF will account for all the other perennial forage production for the county (producer **must** provide according to subparagraphs 201 G through J). **Note:** Perennial forage production from first year seeding is **excluded**.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 5: PRF, NAP, and MPCI

A producer has PRF policy with NAP and MPCI. To determine which acres to assign to each PRF RMPR combination, first subtract MPCI acres from FSA-578. Second, subtract PRF acres from FSA-578; the remaining acres are considered NAP acres.

How to Calculate PRF Policy With NAP and MPCI	
Guarantee	Guarantees for MPCI, PRF, and NAP **must** be individually calculated. For: • MPCI, use RMA's guarantee basis as provided *** * *** • PRF, use RMA's guarantee basis as provided *** * *** • NAP, calculate eligible acres (FSA-578 acres – MPCI acres – PRF acres) x price x yield x .70 x 1.00 x adjustment factors x share *** * ***. **Note:** The price and yield are provided in Exhibit 20.
Expected Revenue	Acres get split 3 ways, MPCI acreage is deducted from FSA-578 first, then PRF, the remaining acres are considered NAP acres. For: • MPCI, calculate according to subparagraph 182 A, plus • PRF, calculate according to subparagraph 182 A, plus • NAP, calculate eligible acres (578 acres – MPCI acres – PRF acres) x price x yield x share. **Note:** The price and yield are provided in Exhibit 20.
Net Production	For MPCI, acres covered under MPCI policy shall capture production according to subparagraph 201 D. PRF and NAP will account for all of the other perennial forage production for the county that is **not** included under MPCI (producer **must** provide according to subparagraphs 201 G through J). For PRF and NAP, production will be prorated in the same manner as found in Table 2, "Net Production". **Note:** Perennial forage production from first year seeding is **excluded**.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 6: **PRF, NAP, MPCI, and a Waiver**

A producer has MPCI policy, PRF, NAP, and a waiver because **not** all forage pay crop/pay types were covered. For example, a producer may have MPCI on alfalfa, PRF on a portion of forage acres, NAP on mix forage, grass mix below 25 percent alfalfa, and a waiver on native grass.

If a producer has PRF with NAP and a waiver, the acres included under the waiver will **not** be separately broken out. All acres outside PRF (and MPCI if applicable) will be treated as NAP acres (NAP multiplier for SURE guarantee), regardless of the NAP crop type/pay type covered.

How to Calculate PRF Policy With NAP, MPCI, and a Waiver	
Guarantee	Guarantees **must** be individually calculated for MPCI, PRF, and NAP (acres covered under the waiver will be included with NAP). MPCI acres will be subtracted from FSA-578 total perennial forage acres first, then PRF, then NAP. The remaining acres are considered waived acres and are included with NAP acres. For: • MPCI, use RMA's guarantee basis as provided *** * ***, plus • PRF, use RMA's guarantee basis as provided *** * ***, plus • NAP (including waived acres), calculate eligible acres (FSA-578 acres – MPCI acres – PRF acres) x price x yield x .70 x 1.00 x adjustment factors x share *** * ***. **Note:** The price and yield are provided in Exhibit 20.
Expected Revenue	Acres get split 3 ways, MPCI acreage is deducted from FSA-578 first, then PRF, then NAP. The remaining acres are considered waived acres and are included with NAP acres. For: • MPCI, calculate according to subparagraph 182 A, plus • PRF, calculate according to subparagraph 182 A, plus • NAP (including waived acres), calculate eligible acres (FSA-578 acres – MPCI acres – PRF acres) x price x yield x share. **Note:** The price and yield are provided in Exhibit 20.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 6: **PRF, NAP, MPCI, and a Waiver (Continued)**

How to Calculate PRF Policy With NAP, MPCI, and a Waiver (Continued)	
Net Production	Production will count from all perennial forage production for the county (producer **must** provide according to paragraph 201). For MPCI, acres covered under MPCI policy shall capture production according to subparagraph 201 D. PRF and NAP (including waivers) will account for all of the other perennial forage production for the county that is **not** included under MPCI (producer **must** provide according to subparagraphs 201 G through J). For PRF and NAP, production will be prorated in the same manner as found in Table 2, "Net Production". **Notes:** The perennial forage production associated to waivers will be included with NAP. Perennial forage production from first year seeding is **excluded**.

G Crop For 10 Percent and 50 Percent Qualifying Loss

When calculating a 10 percent and 50 percent production loss for PRF, all perennial forage crops more than 1 year old are combined as 1 crop.

H FSA-578 Data

--**Use data from FSA-578 to compare to SIR to verify data pertinent to calculating a**--
potential SURE payment. The following is an example of FSA-578 with perennial forage.

Producer ID:/Name:
Multiple County Producer:

2008 FSA-578 DATA

LOCATION	CROP	TYPE	IU	STATUS	PRAC	ACRES	SHARE	PLANT DATE
	ALFAL		FG	I	N	50	1.0000	04-01-2004
	MIXFG	GMA	FG	I	N	100	1.0000	04-01-2005
	GRASS	NAG	FG	I	N	100	1.0000	00-00-0000

304 Pasture, Rangeland, and Forage (PRF) (Continued)

I SIR

RMA will provide a guarantee basis on SIR for PRF policies. SURE eligible PRF policies can be identified as, “type 063 hay land”. Grazing land, “type 064” is **not** eligible for SURE.

*** * ***

The following is an example of a PRF SIR; **only** Interval I had a loss. There are 500 PRF acres; 250 from Interval I and 250 from Interval II.

***--**

REC	CROP	TYPE	PRACTICE	PLAN	SHR	UNIT	COVERGE	CAT/LVL	PRICE ELC PCT
TYPE	0088	063 Hay land Pasture, Rangeland, Forage	**221 Index Interval I**	13	1.000	0100	A	0.9000	1 .0000

A **Acres: 250.00** ZERO ACRE: PRICE: 61.0000 GUAR BASIS: 782 UOM: DOL
Yield: 2.47 GUAR REDUC CDE: GUAR REDUC FCTR: 0.000 PROD PREMIUM: 511 GRID ID: 00014917
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: 00/000 FSN: AGR: N UPDATE DATE: 12-17-2009

L STAGE: FL STAGE FCTR: 1.0000 PRICE: 0.0000
UOM: DOL ACRES: 250 PROD TO COUNT: GROSS INDM: 2,713 GLEANED ACRE:
MULTI CROP CDE: NS MULTI CROP FCTR: 1.0000 UPDATE DATE: 03-01-2010

REC	CROP	TYPE	PRACTICE	PLAN	SHR	UNIT	COVERGE	CAT/LVL	PRICE ELC PCT
TYPE	0088	063 Hay land Pasture, Rangeland, Forage	**222 Index Interval II**	13	1.000	0100	A	0.9000	1 .0000

A **Acres: 250.00** ZERO ACRE: PRICE: 61.0000 GUAR BASIS: 782 UOM: DOL
Yield: 2.47 GUAR REDUC CDE: GUAR REDUC FCTR: 0.000 PROD PREMIUM: 511 GRID ID: 00014917
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: 00/000 FSN: AGR: N UPDATE DATE: 12-17-2009

--*

J Entering PRF in the SURE Workbook

PRF policies should be entered in the SURE Workbook with crop name “PRF”. MPCI policies should be entered using the applicable FSA crop name and type for which the insurance was obtained. For NAP or waivers, since PRF does **not** capture specific crop types included under PRF policy, the County Office shall select 1 forage crop and type for **all** remaining forage acres that will be loaded as NAP or a waiver.

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only--

A Background

Sweet potatoes are insured under APH – Alternatively Rated (Plan Code 92). Sweet potato policies have a price established for the crop insurance guarantee; however, when a portion of the planted acreage is unharvested, a lower price is used to calculate the indemnity. Sweet potato policies with a portion of the planted acreage unharvested **require** additional clarification and action.

Sweet potatoes will be loaded into the SURE Workbook just like all other insured APH yield-based crops when there are no "L" (Loss) Records **and** when the prices on the "A" (Acreage) Record and the corresponding "L" (Loss) Record are equal. County Offices shall use the RMA Guarantee Basis and other RMA data as provided in SIR RMA Section.

Note: Prevented planting coverage for sweet potatoes is not available.

Starting with 2008, sweet potatoes are insured for fresh market consumption, but cover production for fresh and processed sales and basically count tuberous roots 1 1/2 inches in diameter or larger and firm. Sweet potatoes planted solely for processing are **not** insurable. Production to count **must** be provided by the producer. If production evidence indicates that some production was sold for fresh and some for processed, counties will need to follow guidance in subparagraph G.

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only (Continued)--

B When RMA Guarantee Basis May Be Added Together

County Offices may add sweet potato unit data together from SIR RMA Section and enter into the SURE Workbook only **once** when the following RMA basic data elements, if present, are the same as described on the:

- "A" (Acreage) Records:
    - "Crop/Type/Practice"
    - "Plan"
    - "Share"
    - "Unit"
    - "Coverage Level"
    - "Price Election Percentage"
    - "Price"
    - "Unit of Measure"
    - "Guarantee Reduction Code"
    - "Guarantee Reduction Factor"
    - "Option Code"
    - "Option Code Factor"
- "L" (Loss) Records:
    - "Stage"
    - "Stage Code Factor"
    - "Price"
    - "Unit of Measure"
    - "Multi Crop Code"
    - "Multi Crop Factor".

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only (Continued)--

C Data To Be Added Together

The only data entries that would need to be added together from the "A" (Acreage) Record and entered into the SURE Workbook only once, when SIR data entries in subparagraph C are the same, are the RMA Guarantee Basis and the acres.

Note: The producer premiums and gross indemnities are handled according to subparagraph 263 C.

D When RMA Guarantee Basis and Price Must Be Manually Adjusted

Sweet potato producers may or may **not** have more than one "L" (Loss) Record per "A" (Acreage) Record.

When the Stage Code on an "L" (Loss) Record is an:

- "I", it means that the production from all of the acres on the record is considered "immature" and unharvested

  Note: These "L" (Loss) Records will have a lower price than shown on the corresponding "A" (Acreage) Record and there will **not** be production to count. This will **require** additional County Office action.

- "M", it means that the production from that acreage was "mature" and all of the acres on the record may or may **not** have been unharvested, according to this table.

IF…	**THEN the price will be…**
all acres on the "L" (Loss) Record were unharvested	lower than the price shown on the corresponding "A" (Acreage) Record and there **will** be production to count, **requiring** additional County Office action.
only **some** of the acres on the "L" (Loss) Record were unharvested	the same as shown on the corresponding "A" (Acreage) Record, **not** requiring additional County Office action.

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only (Continued)--

E Example of SIR

The following is an example of SIR RMA Section for sweet potatoes. This subparagraph will describe when and how the RMA Guarantee Basis and price **must** be manually adjusted.

- 1st "A" (Acreage) Record for Unit 0100 lists acres of 10.00, guarantee basis of $15,439, price of **$16.7091**, and premium of $0 (CAT level).

- 2nd "A" (Acreage) Record for Unit 0100 lists acres of 30.00, guarantee basis of $46,318, price of **$16.7091**, and premium of $0 (CAT level).

- 1st "L" (Loss) Record for Unit 0100 lists stage code of "M", stage factor of 1.0000, price of **$16.7091**, acres of 10.00, production to count of 230, gross indemnity of $13,326, multi crop code of "NS", and multi crop factor of 1.0000.

- 2nd "L" (Loss) Record for Unit 0100 lists stage code of "M", stage factor of 1.0000, price of **$10.2182 1/**, acres of 10.0, production to count of 160.00 **2/**, gross indemnity of $8,542, multi crop code of "NS", and multi crop factor of 1.0000.

- 3rd "L" (Loss) Record for Unit 0100 lists stage code of "M", stage factor of 1.0000, price of **$10.2182 1/,** acres of 20.0, production to count of 120.00 **2/**, gross indemnity of $18,209, multi crop code of "NS", and multi crop factor of 1.0000.

1/ Prices for 2nd and 3rd "L" (Loss) Records were reduced, according to sweet potato policy regulations, because all acres were unharvested.

2/ Production to count in 2nd and 3rd "L" (Loss) Records come from appraisals, because all acres in the record were unharvested.

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only (Continued)--

E Example of SIR (Continued)

Example SIR RMA Section for sweet potatoes.

REC TYPE	CROP 0085	TYPE 997 No type Spec	PRACTICE 002 Irrigated	PLAN 92	SHR 1.000	UNIT 00100	COVERGE CAT/LVL C 0.5000	PRICE ELC PCT 0.5500
A	Acres	10.00	ZERO ACRE:	PRICE:	16.7091	GUAR BASIS:	15,439	UOM: CWT
	Yield:	336.00	GUAR REDUC CDE:	GUAR REDUC FCTR:	0.000	PROD PREMIUM:	0	GRID ID:
	ADJ APH:	336.00	OPTION CD:	OPTION FACTR:	1.0000	WRTN AGMT:	PLANT DATE:	06-02-2008
	WTD ADJ YLD:	336.00	LOC ST/CTY: 22/123	FSN:	1234	AGR: N	UPDATE DATE:	12-17-2009
A	Acres	30.00	ZERO ACRE:	PRICE:	16.7091	GUAR BASIS:	46,318	UOM: CWT
	Yield:	336.00	GUAR REDUC CDE:	GUAR REDUC FCTR:	0.000	PROD PREMIUM:	0	GRID ID:
	ADJ APH:	336.00	OPTION CD:	OPTION FACTR:	1.0000	WRTN AGMT:	PLANT DATE:	05-30-2008
	WTD ADJ YLD:	336.00	LOC ST/CTY: 22/123	FSN:	1234	AGR: N	UPDATE DATE:	12-17-2009
L	STAGE:	M	STAGE FCTR:	1.0000		PRICE:	16.7091	
	UOM:	CWT	ACRES: 10.00	PROD TO COUNT:	230.0	GROSS INDM:	13,326	GLEANED ACRE:
			MULTI CROP CODE:	NS	MULTI CROP FCTR:		1.0000	UPDATE DATE: 12-17-2009
L	STAGE:	M	STAGE FCTR:	1.0000		PRICE:	10.2182	
	UOM:	CWT	ACRES: 10.00	PROD TO COUNT:	160.0	GROSS INDM:	8,542	GLEANED ACRE:
			MULTI CROP CODE:	NS	MULTI CROP FCTR:		1.0000	UPDATE DATE: 12-17-2009
L	STAGE:	M	STAGE FCTR:	1.0000		PRICE:	10.2182	
	UOM:	CWT	ACRES: 20.00	PROD TO COUNT:	120.0	GROSS INDM:	18,209	GLEANED ACRE:
			MULTI CROP CODE:	NS	MULTI CROP FCTR:		1.0000	UPDATE DATE: 12-17-2009
Y	SY YLD:		12.75	SY ACRES:	40.0	SHARING WITH:		

Take the following actions for the acres.

- Add the 2 acreage entries together from the "A" (Acreage) Records and enter for Unit 0100 into the SURE Workbook on **1 line**.

  Note: In this example the total acres of the "A" (Acreage) Records and the total acres of the "L" (Loss) Records are equal. If they do **not** match, County Offices are instructed to enter the lesser of the 2 into the SURE Workbook "Acreage Data" field, adjusting these instructions as needed.

- Some sweet potato producers plant seed sweet potatoes in a small field designated as a "seed bed". The vines that grow from these seed potatoes are harvested as transplant vines to be planted into other actual fields by a machine that resembles a tree planter. These vines may be harvested multiple times as the seed sweet potatoes are quite prolific. The seed potatoes that are planted in the "seed bed" are usually planted very early (March for example) and the vines that grow from them are harvested as seedling vines and transplanted into the actual sweet potato fields. The acres, where the transplants are planted, are covered by insurance; however, the "seed bed" acres are **not** insured. RMPR is **not** an issue in this situation as it is part of a whole operation and the sweet potatoes are insured for crop/type/IU. **Not** all growers use this "seed bed" method.

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only (Continued)--

E Example of SIR (Continued)

Adjust the RMA Guarantee Basis according to the following.

Step	Action
1	Add together all the acres from the "L" (Loss) Records for **each** of the 2 prices separately (from our **example**, add 10 acres + 20 acres for 30 acres at the lower price and use 10 acres for the higher price). **Note:** Retain these acreages for upcoming math.
2	Divide the lower price by the higher price from the "L" (Loss) Records ($10.2182 ÷ $16.7091 = 0.6115. **Note:** Retain this factor for upcoming math.
3	Add together the RMA Guarantee Basis from the "A" (Acreage) Records ($15,439 + 46,318 = $61,757).
4	Divide the result of step 3 by the **total** acres for the unit ($61,757 ÷ 40 acres = $1,544).
5	Multiply the result of step 4 times the number of acres with the higher price (same as "A" (Acreage) Record (10.0 acres x $1,544 = $15,440.00). **Note:** This is the first number of the adjusted RMA Guarantee Basis.
6	Multiply the result of step 4 times the factor from step 2 x the number of acres attributed to the lower price ($1,544 x 0.6115 x 30 acres = $28,325) **Note:** This is the second number of the adjusted RMA Guarantee Basis.
7	Add together the result of step 5 and step 6 ($15,440 + $28,325 = **$43,765**). **Note:** This is the adjusted RMA Guarantee Basis to load into the SURE Workbook.

Result: Unit 0100 will be loaded into the SURE Workbook with all required entries from SIR RMA Section, including the following combined and **adjusted** data:

- 40 acres
- $11.84 adjusted price (see subparagraph F for price calculation)
- $43,765 adjusted RMA Guarantee Basis (whole dollars)
- County Offices should enter "**SP**", as the Guarantee Reduction Code
- County Offices should enter "**0.6115**", as the Guarantee Reduction Factor.

Note: County Offices may want to enter a note on FSA-682 that the Guarantee Reduction Code "**SP**" is only to highlight the entry in the "Guarantee Reduction Factor" field and is **not** a listed code. This data field highlight will serve as a reminder to County Offices to load the Guarantee Reduction Factor from step 2.

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only (Continued)--

F Price to Load into the SURE Workbook

The SURE crop guarantee for sweet potatoes is calculated from the RMA Guarantee Basis that takes into account all applicable prices and adjustments used for that calculation. The "price" that is loaded into the SURE 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 and Actual Production **must** match the guarantee price, as adjusted, if applicable.

County Offices are instructed to load the **RMA price provided** on SIR RMA Section from the "A" (Acreage) Records for sweet potato units into the SURE Workbook:

- when there are **no** associated "L" (Loss) Records
- when **all** corresponding "L" (Loss) Records contain the **same price** as the "A" (Acreage) Records.

For sweet potato units where the price is **not** the same on the "A" (Acreage) Records and the corresponding "L" (Loss) Records, determine the price to enter into the SURE Workbook according to the following.

Step	Action
1	Add together all of the acres from the "L" (Loss) Records for **each** of the 2 prices separately (from our **example** in subparagraph E, add 10 acres + 20 acres for 30 acres at the lower price and use 10 acres for the higher price).
2	Multiply the total acres for each times the 2 applicable prices (from our **example** in subparagraph E, 30 acres x $10.2182 = $306.55 and 10 acres x $16.7091 = $167.09).
3	Add the results together ($306.55 + $167.09 = $473.64).
4	Divide the result by the total of all acres ($473.64 ÷ 40 acres = $11.84).
5	**Load** the resulting price of **$11.84** into the SURE Workbook **"Price Data" field**.

G Sweet Potato Production

Sweet potatoes are insured with a blended price for the processed and fresh production. However, States will have an established NAMP for fresh and processed (NAMP is established by crop, type, and IU according to subparagraph 63 B). Producers will be **required** to submit actual production records for processed and fresh according to subparagraphs 201 G through J.

--305 Sweet Potatoes For Crop Years 2008 and 2009 Only (Continued)--

G Sweet Potato Production (Continued)

HMP's are to be established for multiple marketed crops as instructed in subparagraph 65 B. For appraisals that are completed and submitted for production evidence, these HMP's shall be applied. HMP's shall also apply to certified production or the maximum average loss levels for producers that are unable to submit production records and certify to their production.

When a producer provides production evidence that includes both fresh and processed sales, or when HMP's apply to appraised or certified production, production to count **must** be entered on separate lines in the SURE Workbook. This will allow entering fresh and processed production to be associated with the correct NAMP to calculate SURE revenue correctly. When this is necessary, County Offices shall:

- enter all production to count that was marketed as fresh on the same line as the RMA Guarantee Basis, as determined in subparagraph E, using NAMP for fresh sweet potatoes

- enter all production to count that was marketed as processed using NAMP for processed sweet potatoes, on a new line, with the following guidance about which entries to load and which entries to load as zeroes

Item	Entry
Crop	"**Potatoes Sweet**".
IU	"**PR**".
Status Code	As applicable.
Practice	As applicable.
Acres	"**0**" (all acres were entered on the first line).
Producer Share	As applicable.
RMPR Code	"**P**".
Plan/Coverage Code	"**92**".
Stage Code	Leave blank.
Stage Code Adjustment	Leave blank.
Unit #	As applicable.
RMA Guarantee Basis	"**0**" (entered on first line).
Coverage Level	As applicable.
Price Election	As applicable.
Price	"**0**" (not needed to enter production).
Production to Count	Production to count for processed sales of sweet potatoes as provided by the producer.
2008 NAMP	Processed sweet potato NAMP.

- follow the balance of SURE Workbook procedure.

  Note: For the 2009 and 2010 SURE Workbook, user shall enter indemnity and premium, if applicable, on the same line with guarantee basis.

*--306 California and Arizona Citrus

A Background

There are RMA APH policies that cover grapefruit, lemons, Mandarin oranges, Minneola tangelos, navel oranges, sweet oranges, Valencia oranges, and Orlando tangelos citrus crops in the States of Arizona and California. **Only** the fresh production is insured under these policies. Insurance is **not** available for the processed production.

B Guarantee

The RMA Guarantee Basis is based on the insured producer's APH for fresh **only**. This RMA Guarantee Basis will be provided by RMA.

Buy-ins for these policies will have their SURE guarantee calculated according to paragraph 126. However, CEY used in the guarantee calculation must be based on fresh **only** according to subparagraph 62 A. HMP's will **not** apply to the guarantee for buy-ins according to subparagraph 165 A as the SURE yield is for the fresh production **only**.

C Production

Because these plans of insurance only cover the percent of production historically sold as fresh, all the production for the crop is not included in the total crop value for SURE. There may be a portion of that production historically sold as fresh that may be marketed for processing. Therefore, production from RMA will **not** be used and producers will be required to submit production records as instructed in subparagraphs 201 G through J.

States shall establish HMP's for fresh production on these crops according to subparagraph 65 B. This historical marketing percentage will be used to prorate the production.

Example: Producer A in California has an RMA fresh only policy on navel oranges. Producer A submits verifiable and reliable production evidence of 1,000 boxes of production for the SURE farm. The California STC established HMP's of 85 percent fresh and 15 percent processing. Therefore, it can be determined that this producer would normally sell 850 boxes of the 1,000 boxes as fresh (1,000 boxes x STC historical marketing percentage of 85 percent.

Producer A's evidence also shows that of the 1,000 total box production, 450 boxes went to fresh markets and 550 boxes went to processed markets. The 450 boxes of actual fresh production will be subtracted from the 850 boxes. The remainder will be attributed to the processed production (850 boxes – 450 boxes = 400 boxes). The production to load for:

- fresh is 450 boxes
- processed is 400 boxes.--*

306 California and Arizona Citrus (Continued)

C Production (Continued)

With these polices there is only 1 line in the workbook for the guarantee. However, 2 lines are needed to account for the differences in NAMP for the fresh and processed production. County offices shall:

- enter all production to count that was determined as fresh on the same line as the guarantee basis, using the NAMP for fresh

- enter all production to count that was determined as processed using NAMP for processed , on a new line, with the following guidance about which entries to load and which entries to load as zeros

Item	Entry
Crop	As applicable.
Crop Type	As applicable
IU	"**PR**".
Status Code	As applicable.
Practice	As applicable.
Acres	"**0**" (all acres were entered on the first line).
Producer Share	As applicable.
RMPR Code	As applicable.
Plan/Coverage Code	As applicable.
Stage Code	As applicable.
Stage Code Adjustment	Leave blank.
Unit #	As applicable.
RMA Guarantee Basis	"**0**" (entered on first line).
Coverage Level	As applicable.
Price Election	As applicable.
Price	"**0**" (not needed to enter production).
Production to Count	Production to count for processed production.
NAMP	Processed NAMP as applicable.

- follow the balance of SURE Workbook procedure.

--Note:** For the 2009, 2010, and 2011 SURE Workbook, user shall enter indemnity and**-- premium, if applicable, on the same line with guarantee basis.

307 Multiple Marketed Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus

A Background

Multiple market crops have unique characteristics in that the guarantee basis is calculated on the type of coverage obtained.

For all multiple marketed crops that have IU of fresh, total crop value will be determined with the fresh NAMP for all production. However, if a documented verifiable quality ***--**condition exists, processed production will be charged the processed NAMP. The processed and fresh production will be charged the fresh NAMP to determine total crop value, when a quality condition does **not** exist.**--***

For all multiple marketed crops that have IU of processing, total crop value will be determined as the production records indicate the crop was marketed. All processed production will be charged the processed NAMP and all fresh production will be charged the fresh NAMP.

B NAP Covered Crops

The guarantee for multiple market crops covered under NAP will be calculated as instructed in paragraph 163. HMP's will apply to multiple market crop guarantees according to subparagraph 165 A.

If CCC-576 was filed for the crop, NAP production will be captured on CCC-576 according to subparagraph 201 F. If CCC-576 was not filed, production reported for APH purposes will not be used as this will not capture fresh and processed production. Producers will be required to bring in production records according to subparagraphs 201 G through J. When the County Office is not able to determine fresh and processed production, HMP's may apply according to subparagraph 201 M.

C Waived-Ins

The guarantee for multiple marketed crops that were waived-in will be calculated according to paragraph 164. HMP's will apply to multiple market crop guarantees according to subparagraph 165 A.

Producers will be required to bring in production records according to subparagraphs 201 G through J. When the County Office is not able to determine fresh and processed production, HMP's may apply according to subparagraph 201 M.

D RMA Insured Crops

All multiple market insured crops with APH, county, or producer yield, will have the RMA Guarantee Basis provided by RMA. See subparagraphs 162 A and B for plan codes.

All multiple market insured crops without an RMA yield will not have the RMA Guarantee Basis provided by RMA. See subparagraph 162 C for plan codes and calculating the guarantee.

307 Multiple Marketed Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus (Continued)

D RMA Insured Crops (Continued)

See subparagraph 165 A to determine whether HMP's apply to the guarantee for the insured multiple market crop.

On most APH-based plans of insurance, multiple market crop loss records will have processed production converted to fresh. RMA APH's on the "SY Acre" and "SY Yield" will not have a breakdown of fresh and processed production. Therefore, all RMA covered multiple market crops producers will be required to submit production records according to subparagraphs 201 G through J. When the County Office is not able to determine fresh and processed production, HMP's may apply according to subparagraph 201 M.

Most RMA covered multiple market crops will only have 1 guarantee. However, NAMP is established by crop, type, and IU according to subparagraph 63 B. Multiple production line entries will be required in the SURE Workbook to capture the correct NAMP. County Offices shall:

- enter all production to count that was determined as fresh on the same line as the guarantee basis, using NAMP for fresh

- enter all production to count that was determined as processed using NAMP for processed, on a new line, with the following guidance about which entries to load and which entries to load as zeros

Item	Entry
Crop	As applicable.
Crop Type	As applicable
IU	"**PR**".
Status Code	As applicable.
Practice	As applicable.
Acres	"**0**" (all acres were entered on the first line).
Producer Share	As applicable.
RMPR Code	As applicable.
Plan/Coverage Code	As applicable.
Stage Code	As applicable.
Stage Code Adjustment	Leave blank.
Unit #	As applicable.
RMA Guarantee Basis	"**0**" (entered on first line).
Coverage Level	As applicable.
Price Election	As applicable.
Price	"**0**" (not needed to enter production).
Production to Count	Production to count for processed production as provided by the producer.
NAMP	Processed NAMP as applicable.

- follow the balance of SURE Workbook procedure.

***--Note:** For the 2009, 2010, and 2011 SURE Workbook, user shall enter indemnity and--* premium, if applicable, on the same line with guarantee basis.

307 Multiple Marketed Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus (Continued)

E RMA Insured Apples, Types 111, 114, 115 (Fresh), Type 112 (Processing)

The guarantee provided from RMA is based on all production insured as:

- fresh under types 111, 114, and 115
- processing under type 112.

These guarantees will be used as provided from RMA.

Many producers with fresh types of coverage have part or all of their production produced for processing. Therefore, total crop value under these plans will be determined differently depending on the situation.

IF a quality condition is…	THEN….
present	County Offices shall follow subparagraph D to determine total crop value based on how the production was marketed using the applicable NAMP.
not present	producers must submit production records according to subparagraph D; however, total crop value will be determined based on NAMP for IU in determining the ***--**crop guarantee for fresh types 111, 114, and 115. Processing type 112 will have production entered for fresh and processed as applicable to production records.

Quality conditions must be documented with evidence on the producer's production records (size, damaged, etc). Marketing conditions that change the marketing from historical are not an applicable quality condition.

Example 1: Producer A has 10 acres of common apples insured under a RMA fresh type of policy in County B. Producer A's production records indicate 2,400 bu. apples produced: 800 bu. at fresh and 1,600 bu. at processed. Producer A's production records also indicate that small size because of drought conditions sent the apples to a processed market. County B has determined that Producer A has a quality condition present that affected IU of the crop. In determining total crop value for the common apples 800 bu. will be charged the fresh NAMP and 1,600 bu. will be charged the processed NAMP.

Example 2: Producer C has 10 acres of common apples insured under a RMA fresh type of policy in County D. Producer C's production records indicate 2,000 bu. apples produced: 800 bu. at fresh and 1,200 bu. at processed. Producer C's production records do not indicate a quality condition present. County D has determined that a quality condition is not present. In determining total crop value for common apples all 2,000 bu. will be charged the fresh NAMP.**--***

307 Multiple Market Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus (Continued)

E RMA Insured Apples, Types 111, 114, 115 (Fresh), Type 112 (Processing) (Continued)

--Example 3:** Producer E as 10 acres of common apples insured under a RMA processing type 112 in County F. Producer E's production records indicate 2,400 bu. apple produced: 800 bu. fresh and 1,600 bu. processed. In determining total crop value for common apples 800 bu. will be charged the fresh NAMP and 1,600 bu. will be charge the processed NAMP.**--

308 Crops With Written Agreement Codes * * *

A Background

RMA provides crop insurance through written agreements when other policies or plans of insurance are not readily available for the location, or the crops and/or practices are not supported actuarially.

***--Note:** Beginning in crop year 2011, some "A" (Acreage) Records, for crops insured under a written agreement, will **not** include a price. County Offices **must** contact the State Office SURE specialist who will obtain the price from RO.

B Crops With Written Agreements for "GP", "SC", or "TP"

Written agreements for certain specialty crops can be based on the yellow corn, regular**--***
grain sorghum, or common soybean prices and yields, rather than the actual variety insured under the written agreement. Therefore, **the RMA Guarantee Basis that is provided in SIR is not reflective of the specialty crops insured and is not correct for purposes of the SURE Program**. These crops or varieties/practices are **not** eligible for a standard policy or plan of insurance and insureds accept the terms of the written agreement to obtain some level of coverage. Written agreements are an option that meets RMPR for the crop.

Written Agreement Codes "GP", "SC", and "TP" **require** additional action by County Offices. This includes loading a different plan code into the SURE Workbook than what is provided on SIR to allow the correct data to be loaded into the SURE Workbook for these unique cases, as follows.

Note: See table in subparagraph E.

- "**GP**":
  - is **only** used for Group Risk Plan (Plan Code 04), Group Risk Income Protection - Harvest Revenue Option (Plan Code 05), Group Risk Income Protection (Plan Code 06), Group Risk Plan (Plan Code 12) or GRIP (Plan Code 73)
  - pertains to **only** the following crops:
    - hybrid grain sorghum
    - hybrid corn seed
    - popcorn
    - sweet corn
    - any other specialty corn or grain sorghum.
- "**SC**" is used for multiple plan codes and considered Special Purpose Corn (for example, Blue Corn) and the crop code must equal corn (0041).

308 Crops With Written Agreement Codes * * * (Continued)

--B Crops With Written Agreements for "GP", "SC", or "TP"--

- "**TP**" is used for multiple plan codes and insures special types and practices, such as Edamame Soybean varieties.

Note: Written Agreement Codes "GP", "SC", and "TP" are an indication to County Offices that 1 or more of these crops are covered under a written agreement. **These crops must have a guarantee calculated according to subparagraph 162 C**.

C Example of SIR RMA Section

This is an example of SIR RMA Section for a crop that has a Written Agreement Code of "SC". This subparagraph will show how to identify the pertinent Written Agreement Code.

REC TYPE	CROP 0041 Corn	TYPE 015 Grain	PRACTICE 002 Irrigated	PLAN 90	SHR 1.000	UNIT 0206	COVERGE CAT/LVL A 0.7500	PRICE ELC PCT 1.000
A	Acres	38.30	ZERO ACRE:		PRICE:	4.7500	GUAR BASIS: 21,763	UOM: BU
	Yield:	167.00	GUAR REDUC CDE:		GUAR REDUC FCTR:	0.000	PROD PREMIUM: 590	GRID ID:
	ADJ APH:	167.00	OPTION CD:	OPTION FACTR:		1.0000	**WRTN AGMT: SC**	PLANT DATE: 05-20-2008
	WTD ADJ YLD:	159.44	LOC ST/CTY: 31/047		FSN:	1230	AGR: N	UPDATE DATE: 02-12-2010
L	STAGE:	UH	STAGE FCTR:	1.0000			PRICE: 4.7500	
	UOM:	BU	ACRES: 38.30	PROD TO COUNT:		0.000	GROSS INDM: 22, 795	GLEANED ACRE:
			MULTI CROP CODE:		WI		MULTI CROP FCTR: 1.0000	UPDATE DATE: 02-12-2010
Y	SY YLD:		0.00	SY ACRES:		38.3	SHARING WITH:	

D Example of SIR FSA-578 Data Section

This is an example of SIR FSA Data Section for a crop that has a Written Agreement Code of "SC". This subparagraph will describe how to identify the crop that matches the applicable written agreement policy.

CROP	TYPE	IU	STATUS	PRAC	RPT ACRES	DET ACRES	SHARE	PLANT DATE	FARM	TRACT	FIELD
ALFALFA		FG	I	N	34.7	0.00	1.0000	04-10-2000	1233	2492	2B
CORN	**BLU**	**GR**	**IF**	**I**	**38.30**	**0.00**	**1.0000**	**05-20-2008**	**1230**	**2222**	**1B**
CORN	YEL	GR	I	I	18.10	0.00	1.0000	05-07-2008	1234	6666	1
CORN	YEL	GR	I	I	21.9	0.00	1.0000	05-07-2008	1233	2492	2A

Note: There may be **no** indication that a crop is related to a written agreement other than the code. In this example, the only way to identify the specific crop is by:

- acres (38.3)
- Crop Type (BLU)
- FSN (matches in this example, but **not** typically)
- plant date
- any other unique indicators that match to the written agreement.

308 Crops With Written Agreement Codes * * * (Continued)

E Determining What to Dataload for Codes "GP", "SC", or "TP"

Follow these steps to determine what to load for crops with Written Agreement Codes of "GP", "SC", or "TP".

Step	Action
1	Determine which crop/type/IU and acreage in the FSA-578 data matches the Written Agreement Code "GP", "SC", or "TP" in SIR RMA Section.
2	Do **not** use the RMA Guarantee Basis, yield, or price to load into the SURE Workbook.
3	Load the crop with **Plan Code "63"** regardless of the plan code provided with the written agreement in SIR.
4	Follow the procedure in subparagraph 162 C for the applicable acreage to assign the appropriate price, yield, and NAMP.
5	Use the appropriate unit of measure, yield, and price for the actual crop/type/IU from FSA-578. **Note:** In the example, the unit of measure (UOM) is bu, but blue corn in this State/county is in lbs. Load as lbs and ensure that the price and yield are consistent with the unit of measure.)

Result: Unit 0206 from the example would be loaded into the SURE Workbook with:

- 38.3 acres
- 100 percent of CEY for the crop/type/IU from FSA-578 (irrigated blue corn for grain)
- 100 percent of the NAP price for the crop/type/IU from FSA-578 (irrigated blue corn for grain)
- RMA coverage level (0.7500)
- RMA price election (1.000)
- all adjustment factors used for NAP crops ("UH" factor for applicable State).

F Production

Producers will be required to submit production evidence according to subparagraphs 201 G through J for all crops with Written Agreements Codes of "GP", "SP", and "TP". This will be required regardless if the Written Agreement Codes are based on APH policies. The appropriate NAMP will be applied by crop/type/IU of the actual specialty crop.

309 Raisins

A Background

Raisins are insured under Dollar Amount of Insurance (Plan Code 50). Plan Code 50 is referred to as “50R”, “Dollar Amount of Insurance - Regular (Non-Nursery)” in Exhibit 12.

When calculating the SURE guarantee and revenue, raisin RMA policies **require** additional County Office action.

B RMA Data for Raisins

Unique characteristics of raisin policies for SURE Program implications are as follows:

- an RMA Guarantee Basis **will** be provided for raisin Dollar Plans (for information only)
- there are **no acres** to load into the SURE Workbook
- there is **no yield** to load into the SURE Workbook
- producers **must** provide production to count
- the “Y” (Yield) Record will **not** display “SY Yield” or “SY Acres”.

C Data Elements for Raisins on SIR

SIR for raisins will use the following “A” (Acreage) Record RMA data elements.

Element	Reference
Record Type	“**A**”.
CROP	“**0037 Raisins**”.
TYPE	“**997 No Type Specified**”.
PRAC	***--**As provided.**--***
PLAN	50
SHR	As provided.
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	**Total tons of raisins insured (laid out in trays to dry).**
ZERO ACRE	Not applicable.
PRICE	As provided.
RMA Guarantee Basis	For comparison purposes only.
UOM	Ton.

309 Raisins (Continued)

C Data Elements for Raisins on SIR (Continued)

Element	Reference
YIELD	Not applicable. **Note:** County Offices **must** enter "**1.0**" in the "CEY" data field when completing the SURE *** * *** Workbook.
ADJ APH	Not applicable.
WTD ADJ YLD	Not applicable.
GUAR REDUC CDE	Not applicable.
GUAR REDUC FCTR	Not applicable.
PROD PREMIUM	As provided.
GRID ID	Not applicable.
OPTION CODE	Not applicable.
OPTION FCTR	Not applicable.
WRTN AGMT	As provided.
PLANT DATE	Not applicable.
LOC ST/CTY	As provided.
FSN	As provided.
AGR	As provided.
UPDATE DATE	As provided.

D Calculating a SURE Guarantee for Raisins

There will be **no** guarantee adjustment codes or factors applied to the SURE guarantee for raisins.

The SURE *** * *** Workbook will calculate the SURE guarantee, revenue, and payment data with the elements entered as provided in subparagraph C.

Note: To calculate the SURE guarantee for:

- waived-in raisins, follow subparagraph 162 C
- NAP-covered raisins, follow subparagraph 163 A.

E Production

RMA will **not** provide production for raisins on the "L" (Loss) Record or provide the "SY Acres" and "SY Yield" to determine production. Producers will be required to bring in production records or certify to their production with maximum average loss levels applicable when records are not available. See subparagraphs 201 G through J.

310 Avocados

A Background

Avocados are insured under Avocado Revenue Coverage (Plan Code 46). When calculating the SURE guarantee and revenue, avocado RMA policies **require** additional County Office action.

Avocados will be loaded as a Group B crop policy, so the SURE guarantee will be calculated based on the RMA Guarantee Basis provided within the SURE *** * *** Workbook. The reference to price is only to calculate the 10 percent and 50 percent loss threshold.

B RMA Data for Avocados

Unique characteristics of avocado policies, for SURE Program implications are as follows:

- an RMA Guarantee Basis **will** be provided for Avocado Revenue Plans
- price field will be suppressed and **requires** user intervention as follows:
  - users will load "**$1.01**" into the price field only to satisfy SURE *** * *** Workbook entry requirements (the 10 percent and 50 percent loss threshold calculations using this price will **not** be valid as calculated in the SURE *** * *** Workbook)
  - see paragraph 3.5 to calculate the 10 percent and 50 percent loss thresholds
- there are acres to load into the SURE *** * *** Workbook
- there is **no** yield to load into the SURE *** * *** Workbook

  Note: The yield field contains the dollar value per acre and is **not** loaded into the SURE *** * *** Workbook or used in the SURE guarantee calculation.

- producers **must** provide production to count.

310 Avocados (Continued)

C Data Elements for Avocados on SIR

SIR for avocados will use the following RMA data elements from the "A" (Acreage) Record.

Element	Reference
Record Type	"A".
CROP	"0019 Avocados".
TYPE	As provided. Example, "055 Hass".
PRAC	As provided.
PLAN	"46".
SHR	As provided. (Compare as with other crops.)
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	As provided.
ZERO ACRE	As provided.
PRICE	Load, "$1.01".
RMA Guarantee Basis	As provided.
UOM	"LBS".
YIELD	Not applicable. **Note:** County Offices shall leave these entries blank.
ADJ APH	
WTD ADJ YLD	
GUAR REDUC CDE	As provided.
GUAR REDUC FCTR	As provided.
PROD PREMIUM	As provided.
GRID ID	As provided.
OPTION CODE	As provided.
OPTION FCTR	As provided.
WRTN AGMT	As provided.
PLANT DATE	Not applicable.
LOC ST/CTY	As provided.
FSN	As provided.
AGR	As provided.
UPDATE DATE	As provided.

***--Note:** See subparagraph 3.5 C for data that may be used for calculating the 10 percent or 50 percent loss. In the SURE Workbook, when needed:

- CEY may be entered in the "County Exp. Yield" column
- 4-year average production may be entered in the "Yield (APH)" column.**--***

310 Avocados (Continued)

D Calculating a SURE Guarantee for avocados

The SURE *** * *** Workbook will calculate the SURE guarantee, revenue, and payment data with the elements entered as provided in subparagraph C.

Note: To calculate the SURE guarantee for:

- waived-in avocados, follow subparagraph 162 C
- NAP-covered avocados, follow paragraph 163 A.

E Production

See subparagraph 201 D for production requirements.

311 Pecans

A Background

Pecans are insured under Pecan Revenue (Plan Code 41). When calculating the SURE guarantee and revenue, pecan RMA policies require additional County Office action.

Pecans will be loaded as a Group B crop policy, so the SURE guarantee will be calculated based on the RMA Guarantee Basis provided within the SURE *** * *** Workbook. The reference to price is only to calculate the 10 percent and 50 percent loss threshold.

311 Pecans (Continued)

B RMA Data for Pecans

Unique characteristics of pecan policies, for SURE Program implications are as follows:

- an RMA Guarantee Basis **will** be provided for pecan revenue plans
- price field will be suppressed and requires user intervention, as follows:
  - users will load NCT price into the price field only to satisfy SURE *** * *** Workbook entry requirements (the 10 percent and 50 percent loss threshold calculations using this price will **not** be valid as calculated in the SURE *** * *** Workbook)
  - see paragraph 3.5 to calculate the 10 percent and 50 percent loss thresholds
- there are acres to load into the SURE *** * *** Workbook
- there is **no** yield to load into the SURE *** * *** Workbook

  Note: The yield field contains the dollar value per acre and is **not** loaded into the SURE *** * *** Workbook or used in the SURE guarantee calculation.

- producers **must** provide production to count.

311 Pecans (Continued)

C Data Elements for Pecans on SIR

SIR for pecans will use the following RMA data elements from the "A" (Acreage) Record.

Element	Reference
Record Type	"A".
CROP	"0020 Pecans".
TYPE	As provided. Example, "999 All Varieties".
PRAC	As provided.
PLAN	"41".
SHR	As provided.
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	As provided.
ZERO ACRE	As provided.
PRICE	**Load NCT price.**
RMA Guarantee Basis	As provided.
UOM	"DOL". (**Not** used in the calculation.)
YIELD	Not applicable. **Note:** County Offices shall leave these entries blank.
ADJ APH	
WTD ADJ YLD	
GUAR REDUC CDE	As provided.
GUAR REDUC FCTR	As provided.
PROD PREMIUM	As provided.
GRID ID	As provided.
OPTION CODE	As provided.
OPTION FCTR	As provided.
WRTN AGMT	As provided.
PLANT DATE	Not applicable.
LOC ST/CTY	As provided.
FSN	As provided.
AGR	As provided.
UPDATE DATE	As provided.

***--Note:** See subparagraph 3.5 D for data that may be used for calculating the 10 percent or 50 percent loss. In the SURE Workbook, when needed:

- CEY may be entered in the "County Exp. Yield" column
- 4-year average production may be entered in the "Yield (APH)" column.--*

311 Pecans (Continued)

D Calculating a SURE Guarantee for Pecans

The SURE *** * *** Workbook will calculate the SURE guarantee, revenue, and payment data with the elements entered as provided in subparagraph C.

Notes: To calculate the SURE guarantee for:

- waived-in pecans, follow subparagraph 162 C
- NAP-covered pecans, follow subparagraph 163 A.

E Production

See subparagraph 201 D for production requirements.

*--312 Hybrid Corn Seed

A Background

Hybrid corn seed is generally produced under a contract or agreement with a seed company and is insured by RMA under plan code 55, yield-based dollar amount of insurance. Only the production from the female plants is insurable. The producer will receive a receipt or settlement sheet showing the field corn equivalent or commercial corn equivalent bushels that the producer is eligible to sell instead of a cash amount for the production delivered.

B Data Elements for Hybrid Corn Seed

The following illustrates the data elements used for insured hybrid corn seed to compute the SURE guarantee. **The instructions in the following table deviate from the instructions for Plan Code 55 in subparagraph 162 C**. Specifically, County Offices are instructed to use the Stage Codes/Stage Code Factors and Multi-Crop Codes/Multi-Crop Factors contained in SIR when calculating the SURE guarantee rather than the adjustment factors used for NAP crops.

Element	Reference
Record Type	"A".
CROP	"0062 Hybrid Corn Seed".
TYPE	As provided. Example, "210 Standard Planting".
PRAC	As provided. Example "997 No Practice Specified".
PLAN	"55".
SHR	As provided.
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	As provided.
ZERO ACRE	As provided.
PRICE	
RMA Guarantee Basis	Not provided – Group C Plan Code.
UOM	Load 100 percent of CORN/YEL/GR NAP price.
YIELD	Load 100 percent of CEY for CORN/YEL/GR.
ADJ APH	Not applicable.
WTD ADJ YLD	Not applicable.
GUAR REDUC CDE	As provided.
GUAR REDUC FCTR	As provided.
PROD PREMIUM	As provided.
GRID ID	As provided.
OPTION CODE	As provided.
OPTION FCTR	As provided.
WRTN AGMT	As provided.
PLANT DATE	As provided.
LOC ST/CTY	As provided.
FSN	As provided.
AGR	As provided.
UPDATE DATE	As provided.

--*

312 Hybrid Corn Seed (Continued)

B Data Elements for Hybrid Corn Seed (Continued)

Element	Reference
Record Type	“L”.
STAGE	As provided.
STAGE FCTR	As provided.
PRICE	Blank
UOM	See a record above.
ACRES	As provided.
PROD TO COUNT	See subparagraph D.
GROSS INDM	As provided.
GLEANED ACRE	As provided.
MULTI CROP CDE	As provided.
MULTI CROP FCTR	As provided.
UPDATE DATE	As provided.

C Calculating a SURE Guarantee for Hybrid Corn Seed

The SURE *** * *** Workbook will calculate the SURE guarantee, revenue, and payment data with the elements entered as provided in subparagraphs B and E.

Notes: To calculate the SURE guarantee for:

- NAP-covered hybrid corn seed, see subparagraph 163 A
- waived in hybrid corn seed, see subparagraph 162 C.

D Production

Hybrid corn seed “production to count” **will be** the total field corn equivalent or commercial corn equivalent. All other applicable aspects of subparagraph 201 apply regarding production.

Note: If no field corn equivalent or commercial corn equivalent is provided on the settlement sheet, “Production to Count” shall be calculated by dividing dollars received by NAMP for CORN/YEL/GR.

Producers **are required** to provide verifiable copies of the settlement sheets or other acceptable documentation from the seed corn company along with a copy of the contract. These documents will be the basis for determining production to count. Contracts and settlement sheets vary in description and nature by company. County Offices will be responsible for scrutinizing the documents to determine the following:

- producer has an ownership share in the crop
- producer has risk in the crop
- seed company is providing either the field corn equivalent or commercial corn equivalent in bushels, if not, see the "Note" in this subparagraph.

312 Hybrid Corn Seed (Continued)

E Determining Total Crop Value

The Total Crop Value for hybrid seed corn will be calculated by using "production to count" as determined in subparagraph D multiplied by the applicable year NAMP for CORN/YEL/GR.

Example: The 2008 NAMP for CORN/YEL/GR is $4.06 according to Exhibit 6.

*--313 ARH Cherry Pilot Program

A Background

Starting in 2009, sweet cherries are insured under ARH (Pilot Plan Code 47),. When calculating the SURE guarantee and revenue, ARH Cherry Pilot RMA Policies **require** additional action on the part of the County Office.

ARH cherries will be loaded into the SURE Workbook similar to crop policies in subparagraph 162 B, so the SURE guarantee will be calculated using the RMA Guarantee Basis as provided within the workbook environment. The price and yield are entered to calculate the 10 percent and 50 percent loss thresholds.

B RMA Data for Sweet Cherries

Unique characteristics of ARH Cherry Pilot Program policies elements, for SURE Program implications are as follows:

- an RMA Guarantee Basis **will** be provided
- price field will be set to zero and requires user intervention, as follows:
  - RMA **acres** will be entered into the SURE Workbook
  - RMA will provide a yield in pounds and will be located in SIR "Yield" data field
  - RMA will **not** be providing;
    - adjusted APH yield (will be set to zero)
    - weighted adjusted yield (will be set to zero)
- producers **must** provide production to count.**--***

***--313 ARH Cherry Pilot Program (Continued)**

C Data Elements for ARH Cherries on SIR

SIR for Sweet Cherries will use the following RMA data elements from the A "Acreage" Record.

Element	Reference
Record Type	"**A**".
CROP	"**0057 Cherries**".
TYPE	As provided; for example, "**111 Fresh**" or "**112 Processing**".
PRAC	As provided.
PLAN	"47".
SHR	As provided. (Compare as with other crops.)
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	As provided.
ZERO ACRE	As provided.
PRICE	**Load NCT price** for the 10 percent and 50 percent loss threshold calculations.
RMA Guarantee Basis	As provided.
UOM	Will display "DOL" for dollars on SIR, but RMA is providing a **yield** in pounds.
YIELD	As provided. County Offices will **load** the 10 percent and 50 percent loss threshold calculations..
ADJ APH	Not applicable, set to zero.
WTD ADJ YLD	Not applicable, set to zero.
GUAR REDUC CDE	As provided.
GUAR REDUC FCTR	As provided.
PROD PREMIUM	As provided.
GRID ID	As provided.
OPTION CODE	As provided.
OPTION FCTR	As provided.
WRTN AGMT	As provided.
PLANT DATE	Not applicable.
LOC ST/CTY	As provided.
FSN	As provided.
AGR	As provided.
UPDATE DATE	As provided.

--*

313 ARH Cherry Pilot Program (Continued)

D Calculating a SURE Guarantee for ARH Cherries

The SURE Workbook will calculate the SURE guarantee, revenue, and payment data with the elements entered into the SURE Workbook as provided in subparagraph C.

Notes: For waived-in ARH cherries, follow subparagraph 162 C to calculate the SURE guarantee.

For NAP-covered ARH cherries, follow subparagraph 163 A.

E Production

See subparagraphs 201 G through J for production evidence requirements. Producers **must** bring in production evidence.

*--314 Fresh Market Beans Starting With Crop Year 2011

A Background

Before crop year 2011, for the SURE Program, fresh market beans were treated like all other APH (Plan Code 90) RMA policies.

B RMA Data Starting in 2011

Fresh market beans are still insured under APH (Plan Code 90) policies. However, starting with 2011, these RMA fresh market bean policies contain producer historical acreage limitations. If planted acreage exceeds the historical acreage limitation, an overplant factor may apply to the RMA Guarantee Basis, under certain conditions. Fresh market bean policies require additional clarification and action.

County Offices shall use the RMA Guarantee Basis and other RMA data as provided in the SIR, RMA Data Section. Fresh market beans will be loaded into the SURE Workbook in the same manner as other insured APH yield-based crops with the exception described in subparagraph C.

C SIR Guarantee Reduction Code "Y"

When planted acreage exceeds the producer's historical acreage limit, a "Y" code will be present in the SIR, RMA Data Section "Guarantee Reduction Code" field. If a Guarantee Reduction Factor accompanies this code, the factor **must** be loaded into the SURE Workbook as a "Guarantee Reduction". Exhibit 4 has been amended to include the Guarantee Reduction Code, "Y."

Note: The RMA "A" (Acreage) Record displayed in SIR will contain the producer's actual planted acres reported to RMA, regardless of the historical acreage limit. This will allow County Offices to compare RMA planted acres to FSA planted acres reported on FSA-578.

D Fresh Market Beans Production

Fresh market bean production for SURE will be handled according to subparagraph 201 D. Production from all acres will be included because all acres are considered insured, even if the planted acres exceed the producer's historical acreage limit.**--***

*--315 Sweet Potatoes Starting With Crop Year 2011

A Background

According to paragraph 305, before crop year 2011, sweet potatoes were insured under APH - Alternatively Rated (Plan Code 92) RMA policies.

B RMA Data Starting in 2011

For 2011 and subsequent crop years, sweet potatoes are insured under Plan Code 90 that is an APH policy. These RMA sweet potato policies contain producer historical acreage limitations. If planted acreage exceeds the acreage limitation, an overplant factor may apply to the RMA Guarantee Basis, under certain conditions. Sweet potato policies require additional clarification and action.

County Offices shall use the RMA Guarantee Basis and other RMA data as provided in the SIR, RMA Data Section. Sweet potatoes will be loaded into the SURE Workbook in the same manner as other insured APH yield-based crops with the exception described in subparagraph C.

There could be an “A” (Acreage) Record for “fresh” sweet potatoes (Type 162) that is distinct from the “A” (Acreage) Record for “processing” (Type 163) sweet potatoes. They will carry 2 distinct prices.

C SIR Guarantee Reduction Code “Y”

When planted acreage exceeds the producer’s historical acreage limit, a “Y” code will be displayed in the SIR, RMA Section “Guarantee Reduction Code” field. If a Guarantee Reduction Factor accompanies this code, the factor **must** be loaded into the SURE Workbook as a “Guarantee Reduction”. Exhibit 4 has been amended to include the Guarantee Reduction Code, “Y.”

Note: The RMA “A” (Acreage) Record acreage that is displayed in SIR will contain the producer’s actual planted acres reported to RMA, regardless of the historical acreage limit. This will allow County Offices to compare RMA planted acres to FSA planted acres reported on FSA-578.**--***

***--315 Sweet Potatoes Starting With Crop Year 2011 (Continued)**

D Sweet Potato Production

Producers will be **required** to submit actual production records for processed and fresh production according to subparagraphs 201 G through J. All production will count, including production from acres that exceed the acreage limitation, if applicable, because all acres are considered insured.

HMP's shall be established for multiple market crops as instructed in subparagraph 65 B. For appraisals that are completed and submitted for production evidence, these HMP's shall be applied. HMP's shall also apply to certified production or the maximum average loss levels for those producers who are unable to provide verifiable production records.

If a producer has both fresh and processed (types 162 and 163) "A" (Acreage) Records, as outlined in subparagraph B, the appropriate production will be entered with the matching "A" (Acreage) Record.

When a producer provides production evidence that includes both fresh and processed sales, or when HMP's apply to appraised or certified production, and the producer only has 1 type (162 or 163) insured, production to count **must** be entered on separate lines in the SURE Workbook. This will allow fresh and processed production to be associated with the correct NAMP to calculate total crop value correctly.

When this is necessary, County Offices shall enter all production to count that was marketed as:

- fresh on the same line as the RMA Guarantee Basis insured, as determined in subparagraph A, using NAMP for fresh sweet potatoes

  Note: User shall enter indemnity and premium, if applicable, here.**--***

***--315 Sweet Potatoes Starting With Crop Year 2011 (Continued)**

D Sweet Potato Production (Continued)

- processed using NAMP for processed sweet potatoes, on a new line, with the following guidance about which entries to load and which entries to load as zeroes.

Item	Entry
Crop	“Potatoes Sweet”.
IU	“PR”.
Status Code	As applicable.
Practice	As applicable.
Acres	“0” (all acres were entered on the first line).
Producer Share	As applicable.
RMPR Code	“P”.
Plan/Coverage Code	“90”.
Stage Code	Leave blank.
Stage Code Adjustment	Leave blank.
Unit #	As applicable
RMA Guarantee Basis	“0” (entered on first line).
Coverage Level	As applicable.
Price Election	As applicable.
Price	“0” (not needed to enter production).
Production to Count	Production to count for processed sales of sweet potatoes as provided by the producer.
2011 NAMP	Processed NAMP for sweet potatoes.

Note: Do not load HMP’s into the SURE Workbook.**--***

316-320 (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 for 2008
- CCC-526, or other acceptable document according to 1-PL, to determine compliance with average AGI provision for 2008

•*****--applicable forms, according to 4-PL for 2009 and subsequent years--*****

- FSA-217, if applicable
- FSA-578 for all crops in which producer has an interest
- for 2008 **only**, 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 SIR and any other supporting documentation.

B Parts of FSA-682 Applicable for Single County Producer

--**Follow paragraph 341 and Part 16 or 17, as applicable, 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 *** * *** 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 *** * *** 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 or 17, as applicable, 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 * * * 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 * * * 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

*** * *** 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 SIR--***** (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 or 17, as applicable, 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 or 17, as applicable.
4	Print FSA-682, page 2 according to Part 16 or 17, as applicable.
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 the 2008 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 or 17, as applicable, 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 Workbook according to Part 16 or 17, as applicable.
4	Print FSA-682, page 2 according to Part 16 or 17, as applicable.
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 or 17, as applicable, to send data from SURE 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 Workbook with COC determinations and send updates to recording county according to Part 16 or 17, as applicable.**--***
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 SIR 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 or 17, as applicable, 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 or 17, as applicable.
4	Print FSA-682, page 2 according to Part 16 or 17, as applicable.
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 or 17, as applicable.
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 or 17, as applicable.
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 or 17, as applicable.
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 the 2008 FSA-683, SIR 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 after 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 *** * *** Workbook *** * ***. 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 Workbook according to Part 16 or 17, as applicable. 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 about 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 SIR--*****
- producer completes FSA-682, Part A, "Unaffected Crops"
- producer completes FSA-682, Part A, "Unreported Disaster Events".

--Note:** RMA Record with "DC" Stage Code cannot be used to meet reporting requirements, unless COC determines producer has met reporting requirements.--**

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 RMA Record of Loss with "DC" Stage Code

A "DC" Stage Code in an RMA Record of Loss indicates a denied claim. The producer must provide additional information before COC can determine if the producer met reporting requirements under subparagraph 336 A.--*

I 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 SIR--*
- 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 or 17, as applicable, 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 or 17, as applicable, for completing SURE 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 Workbook process, **except** for cases outlined in paragraph 354. See Part 16 or 17, as applicable, for instructions on entering data into SURE 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	Leave blank.
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 Examples of FSA-682 for 2010 and 2011

A Example of 2010 FSA-682, Part A and Part B

The following is an example of 2010 FSA-682, Parts A and B

This form is available electronically.

See Page 3 for Privacy Act and Burden Statements.

FSA-682
(11-14-11)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

SUPPLEMENTAL REVENUE ASSISTANCE PAYMENTS PROGRAM APPLICATION

1. Recording State and County Code	2. Crop Year
99-999	2010

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
Any Producer	1234 Any Way Anytown, ST 99999	999-999-9999	

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)
Any County, ST	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)
Any County, ST	Excessive Heat & Drought	June 1 - August 15, 2010

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

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*--342 Examples of FSA-682 for 2010 and 2011 (Continued)

B Example of 2010 FSA-682, Parts C Through E

The following is an example of 2010 FSA-682, Parts C through E.

FSA-682 (11-14-11) Page 2 of 3

14. Producer's Name	15. Administrative State and County	16. Crop Year
Any Producer	Anywhere, ST	2010

PART C – ADDITIONAL REVENUE INFORMATION

Type of Payment	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. Market Loan Gains	$ 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 ($)	Field Mkt Value 34A. A	Field Mkt Value 34B. B	COC Use Only Production 35. Adjusted	COC Use Only Production 36. Assigned	COC Use Only 37. Salvage Value ($)	COC Use Only Field Market Value 38A. A	COC Use Only Field Market Value 38B. B
99-999	Alfalfa		Fg	19.10	100%	H	Purchased	Non-Ins.		31,600.00								
99-999	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		15,695.00								
99-999	Oats	SPR	Gr	29.00	100%	H	Buy-in 1	Insurable	C	76.40								
99-999	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		2,320.00								
99-999	Alfalfa		Fg	19.10	100%	H	Purchased	Non-Ins.		31,600.00								

PART E – ADMINISTRATIVE COC APPROVAL for PARTS A, B, C, D

The producer in Item 14 has land that is within a Secretarial designated 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		

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*--342 Examples of FSA-682 for 2010 and 2011 (Continued)

C Example of 2010 FSA-682, Parts F and G

The following is an example of 2010 FSA-682, Parts F and G.

FSA-682 (11-14-11) Page 3 of 3

43. Producer's Name	44. Recording State and County	45. Crop Year
Any Producer	99-999	2010

PART F- PRODUCER CERTIFICATIONS

- My signature on the FSA-682 certifies that all information on the FSA-682 is accurate and correct. I certify that I have the authority to submit the FSA-682, and understand that it will be used to determine eligibility for the Supplemental Revenue Assistance Payments Program, but it is not a determination of an actual payment. I certify that I understand the eligibility requirements of the program.

- While I recognize that this application must be filed in the appropriate 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, depending upon the crop, 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 Parts A-D of this form 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 disapproved or reevaluated 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 understand that no person or legal entity, as defined and determined under the provisions of 7 CFR Part 1400 in effect for 2010 can receive directly and indirectly more than $100,000 total in 2010-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 or legal entity with an interest in this payment will exceed that level.

- Should any overpayment be made, the overpayment is due with interest from the date of disbursement.

- 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/ Any Producer		12-12-2011

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/ Any COC	01-06-2011

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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*--342 Examples of FSA-682 for 2010 and 2011 (Continued)

D Example of 2011 FSA-682, Part A and Part B

The following is an example of 2011 FSA-682, Parts A and B

This form is available electronically. *See Page 3 for Privacy Act and Burden Statements.*

FSA-682
(09-11-12)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

SUPPLEMENTAL REVENUE ASSISTANCE PAYMENTS PROGRAM APPLICATION FOR 2011

1. Recording State and County Code	2. Crop Year
99-999	2011

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
Any Producer	1234 Any Way Any Where, St. 99999	999-999-9999	

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)
Any County, St	

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)
Any County, St	Excessive Heat & Drought	June 1 - August 15, 2011

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

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*--342 Examples of FSA-682 for 2010 and 2011 (Continued)

E Example of 2011 FSA-682, Parts C Through E

The following is an example of 2011 FSA-682, Parts C through E.

FSA-682 (09-11-12) Page 2 of 3

14. Producer's Name	15. Administrative State and County	16. Crop Year
Any Producer	Anywhere, St	2011

PART C – ADDITIONAL REVENUE INFORMATION

Type of Payment	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. Market Loan Gains	$ 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 ($)	Field Mkt Value 34A. A	Field Mkt Value 34B. B	COC Use Only: Production 35. Adjusted	Production 36. Assigned	37. Salvage Value ($)	Field Market Value 38A. A	Field Market Value 38B. B
99-999	Alfalfa		Fg	19.10	100%	H	Purchased	Non-Ins.		31,600.00								
99-999	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		15,695.00								
99-999	Oats	SPR	Gr	29.00	100%	H	Buy-in 1	Insurable	C	76.40								
99-999	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		2,320.00								

PART E – ADMINISTRATIVE COC APPROVAL for PARTS A, B, C, D

The producer in Item 14 has land that is within a Secretarial designated 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		

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*--342 Examples of FSA-682 for 2010 and 2011 (Continued)

F Example of 2011 FSA-682, Parts F and G

The following is an example of 2011 FSA-682, Parts F and G.

FSA-682 (09-11-12) Page 3 of 3

43. Producer's Name	44. Recording State and County	45. Crop Year
Any Producer	99-999	2011

PART F- PRODUCER CERTIFICATIONS

- My signature on the FSA-682 certifies that all information on the FSA-682 is accurate and correct. I certify that I have the authority to submit the FSA-682, and understand that it will be used to determine eligibility for the Supplemental Revenue Assistance Payments Program, but it is not a determination of an actual payment. I certify that I understand the eligibility requirements of the program.

- While I recognize that this application must be filed in the appropriate 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, depending upon the crop, 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 certify that at least one crop of economic significance for which I am applying for SURE benefits suffered a qualifying loss due to an eligible weather event that occurred through September 30, 2011.

- I have reviewed Parts A-D of this form 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 disapproved or reevaluated 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 understand that no person or legal entity, as defined and determined under the provisions of 7 CFR Part 1400 in effect for 2011, can receive directly and indirectly more than $100,000 total in the crop year's 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 or legal entity with an interest in this payment will exceed that level.

- Should any overpayment be made, the overpayment is due with interest from the date of disbursement.

- 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/ Any Producer		02-20-2012

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/ Any COC	03-16-2012

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 or 17, as applicable, 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 or 17, as applicable, for completing SURE 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 *--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.
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 Workbook process, **except** for cases outlined in paragraph 354. See Part 16 or 17, as applicable, for instructions on entering data into SURE 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 or 17, as applicable, for completing SURE 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 in FSA-682, Parts C and D is entered and printed through the SURE Workbook process, **except** for cases outlined in paragraph 354. See Part 16 or 17, as applicable, for instructions on entering data into SURE 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 Examples of FSA-682A for 2010 and 2011

A Example of 2010 FSA-682A, Page 1

The following is an example of 2010 FSA-682A, page 1.

This form is available electronically.

See Page 2 for Privacy Act and Burden Statements.

FSA-682A
(11-14-11)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

CONTINUATION SHEET FOR SUPPLEMENTAL REVENUE ASSISTANCE PAYMENTS PROGRAM APPLICATION

A. Recording State and County Code	B. Crop Year
99-999	2010

C. Producer's Name	D. Administrative State and County
Any Producer	

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)
Any County, ST	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)
Any County, ST	Excessive rain & flooding	10/3/10 - 10/15/10

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

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*--352 Examples of FSA-682A for 2010 and 2011(Continued)

B Example of 2010 FSA-682A, Page 2

The following is an example of 2010 FSA-682A, page 2.

FSA-682A (11-14-11) Page 2 of 2

E. Producer's Name	F. Administrative State and County	G. Crop Year
Any Producer		2010

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)
Any County, ST	Deer at it	June 15 through 30, 2010

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?

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*--352 Examples of FSA-682A for 2010 and 2011

C Example of 2011 FSA-682A, Page 1

The following is an example of 2011 FSA-682A, page 1.

This form is available electronically.

See Page 2 for Privacy Act and Burden Statements.

FSA-682A
(09-11-12)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

CONTINUATION SHEET FOR SUPPLEMENTAL REVENUE ASSISTANCE PAYMENTS PROGRAM APPLICATION FOR 2011

A. Recording State and County Code	B. Crop Year
99-999	2011

C. Producer's Name	D. Administrative State and County
Any Producer	

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)
Any County, ST	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)
Any County, ST	Excessive rain and flooding	10/03/2011 - 10/15/2011

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

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*--352 Examples of FSA-682A for 2010 and 2011 (Continued)

D Example of 2011 FSA-682A, Page 2

The following is an example of 2011 FSA-682A, page 2.

FSA-682A (09-11-12) Page 2 of 2

E. Producer's Name	F. Administrative State and County	G. Crop Year
Any Producer		2011

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)
Any County, ST	Deer at it	June 15 through 30, 2011

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.*

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*--353 Completing FSA-683's for 2008

A When to Complete FSA-683's

For 2008 **only**, FSA-683's are completed by producers at the time FSA-682 is signed.

B Instructions for FSA-683

Follow this paragraph to complete FSA-683 for 2008.--*

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's for 2008 (Continued)

B Example of FSA-683

The following is an example of FSA-683.

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This form is available electronically.

FSA-683 (11-24-09) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. State and County Code 99-999
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)* Any County County Farm Service Agency 1234 Any Road Anytown, ST 99999
	2B. Telephone Number *(Including Area Code)* 999-999-9999

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)*
Any Producer 1234 Any Way Anywhere, ST 99999	999-999-9999

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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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 * * * 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 RMA 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 FMV A determined according to Part 6 for value loss. • Leave blank if crop is not value loss.
34B	• Enter the FMV 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 FMV A determined according to Part 6 for value loss. • Leave blank if crop is not value loss.
38B	• Enter COC FMV 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.

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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 * * * 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 handbook
- 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 Workbook according to Part 16 or 17, as applicable--*	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 * * * 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 * * * 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 * * * 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 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)

*--Part 12 Compliance Reviews

391 SURE Compliance Reviews

A Overview

Compliance reviews for SURE are required to ensure the accuracy of the information provided by producers. Review will be required as determined by:

- National Compliance Review list
- subparagraph B.

B Additional Required Selections

Additional selections may be required when COC, DD, or STC has reason to believe inaccurate data or inaccurate certification was provided. Inaccurate data or certification includes, but is not limited to, the following:

- missing and/or inaccurate acreage or production reports

  Note: County Offices shall verify that all acreage has been reported. AD-1026A will provide a complete list of land for which the producer has an interest.

- producer provided production not marketed as shared or otherwise questionable

- questionable quality reduction certification

- questionable RMPR certification

  Note: If a producer is selected for spot check and the producer elected *de minimis*, the producer shall be required to provide an explanation of the reason or methodology they used to elect *de minimis.*

- inventory to support FMV A and/or FMV B is questionable.

C Completing FSA-778

For each producer selected according to subparagraph A or B, complete FSA-778. The information shall be recorded in the National Compliance Review database:

- only if the producer was on the National Compliance Review list
- according to 2-CP.

Note: Producers only selected according to subparagraph B shall **not** be loaded into the National Compliance Review database.**--***

*--391 SURE Compliance Reviews (Continued)

D Example of FSA-778

The following is an example of FSA-778.

This form is available electronically.

FSA-778 (05-06-11) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. Producer Name		2. Crop Year	
SURE COMPLIANCE WORKSHEET	3. State Name	4. County Name		
Office Staff Actions:	**Handbook or Other Reference**	**YES**	**NO**	**N/A**
5. Were all acres on all farms nationwide reported on FSA-578? If "NO", explain:	1-SURE, paragraph 31			
6. Were ownership and shares verified? If "NO", explain.	1-SURE, paragraph 31			
7. Are RMA and FSA acres within tolerance? If "NO", explain:	1-SURE, paragraph 100			
8. Was production marketed in the same manner it was shared on FSA-682? If "NO", explain:	1-SURE, paragraph 392			
9. Does harvested production evidence support the quality reduction factor? If "NO", explain:	1-SURE, paragraph 393			
10. Does the participant meet risk management purchase requirement (RMPR) on all eligible crops? If "NO", explain:	1-SURE, paragraph 35			
11. If producer elected *de minimis*, does crop(s) meet *de minimis* requirements? If "NO", explain:	1-SURE, paragraph 35			
12. Does inventory evidence match producer's records for FMV-A? If "NO", explain:	1-SURE, paragraph 392			
13. Does inventory evidence match producer's records for FMV-B? If "NO", explain:	1-SURE, paragraph 392			
14. Does reported production match verifiable/reliable records? If "NO", explain:	1-SURE, paragraph 392			
15. Was a valid signature obtained on FSA-682? If "NO", explain:	1-CM			

*--391 SURE Compliance Reviews (Continued)

D Example of FSA-778 (Continued)

FSA-778 (05-06-11) Page 2 of 2

16. Were there any discrepancies for the participant that would result in a recalculation of SURE benefits? Refer to 1-SURE, paragraphs 392 and 393. If "**YES**", check all discrepancy types that apply.

	A. Not all crops/acres recorded on FSA-578		E. Questionable RMPR certifications	
	B. Producer provided or otherwise questionable production not marketed as shared		F. Questionable de minimis elections	
	C. Questionable quality reduction certification		G. Inventory does not support FMV-A	
	D. Inventory does not support FMV-B		H. Enter amount of requested refund:	$

17A. Reviewer's Signature	17B. Title	17C. Date (MM-DD-YYYY)

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392 Spot Check Process for Production

A Production Overview

All SURE eligible crops and acreage will have production to count as stated in paragraph 201. Production to count includes all harvested, appraised, converted, and assigned production. See paragraph 201 to ensure that all production is captured for all NAP coverable and insurable SURE eligible crops and acreage from the producer's SURE farm.

B Production Reviewed for Spot Check

Producers selected for spot check may have production records to be verified. Those producers who have production to count based on **any** of the following sources will have that production reviewed and verified:

- production from RMA "SY Acre" and "SY Yield"
- production from NAP APH data
- production from verifiable or reliable sources.

Producers will be required to submit actual verifiable and reliable production records when RMA "SY Acre" and "SY Yield" or NAP APH data was used as a production data source.
***--**The County Office is not required to verify this production by each RMA or NAP unit. Total production is checked for each crop.

Example: Producer A is pulled for spot check in County B. Producer A had 3 units of corn, yellow, grain in the SURE Workbook, 100 acres in each unit. Unit 1 had a loss record of 5,000 bushels. Unit 2 had an SY yield of 80 bu. and Unit 3 had an SY yield of 75 bu. Total production for corn in the workbook is Unit 1 – 5000 bu., Unit 2 -8000 bu., and Unit 3 – 7500 bu. = 20,500 bu. total. Producer A certified to this production for corn, yellow, grain on FSA-682.

Producer is pulled for spot check and because 2 units used the SY information for production, the producer is required to submit production records. The producer submits production records that total 20,550 bu. and the County Office verifies this with the local elevator. Producer is not required to break production down by unit. County Office can verify production at the producer level since SURE is based on a whole farm.

Since there is a discrepancy, the County Office will follow subparagraph 392 H.**--***

Note: If a portion of a producer's production to count was based on RMA loss records, or from an approved notice of loss for NAP (CCC-576 on file), then that portion can be excluded from the production review. No verification of production is required if all of a producer's production to count was from these sources. However, if the producer certified to any quality factor, those factors will still be reviewed according to paragraph 393.

392 Spot Check Process for Production (Continued)

B Production Reviewed for Spot Check (Continued)

Producers that fail to provide production evidence or do not have any evidence to submit will be considered ineligible for SURE. A receivable shall be established according to 64-FI to collect the overpayment.

C Requesting Information for Verifying Records

All production sources identified in subparagraph B will have the records verified. County Offices, upon receipt of the verifiable and reliable production data, will contact elevators, organizations, or facilities to verify submitted production evidence. The request to the elevator, organization, or facility, for verification of the producer's production evidence, must be specific as to the information requested and should include, but is not limited to, the following:

- producer's name and address
- crop or crops
- why the request is being made
- what information is being requested.

*--392 Spot Check Process for Production (Continued)

D Spot Checking Unmarketable Production

Unmarketable production is production that cannot be sold. For production to be considered unmarketable, it must be refused because of quality. Production that is refused because of market conditions is not considered unmarketable.

Spot check unmarketable production according to the following table.

IF…	THEN…
production was refused at a warehouse, vegetable shed, wholesale market, retail outlet, or other delivery point, and a record exists documenting delivery to this point **Note:** The production must be refused because of quality conditions, and not because of economic factors or management decisions.	• verify receipt of information with the delivery point and disposition of the crop, if possible • verify that no feed or financial benefits were received.
the crop has been disposed of without record	• have the producer certify, in writing, to the disposition of the crop • check with local storage and market facilities in the area to verify that the production was neither sold nor stored.

E Spot-Checking Actual Markets

If the producer selected for spot check has production that has multiple markets, determine the crop's final use in the applicable year. Verify the production sold to the fresh, processed, and/or juice market with the delivery point.**--***

*--392 Spot Check Process for Production (Continued)

F Spot-Checking Value Loss

As with other SURE crops, value loss crops that had FMV-A and FMV-B determined from RMA loss records or an approved notice of loss for NAP (CCC-576 on file) can be excluded from the spot check process. All other sources for documenting either FMV-A or FMV-B must be verified by validating propagation records, purchase records, or sales records.

G Producers' Shares

The spot check production process shall include a verification of any document deemed necessary to determine that production was shared or would have been shared if produced in the same manner as reported.

H Production Discrepancies

All discrepancies found during the review and verification of production during the spot check process will have SURE payments recalculated with the correct production information. If the corrected SURE payment is more than 5 percent difference or more than $1,000 difference from the incorrect payment, the underpayment shall be issued or a receivable shall be established according to 64-FI to address the overpayment.

When RMA production discrepancies appear and/or there is the appearance of a potential abuse case on any RMA units, notify RMA using AD-2007 according to 4-RM, Exhibit 6.

If circumstances warrant, and the reviewing authority determines it necessary, a production error may be reviewed to determine whether any violation of NAP policy has occurred.

I Ineligibility

Follow paragraph 12 if the review discovers an unacceptable, incorrect, or false production certification on FSA-682 is related to or the result of a misrepresentation, scheme, or device.**--***

*--393 Spot Check Process for Verifying Quality Adjustment Factors

A Overview

Quality factors are established by county/crop/type/IU according to paragraph 66. All producers who certified to meeting the quality adjustment factor for all of their harvested production, specific to that county and crop, on FSA-682 also certified that they have the verifiable production evidence to validate that certification. All producers pulled for spot check who made any quality certifications must provide the evidence to prove the certification.

If the producer fails to provide verifiable supporting evidence where required by COC or as the result of spot check, the producer will be determined as not meeting the quality threshold. Follow subparagraph 393 E for these situations.

B Required Documentation

Producers must have maintained verifiable documentation that will justify that their quality loss factor or factors met or exceeded the STC-established quality adjustment factor or factors. Also, the verifiable production evidence will be evaluated to make certain the quality discounts were for the eligible disaster conditions used as a basis for the approved factors and that the evidence is the same basis (price or quality discounts according to paragraph 66) for which the county established quality adjustment factor was based.

When spot-checking quality certifications, all documentation for all of the harvested production (regardless of the production source used for SURE) shall be considered, such as, settlement sheets that include production quality discounts or pricing quality discounts. The verifiable production evidence documenting quality discounts will be checked and calculated to determine whether on average, the approved quality adjustment factors have been met or exceeded.

The documentation must be dated and contain specific production information related to the quality affected crop (bushels, pounds, tons, etc.). Records must also be verified with the production sources as instructed in subparagraph 392 C. The review shall determine whether the documentation provided substantiates the certified quality loss adjustment.**--***

***--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)**

C Determining Producer's Quality Threshold

Spot-checked producers who certified to meeting an established quality loss threshold by county/crop/type/IU must be able to meet or exceed it when averaging all harvested production. All harvested production quantities with sources that did not have verifiable evidence are treated as unaffected by quality in this average.

The calculation for the average quality adjustment factor on a spot-checked producer basis must be based on the same basis (price or quality discounts according to paragraph 66) for which the quality adjustment factor was approved for a county/crop/type/IU.

Example 1: Producer threshold for quality discount basis.

Approved loss threshold is 20 percent quality affected crop = .8000:

- 1,000 bushels verifiable production evidence with 40 percent quality loss (.6000 factor)
- 550 bushels certified production (treated as unaffected by quality 1.0 factor)
- 1,550 bushels of total harvested production.

1000 bushels x 0.6 = 600 (verifiable)
550 bushels x 1.0 = 550 (certified production, unaffected by quality)
Total = 1150 (weighted factor)

1150/1550 = .7400

.7400 is less than .8000 (exceeds threshold)**--***

***--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)**

C Determining Producer's Quality Threshold (Continued)

Example 2: Producer threshold for price basis.

The approved quality factor for a quality-affected crop is a .8000 factor based on a 20 percent quality reduction factor. The average selling price basis for unaffected by quality production for this crop in this county was $4 per bushel. The average selling price for affected production with quality discounts of 20 percent is $3.20.

- The producer provides a verifiable 40 percent price reduction because of eligible quality conditions resulting in a price of $2.40 received by the producer for 1,000 bushels of the crop.

- 550 bushels were certified as reliable production (was not sold but fed to livestock).

  Note: Since there were not any verifiable records for this production, there is no quality adjustment applied, so the full price (unaffected by quality) of $4 per bushel is used for this production in determining the quality threshold.

1000 bushels x $2.40 = $2400 (verifiable)
550 bushels x $4 = $2200 (reliable treated as unaffected by quality)
$4600 (crop value)

$4600 (crop value) / 1550 (total bushels) = $2.97

$2.97 is less than $3.20 (exceeds threshold)--*****

***--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)**

C Determining Producer's Quality Threshold (Continued)

If the quality factor for crop/type/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 certify to each factor separately and **must** meet the average threshold for each factor separately.

Example 1: County A has an "other quality adjustment factor" for corn/yel/grain of .8750 and an "excessive moisture quality adjustment factor" of .8875. Producer B certified they had 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 from the verifiable production evidence may be used to determine the .8750 threshold

- excessive moisture quality adjustment factors from the verifiable production evidence may be used to determine the .8875 threshold.

Example 2: County C has a "total quality adjustment factor" for corn/yel/grain of .8540. Excessive moisture is 1 of the quality issues as the basis to determine the .8540 factor. Producer D certified that all of their harvested production for corn in County C met the .8540 threshold. Any combination of the quality adjustment factors, including excessive moisture, from Producer D's verifiable evidence may be used to determine whether the average quality factor established for corn is met by Producer D.**--***

***--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)**

D Exceptions for Excessive Moisture When Determining Quality Adjustment Factor Threshold

There may be situations where the producer may incur excessive drying expenses because of excessive moisture before marketing a crop. As a result, the actual price received may not be different from the normal market price. In these situations, producer's certifications for excessive moisture quality adjustment factors may be validated, if they have acceptable evidence of the actual moisture at harvest time and this evidence supports moisture levels that were used to establish price discounts for the factors established.

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.

E Quality Certifications Not Meeting the Threshold

If it is determined, based on verified production records, that the quality adjustment factor for the producer's harvested production does not meet or exceed the STC-established quality factor or factors, then the actual value of production will be recalculated without using the quality adjustment factors. The recalculated total crop value will then be used to figure the SURE over-payment. All corrected SURE payments will be compared to the incorrect payments. For all overpayments of 5 percent or more or $1,000 or more, a receivable will be established according to 64 FI.**--***

Parts 13-15 (Reserved)

394-400 (Reserved)

401-510 (Reserved)

*--Part 16 2008 SURE

Section 1 2008 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 the following:

- Data Entry
- Yield Determination Tool
- 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. For more information on saving additional SURE Interim Workbooks for a producer whose workbook exceeds 100 line entries in 1 administrative county, see subparagraph 515 C.

The SURE Interim Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Interim Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

511 Function of the SURE Interim Workbook (Continued)

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.

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 or Producer Farm Data Report

Either AD-1026A or Producer Farm Data Report:**--***

- 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, CEY, unharvested factor, prevented planting factor, historical marketing percentage, quality adjustment factor, maximum acreage loss level, 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 (SIR)

A Background

SIR 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 SIR

From Menu FAX250, access SIR 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.

*--SIR shall be reprinted **before** issuing payments to ensure that the most current data is being used.

SIR's are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

--513 SURE Interim Report (SIR) (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**".

If a producer appears on this list, this indicates the producer does business with RMA/Crop Insurance, but either:

- has **not** done business with FSA before and; therefore, is **not** in SCIMS **or**
- TIN they provided RMA/Crop Insurance does **not** match TIN in SCIMS.

After the producer has either been added to SCIMS or TIN has been corrected, the producer should no longer appear on this list and SIR can be printed according to subparagraph B and/or D.

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.

--**Any screen prints or SIR's that are generated through the, "2008 RMA Producers Not on Name and Address File" option are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.**--

--513 SURE Interim Report (SIR) (Continued)--

D Printing Data From the 2008 RMA Producer Data Change Report

A producer's RMA data may change. The 2008 RMA Producer Data Change Report has been developed to notify County Offices of producers whose RMA data has changed. County Offices shall access the 2008 RMA Producer Data Change Report according to this 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 "3", "2008 RMA Data Changes Report", and PRESS "Enter".
7	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "Enter".
8	MHAER301	Enter the last update date to display a list of producers whose RMA data has changed since the last update date.
9	MHAER302	ENTER "X" next to the producer's name to print the producer's 2008 SIR, including the changed RMA data, and PRESS "Enter".

The 2008 RMA Producer Data Change Report shall be checked every 7 calendar days **and** before issuing payments, to ensure that the most current data is being used.

Note: Because of the nature of the RMA data, this report cannot specifically define what data changed, only the producers whose data has changed.

--**Any screen prints or SIR's that are generated through the, "2008 RMA Producers Not on Name and Address File" option are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.**--

***--513 SURE Interim Report (SIR) (Continued)**

E Data Elements on SIR

The following data elements will print on SIR.

SIR--*	
Source File	**Data Included**
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable (displays current year data)
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 (SIR) (Continued)**

E Data Elements on SIR (Continued)

SIR--*	
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
	Crop Year
	Yield
	Yield Type
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

***--513 SURE Interim Report (SIR) (Continued)**

E Data Elements on SIR (Continued)

SIR--*	
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
	FMV A
	FMV B

*--513 SURE Interim Report (SIR) (Continued)

E Data Elements on SIR (Continued)

SIR--*	
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 (SIR) (Continued)**

E Data Elements on SIR (Continued)

SIR - 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 Factor	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 (SIR) (Continued)**

E Data Elements on SIR (Continued)

SIR - 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	FMV A
FMV-B	FMV B

Note: See Exhibit 4 for more information on RMA data elements.

***--513 SURE Interim Report (SIR) (Continued)**

E Data Elements on SIR (Continued)

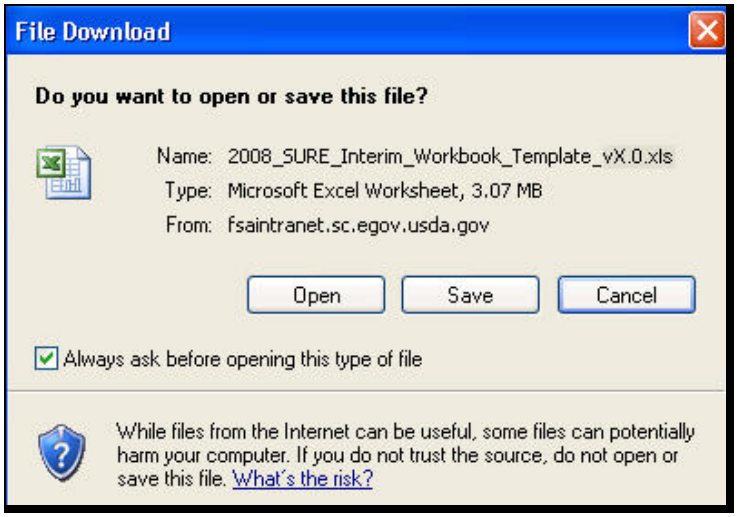
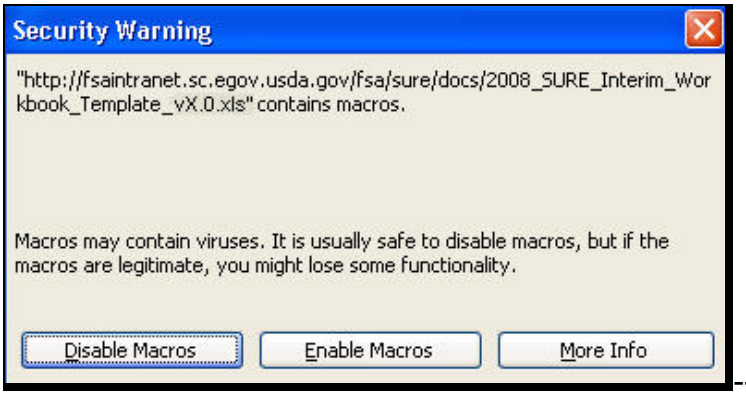
SIR - 2008 RMA Data--*	
RMA Label	**Data Entry Workbook Label**
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
--SY - Yield Type--	
SY - Person Sharing	
Date Planted	
Update Date	
Date of Loss - Primary	
Date of Loss - Secondary	
SBI - Approved Insurance Provider	
SBI - ID Number	
SBI - ID Type Code	
SBI - Name	
Source File	**Data Included**
2008 Payment Data	DCP Direct Payments
	DCP Counter-Cyclical Payments
	NAP Payments
	Price Support Payments
	Price Support - CMA Payments
	Other Disaster Payments
2008 CC Yield Data	Crop
	Type
	IU
	Weighted Counter-Cyclical Yield
	Unit of Measure

Note: See Exhibit 4 for more information on RMA data elements.

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook

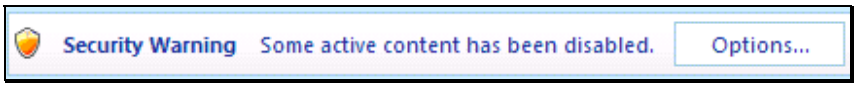
A Accessing and Saving the SURE Interim Workbook Template

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_vX.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**". **Notes:** This step needs to be performed every time the SURE Interim Workbook is opened. ***--**For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--*** **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)

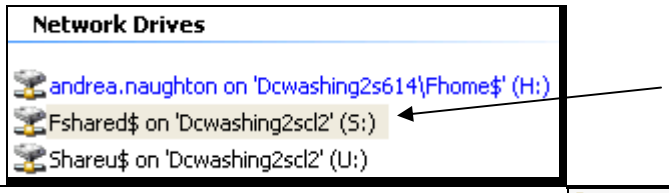
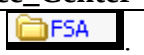
Step	Action	
4	**IF using…**	**THEN save the document as follows…**
	Office 2003	• CLICK "**File**" • CLICK "**Save as**" • navigate to user's desktop • CLICK "**Save**"
	Office 2007	• CLICK "**Office Button**" → • scroll to "**Save as**" • CLICK "**Excel Macro Enabled Workbook**" • navigate to user's 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_vX.0**". The version number shall correspond with the current version posted on the SURE Intranet Web Page.**--*** **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_vX.0.2" "2008_SURE_Interim_Workbook_Template_vX.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**" .

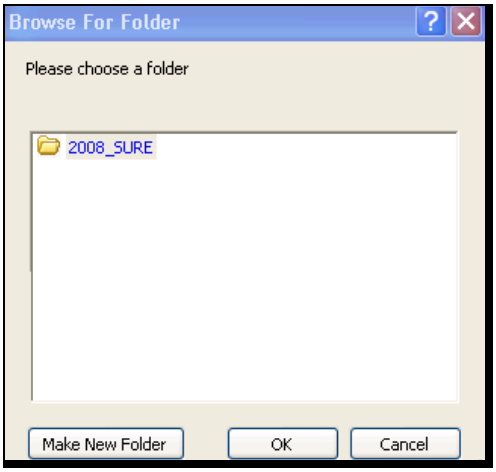
Note: Creating the new "2008_SURE" folder **only needs to be done 1 time at each Service Center**. All SURE Interim Workbook data can be saved to this location.

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)

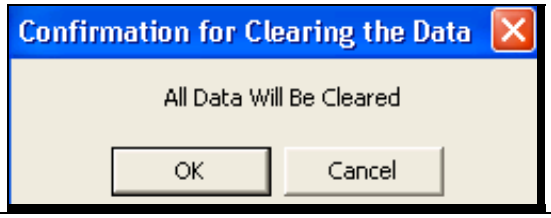
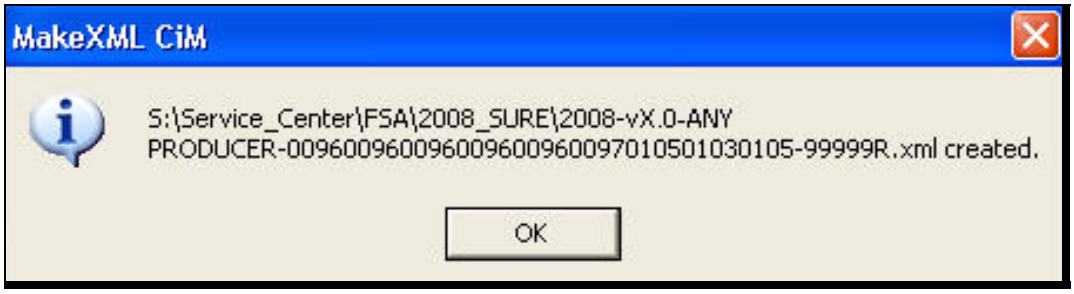
C Saving a Producer's SURE Interim Workbook

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**" [Save to File] from Data Entry Worksheet 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)

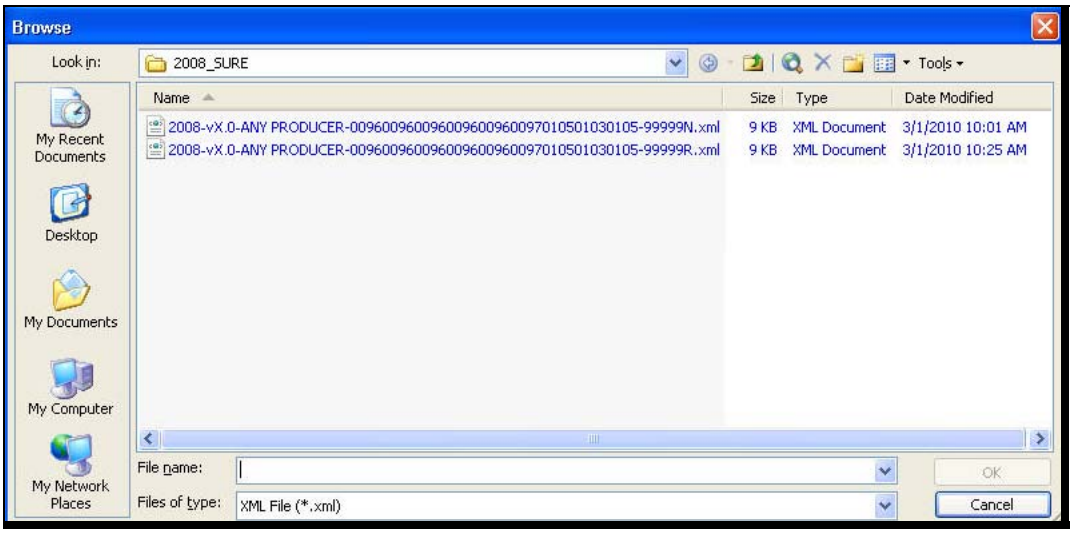
C Saving a Producer's SURE Interim Workbook (Continued)

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: •*--program year • version number--* • producer's name • 9 digits of producer's ID (encrypted) • State and county code • Recording County indicator ("R", recording county; "N", nonrecording county". 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**" [Retrieve From File] from the Start Page or Data Entry Worksheet.
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_vX.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:

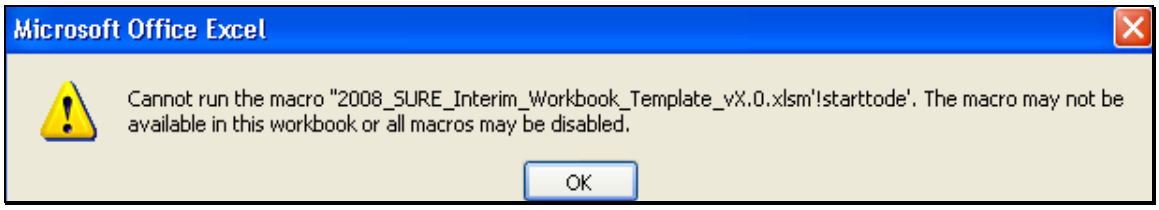
- disclaimer message, "FSA Internal Use Only: The SURE Interim Workbook shall not be distributed."

  Note: The SURE Interim Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Interim Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

- reminder, “Enable macros before continuing per subpar 514 A”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed

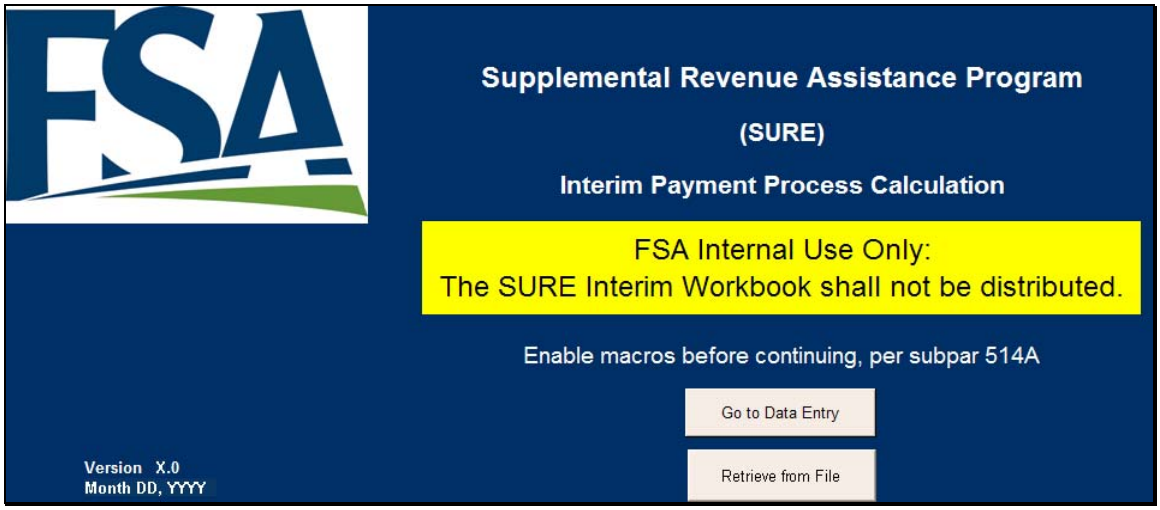


--Note:** For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--

- version number and date

- “Go to Data Entry” button, to access the Data Entry Worksheet

- “Retrieve from File” button, to import a saved .xml file.



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)

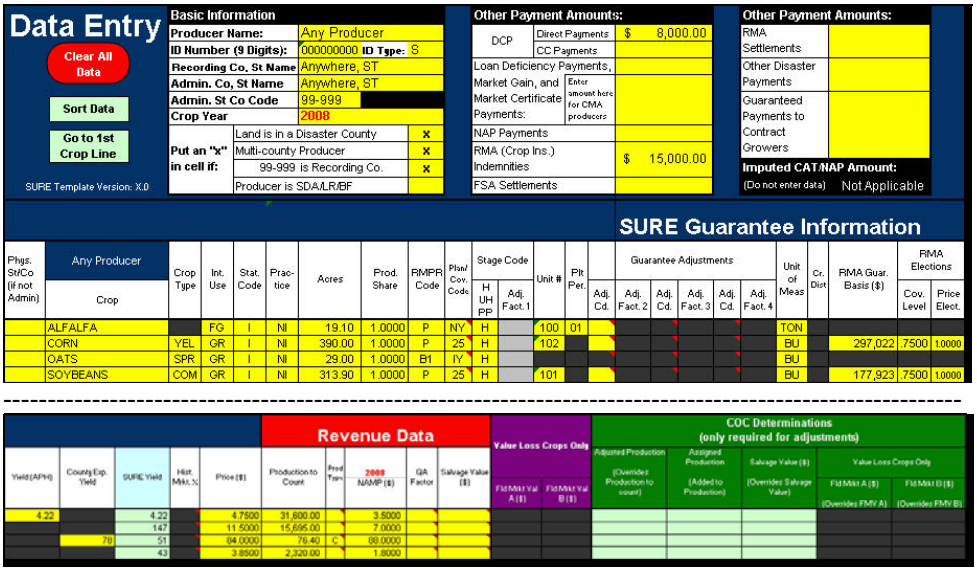
A Overview (Continued)

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.
Save to File	See subparagraph 514 C.
Retrieve From 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:	Any Producer	
ID Number (9 Digits):	000000000 ID Type: S	
Recording Co, St Name	Anywhere, ST	
Admin. Co, St Name	Anywhere, ST	
Admin. St Co Code	99-999	
Crop Year	2008	
Put an "x" in cell if:	Land is in a Disaster County	x
	Multi-county Producer	x
	99-999 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.). ***--Note:** If a producer's Data Entry Worksheet exceeds 100 line entries, an additional SURE Interim Workbook will need to be completed according to subparagraph 511 A. This additional SURE Interim Workbook will need to have a unique identifier in the "Producer Name" field, in addition to the producer's name. For example, if the producer's name is "Any Producer" the first SURE Interim Workbook will have a producer name entry of "Any Producer" the second SURE Interim Workbook will have a producer name of "Any Producer 2". This step **must** be completed, in these cases, or else 1 workbook will overwrite the other and data will be **lost**. In addition, these 2 SURE Interim Workbook will need to be summarized together as if the producer is multi-county, according to subparagraph 516 D.**--***
ID Number *--(9-digits)--*	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 *--SURE Interim Workbook is being completed.
Admin St Co Code	Enter State and county code for the producer's administrative State and county for which this SURE Interim Workbook is being completed. Do **not** enter a dash or slash; a code entered as "01001" will be displayed as "01-001". State and--* county codes are listed in 1-CM, Exhibit 101.
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		

The following 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 Data Entry Worksheet will calculate the 15 percent.
	CC Payments 1/	Enter total DCP CC 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. See paragraph 520 for using the RMA Net Indemnity Calculator.**--***
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	
Imputed CAT/NAP Amount:	
(Do not enter data)	Not Applicable

--*

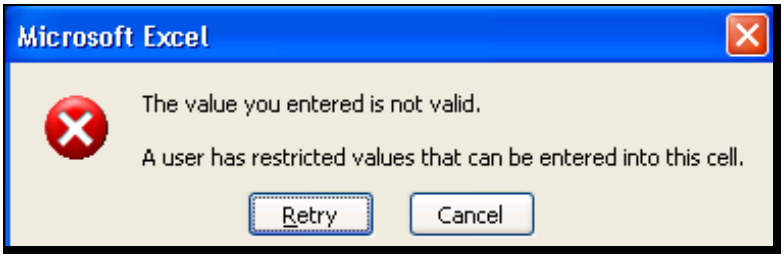
This table provides instructions for completing a portion of Other Payment Amount fields.

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.
*--Imputed CAT/NAP Amount	No entry required. Calculated imputed CAT/NAP payment will be displayed according to subparagraph 263 H.--*

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)	Any Producer	Crop Type	Int. Use	Stat. Code	Prac-tice
	Crop				
	ALFALFA		FG	I	NI
	CORN	YEL	GR	I	NI
	OATS	SPR	GR	I	NI
	SOYBEANS	COM	GR	I	NI

--*

From 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 or slash; 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. * * *
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 SIR 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. ***--Note:** Do **not** load ineligible acres, such as *de minimus*, uninsured acres, etc.**--***
Prod. Share	Producer Share	Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available. If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B. RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share. 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 Data Entry 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.

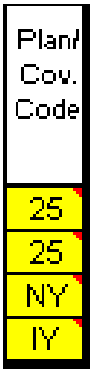
Special Situation 1: If Producer A has purchased coverage ("P") or is participating in Buy-In 1, Buy-In 2, or relief ("R") **and** they have **also** certified as SDA, LR, or BF ("S"), then the user would enter the "**P**", "**B1**", "**B2**", or "**R**" accordingly, **not** "S". Although the producer 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 *** * *** 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 *** * ***, 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.



From 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 Data Entry 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 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.

--Note:** See Exhibit 4 for more information.--**

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 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 Data Entry 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 Data Entry Worksheet can hold up to ***--**3 adjustment factors. If any of the Guarantee Adjustment Factors are 0.000 or 1.000, enter 1.000 or leave blank.**--***

Note: See Exhibit 4 for more information.

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	SURE Yield	Hist. Mrkt. %
4.22		4.22	
	78	51	

--*

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.
*--SURE Yield	SURE Yield	SURE Interim Workbook Calculates	The SURE Interim Workbook will determine the SURE Yield after all data entry is complete and all yield data is complete on the Yield Determination Tool.--*
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. * * * 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. For **insured** multiple market crops, **only** applicable to plan codes 50R, 51, 55, 61, and 63.--*
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. If maximum average loss applies, calculate the production outside of the SURE Interim Workbook. **Only** if the maximum average production is **greater** than the producer's certified production to count, enter the maximum average loss production in the "COC Adjusted Production" field. **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 ($) **1/**	*--FMV A	SURE Interim Report - RMA or NAP Data or Producer	Enter FMV A in whole dollars, if applicable.
Value Loss Crops Only -Fld Mrkt B ($) **1/**	FMV B	SURE Interim Report - RMA or NAP Data or Appraised	Enter FMV B in whole dollars, if applicable.--*

***--1/** Only enter FMV A or FMV B in the SURE Interim Workbook if a loss occurred,--* according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Interim Workbook.

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 ($) **1/**	COC FMV A	COC Determined	*--Enter COC FMV A in whole dollars, for value loss crops only. This amount will override the producer's FMV A.
COC Determinations - Value Loss Crops Only - Fld Mrkt B ($) **1/**	COC FMV B	COC Determined	Enter COC FMV B in whole dollars, for value loss crops only. This amount will override the producer's FMV B.--*

*--**1/** Only enter FMV A or FMV B in the SURE Interim Workbook if a loss occurred,--* according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Interim Workbook.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

I Value Loss Tool

The SURE Interim Workbook features a Value Loss Tool. This tool may be used for noninsurable or NAP value loss crops without a NAP application for payment on file and that have graduated prices. To navigate to the Value Loss Tool, CLICK "**Go To Value Loss Tool**" from the Data Entry Worksheet.

The SURE Interim Workbook provides a Value Loss Tool Worksheet to assist users in
--calculating "FMV A" and "FMV B" fields for value loss crops. Users 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, and IU.

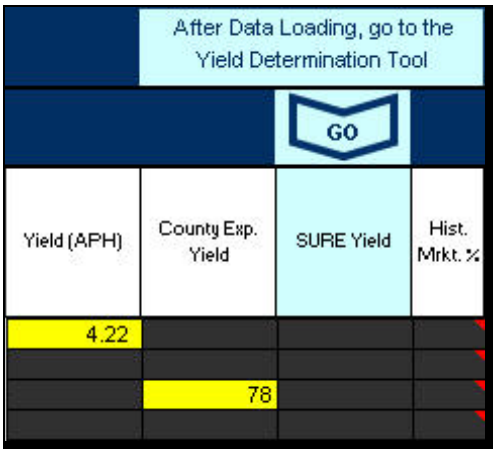
Value Loss Tool			Graduated Price Code	Beginning Inventory	Ending Inventory
Crop	Type	Int. Use			
Mollusk	MUS	FH	010	20,000	15,000
Mollusk	MUS	FH	012	40,000	35,000

- - - -

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

*--J Yield Determination Tool

The SURE Interim Workbook features a Yield Determination Tool. When all crop data entry is complete, CLICK **"Go"**; the SURE Interim Workbook will navigate the user to the Yield Determination Tool to enter applicable yields.

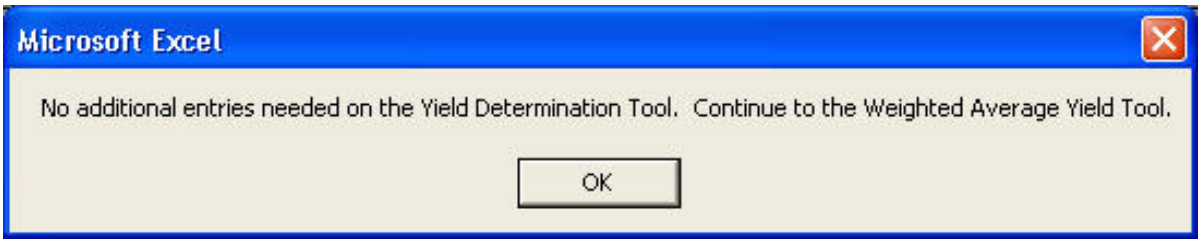


Note: Screen capture for example purposes **only.**

If any additional crop line entries are loaded into the Data Entry Worksheet, or the "Yield (APH)" or "County Exp. Yield" entries are changed in the SURE Interim Workbook, the "SURE Yield" field will need to be recalculated. Either of the following will reset the "Go" button, to re-run the Yield Determination Tool and Weighted Average Yield Tool, according to this subparagraph:

- Changing the "Yield (APH)" or "County Exp. Yield" entries
- Clicking the "Go To Yield Determination Tool"

If crops entered on the Data Entry Worksheet do **not** have a CC yield or NAP APH, the user will get the following message. CLICK "OK" to continue to the Weighted Average Yield Tool.



--*

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

J Yield Determination Tool (Continued)

CC Yields - Weighted CC yields are provided in 2008 SURE Interim Report, Section 14, *--2008 CC Yield Data, if the producer has established CC yield for the crop on any farm in the applicable program year. The following is an example of the 2008 SURE Interim Report, Section 14, 2008 CC Yield Data.

14 2008 CC YIELD DATA

CROP	TYPE	I U	WTD CC YLD	UOM
CORN	YEL	GR	145	BU
OATS	SPR	GR	24	BU
SOYBN	COM	GR	43	BU

The SURE Interim Workbook has been designed to retrieve SURE crops that the user has loaded on the Data Entry Worksheet for which CC yields apply to the Yield Determination Tool. A list of SURE crops with CC yields is in Exhibit 30.

Note: Peanuts with IU of "GP" (green peanuts) have been removed from Exhibit 30. Users may receive CC yield for Peanuts "GP" (green peanuts) on SURE Interim Report, Section 14, 2008 CC Yield Data and the Yield Determination Tool may prompt users to enter CC yield for Peanuts "GP" (green peanuts); however, CC yield for Peanuts "GP" (green peanuts) should **not** be entered in the Yield Determination Tool because the yield for Peanuts "GP" (green peanuts) was assigned in 2002 for DCP.

In the following example, the Yield Determination Tool has identified Insured Corn YEL GR, Insured Soybeans COM GR and Waived-In Oats SPR GR as crops for which CC yields apply. The user has entered the Weighted CC Yield from SURE Interim Report, Section 14, 2008 CC Yield Data.

Yield Determination Tool

Counter-Cyclical Yields

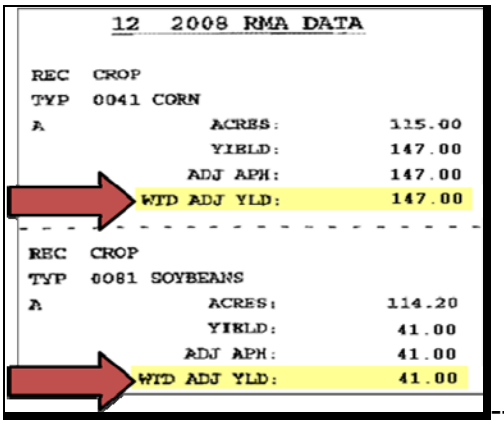
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield
	Insured Corn	YEL	gr	bu	145
	Insured Soybeans	COM	gr	bu	43
	Waived-in Oats	SPR	gr	bu	24

Note: If the producer does **not** have an established CC yield in the applicable program year for the crop, the user shall leave the cell **blank**.--*

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

J Yield Determination Tool (Continued)

RMA Weighted Adjusted APH - RMA weighted adjusted APH is provided in 2008 SURE
*--Interim Report, Section 12, 2008 RMA Data. On the SURE Interim Report, this data element is called the weighted adjusted yield or "WTD ADJ YLD".



--*

The SURE Interim Workbook has been designed to identify SURE crops that the user has loaded on the Data Entry Worksheet for which the RMA weighted adjusted APH applies to the Yield Determination Tool, using the RMPR Code and Plan Code.

Note: Plan codes 12, 13, 14, 41, 46, and 73 will **not** have an RMA weighted adjusted APH.

*--In the following example, the Yield Determination Tool has identified Insured Corn YEL GR and Insured Soybeans COM GR as insured crops for which RMA weighted adjusted APH applies. The user has entered the RMA weighted adjusted APH from SURE Interim Report, Section 12, 2008 RMA Data.

Yield Determination Tool

Counter-Cyclical Yields						RMA WTD ADJ APH
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield	
	Insured Corn	YEL	gr	bu	145	147
	Insured Soybeans	COM	gr	bu	43	41
	Waived-in Oats	SPR	gr	bu	24	

Note: If the producer has a CC yield, but no RMA WTD ADJ APH, no entries are required.

If the producer has an RMA WTD ADJ APH, but no CC yield, no entries are required.--*

If any crops are added or removed from the Data Entry Worksheet, any CC yields or RMA weighted adjusted APH's that have been entered on the Yield Determination Tool will be deleted, the cells will turn orange and the message "Crop entries changed, review data." will be displayed. This indicates that a crop has been added or removed from the Data Entry Worksheet and the CC yield and RMA weighted adjusted APH entries need to be re-entered. After the CC yields and RMA weighted adjusted APH's are re-entered, and the user either clicks "Go To Data Entry" or "Go To Weighted Average Yield Tool", the orange coloring and message will no longer be displayed.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

J Yield Determination Tool (Continued)

NAP Adjusted Yield - The annual yield data for NAP is provided in 2008 SURE Interim Report, Section 3, 2008 NAP Approved Yield History File.

*--

CROP YEAR	YIELD	YLD TYPE
2007	1.77	A
2006	1.68	R
2005	1.70	A
2004	1.60	O
2003	1.59	P
2002	1.79	A

--*

The SURE Interim Workbook has been designed to identify SURE crops that the user has loaded on the Data Entry Worksheet for which the NAP adjusted APH applies to the Yield Determination Tool, using the RMPR Code and Coverage Code.

*--In the following example, the Yield Determination Tool has identified NAP Alfalfa FG as a noninsured crop with purchased coverage for which NAP adjusted APH applies. The user has entered **all** of the annual yield data for NAP, including year, yield and yield type from SURE Interim Report, Section 3, 2008 NAP Approved Yield History File.

Crop Information for NAP Adjusted Yield										NAP Yields														
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	Stat. Code	Practice	Acres	Unit	Plt. Per.	UOM	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type
	NAP Alfalfa		Fg	I	NI	19.10	100	1	Ton	2007	1.77	A	2006	1.68	R	2005	1.7	A	2004	1.6	O	2003	1.59	P
	Insured Corn	YEL	Gr	I	NI	390.00	102		Bu															
	Waived-in Oats	SPR	Gr	I	NI	29.00			Bu															
	Insured Soybeans	COM	Gr	I	NI	313.90	101		Bu															

Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Adj NAP Yield
2002	1.79	A													1.69

--*

Note: The user will enter **every** year, yield, and yield type present in SURE Interim Report, Section 3, 2008 NAP Approved Yield History File. The Yield Determination Tool has been designed to remove the applicable replacement yields.

If any of the following NAP crop data; State and county code, crop, type, IU, status code, practice, acres, unit, planting period, or unit of measure changes, the cells will turn orange and the message "Crop entries changed, review data." will be displayed. This indicates 1 of these data entries has changed on the Data Entry Worksheet and the NAP yield data entries need to be reviewed. After the SURE Interim Workbook is saved and retrieved, the orange coloring and message will no longer be displayed.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

J Yield Determination Tool (Continued)

After all yield entry has been completed on the Yield Determination Tool, CLICK "**Go To Weighted Average Yield Tool**" to continue.

To go back to the Data Entry Worksheet, CLICK **"Go to Data Entry".**

K Weighted Average Yield Tool

The SURE Interim Workbook features a Weighted Average Yield Tool. When all crop data and yield entry is complete, and the user has clicked "Go To Weighted Average Yield Tool", the SURE Interim Workbook will navigate the user to the Weighted Average Yield Tool.

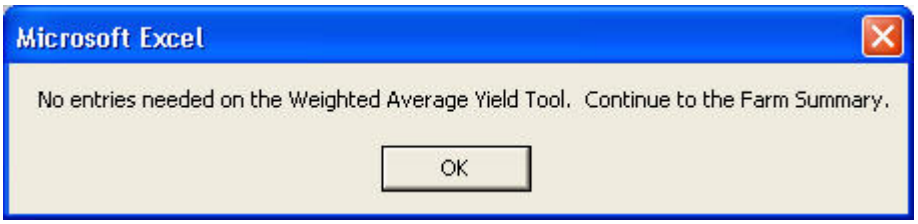
The following is an example of the Weighted Average Yield Tool.
***--**

Weighted Average Yield Tool							Information from Other Administrative Counties				
Select Crops	St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	
									-	-	Info Only:
	99-999	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22
	99-999	Oats	SPR	Gr	Bu	Waived-in	29.00	51.00			51

Crops that require the yields to be weighted using the Weighted Average Yield Tool are NAP yield based crops, waived-in yield based crops, and insured crops with plan codes 50R, 51, 55, 61, 63.

Crops that do **not** require the yields to be weighted using the Weighted Average Yield Tool are insured crops with plan codes 12, 13, 14, 25, 41, 42, 43, 44, 45, 46, 50N, 73, 86, 90, 92, 96, and NAP value loss crops.**--***

If crops entered on the Data Entry Worksheet do **not** require a weighted average yield, the following Microsoft Excel dialog box will be displayed. CLICK "**OK**" to continue to the farm summary.



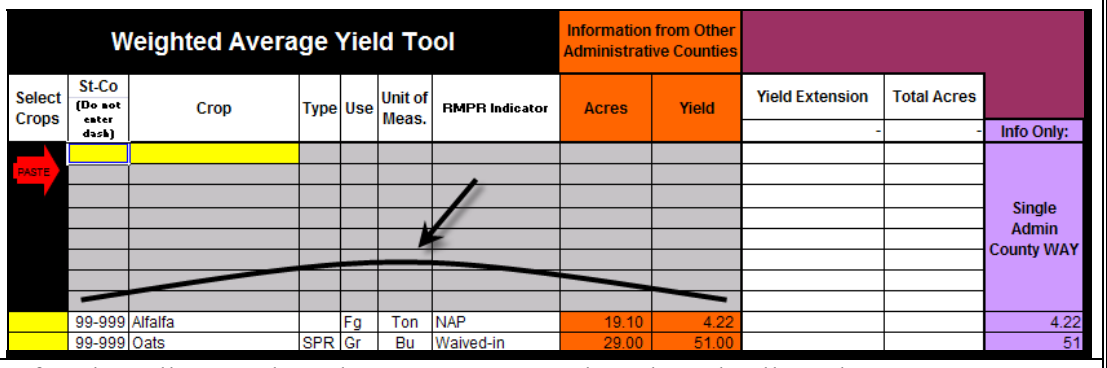
515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

K Weighted Average Yield Tool (Continued)

Multiple County Weighted Average Yields - If the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties, then the Weighted Average Yield data from **1 administrative** county **must** be added to the other administrative county's Weighted Average Yield Tool for the yields to be weighted, according to the following instructions.

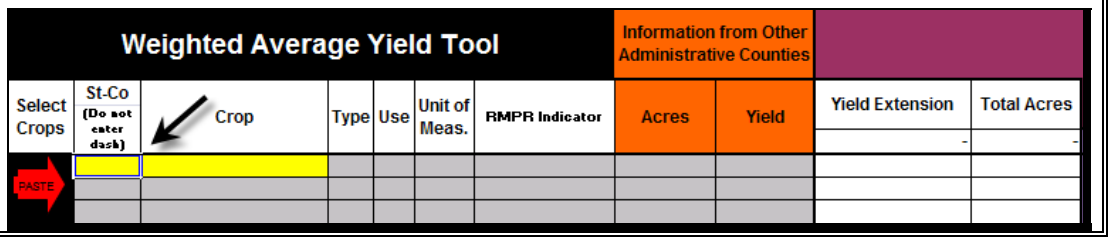
***--Note:** Using the Weighted Average Yield Tool in this manner is **rare**.

Step	Action
1	Open all SURE Interim Workbooks for the producer and navigate to the **"Weighted Average Yield Tool"** on **all** SURE Interim Workbooks.
2	Click **1 administrative county's** SURE Interim Workbook on the taskbar.
3	For the common crop that is grown in the same physical county, select the cells "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield", according to the following example:



Weighted Average Yield Tool							Information from Other Administrative Counties				
Select Crops	St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	Info Only:
PASTE									-	-	
											Single Admin County WAY
	99-999	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22
	99-999	Oats	SPR	Gr	Bu	Waived-in	29.00	51.00			51

Step	Action
4	After the cells are selected, RIGHT-CLICK the selected cells and LEFT-CLICK "**Copy**".
5	Click on the other administrative county's SURE Interim Workbook.
6	On the other administrative county's SURE Interim Workbook CLICK the top left yellow cell in the "St-Co" column, see reference arrow in this example.

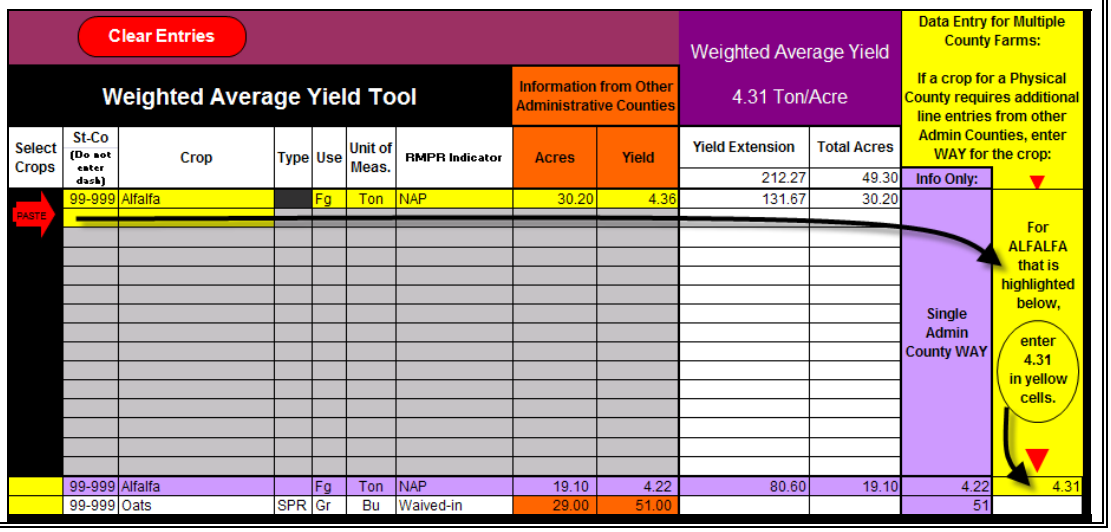


Weighted Average Yield Tool							Information from Other Administrative Counties			
Select Crops	St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres
PASTE									-	-

--*

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

K Weighted Average Yield Tool (Continued)

Step	Action
7	CLICK red "**Paste**" arrow, the copied data will populate to the appropriate cells. The Weighted Average Yield calculation will be performed for **all** lines of the same physical county, crop, type, use, and unit of measure. After the "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield" data is entered, follow the instructions for "Data Entry for Multiple County Farms", shown on the right side of the following screen capture. The multiple county weighted average yield **must** be entered manually by the user, where the instructions indicate. ***--Note:** If the crop with the weighted average yield is a multiple market crop, the weighted average yield must be entered for all uses of the crop within the SURE Interim Workbook.**--*** 

After the weighted average yield calculation has completed, CLICK **"Go To Farm Summary"** to continue.

To go back to the Data Entry Worksheet, CLICK **"Go to Data Entry".**

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

L Go To Farm Summary

After the basic producer information, other payment amounts, crop data, COC
*--determinations, yields, and weighted average yields are entered and complete, the user can move to the Farm Summary Worksheet by clicking "Go To Farm Summary". The SURE Interim Workbook will navigate the user to the Farm Summary Worksheet.

After users click "Go to Farm Summary", the 10% Loss Tool is run. Go to paragraph 517 for more information about the 10% Loss Tool.--*

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 throughout the SURE Interim Workbook. 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 Total Payment
- disclaimer statement
- FSA County Office Use Only portion.

Producer Name	
Any Producer	
Recording County	
Anywhere, St	

2008 SURE Program Farm and Eligibility Summary

FSA County Office Use Only		
Original SURE Payment Amount		$ 208,877
Stimulus SURE Payment Amount		$ 50,996
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	ABC	3/1/2010
2nd Party Rev:	DEF	3/1/2010
Finalized by:	GHI	3/1/2010

Farm Data

County:	99-999
1. Program Guarantee (Original)	$ 595,692
2. Program Guarantee (Stimulus)	$ 680,685
3. Expected Revenue	$ 769,456
4. Estimated Crop Value	$ 231,364
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			57 %
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	OATS	SOYBEANS

Payment Information

Original	11. Program Farm Guarantee (Total of Item 1)	$ 595,692
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 692,510
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$ 595,692
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 247,564
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$ 208,877
Total Payment (Original and Stimulus)	16. Program Farm Guarantee (Total of Item 2)	$ 680,685
	17. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 692,510
	18. SURE Guarantee (lesser of Item 16 or Item 17)	$ 680,685
	19. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 247,564
	20. SURE Payment, Prior to PL (60% times (Item 18 - Item 19)). Zero if negative.	$ 259,873

Item 15 and Item 20 are informational. Refer to "FSA County Office Use Only" Section to load payment data.

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.

Version X.0 Month DD, YYYY

--*

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
Any Producer
Recording County
Anywhere, St

C Farm Data

This following example portion contains farm data.

Farm Data	
County:	99-999
1. Program Guarantee (Original)	$ 595,692
2. Program Guarantee (Stimulus)	$ 680,685
3. Expected Revenue	$ 769,456
4. Estimated Crop Value	$ 231,364
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:	99-999	99-998
1. Program Guarantee (Original)	$ 595,692	$ 492,856
2. Program Guarantee (Stimulus)	$ 680,685	$ 573,378
3. Expected Revenue	$ 769,456	$ 650,225
4. Estimated Crop Value	$ 231,364	$ 231,364
5. Other Revenue	$ 16,200	$ 16,200
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 Data Entry Worksheet Basic Information Section.

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" and click on this box**".

Farm Data

Enter data for up to six additional counties: D

To Delete a County

Enter a "D" above the county, press "enter" and click on this box.

County:	99-999	99-999		
1. Program Guarantee (Original)	$ 595,692	$ 492,856		
2. Program Guarantee (Stimulus)	$ 680,685	$ 573,378		
3. Expected Revenue	$ 769,456	$ 650,225		
4. Estimated Crop Value	$ 231,364	$ 231,364		
5. Other Revenue	$ 16,200	$ 16,200		
6. Disaster Declaration ("x")	x	x		

--Note:** The SURE Interim Workbook is only able to summarize 6 county workbooks. If a recording county has a producer with more than 6 workbooks to summarize, the State Office shall e-mail the XML files to the National Office. The National Office will then summarize the workbooks and return the summarized XML file.**--

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	57 %

--*

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 requirement not met. Farm must be located in a disaster county or production loss 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% loss (List at least one crop, if applicable.)	CORN	OATS	SOYBEANS

--*

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 at least one crop of economic significance did not suffer at least a 10% 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)	$ 595,692
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 692,510
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$ 595,692
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 247,564
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$ 208,877

--*

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)	$ 680,685
	17. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 692,510
	18. SURE Guarantee (lesser of Item 16 or Item 17)	$ 680,685
	19. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 247,564
	20. SURE Payment, Prior to PL (60% times (Item 18 - Item 19)). Zero if negative.	$ 259,873
Item 15 and Item 20 are informational. Refer to "FSA County Office Use Only" Section to load payment data.		

--*

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. ***--Note:** "Finalized by" will only be displayed on recording county's SURE Interim Workbook, regardless of whether the SURE Interim Workbook is for a multi-county producer.--****

FSA County Office Use Only		
Original SURE Payment Amount		$ 208,877
Stimulus SURE Payment Amount		$ 50,996
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	ABC	3/1/2010
2nd Party Rev:	DEF	3/1/2010
Finalized by:	**WDC**	**3/3/2010**

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!**" or "**#N/A**", 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.
	Will print the following summaries: • Data Entry • Yield Determination Tool, if applicable • Farm Summary • FSA-682, page 2 • 10 Percent Loss Tool. **Note:** The SURE Interim Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This *****--applies to the SURE Interim Workbook template and the .xml files that are generated when the workbook is saved.--***** **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated 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 and yield determination 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, oats, and soybeans 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 corn, oats, or 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	No Loss	
Corn	YEL	Gr	54%	
Oats	SPR	Gr	94%	
Soybeans	COM	Gr	96%	

--*

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	No Loss	
Corn	YEL	Gr	No Loss	
Oats	SPR	Gr	8%	
Soybeans	COM	Gr	7%	

--*

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 at least one crop of economic significance did not suffer at least a 10% 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 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”).

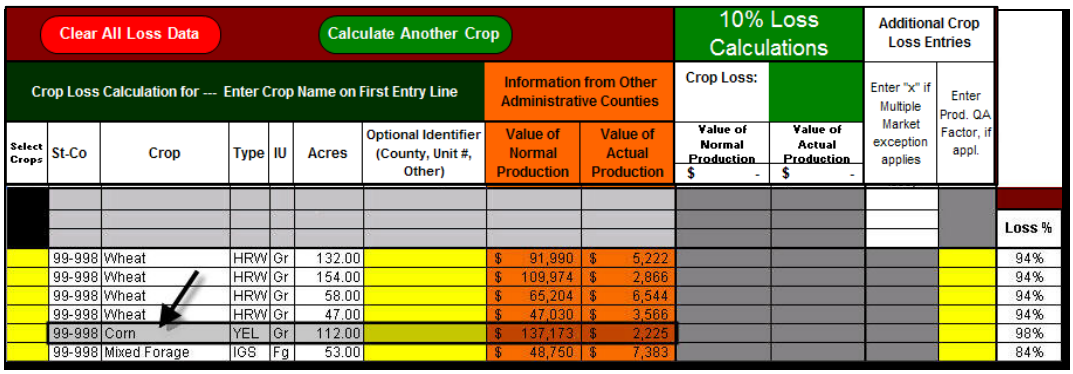
517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

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 "Farm Summary", CLICK "**Go to 10% Loss Tool**".
4	Click on the administrative county SURE Interim Workbook on the taskbar.
5	On the administrative county SURE Interim Workbook, from the Farm Summary, CLICK "**Go to 10 Percent Loss Tool**".
6	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.
7	After the cells are selected, RIGHT-CLICK the selected cells and LEFT-CLICK "**Copy**".
8	Click on the recording county SURE Interim Workbook on the taskbar.

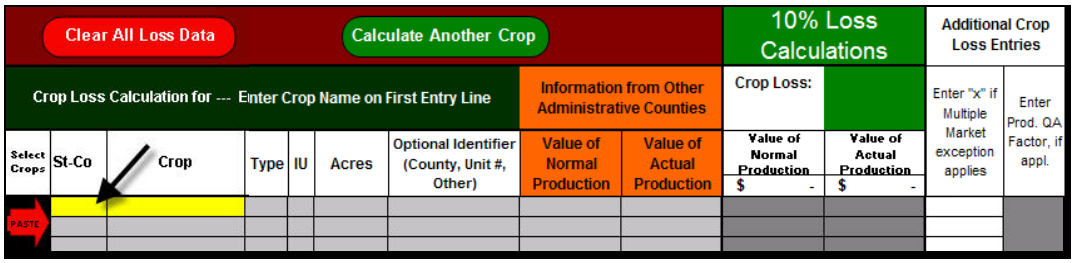
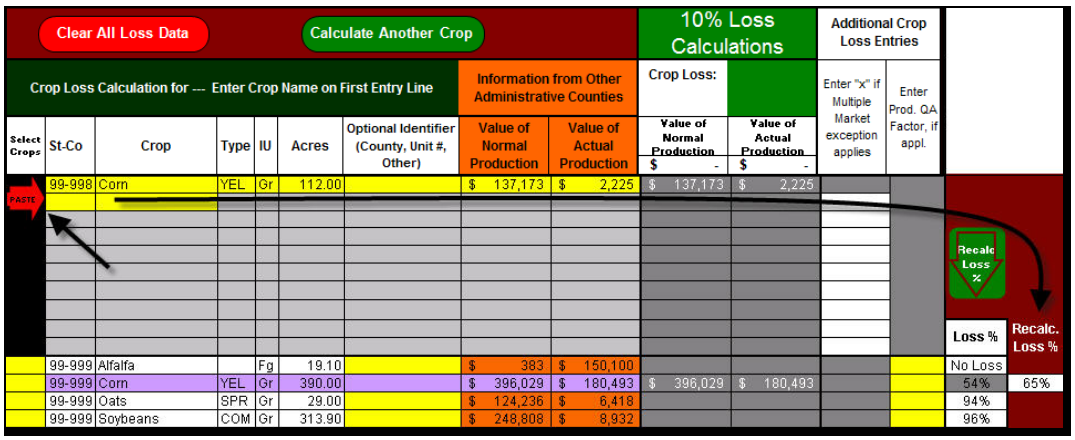


--*

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

*--

Item	Title
9	On the recording county SURE Interim Workbook, click the top, left, yellow cell in the "St-Co" column (referenced with an arrow in this example). 
10	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 (referenced with an arrow, in this example). 

--*

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

IF…	THEN the…
the crop does **not** meet 10 percent loss requirement	user may click either of the following: •*--"**Clear All Loss Data**" 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.
no crops meet the 10 percent loss requirement	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 at least one crop of economic significance did not suffer at least a 10% 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)

Additional Crop Loss Entries - Multiple Market Exception - If a crop that has been
--entered meets the multiple market exception according to paragraph 65, users should enter--
the information according to the following steps.

Step	Action
1	On the 10% Loss Tool, ENTER "**X**" in the "**Enter "X" if Multiple Market exception applies**" field, for at least 1 line of the crop/type to which the exception applies.
2	After the user has entered "X" in the "**Enter "X" if Multiple Market exception applies**" field for the lines of the crop/type to which the exception applies, CLICK "**Recalc Loss %"**.

Clear All Loss Data | Calculate Another Crop | 10% Loss Calculations | Additional Crop Loss Entries

Crop Loss Calculation for --- Enter Crop Name on First Entry Line | Information from Other Administrative Counties | Crop Loss:

Select Crops	St-Co	Crop	Type	IU	Acres	Optional Identifier (County, Unit #, Other)	Value of Normal Production	Value of Actual Production	Value of Normal Production $ -	Value of Actual Production $ -	Enter "x" if Multiple Market exception applies	Enter Prod. QA Factor, if appl.	Loss %
	99-997	Apples	COM	Fh	71.30		$ 435,990	$ 374,220					12%
	99-997	Apples	COM	Pr	43.10		$ 85,152	$ 151,674					No Loss
	99-997	Apples	COM	Fh	4.00		$ 24,453	$ 30,780					12%
	99-997	Apples	COM	Pr	57.20		$ 113,008	$ 77,163					No Loss
	99-997	Apples	SPC	Fh	10.10		$ 61,762	$ 52,200					74%
	99-997	Apples	SPC	Pr	20.70		$ 40,895	$ 55,437					No Loss
	99-997	Apples	SPC	Fh	31.30		$ 191,390	$ 13,500					74%
	99-997	Apples	SPC	Pr	44.70		$ 88,310	$ 195,228					No Loss

Clear All Loss Data | Calculate Another Crop | 10% Loss Calculations | Additional Crop Loss Entries

Crop Loss Calculation for --- Enter Crop Name on First Entry Line | Information from Other Administrative Counties | Crop Loss:

Select Crops	St-Co	Crop	Type	IU	Acres	Optional Identifier (County, Unit #, Other)	Value of Normal Production	Value of Actual Production	Value of Normal Production $ -	Value of Actual Production $ -	Enter "x" if Multiple Market exception applies	Enter Prod. QA Factor, if appl.	Loss %
	99-997	Apples	COM	Fh	71.30		$ 435,990	$ 374,220			x		12%
	99-997	Apples	COM	Pr	43.10		$ 85,152	$ 151,674					No Loss
	99-997	Apples	COM	Fh	4.00		$ 24,453	$ 30,780					12%
	99-997	Apples	COM	Pr	57.20		$ 113,008	$ 77,163					No Loss
	99-997	Apples	SPC	Fh	10.10		$ 61,762	$ 52,200			x		74%
	99-997	Apples	SPC	Pr	20.70		$ 40,895	$ 55,437					No Loss
	99-997	Apples	SPC	Fh	31.30		$ 191,390	$ 13,500					74%
	99-997	Apples	SPC	Pr	44.70		$ 88,310	$ 195,228					No Loss

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

Step	Action
3	After users click "Recalc Loss %", the revised loss percent calculation will be displayed. *--

Clear All Loss Data | Calculate Another Crop | 10% Loss Calculations | Additional Crop Loss Entries

Crop Loss Calculation for --- Enter Crop Name on First Entry Line | Information from Other Administrative Counties | Crop Loss:

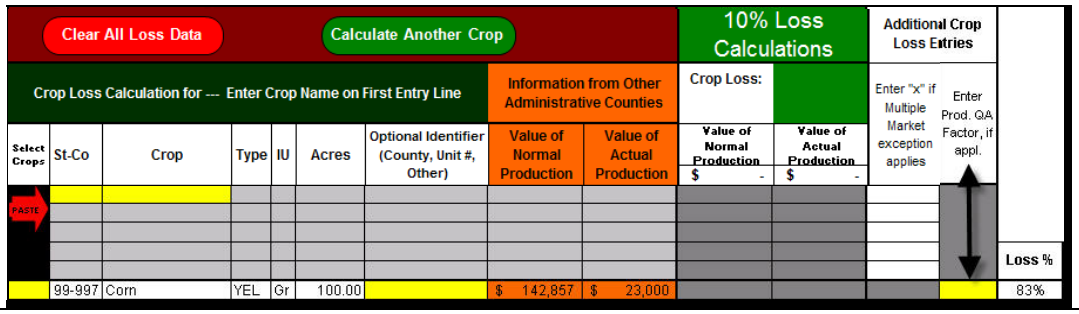
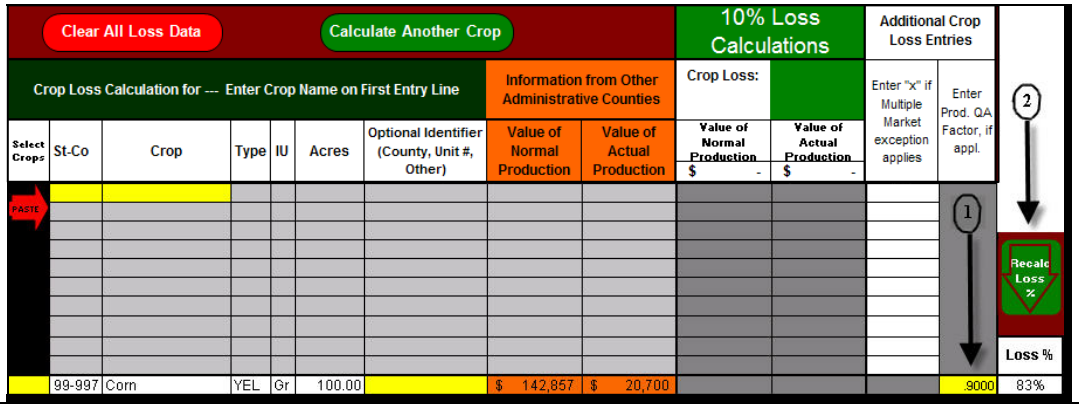
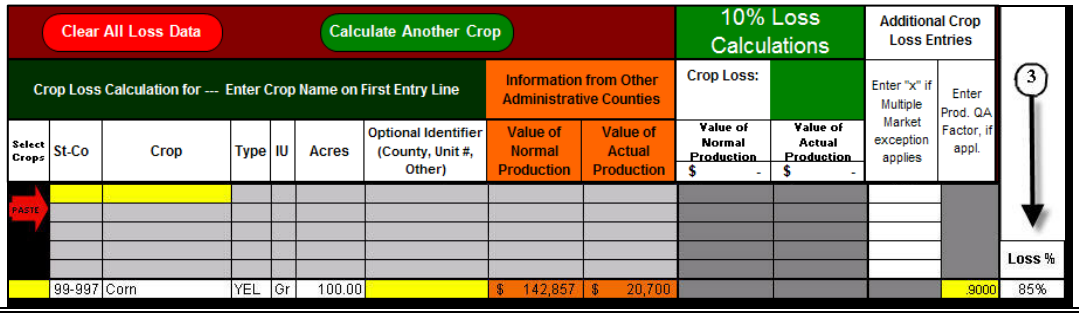
Select Crops	St-Co	Crop	Type	IU	Acres	Optional Identifier (County, Unit #, Other)	Value of Normal Production	Value of Actual Production	Value of Normal Production $ -	Value of Actual Production $ -	Enter "x" if Multiple Market exception applies	Enter Prod. QA Factor, if appl.	Loss %
	99-997	Apples	COM	Fh	71.30		$ 435,990	$ 374,220			x		3%
	99-997	Apples	COM	Pr	43.10		$ 85,152	$ 151,674					3%
	99-997	Apples	COM	Fh	4.00		$ 24,453	$ 30,780					3%
	99-997	Apples	COM	Pr	57.20		$ 113,008	$ 77,163					3%
	99-997	Apples	SPC	Fh	10.10		$ 61,762	$ 52,200			x		17%
	99-997	Apples	SPC	Pr	20.70		$ 40,895	$ 55,437					17%
	99-997	Apples	SPC	Fh	31.30		$ 191,390	$ 13,500					17%
	99-997	Apples	SPC	Pr	44.70		$ 88,310	$ 195,228					17%

--*

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

Additional Crop Loss Entries - Quality Adjustment Factor - If an additional quality adjustment factor is needed to determine the 10 percent loss according to *--subparagraph 3.5 C, paragraph 66, and Part 8, users should enter the factor according to--* the following steps.

Step	Action
1	On the 10% Loss Tool, enter the factor in the "Additional Crop Loss Entries – Enter Prod QA Factor, if applicable" field. 
2	After the user has entered the factor in the "Additional Crop Loss Entries – Enter Prod QA Factor, if applicable" field, CLICK "**Recalc Loss %**" 
3	After users click "Recalc Loss %, the revised loss percent calculation will be displayed. 

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool (Continued)

C 10 Percent Loss Tool (Continued)

***--Note:** As long as "Clear All Loss Data" 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	No Loss	
Corn	YEL	Gr	54%	65%
Oats	SPR	Gr	94%	
Soybeans	COM	Gr	96%	

--*

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.

D Errors

If the 10 Percent Loss Tool shows "**#N/A**" or "**#VALUE!**", CLICK "**Clear Entries**" and ***--**CLICK "**Recalc. 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 the SURE Interim Workbook 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 (3-15-10) Page ___ of ___ (Page 2)

14. Producer Name	15. Administrative County and State	16. Crop Year
Any Producer	Anywhere, St	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
99-999	Alfalfa		Fg	19.10	100%	H	Purchased	Non-ins.		31,600.00								
99-999	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		15,695.00								
99-999	Oats	SPR	Gr	29.00	100%	H	Buy-in 1	Insurable	C	76.40								
99-999	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		2,320.00								

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 a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may need to be split by stage.

***--**If the RMA and FSA shares differ for insured crops:

- **with** an RMA Guarantee Basis and it is determined that FSA shares are correct and the FSA share **is lower**, the RMA Guarantee Basis will need to be adjusted downward using the FSA share

- **without** an RMA Guarantee Basis and it is determined that the FSA shares are correct and the FSA shares are **higher**, SAF will need to be calculated.**--***

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"
- ***--**"Factoring RMA Data by Share Differences".**--***

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 IU 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 IU 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

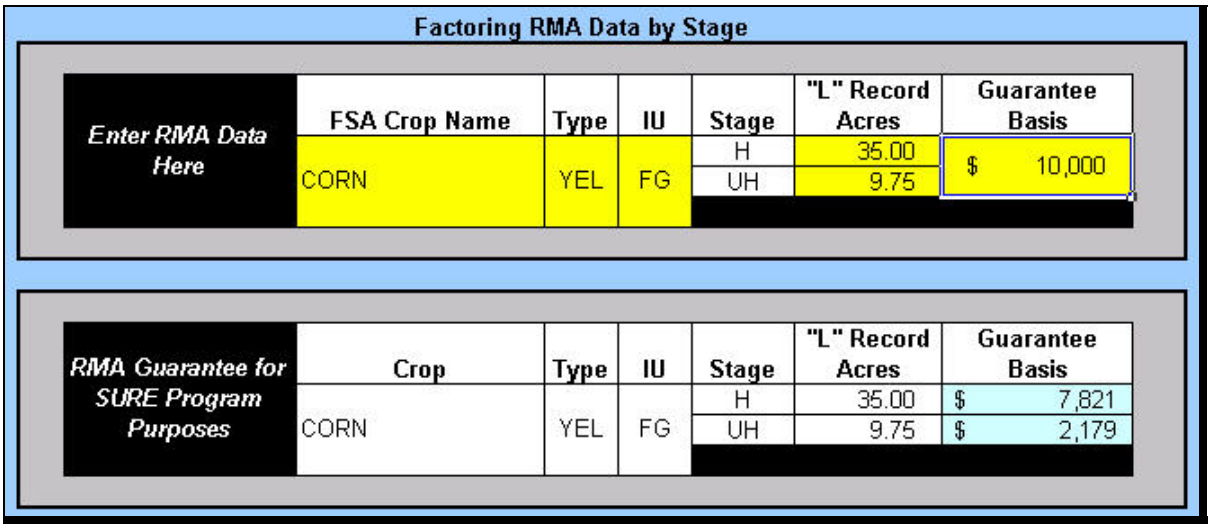
--If a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may need to be split by stage.--

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 in this table.
*--

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU.
	Stage	Stage code, no entry required.
	Reported Acres	Enter RMA acres from the "L" (Loss) Record by stage, next to the corresponding stage code.
	Guarantee Basis	Enter RMA Guarantee Basis from the "A" (Acreage) Record.
RMA Guarantee for SURE Program Purposes	Crop	Entries carried down from data entered above.
	Type	
	IU	
	Stage	
	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	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 10,000
				UH	9.75	

RMA Guarantee for SURE Program Purposes	Crop	Type	IU	Stage	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 7,821
				UH	9.75	$ 2,179

--*

Note: Screen capture for example purposes **only**.

519 Factoring RMA Data (Continued)

*--F Factoring RMA Data by Share Differences

If the share provided by RMA differs from the FSA shares and it is determined that the difference does not meet 1 of the exceptions in subparagraph 35 I, then follow the procedure in this table.

IF…	AND it is determined that FSA shares are…	AND the FSA shares are…	AND there is…	THEN…
RMA shares differ from FSA shares	correct	lower than the RMA shares	an RMA Guarantee Basis	the RMA Guarantee Basis will need to be adjusted downward using the Factoring RMA Data by Share Differences for an Insured Crop **With** an RMA Guarantee Basis tool.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	no adjustment is required.
		higher than the RMA shares	an RMA Guarantee Basis	no adjustment is required.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	SAF will need to be determined using the Factoring RMA Data by Share Differences for an Insured Crop **Without** an RMA Guarantee Basis Tool.
	incorrect according to subparagraph 292 B			see subparagraph 292 B.

The following are the 2 components to the Factoring RMA Data by Share Differences Tool:

- calculating an adjusted RMA Guarantee Basis for an insured crop **with** an RMA Guarantee Basis
- determining SAF for an insured crop **without** an RMA Guarantee Basis.--*

519 Factoring RMA Data (Continued)

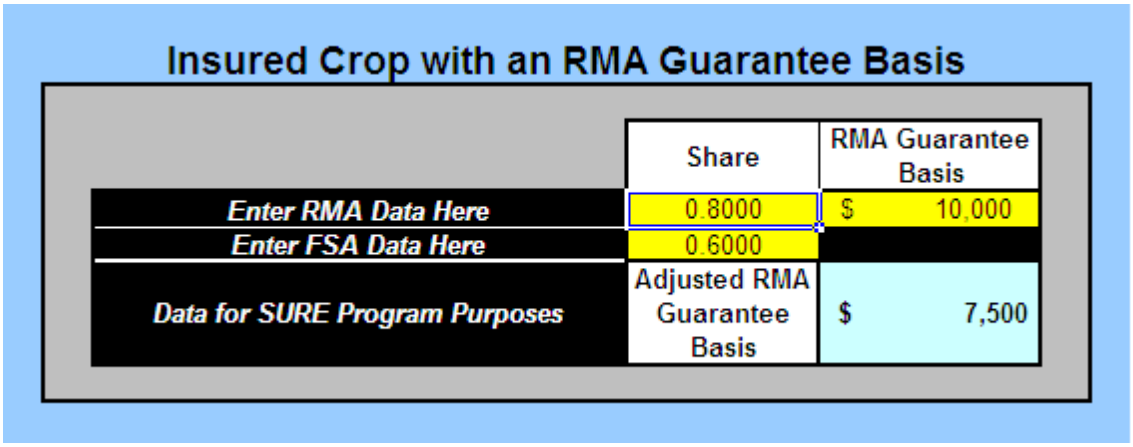
*--G Adjusted RMA Guarantee Basis for an Insured Crop With an RMA Guarantee Basis

To calculate an adjusted RMA Guarantee Basis for an insured crop with an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
	RMA Guarantee Basis	Enter RMA Guarantee Basis for the crop/unit from the applicable acre (A) record.
Enter FSA Data Here	Share	Enter FSA share for the crop, must be determined as the correct share for the producer.
Data for SURE Program Purposes	Adjusted RMA Guarantee Basis	Calculated adjusted RMA Guarantee Basis to be entered into the RMA Guarantee Basis field in the SURE Interim Workbook for the line entry.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.

519 Factoring RMA Data (Continued)

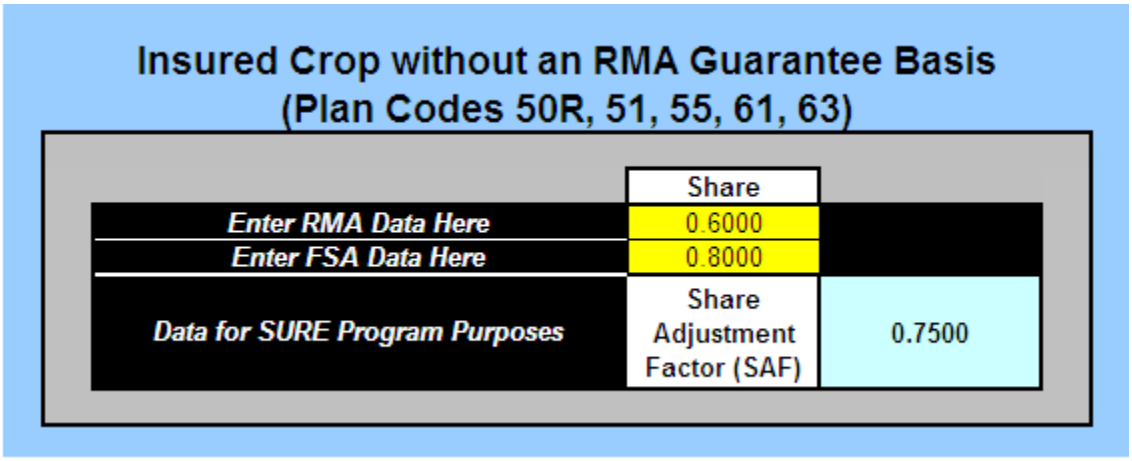
*--H SAF for an Insured Crop Without an RMA Guarantee Basis

To determine SAF for an insured crop without an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
Enter FSA Data Here	Share	Enter FSA share for the crop, must be determined as the correct share for the producer.
Data for SURE Program Purposes	Share Adjustment Factor (SAF)	Calculated SAF. In the SURE Interim Workbook: • "Guarantee Adjustment Code" field, ENTER "**SAF**" • "Guarantee Adjustment Factor" field, enter the calculated SAF value.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.--*

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*--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 Blending Multiple RMA Weighted Adjusted Yields

A Overview

The SURE Interim Workbook allows the entry of only one RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for multiple RMA weighted adjusted yields.

B RMA Weighted Adjusted Yields Tool

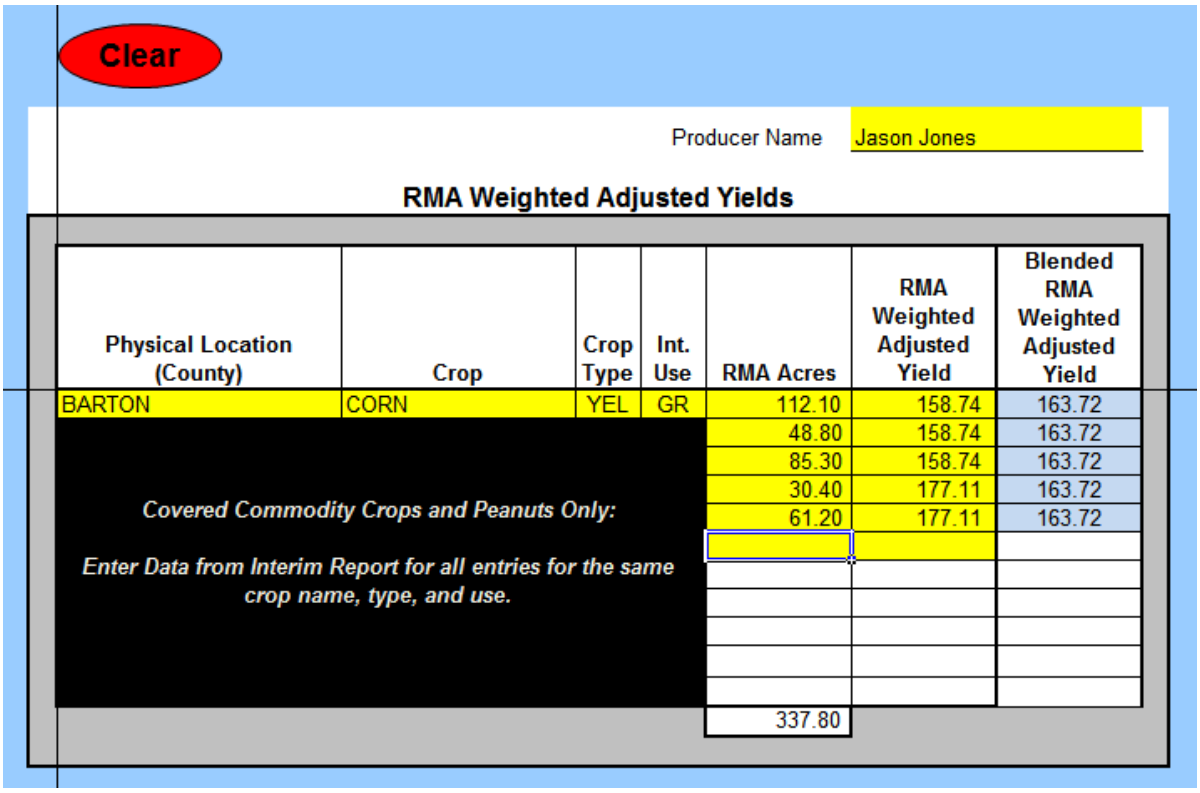
The RMA Weighted Adjusted Yields Tool:

- has been developed to assist field offices in blending multiple RMA weighted adjusted yields
- is available for download on the SURE Intranet at **http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm**.

Note: This tool is to be used **only** if the criteria in subparagraph 132 A applies.

C Using the RMA Weighted Adjusted Yields Tool

The following is an example of the RMA Weighted Adjusted Yields Tool.



Clear

Producer Name: Jason Jones

RMA Weighted Adjusted Yields

Physical Location (County)	Crop	Crop Type	Int. Use	RMA Acres	RMA Weighted Adjusted Yield	Blended RMA Weighted Adjusted Yield
BARTON	CORN	YEL	GR	112.10	158.74	163.72
				48.80	158.74	163.72
				85.30	158.74	163.72
				30.40	177.11	163.72
				61.20	177.11	163.72
				337.80		

Covered Commodity Crops and Peanuts Only:

Enter Data from Interim Report for all entries for the same crop name, type, and use.

--*

*--521 Blending Multiple RMA Weighted Adjusted Yields (Continued)

C Using the RMA Weighted Adjusted Yields Tool (Continued)

From SURE Interim Report – 2008 RMA Data, enter data in all yellow cells as follows. All data entered in the RMA Weighted Adjusted Yields Tool is required, as applicable.

Label	Definition and Rule
Producer Name	Enter the producer's name.
Physical Location (County)	Enter the physical location for the county with multiple RMA weighted adjusted yields.
Crop	Enter or select FSA crop from the drop-down menu.
Crop Type	Enter the 3-character FSA crop type. Entry must be a valid crop type code for the crop entered.
Int. Use	Enter the intended use for the crop and crop type entered. Entry must be a valid intended use for the crop and crop type entered.
RMA Acres	Enter the RMA acres from the acreage, "A", record in tenths or hundredths, as applicable. Acres will display in hundredths.
RMA Weighted Adjusted Yield	Enter the RMA weighted adjusted yield from the acreage, "A", record in whole numbers, tenths, or hundredths, as applicable. The yield will display in hundredths.

As acres and yields are entered, the blended yield will be displayed in the Blended RMA Weighted Adjusted Yield field.

To clear all data that has been entered except the county information, CLICK "Clear".

D Loading Blended Yield in the SURE Interim Workbook

After all RMA acres and RMA weighted adjusted yields are entered, load the blended weighted adjusted yield in the "RMA WTD ADJ APH" field for the crop/type/IU in the SURE Interim Workbook, Yield Determination Tool, according to subparagraph 515 J.

E Printing and Filing Blended Yield Document

Print the document and file in the producer's program folder.--*

522 Tolerance Tool

A Overview

According to paragraph 100, SURE benefits for insured crops are based on RMA acres. SURE eligible RMA planted acres will be compared to SURE eligible FSA planted acres. If RMA and FSA planted acres differ, a tolerance applies according to subparagraph 100 B. When the difference has been determined, the guarantee basis may need to be reduced.

The Tolerance Tool has been developed to assist County Office users in calculating the difference between SURE eligible RMA planted acres and SURE eligible FSA planted acres and to reduce the guarantee basis by this difference, when applicable.

--**The Tolerance Tool is available on the SURE Intranet web site located at **http://fsaintranet.sc.egov.usda.gov/fsa/sure/default.htm**.**--

B Using the Tolerance Tool

From the 2008 SURE Interim Report, Section 12, 2008 RMA Data, enter data for all yellow cells as follows.

Label	Definition and Rule
State and County	Enter the Administrative State and county.
Producer Name	Enter the producer's name.
Crop	Enter the crop for which tolerance is being determined.
Type	Enter the 3-character FSA crop type. Entry must be a valid crop type for the crop entered.
Use	Enter the intended use for the crop and crop type entered. Entry must be a valid intended use for the crop and crop type entered.

The "Summarized Tolerance Information" Section of the Tolerance Tool is for informational purposes only. This section summarizes the information entered in the "Acreage Information" Section, and displays the Tolerance Determination and provides, if applicable, the Guarantee Basis Reduction used in reducing the RMA Guarantee Basis. The resulting entries are based solely on the entries made in the "Acreage Information" section of the Tolerance Tool. All data entered in the Tolerance Tool is required, as applicable.

Acreage Information	
Identifier (optional)	Optional entry – County Office may enter a unique identifier, i.e., unit number, to assist in identifying the line entry.
RMA Acreage\ Loss	SURE eligible acres are taken from the "A" (Acreage) Record of the SURE Interim Report and entered in the column under the "Acreage" heading unless an "L" (Loss) Record on the SURE Interim Report exists. If there is an "L" (Loss) Record present on the SURE Interim Report, SURE eligible acres are taken from the "L" (Loss) Record and entered in the column under the heading "Loss". **Note:** Paragraph 100 instructs users to total all RMA acreage when doing a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount is entered individually on a separate line. If acres are entered under "Acreage", the "Loss" cell will be grayed out. If acres are entered under "Loss", the "Acreage" cell will be grayed out. Only enter acres once per line entry, either under "Acreage" or "Loss", as applicable.

522 Tolerance Tool (Continued)

B Using the Tolerance Tool (Continued)

Acreage Information	
FSA Reported/Determined	Enter the reported acreage from the SURE Interim Report in the column under the "Reported" heading unless determined acres are available. If determined acres are available enter the applicable acres in the column under the heading "Determined". **Note:** Paragraph 100 instructs users to total all FSA acreage when doing a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount is entered individually on a separate line. If acres are entered under "Reported", the "Determined" cell will be grayed out. If acres are entered under "Determined", the "Reported" cell will be grayed out. Only enter acres once per line entry, either under "Reported" or "Determined", as applicable.
Guarantee Basis Information	
Identifier (optional)	Optional entry – County Office may enter a unique identifier, i.e., unit number, to assist in identifying the line entry.
Original	Enter the RMA Guarantee Basis from the SURE Interim Report for the applicable acreage line entry entered in the "Acreage Information" Section.
Reduced	If the Tolerance Tool determines tolerance has been exceeded, and determines that the RMA Guarantee Basis must be reduced, the Tolerance Tool will calculate and display the Reduced RMA Guarantee Basis in this column for the applicable acreage based on the calculated reduction found *****--in the "Guarantee Basis Reduction" field in the "Summarized--***** Tolerance Information" Section of the Tolerance Tool. This "Reduced RMA Guarantee Basis" must be entered in the 2008 SURE Interim Workbook in the "RMA Guarantee Basis" field for the applicable acreage line entry. This "Reduced RMA Guarantee Basis" supersedes the RMA Guarantee Basis provided on the SURE Interim Report. If the tolerance tool does **not** calculate a "Reduced RMA Guarantee Basis", no further action is required for tolerance. Use the RMA Guarantee Basis as provided on the SURE Interim Report.

*** * ***

522 Tolerance Tool (Continued)

B Using the Tolerance Tool (Continued)

*--The following are examples of the Tolerance Tool.

Example 1:

2008 SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere, ST
Producer Name	Any Producer
Crop	Corn
Type	YEL
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	348.50	321.50	27.00	17.43	17.43	Exceeds	Yes	0.9225

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	73.50		71.00	
	115.30			109.50
		159.70		141.00
	348.5		321.5	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced
	$ 11,427	$ 10,541
	$ 83,359	$ 76,895
	$ 111,566	$ 102,920

Example 2:

2008 SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere, ST
Producer Name	Any Producer
Crop	Soybeans
Type	CONI
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	229.00	276.70	47.70	11.45	11.45	Exceeds	No	

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	123.90			151.50
		39.60		53.50
	85.50		71.70	
	229.0		276.7	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced
	$ 11,037	
	$ 43,723	
	$ 12,369	

Note: The screen captures are for example purposes **only**.--*

*--523 Peanut Tool

A Overview

As provided in paragraph 134, the RMA Weighted Adjusted Yield is not printed on the SURE Interim Report and the Guarantee Basis provided is not correct for producers with multiple "A" (Acreage) Records. RMA is not able to provide the requested data for producers with multiple "A" (Acreage) Records because of multiple contract prices. Since the correct information is not available for producers in this situation, County Offices will calculate the RMA Weighted Adjusted Yield and Guarantee Basis with the assistance of a tool.

The Weighted Adjusted Yield and Guarantee Basis will be calculated for only those records that do not contain an RMA Weighted Adjusted Yield.

The Peanut Tool:

- was developed to assist Field Offices in calculating the RMA Weighted Adjusted Yield and Guarantee Basis for peanuts

- is available for download on the SURE Intranet at **http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm**.

B Using the Peanut Tool

The following is an example of the Peanut Tool.

Clear Entries

Producer Name: Any Producer

Peanut Tool

Phys. St/Co (if not Admin)	Crop Type	Unit	RMA Plan Code	RMA Acres	Adjusted APH Yield	Current RMA Guarantee	RMA Weighted Adjusted Yield	Guarantee Basis
	RUN	201	90	87.10	3802.00	$ 11,878	2,897.99	$ 9,054
	RUN	202	90	51.70	1375.00	$ 3,141	2,897.99	$ 6,620
	SPW	202	90	42.10	850.00	$ 1,407	973.86	$ 1,612
	SPW	203	90	51.30	1075.50	$ 2,168	973.86	$ 1,963
99-999	RUN	401	90	35.80	875.70	$ 1,248	915.88	$ 1,305
99-999	RUN	401	90	62.50	938.90	$ 2,105	915.88	$ 2,053

From the SURE Interim Report, enter data in all yellow cells as follows. All data entered in the Peanut Tool is required with the exception of the Physical State and county if it is not applicable. Multiple types and/or counties may be loaded in the tool at the same time. The tool will calculate the RMA Weighted Adjusted Yield and Guarantee Basis by county/crop/type.--*

*--523 Peanut Tool (Continued)

B Using the Peanut Tool (Continued)

Label	Definition and Role
Producer Name	Enter the producer's name.
Phys. St/Co (if not Admin)	Enter the physical location for the county if multiple counties are administered in 1 county.
Crop Type	Enter or select the 3-character FSA crop type code. Entry must be a valid peanut crop type code.
Unit	Enter the RMA unit number.
RMA Plan Code	Enter the RMA insurance plan code.
RMA Acres	Enter the RMA acres from the "A" (Acreage) record. Acres will display in hundredths.
Adjusted APH Yield	Enter the adjusted APH yield from the "A" (Acreage) record. The yield will display in hundredths.
Current RMA Guarantee	Enter the RMA Guarantee Basis in whole dollars.

As each row of data is entered, the RMA Weighted Adjusted Yield and Guarantee Basis will be calculated and displayed in the applicable fields.

C Navigation Buttons

This table provides navigation buttons and functions.

Button	Function
	When clicked, the "Confirmation for Clearing the Data" box will be displayed. CLICK: • "**OK**", to clear the data • "**Cancel**", to return to the tool.
	Print the document.

--*

523 Peanut Tool (Continued)

D Loading Data in the SURE Interim Workbook

After all RMA Weighted Adjusted Yields and Guarantee Basis have been calculated, follow paragraph 303 to combine remaining data as applicable and load the data in the SURE Interim Workbook.

E Printing and Filing Peanut Tool Document

Print the document and file in the producer's program folder.

524-539 (Reserved)

Section 2 (Withdrawn--Amend. 20)

540-544 (Withdrawn--Amend. 20)

545-550 (Reserved)

*--Part 17 2009 SURE Automation

Section 1 Compliance Tool Software

551 Accessing Software

A Basic Information

2009 SURE Compliance Tool software is web-based software that queries 2009 FSA-578 data.

The 2009 SURE Compliance Tool will be used by FSA employees with Level II eAuthentication access.

B Accessing 2009 SURE Compliance Tool

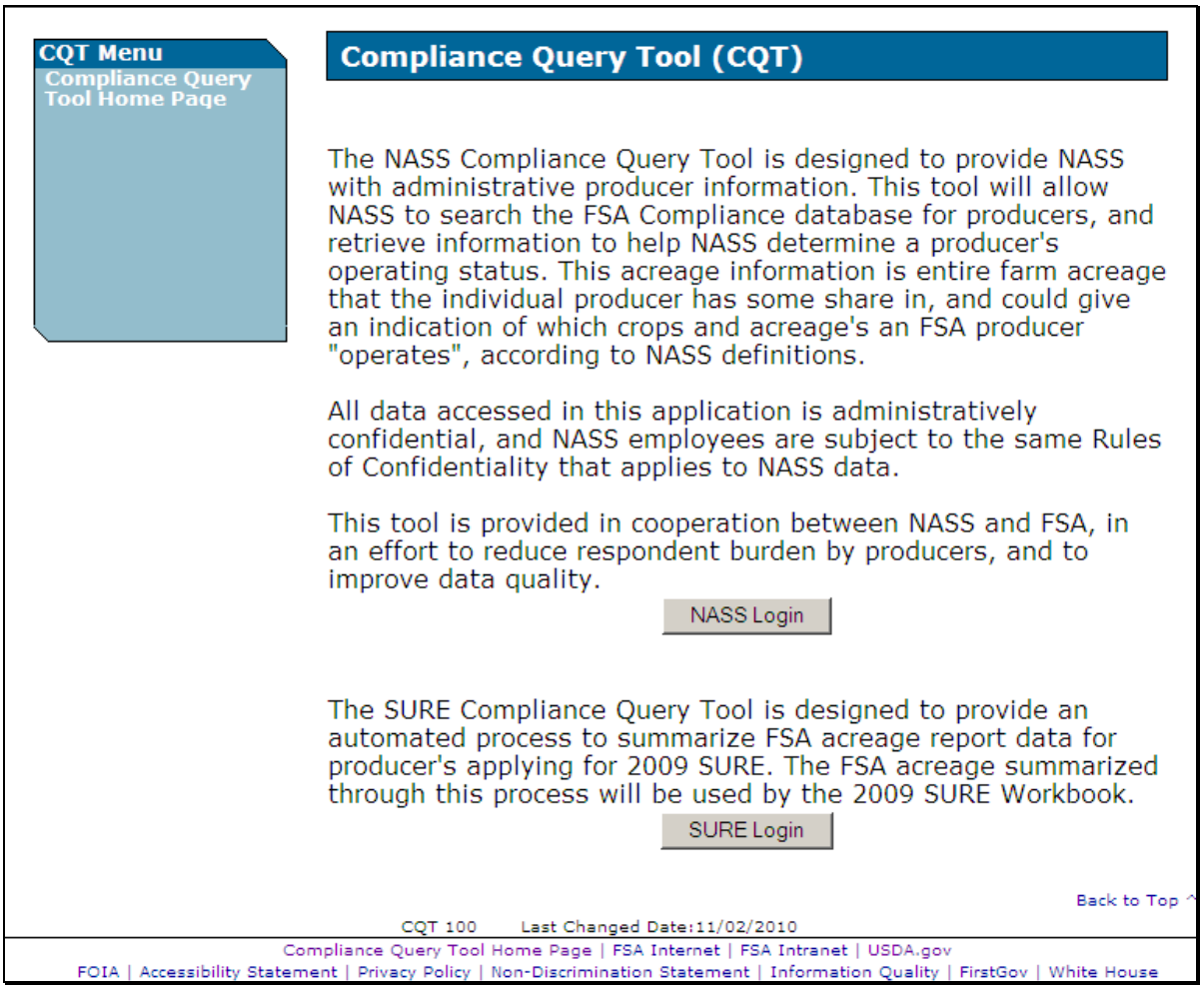
Access the Home Page from the FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Under the Production Adjustment and Disaster Programs column, CLICK "**2009 SURE Compliance Tool**".

Note: Internet Explorer shall be used when accessing the Compliance Query Tool software.**--***

*--551 Accessing Software (Continued)

C Login Screen

After users click “2009 SURE Compliance Tool”, the following Compliance Query Tool (CQT) Screen will be displayed. CLICK “**SURE Login**” to continue.



D USDA eAuthentication

After users click “SURE Login”, the USDA eAuthentication Warning Screen will be displayed. Click “**I Agree**” to proceed or “**Cancel**” to end the process.

The eAuthentication Login Screen will be displayed. Users must:

- enter user ID
- enter password
- CLICK “**Login**”.

The Search Selection Screen will be displayed.--*

*--552 Search Selection Screen

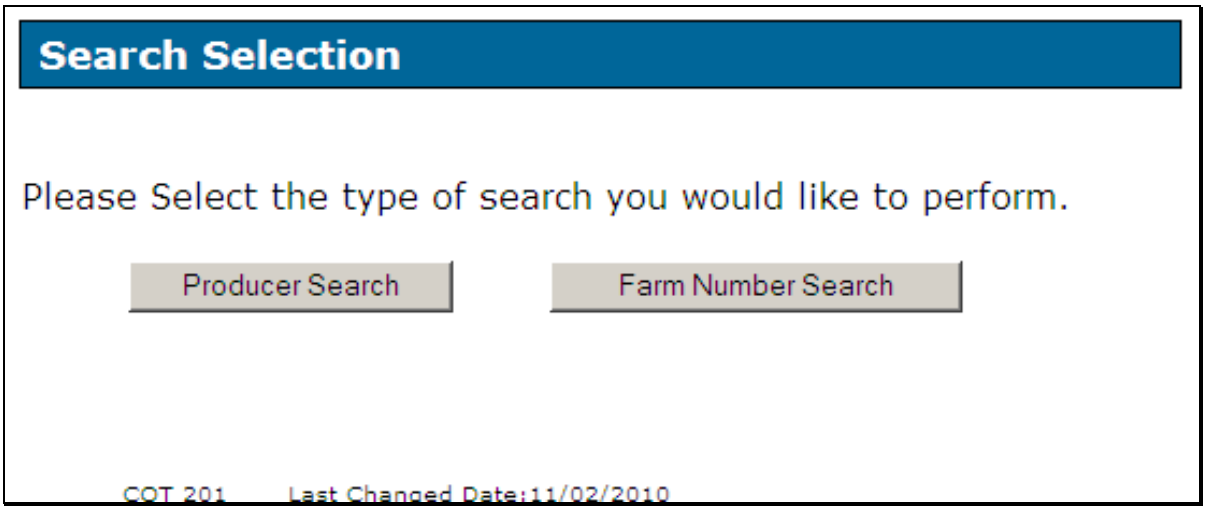
A Overview

After user is logged in and has been authenticated, the Search Selection Screen will be displayed. The Search Selection Screen allows users to search for 2009 compliance data through either of the following options:

- Producer Search
- Farm Number Search.

B Example Search Selection Screen

Following is an example of the Search Selection Screen.



C Action

Following is an explanation of the options available on the Search Selection Screen.

Option	Result
Producer Search	SCIMS Customer Search Screen will be displayed. See paragraph 553.
Farm Number Search	Farm Selection Screen will be displayed. See paragraph 554.

--*

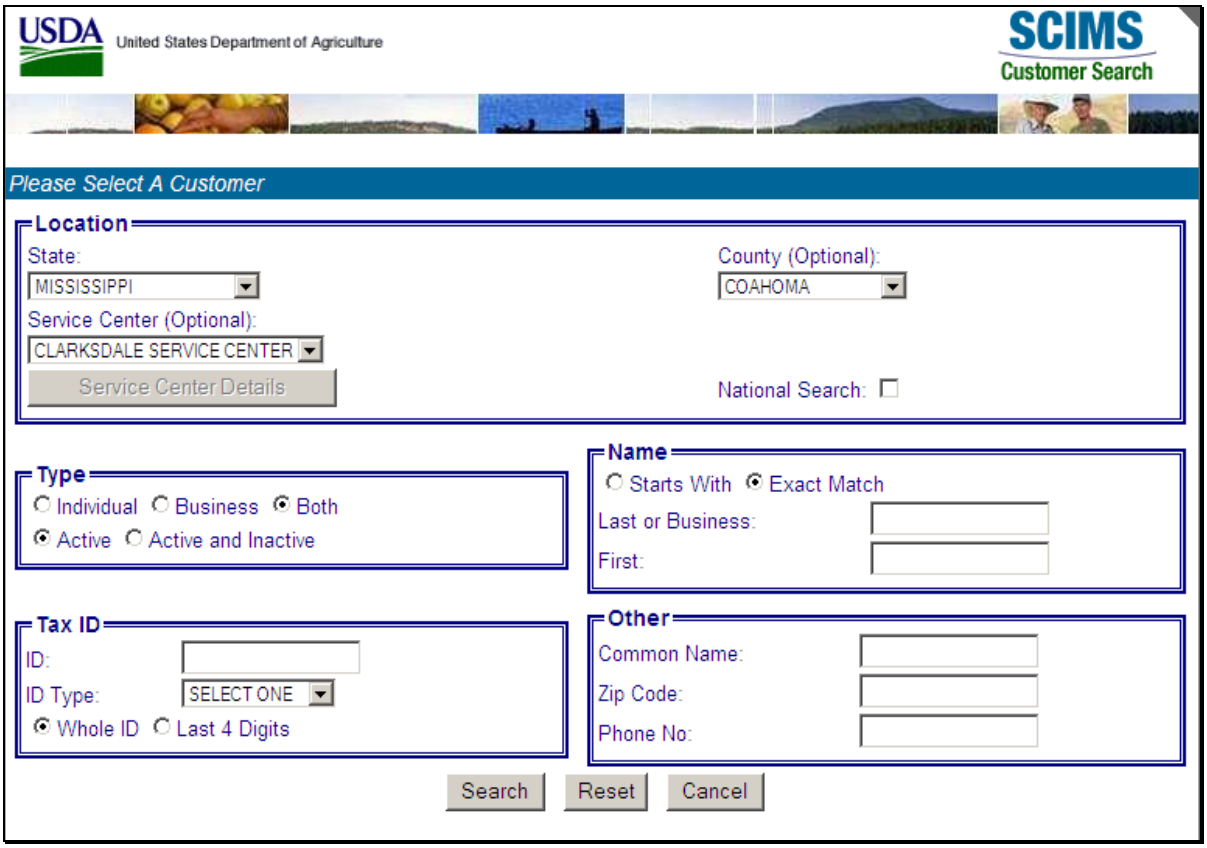
*--553 Producer Search

A Overview

After users click "Producer Search", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen accesses SCIMS to find the applicable producer. Producer can be selected by type, name, TIN, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen. Users select customers based on search results by clicking the applicable producer. State/County Selection Screen will be displayed. See paragraph 556.



--*

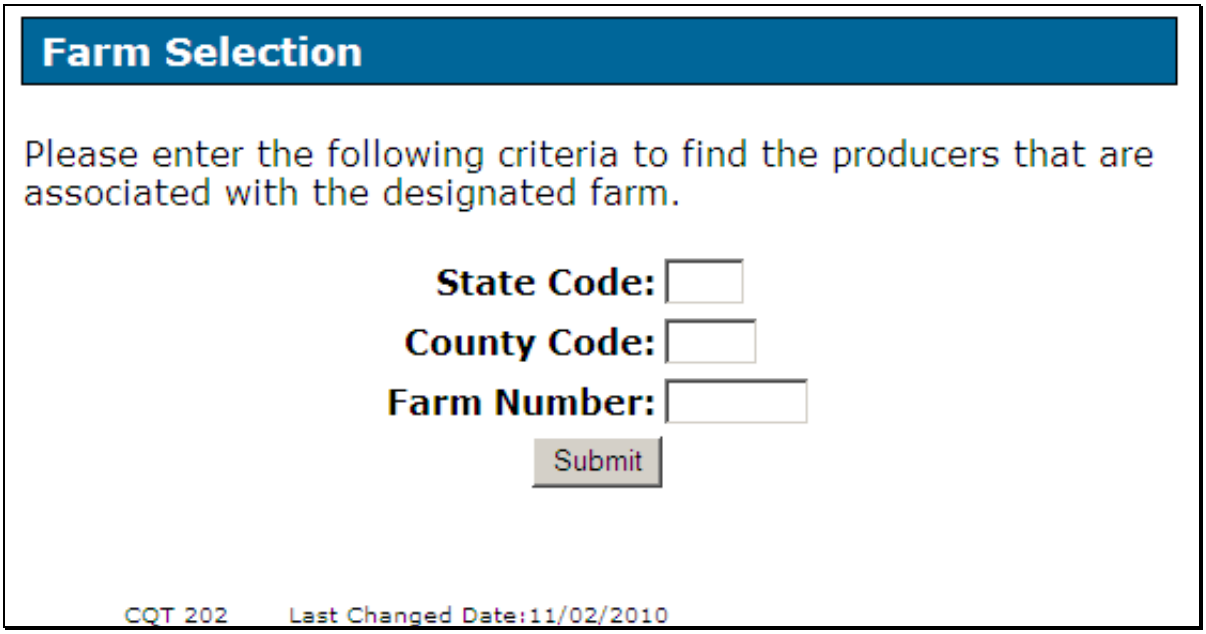
*--554 Farm Number Search

A Overview

After users click "Farm Number Search", the Farm Selection Screen will be displayed. The Farm Selection Screen allows users to access a producer's 2009 compliance data by entering the State code, county code, and farm number.

B Example Farm Selection Screen

Following is an example of the Farm Selection Screen.



C Action

Following is an explanation of the options available on the Farm Selection Screen.

Option	Action	Result
State Code	Enter a State code.	
County Code	Enter a county code that is associated with the State code entered.	
Farm Number	Enter a farm number that is associated with the State and county codes entered.	
Submit		Producer Selection Screen will be displayed. See paragraph 555.

--*

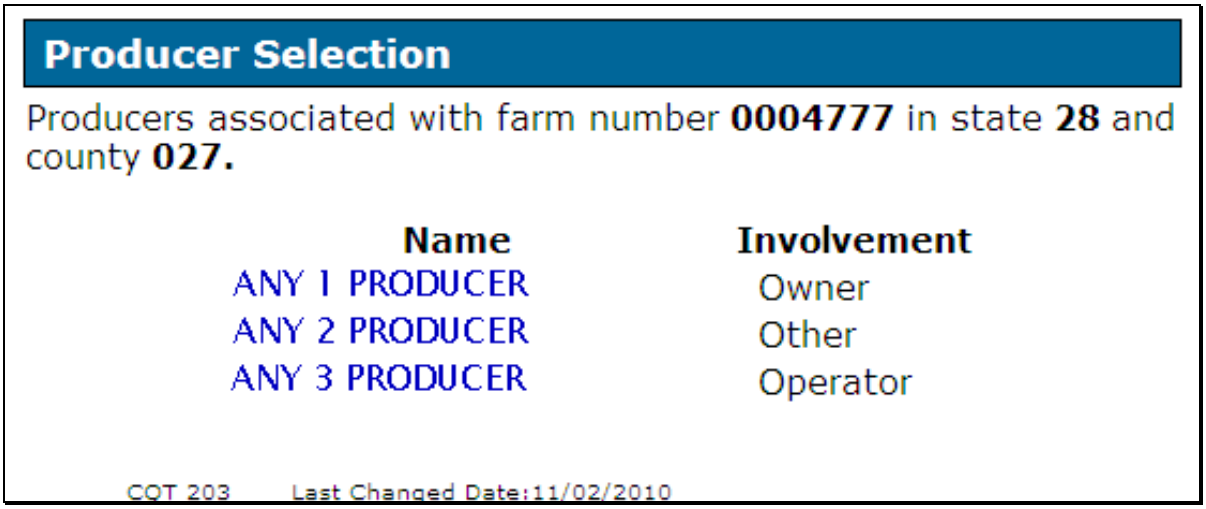
*--555 Producer Selection

A Overview

After users enter a State code, county code, and farm number, the Producer Selection Screen will be displayed. The Producer Selection Screen allows users to select the producer for which 2009 compliance data will be displayed.

B Example Producer Selection Screen

Following is an example of the Producer Selection Screen.



C Action

Click any of the displayed producer names. State/County Selection Screen will be displayed. See paragraph 556.

Note: If "Name Not Found" is displayed, TIN on FSA-578 could **not** be found in SCIMS. Verify that the correct information is loaded on FSA-578.--*

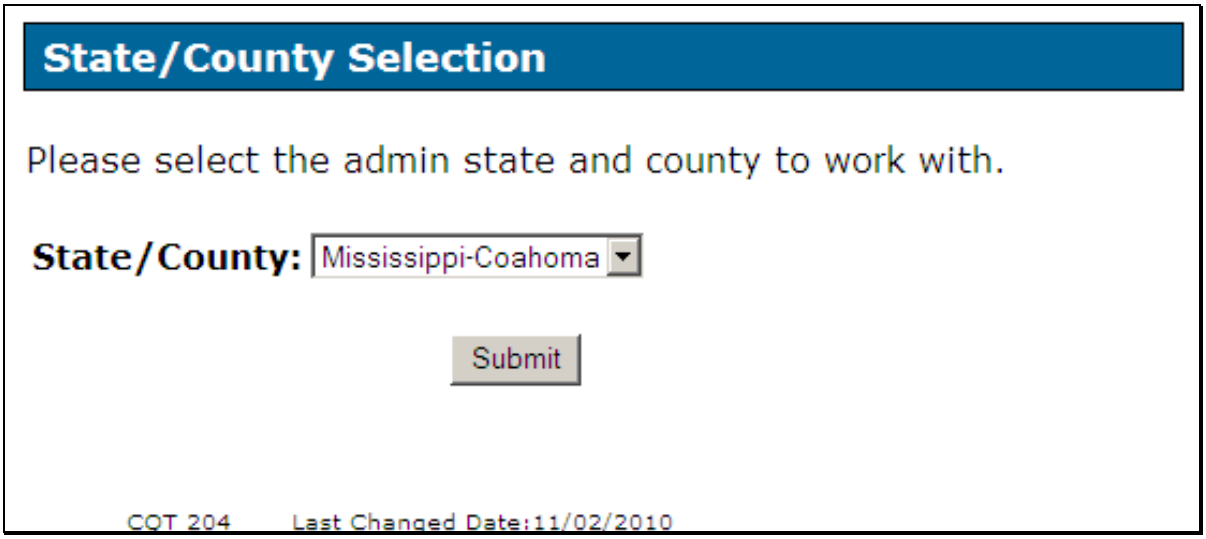
*--556 State/County Selection

A Overview

After users click a producer, the State/County Selection Screen will be displayed. Users must select an administrative State and county to display the select producers 2009 compliance data. The State/County drop-down menu will list all administrative county offices to which the selected producer is associated and 2009 compliance data has been reported.

B Example State/County Selection Screen

Following is an example of the State/County Selection Screen.



C Action

User shall use the drop-down menu to select the applicable State/County.

CLICK "**Submit**" and the Producers Crop Data Screen will be displayed. See paragraph 557.**--***

557 Producers Crop Data

A Overview

Producers Crop Data Screen displays all 2009 compliance data reported by the selected producer in the selected administrative State and County Office.

Producers Crop Data Screen provides the ability to:

- combine multiple records into 1 unit
- mark acreage records as eligible for SURE

--Note:** Zero acreage records, or acreage records with “0” (zero) reported acres and “0” (zero) determined acres with no tract for field numbers, should **not** be marked as eligible and subsequently shall **not** be exported into the 2009 SURE Workbook.**--

- save eligible acreage to an XML file that can be exported into the 2009 SURE Workbook.

B Example Producers Crop Data Screen

Following is an example of the Producers Crop Data Screen.

Producers Crop Data

Any 1 Producer
123 Main Street
Anywhere, MS 99999

Year: 2009 **Admin State:** Mississippi **Admin County:** Coahoma

Update

Eligible	Unit Number	Location (if not admin)	Crop Name	Crop Type	Intended Use	Crop Status	Irrigated Practice	Reported Acres	Determined Acres	Producer Share	Planting Date	Farm Number	Tract Number	Field Number
☐			BARLEY	SPR	GM	I	I	553.20		31.7	2009-02-25	0004777	8992	3
☐			BARLEY	SPR	GM	I	I	500.00		31.7	2009-03-01	0004777	8992	4
☐			BARLEY	SPR	GM	IP	I	112.50		31.7	1900-01-01	0004777	8992	5
☐			CHRISTMAS TREES	DOU	RS	I	N	1,200.00		2	2009-01-01	0004776	8991	1
☐			CHRISTMAS TREES	SCO	FH	I	N	846.00		2	2009-01-01	0004776	8991	2
☐			PEAS	AUS	DE	I	I	700.00		31.7	2009-03-30	0004777	8992	2
☐			PEAS	AUS	DE	IP	I	58.30		31.7	1900-01-01	0004777	8992	1

Update

Ineligible crops

Location	Crop Name	Crop Type	Intended Use	Crop Status	Irrigated Practice	Reported Acres	Determined Acres	Producer Share	Planting Date	Farm Number	Tract Number	Field Number
28-027	WILDLIFE FOOD PLOT			I	N	0.30		2	2009-01-01	0004776	8991	3

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COT 205 Last Changed Date:11/02/2010

557 Producers Crop Data (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Producers Crop Data Screen.

Field/Button	Description	Action
Producer Name and Address	Name and address of the selected producer will be displayed.	
Year	2009 will be displayed.	
Admin State	Administrative State selected on the State/County Selection Screen will be displayed.	
Admin County	Administrative County selected on the State/County Selection Screen will be displayed.	
Eligible	Manual selection.	Check (✓) the "**Eligible**" box next to the crops that are eligible for 2009 SURE. If all displayed crops are eligible for 2009 SURE, check (✓) the "**Eligible**" box in the header to select all crops.
Unit Number	Manual entry. Unit number is a unique number that can be used to summarize multiple acreage line items into 1 line item. Users can enter the RMA or NAP unit number, if applicable, or any other unique number. ***--Note:** If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the **actual** unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.**--***	Enter a unit number for the acreage line item. If the same unit number is entered for multiple acreage line items, the line items will be considered 1 unit if all of the following match: • location • crop • crop type • intended use • status • practice • share. If any of the preceding items are different, the acreage line items will be considered separate units.
Update	Summarizes all selected line items to allow for exporting into an .xml file. See subparagraph D.	
Ineligible Crops	Lists crops that are ineligible for 2009 SURE. These crops **cannot** be selected for eligibility. See subparagraph 32 G for ineligible crops.	

*--557 Producers Crop Data (Continued)

D Summarized Acreage

After all acreage line items have been selected, unit numbers added, and "Update" has been clicked, the selected acreage line items will be summarized into a separate table that can be exported into an .xml file to be used in the 2009 SURE Workbook.

Following is an example of summarized acreage line items.

Summarized data to be exported.

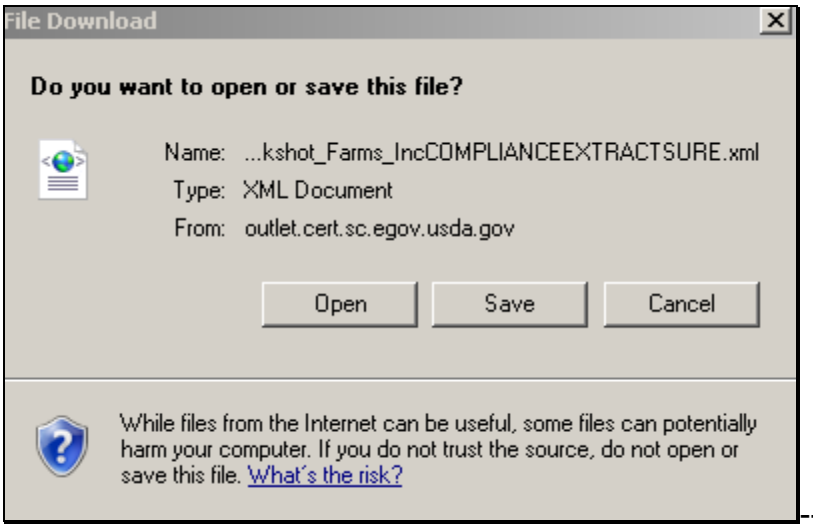
Unit Number	Location	Crop Name	Crop Type	Intended Use	Crop Status	Irrigated Practice	Reported Acres	Producer Share
1		BARLEY	SPR	GM	I	I	1,053.20	31.7
2		BARLEY	SPR	GM	IP	I	112.50	31.7
3		CHRISTMAS TREES	DOU	RS	I	N	1,200.00	2
4		CHRISTMAS TREES	SCO	FH	I	N	846.00	2
5		PEAS	AUS	DE	I	I	700.00	31.7
6		PEAS	AUS	DE	IP	I	58.30	31.7

Update Export

CLICK "**Export**" to save the data to an .xml file.

E Action

After "**Export**" is clicked, the following File Download dialog box will be displayed. CLICK "**Save**".



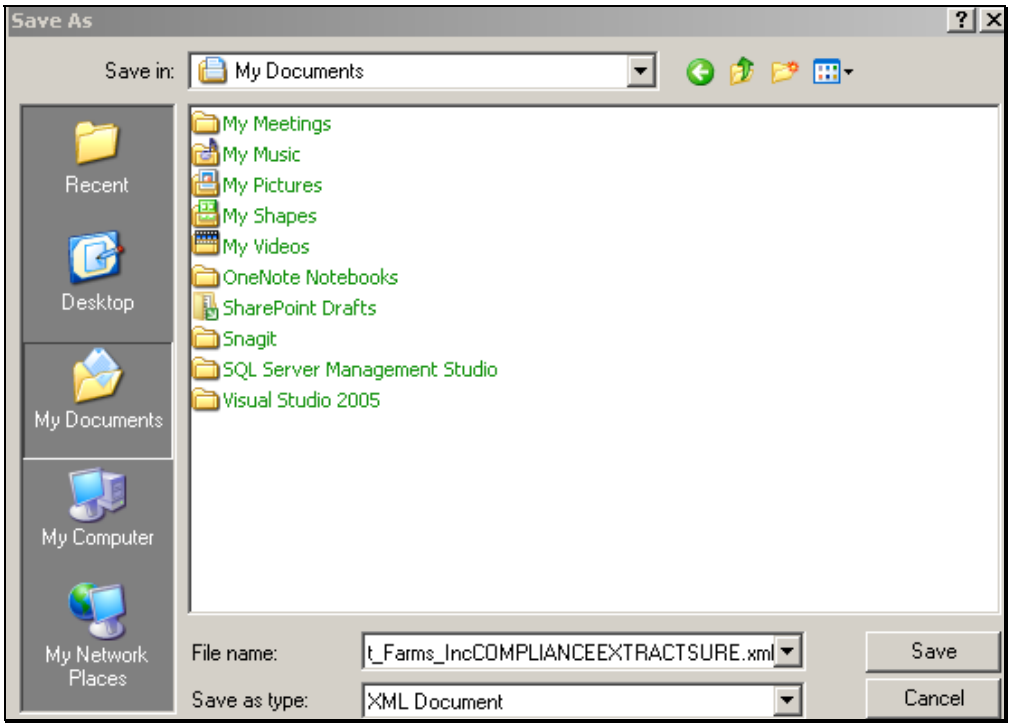
--*

557 Producers Crop Data (Continued)

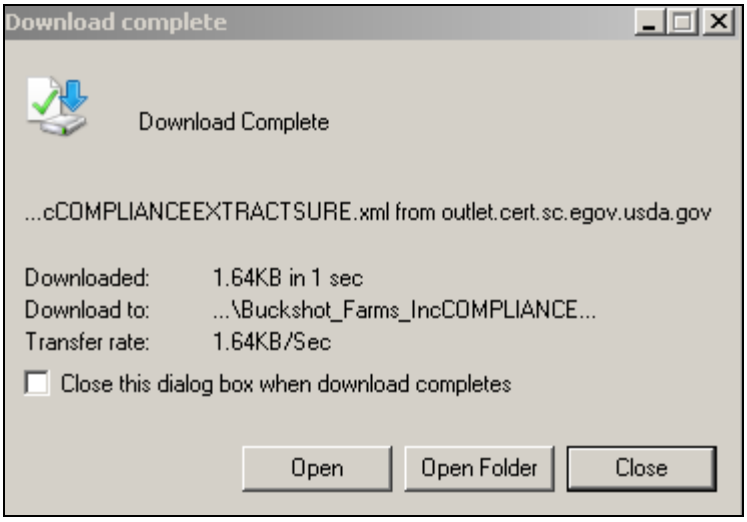
E Action (Continued)

After users click “Save”, the following Save As dialog box will be displayed. Navigate to the “**S:\Service_Center\FSA\2009_SURE**” folder and CLICK “**Save**” to save the XML file.

Note: If the “**2009_SURE**” folder does **not** exist, create the folder according to ***--**subparagraph 574 B.**--***



The following Download complete dialog box will be displayed. CLICK “**Close**” to return to the 2009 SURE Compliance Tool.



*--558 Importing XML File Into SURE Workbook

A Overview

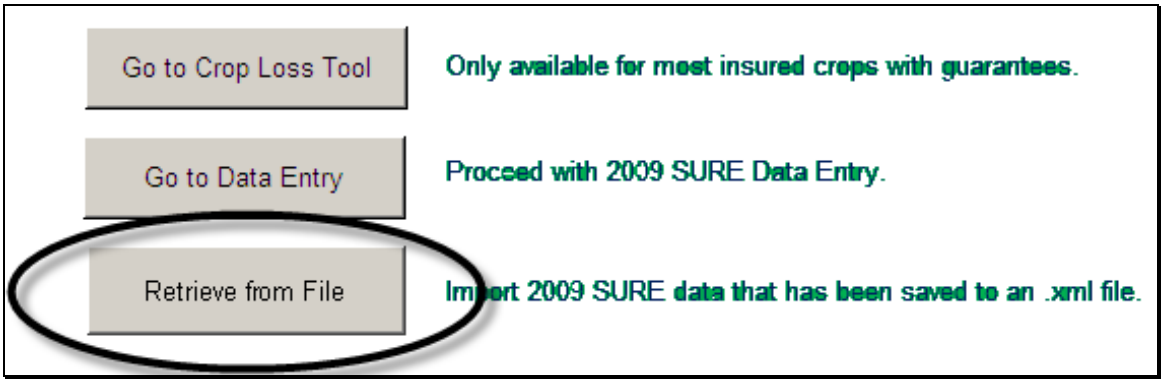
After the XML file is saved to “S:\Service_Center\FSA\2009_SURE”, the file can be imported into the 2009 SURE Workbook.

To import the XML file, the user will use the “Retrieve from File” button in the 2009 SURE Workbook.

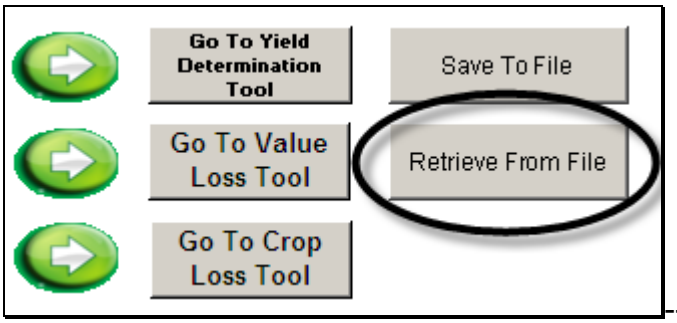
B “Retrieve from File” Button

Within the 2009 SURE Workbook, on the Main Menu Page or Data Entry Worksheet, CLICK “**Retrieve from File**”.

Following is an example of the “Retrieve from File” button on the Main Menu Page.



Following is an example of the “Retrieve from File” button on the Data Entry Worksheet.



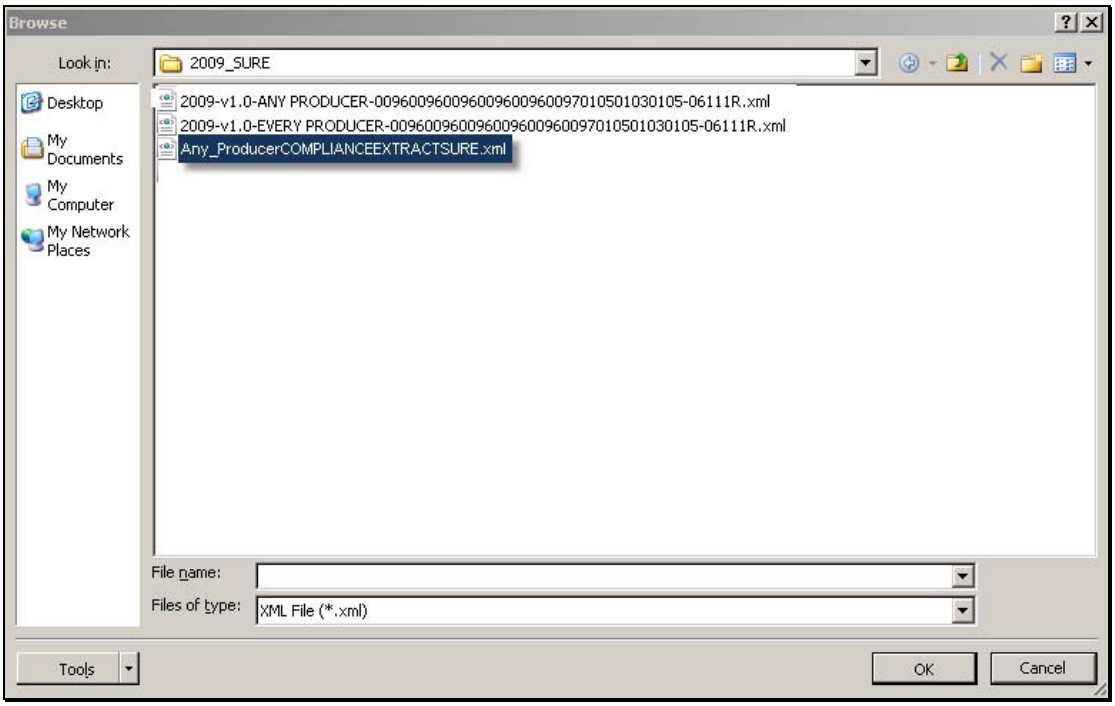
--*

*--558 Importing XML File to SURE Workbook (Continued)

B Retrieve from File (Continued)

After users click "Retrieve from File", the following Browse dialog box will be displayed. The folder is automatically defaulted to "**S:\Service_Center\FSA\2009_SURE**". Select the applicable XML file that was extracted from the 2009 SURE Compliance Tool and CLICK "**OK**" to complete the retrieval.

Note: The extracted SURE Compliance Tool file will be named "**XXXXX(*producername*)complianceextractsure.xml**" (XXXXX will be replaced with the administrative State and county code.



The acreage data from the 2009 SURE Compliance Tool will be displayed on the Data Entry Worksheet in the 2009 SURE Workbook as provided in the following example. Complete the remainder of the 2009 SURE Workbook according to paragraph 575.

Note: The SURE Compliance Tool **cannot** be used if the county uses the Crop Loss Tool.

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPR Code	Plan/ Cov. Code	Stage Code		Unit #	Plt Per.		Guarantee Adjustments					Unit of Meas
										H UH PP	Adj. Fact. 1			Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4	
	BARLEY	SPR	GM	I	IR	1,053.20	.3170	P				1								BU
	BARLEY	SPR	GM	IP	IR	112.50	.3170	P				2								BU
	CHRISTMAS TREES	DOU	RS	I	NI	1,200.00	.0200	P				3								
	CHRISTMAS TREES	SCO	FH	I	NI	846.00	.0200	P				4								
	PEAS	AUS	DE	I	IR	700.00	.3170	P				5								LBS
	PEAS	AUS	DE	IP	IR	58.30	.3170	P				6								LBS

--*

559-570 (Reserved)

571 SURE Workbook Function

A Overview

The SURE Workbook provides a series of Excel worksheets used to complete a manual calculation of SURE payment, including the following:

- Data Entry
- Yield Determination Tool
- Weighted Average Yield Tool
- Value Loss Tool
- Farm Summary
- 10 Percent Loss Tool
- FSA-682, page 2
- Crop Loss Tool
- Blended RMA Weighted Adjusted Yield Tool
- RMA Net Indemnity Tool.

One SURE Workbook will be completed per producer, per administrative county. Only the crops and acreage administered in that county will be entered into the SURE Workbook. Each line entry of crop data shall be entered into the SURE 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 Workbook accommodates 100 line entries. If additional line entries are **required**, an additional SURE Workbook will need to be completed. For more information on saving additional SURE Workbooks for a producer whose workbook exceeds 100 line entries in 1 administrative county, see subparagraph 575 C.

The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** ***--**be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was**--*** filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

***--571 Function of the SURE Workbook (Continued)**

B Handling Single-County Producers

If the administrative and recording county **are** the same and the producer is **not** multi-county, the SURE 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.

C Handling Multi-County Producers

If the administrative and recording county are **not** the same and the producer **is** multi-county, the administrative county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- transmit the SURE Workbook to the recording county.

In this situation, the recording county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- collect all the SURE Workbooks from all administrative counties with which the producer is associated
- summarize all SURE Workbooks **before** the resulting SURE payment amount can be entered in the payment software to be processed.**--***

*--572 Preparing Documents to Complete SURE Workbook

A Preparing Documents

The SURE Workbook process is a completely manual process. The SURE 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 Workbook will ease the SURE Workbook process for the user and the producer.

Note: Payment software is capable of referencing Web eligibility.

B AD-1026A or Producer Farm Data Report

Either AD-1026A or the Producer Farm Data Report:

- 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 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://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=sure.--*

*--572 Preparing Documents to Complete SURE Workbook (Continued)

D Production Evidence

Producers may need to provide verifiable, reliable, and/or certifiable production records. Date-stamp and write the county's 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, CEY, unharvested factor, prevented planting factor, historical marketing percentage, quality adjustment factor, maximum acreage loss level, and NAMP will be established by STC and provided by the State Office. For more information, see Part 3.

F Completing SURE Workbooks

County Offices shall work with producers to complete the SURE Workbook for each producer applying for SURE for the eligible crops and acreage administered in that county.--*

573 SIR

A Background

SIR 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 SIR

From Menu FAX250, access SIR 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	MHAEYR	ENTER "**2**", "2009 Supplemental Revenue Assistance Program" and PRESS "**Enter**".
7	MHAE00	ENTER "**1**", "2009 SURE Information Report" and PRESS "**Enter**".
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "**Enter**".
9	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.

SIR shall be reprinted **before** issuing payments to ensure that the most current data is being used.

--**SIR's are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.**--

573 SIR (Continued)

C Printing RMA Data for 2009 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	MHAEYR	ENTER "**2**", "2009 Supplemental Revenue Assistance Program" and PRESS "**Enter**".
7	MHAE00	ENTER "**2**", "2009 RMA Producers Not On Name and Address File" and PRESS "**Enter**".
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "**Enter**".
9	MHAER201	On the Producer Selection Screen, ENTER "**X**" next to producer's name and PRESS "**Enter**".

If a producer appears on this list, this indicates the producer does business with RMA/Crop Insurance, but either:

- has **not** done business with FSA before and; therefore, is **not** in SCIMS
- TIN they provided RMA/Crop Insurance does **not** match TIN in SCIMS.

After the producer has either been added to SCIMS or TIN has been corrected, the producer should no longer appear on this list and SIR can be printed according to subparagraph B and/or D.

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.

--**Any screen prints or SIR's that are generated through the, "2009 RMA Producers Not on Name and Address File" option are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.**--

573 SIR (Continued)

D Printing Data From the 2009 RMA Producer Data Change Report

A producer's RMA data may change. The 2009 RMA Producer Data Change Report has been developed to notify County Offices of producers whose RMA data has changed. County Offices shall access the 2009 RMA Producer Data Change Report according to this 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	MHAEYR	ENTER "**2**", "2009 Supplemental Revenue Assistance Program" and PRESS "**Enter**".
7	MHAE00	ENTER "**3**", "2009 RMA Data Changes Report", and PRESS "**Enter**".
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "**Enter**".
9	MHAER301	Enter the last update date to display a list of producers whose RMA data has changed since the last update date.
10	MHAER302	ENTER "**X**" next to the producer's name to print the producer's 2009 SIR, including the changed RMA data, and PRESS "**Enter**".

This report shall be checked every 7 calendar days **and** before issuing payments, to ensure that the most current data is being used.

Notes: Any change to producer data will be underlined.

In the following situations, a producer will be displayed on the 2009 RMA Data Change Report, but no data will be underlined on SIR:

- ***--**change was to RMA data not shown on SIR, because it was not needed for SURE**--***
- record was completely removed
- entirely new record was added.

Any screen prints or SIR's that are generated through the, "2009 RMA Producers Not on Name and Address File" option are internal documents. They may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.

***--573 SIR (Continued)**

E Data Elements on SIR

The following data elements will print on SIR.

SIR	
Source File	**Data Included**
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable (displays current year data)
2009 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

--*

***--573 SIR (Continued)**

E Data Elements on SIR (Continued)

SIR	
Source File	**Data Included**
NAP Data – 2009 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period
	Other Fee Paid
	Transaction Number
	Amount Collected
	Refund Amount
NAP Data – 2009 NAP Approved Yield History File	Unit Number
	Crop
	Type
	Intended Use
	Planting Period
	Practice
	Approved Yield
	Unit of Measure
	Actual Production
	Unit of Measure
	Crop Year
	Yield
	Yield Type
NAP Data – 2009 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

--*

***--573 SIR (Continued)**

E Data Elements on SIR (Continued)

SIR	
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
	FMV A
	FMV B

--*

***--573 SIR (Continued)**

E Data Elements on SIR (Continued)

SIR	
Source File	**Data Included**
2009 CAT Buy-In Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2009 NAP Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2009 CAT Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount

--*

***--573 SIR (Continued)**

E Data Elements on SIR (Continued)

SIR - 2009 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 Factor	Adjustment Factor #1
Unit Number	Unit Number
	Planting Period
Zero Acre Flag	

Note: See Exhibit 4 for more information on RMA data elements.**--***

***--573 SIR (Continued)**

E Data Elements on SIR (Continued)

SIR - 2009 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
	2009 NAMP
	QA Factor
	Salvage Value
FMV-A	FMV A
FMV-B	FMV B

Note: See Exhibit 4 for more information on RMA data elements.**--***

***--573 SIR (Continued)**

E Data Elements on SIR (Continued)

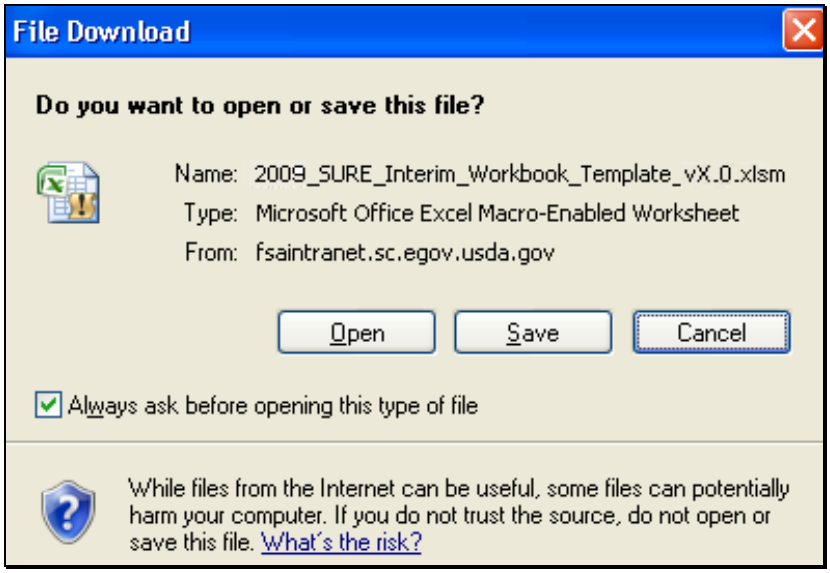
SIR - 2009 RMA Data	
RMA Label	**Data Entry Workbook Label**
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
SY - Yield Type	
SY - Person Sharing	
Date Planted	
Update Date	
Date of Loss - Primary	
Date of Loss - Secondary	
SBI - Approved Insurance Provider	
SBI - ID Number	
SBI - ID Type Code	
SBI - Name	
Source File	**Data Included**
2009 Payment Data	Price Support - CMA Payments
2009 CC Yield Data	Crop
	Type
	IU
	Weighted Counter-Cyclical Yield
	Unit of Measure

Note: See Exhibit 4 for more information on RMA data elements.**--***

*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook

A Accessing and Saving the SURE Workbook Template

Follow these steps to access and save the SURE Workbook template.

Step	Action
1	Go to **http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm** on signup beginning date.
2	CLICK "**2009_SURE__Workbook_Template_vX.0**". The File Download dialog box will be displayed. CLICK "**Open**". 

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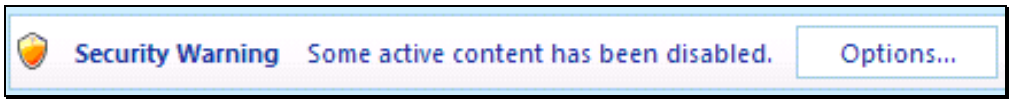
574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

A Accessing and Saving the SURE Workbook Template (Continued)

Step	Action
3	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**". **Notes:** This step needs to be performed every time the SURE Workbook is opened. ***--**For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--*** **Warning:** Do **not** attempt to permanently enable macros; this will make the SURE Workbook unusable and could potentially create a security breach.

*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

A Accessing and Saving the SURE Workbook Template (Continued)

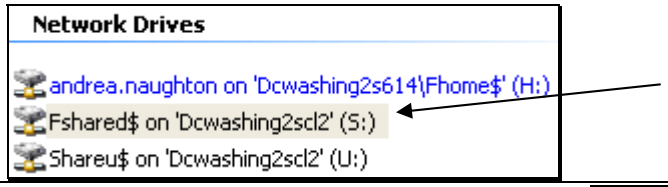
Step	Action
4	Save the document as follows: • CLICK "**Office Button**" → • scroll to "**Save as**" • CLICK "**Excel Macro Enabled Workbook**" • navigate to user's desktop • CLICK "**Save**". By following these steps, the document will be placed on the user's desktop with an icon. The document will be named, "**2009_SURE__Workbook_Template_vX.0.xlsm**". The version number shall correspond with the current version posted on the SURE Intranet Web Page. **Note:** There will be a need for more than 1 SURE Workbook template saved to a user's desktop for the purposes of summarizing multi-county data. For additional SURE Workbook templates, name them as follows: "2009_SURE__Workbook_Template_vX.0.2.xlsm" "2009_SURE__Workbook_Template_vX.0.3.xlsm".

Note: The SURE Workbook is for FSA internal use **only** and shall **not** be distributed.--*

*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

B Creating a New Folder in Which to Save All SURE Workbook Data

Before completing and saving a SURE 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 "**(S:) drive**". 
3	DOUBLE-CLICK folder, "**Service_Center**" .
4	DOUBLE-CLICK folder, "**FSA**" .
5	Left-click "**Make a new Folder**" , , or if neither of these buttons are available right-click in blank white area within the folder window, left-click "**New**", left-click "**Folder**".
6	A new folder will be created 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, "**2009_SURE**".

Note: Creating the new "2009_SURE" folder **only needs to be done 1 time at each Service Center**. All SURE 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, "**2009_SURE**", with the underscore **exactly** as displayed here.**--***

*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

C Saving a Producer's SURE Workbook

After a producer's SURE Workbook has been started, the user shall save the data, as follows.

Step	Action
1	CLICK "**Save to File**" [Save to File] from the Data Entry or Farm Summary Worksheet.
2	The following Browse For Folder dialog box will be displayed. To save an XML file to the "S:\Service_Center\FSA\2009_SURE" folder that was created by following subparagraph B, CLICK "**OK**". **Note:** If the "2009_SURE folder" was **not** created, the following Browse For Folder dialog box will be displayed. CLICK "**Cancel**" and return to subparagraph B to create the folder as instructed.

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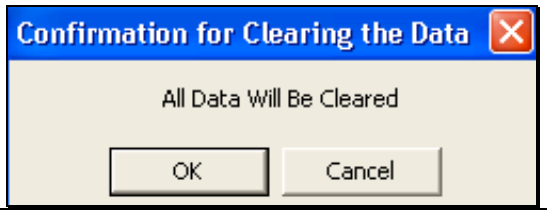
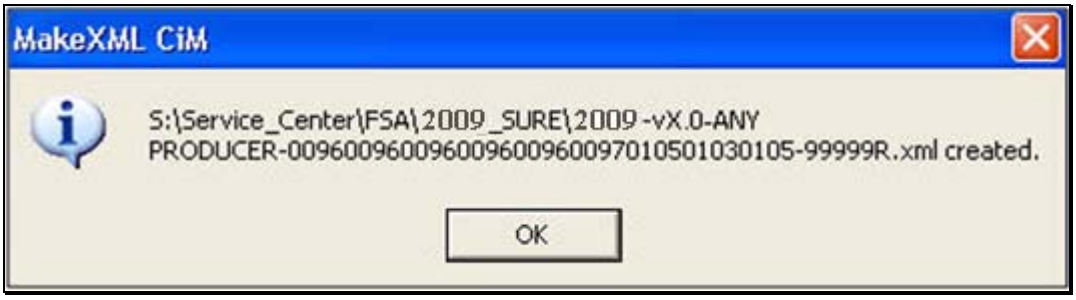
*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

C Saving a Producer's SURE Workbook (Continued)

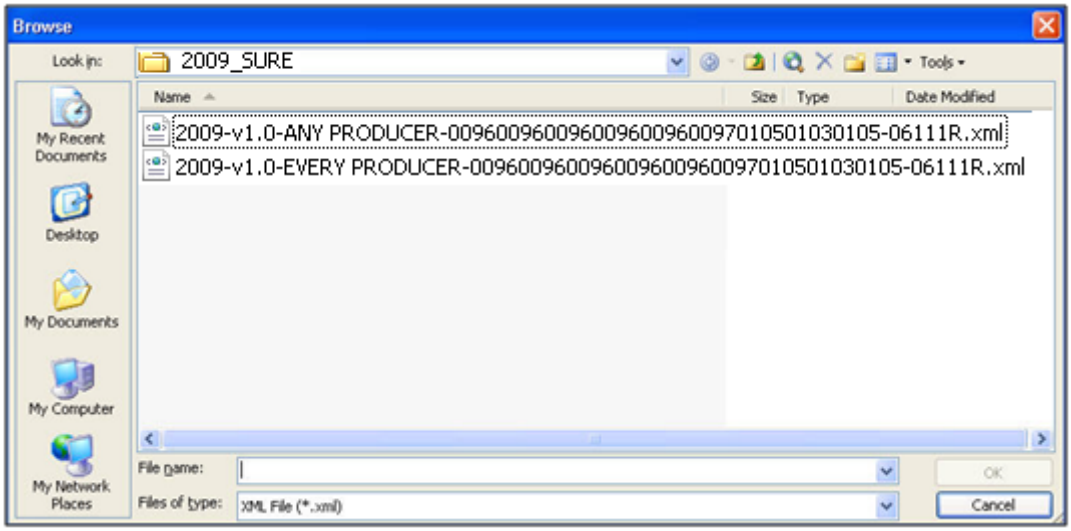
Step	Action
3	When users click "OK" on the Browse For Folder dialog box, the Confirmation for Clearing the Data dialog box will be displayed, CLICK "**OK**". 
4	The file will be automatically named and the 9-digits of the producer's ID will be automatically encrypted. The pre-established naming convention includes the following: • program year • version number • producer's name • 9-digits of producer's ID (encrypted) • State and county code • Recording County indicator ("R", recording county; "N", nonrecording county". A MakeXML CiM dialog box will be displayed with the following message, CLICK "**OK**".  After users click "OK", the SURE Workbook will clear all manual entries and the data will be saved to the folder location indicated.

--*

*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Retrieving a Producer's SURE Workbook Data

Follow this table to retrieve a producer's SURE Workbook data; for example, to continue work, make changes, or summarize multi-county information.

Step	Action
1	Open the SURE Workbook template from the desktop and CLICK "**Retrieve From File**" Retrieve From File from the Data Entry Worksheet or Start Page.
2	After users click "Retrieve From File", the following Browse dialog box will be displayed with the content of the "S:\Service_Center\FSA\2009_SURE" folder where the user has saved the producer's SURE 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 "2009_SURE_Workbook_Template_vX.0.xlsm".

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574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

E Transferring SURE Workbook Data to the Recording County

After a multi-county producer's SURE 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 and administrative counties shall coordinate with each other to timely complete and transmit the completed SURE Workbook and any other data needed to conduct and execute the 2009 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.

Note: When a recording county receives an XML file by e-mail, the file **must** be saved to the 2009 SURE folder, and opened from the 2009 SURE folder.

575 Completing SURE Workbook Data Entry Worksheet

A Overview

When the SURE Workbook is opened, the Start Page will be displayed with the following:

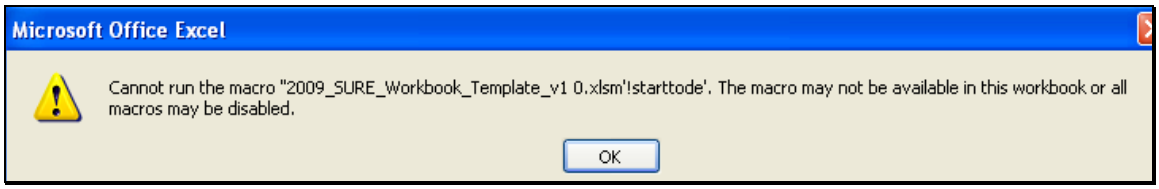
- disclaimer, "FSA Internal Use Only: The SURE Workbook shall not be distributed."

  Note: The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

575 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

- reminder, “Enable macros before continuing per subpar 574 A”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed



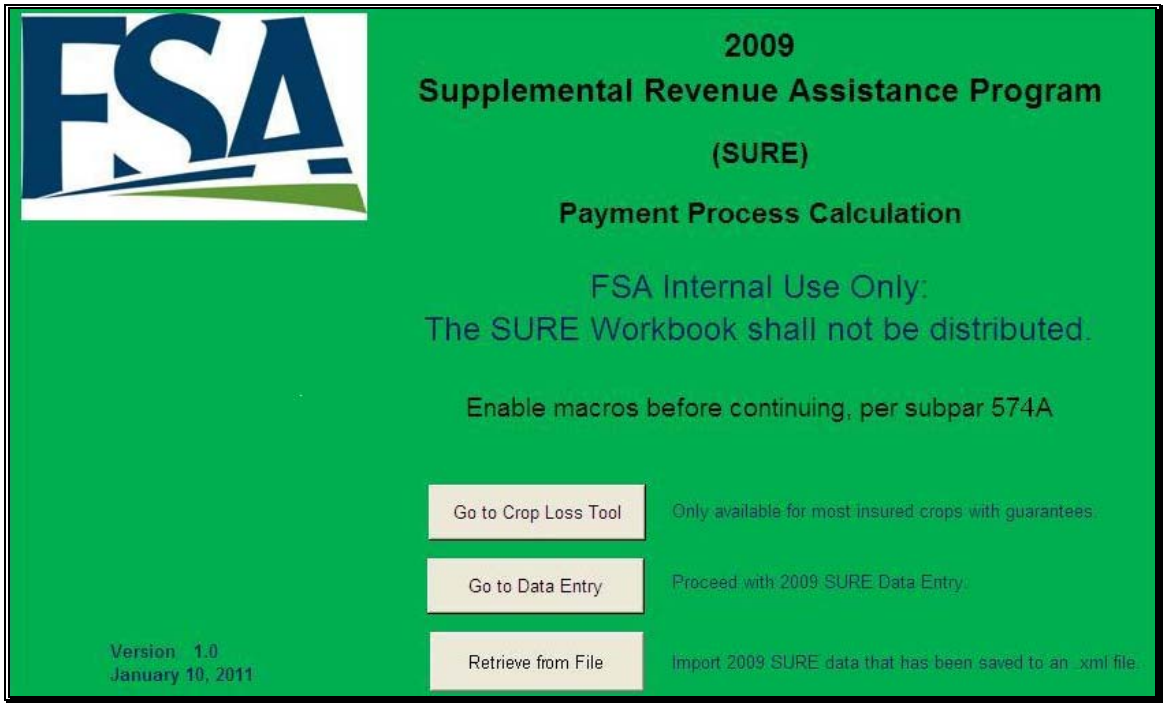
--Note:** For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--

- version number and date

- “Go to Crop Loss Tool” button, to access the Crop Loss Tool (see paragraph 577 for completing the 2009 Crop Loss Tool)

- “Go to Data Entry” button, to access the Data Entry Worksheet

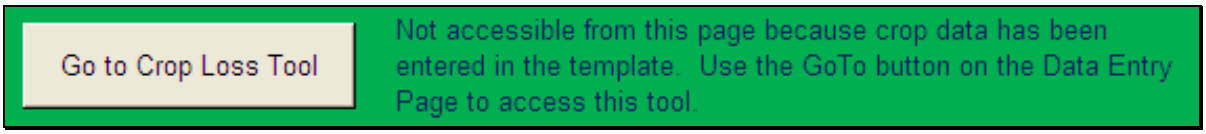
- “Retrieve from File” button, to import a saved XML file.



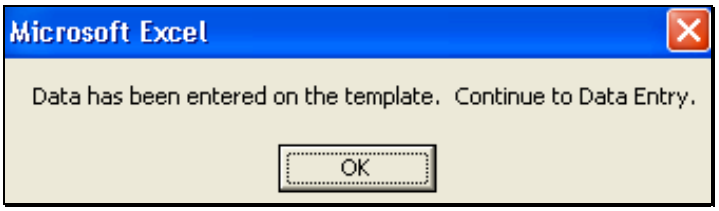
*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

If there is data in the SURE Workbook while the user is on the Start Page, the following message will be displayed next to "Go to Crop Loss Tool".



Note: If data has been entered in the SURE Workbook and users click "Go to Crop Loss Tool" when this text is displayed, the following Microsoft Excel dialog box error message will be displayed.



When users click "OK", the Data Entry Worksheet will be displayed.

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.

Notes: For 2009, unit of measure, price, and NAMP only have to be entered once for a county/crop/type/IU. These data cells on subsequent lines for the same county/crop/type/IU will be darkened to indicate that this data has already been accepted and is not needed to be entered again. This applies to all crops **except** peanuts.

For crops that could have different prices or NAMP's, such as peanuts, these cells will remain yellow and will have to be manually entered.--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

On the Data Entry Worksheet, cells that are:

- yellow will normally be completed, but are not always required to 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.

2009 Data Entry

Clear All Data | Sort Data | Go to 1st Crop Line

SURE Template Version: 1.0

Basic Information		
Producer Name:	Any Producer	
ID Number (9 Digits):	999999999 ID Type:	S
Recording Co, St Name	Anywhere, ST	
Admin. Co, St Name	Anywhere, ST	
Admin. St Co Code	99-999	
Crop Year	2009	
Put an "x" in cell if:	Land is in a Disaster County	x
	Multi-county Producer	x
	99-999 is Recording Co.	x
	Producer is SDA/LR/BF	

Other Payment Amounts:		
DCP	Direct Payments	$ 8,000.00
	CC Payments	
ACRE	Direct Payments	
	ACRE Payments	
Price Support (LDP, MG, Market Certs.)	CMA:	
FSA Settlements		
RMA Settlements		
Other Disaster Payments		
Guar. Pmts./Contract Growers		

Other Payment Amounts:	
NAP Payments	

Information Only (No Data Entry)	
RMA (Crop Ins.) Indemnities	$ 15,000.00
Imputed CAT/NAP Amt:	$ 30,434.00

FSA SURE Intranet

SURE Guarantee Information

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPR Code	Plan/ Cov. Code	Stage Code H UH PP	Stage Code Adj. Fact. 1	Unit #	Plt Per.	Adj. Cd.	Guarantee Adjustments Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4	Unit of Meas	Cr. Dist	RMA Guar. Basis ($)	RMA Elections Cov. Level	RMA Elections Price Elect.
	Alfalfa		FG	I	NI	19.10	1.0000	P	NY	H		100	01							TON				
	Corn	YEL	GR	I	NI	390.00	1.0000	P	25	H		102								BU		297,022	.7500	1.0000
	Oats	SPR	GR	I	NI	29.00	1.0000	R	IY	H										BU				
	Soybeans	COM	GR	I	NI	313.90	1.0000	P	25	H		102								BU		177,923	.7500	1.0000

Revenue Data

Yield (APH)	County Exp. Yield	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price ($)	Production to Count	Prod Type	2009 NAMP ($)	QA Factor	Salvage Value ($)	RMA Net Indemnity Producer Premium	RMA Net Indemnity Gross Indemnity
4.22		4.22		4.7500	31,600.00		3.5000				
		147		11.5000	15,695.00		7.0000			800.00	10,800.00
	78	51		84.0000	76.40		88.0000				
		43		3.8500	2,320.00		1.8000			400.00	5,400.00

COC Determinations (only required for adjustments)

Value Loss Crops Only: Fld Mrkt Val A ($)	Value Loss Crops Only: Fld Mrkt Val B ($)	Adjusted Production (Overrider Production to count)	Assigned Production (Added to Production)	Salvage Value ($) (Overrider Salvage Value)	Value Loss Crops Only: Fld Mrkt A ($) (Overrider FMV A)	Value Loss Crops Only: Fld Mrkt B ($) (Overrider FMV B)

Note: Screen captures are for example purposes **only**.--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

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.
FSA SURE Intranet	This icon is located immediately under the NAP Payments and RMA Indemnities Information Section on top of the Data Entry Worksheet. This icon is a link to the SURE web site where the SURE Workbook template and tools are located.
Go To Yield Determination Tool	See subparagraph K.
Go To Value Loss Tool	See subparagraph J.
Go To Crop Loss Tool	See subparagraph I.
Save To File	See subparagraph 574 C.
Retrieve From File	See subparagraph 574 D.

C Entering Producer Information

The following is an example of the Data Entry Worksheet basic information.

Basic Information		
Producer Name:	Any Producer	
ID Number (9 Digits):	999999999 **ID Type:**	S
Recording Co, St Name	Anywhere, ST	
Admin. Co, St Name	Anywhere, ST	
Admin. St Co Code	99-999	
Crop Year	2009	
Put an "x" in cell if:	Land is in a Disaster County	x
	Multi-county Producer	x
	99-999 is Recording Co.	x
	Producer is SDA/LR/BF	

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575 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information (Continued)

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.). **Note:** If a producer's Data Entry Worksheet exceeds 100 line entries, an additional SURE Workbook will need to be completed according to subparagraph 571 A. This additional SURE Workbook will need to have a unique identifier in the "Producer Name" field, in addition to the producer's name. For example, if the producer's name is "Any Producer" the first SURE Workbook will have a producer name entry of "Any Producer" the second SURE Workbook will have a producer name of "Any Producer 2". This step **must** be completed, in these cases, or 1 workbook will overwrite the other and data will be **lost**. In addition, these 2 SURE Workbooks will need to be summarized together as if the producer is multi-county, according to subparagraph 576 D.
ID Number (9-digits)	Enter producer's TIN as it appears in SCIMS, **without** dashes. If producer is not in FSA's name and address file, see subparagraph 573 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 SURE Workbook is being completed.
Admin St Co Code	Enter State and county code for the producer's administrative State and county for which this SURE Workbook is being completed. Do **not** enter a dash or slash; a code entered as "01001" will be displayed as "01-001". State and county codes are listed in 1-CM, Exhibit 101.
Crop Year	The SURE Workbook defaults to "**2009**".
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 2009 Web Eligibility.

D Other Payment Amounts

The following is an example of the Data Entry Worksheet, "Other Payment Amounts".

Other Payment Amounts:		
DCP	Direct Payments	$ 8,000.00
	CC Payments	
ACRE	Direct Payments	
	ACRE Payments	
Price Support (LDP, MG, Market Certs.)	CMA:	
FSA Settlements		
RMA Settlements		
Other Disaster Payments		
Guar. Pmts./Contract Growers		

575 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued

The following provides instructions for completing a portion of the "Other Payment Amounts" fields.

***--Notes:** The SURE Report referenced in paragraph 583 enables each County Office, whether administrative or recording county, to view all "other payment amounts' for a producer in all counties where they have an interest. The administrative county may enter the "other payment amounts" during the completion of the workbook for the producer in that administrative county, however, it will be the recording county's responsibility to ensure that all "other payment amounts" issued for all counties is entered accurately for the producer. The recording county shall ensure that there are no duplicate entries or missing payments.

If the only data that would be entered in a workbook for a producer in an administrative county is "Other Payment Amount", the administrative county will notify the recording county and the "Other Payment Amount" data for the administrative county will be entered in the recording county's workbook by the recording county. The administrative county will not complete a workbook for the producer in this case.**--***

Field		Definition and Rule
DCP	Direct Payments **1**/	Enter 100 percent of the total DCP direct payment, including peanuts, the producer received in all counties nationwide for program year 2009. 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 Data Entry Worksheet will calculate the 15 percent.
	CC Payments **1**/	Enter total DCP CC payments the producer received in all counties nationwide for program year 2009.
ACRE	Direct Payments **1**/	Enter 100 percent of the total ACRE direct payment, including peanuts, the producer received in all counties nationwide for program year 2009. Only 15 percent of the total ACRE direct payment will apply against the revenue; however, the user shall enter 100 percent of the total ACRE direct payment; the Data Entry Worksheet will calculate the 15 percent.
	ACRE Payments **1**/	Enter total ACRE ACRE payments the producer received in all counties nationwide for program year 2009.
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 all counties nationwide for program year 2009.
Enter amount here for CMA producers **2**/		Enter total LDP payments, eLDP payments, marketing loan gain payments, marketing certificate loan gain benefits the CMA producer received in all counties nationwide for program year 2009.

1/ DCP Direct and DCP CC, ACRE Direct and ACRE ACRE, and LDP payment amounts are found in the 2009 SURE Report *** * ***. If disbursements and receivables are found for any of these program categories, subtract the receivable from the disbursement **before** entering payment amount into the SURE Workbook. See paragraph 583 for SURE report instructions.

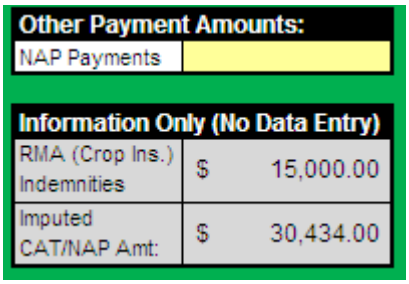
2/ CMA payments are found in SIR 2009 Section 10.

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued)

Field	Definition and Rule
FSA Settlements	Enter total FSA settlement payments, **not** including FLP settlements, the producer received in the administrative county for program year 2009. 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.
RMA Settlements	Enter total RMA settlement payments the producer received in the administrative county for program year 2009. RMA settlements include payments to the producer because 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 2009.
Guaranteed Payment to Contract Growers	Enter total guaranteed payments to contract growers the producer received in the administrative county for program year 2009. The producer will have to certify to this payment amount, if applicable.

The following is an example of a portion of the Data Entry Worksheet that displays NAP payments and RMA indemnities:



Other Payment Amounts:	
NAP Payments	

Information Only (No Data Entry)	
RMA (Crop Ins.) Indemnities	$ 15,000.00
Imputed CAT/NAP Amt:	$ 30,434.00

The following provides instructions for completing a portion of the "Other Payment Amounts" fields.

Field	Definition and Rule
NAP Payments	Enter the whole dollar amount from the SURE Payments Report.
RMA (Crop Ins.) Indemnities	RMA gross indemnities and producer premiums are included in the crop data entry with the result automatically entered here. Manual entry is **not** allowed in this cell. If the net indemnity is equal to or less than zero, a dash "-" will be displayed.
Imputed CAT/NAP Amt:	Imputed CAT/NAP payments are automatically calculated according to subparagraph 263 H, when applicable. Manual entry is **not** allowed in this cell.

--*

*--575 Completing SURE 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.

The following is an example the Data Entry Worksheet crop data cells.

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice
	Alfalfa		FG	I	NI
	Corn	**YEL**	**GR**	**I**	**NI**
	Oats	SPR	GR	I	NI
	Soybeans	COM	GR	I	NI

After an entry has been made on a line, the color of the line will become brighter and the data will be bolded.

From SIR 2009 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 or slash; 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 11 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.

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575 Completing SURE Workbook Data Entry Worksheet (Continued)

E Entering Crop Data (Continued)

Label	Full Name	Definition and Rule
Int. Use	Intended Use	Manually enter or select FSA IU from drop-down menu.
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.

575 Completing SURE 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
19.10	1.0000
390.00	1.0000
29.00	1.0000
313.90	1.0000

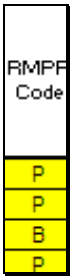
From SIR 2009 FSA-578 data, enter crop data in all yellow cells according to the following.

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. **Notes:** Do **not** load ineligible acres, such as *de minimis*, uninsured acres, etc. ***--**Similar to FSA, RMA does not require acres to be taken in hundredths which may cause a discrepancy. If the State has elected to report acres in hundredths and the Compliance Query Tool is used to eliminate the data load process and the only difference in acres between FSA and RMA is hundredths, then the County Office is **not** required to change the FSA acres to match the RMA acres.**--***
Prod. Share	Producer Share	Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available. If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B. RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share. ***--**If the Compliance Query tool is used to eliminate the data**--*** load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place. A value is required for **all** entries.

575 Completing SURE 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.



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 4 following RMPR codes from the drop-down menu. Required for **all** entries. • "**P**", purchased coverage whether NAP or RMA policy. • "**B**", Buy-In for 2009 **only** applies for insured crops listed in Exhibit 51 and **must** have a plan code coverage of "**IY**" or "**IV**". • "**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 Data Entry Worksheet. Different coverage types require different calculations and the codes dictate which calculations are used.

*--575 Completing SURE 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 ("B") , or relief ("R") **and** they have **also** certified as SDA, LR, or BF ("S"), then the user would enter the "**P**", "**B**", 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 participating in Buy-In ("B"), 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, but is still eligible to participate in SURE.

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

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*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

From SIR RMA data, or as determined by the user, enter SURE guarantee data in all yellow cells, as follows.

<table>
<tr><th>Label</th><th>Full Name</th><th>Definition and Rule</th></tr>
<tr><td>Plan/ Cov. Code</td><td>Plan Code/ Coverage Code</td><td>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.
<table>
<tr><td>12</td><td>13</td><td>14</td><td>25</td><td>41</td><td>42</td><td>43</td><td>44</td><td>45</td><td>46</td><td>47</td></tr>
<tr><td>50N</td><td>50R</td><td>51</td><td>55</td><td>61</td><td>63</td><td>73</td><td>90</td><td>92</td><td>96</td><td></td></tr>
</table>
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 Data Entry 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”.</td></tr>
</table>

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*--575 Completing SURE 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 SIR 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: Grapefruit is an insurable crop in County A, but the producer did **not** purchase crop insurance, they paid the fee for Buy-In. 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, 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, 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, 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, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be "NV" for the noninsurable value-based crop.--*

*--575 Completing SURE 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		100	01
H		102	
H			
H		102	

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	SIR 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 Workbook as "**PP**".
Stage Code: Adj. Fact. 1	Stage Code: Adjustment Factor 1	SIR 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 SIR 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.

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*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

Label	Full Name	Source	Definition and Rule
Unit #	Unit Number	SIR RMA Data or NAP Data	Enter RMA or NAP unit number. Required for all crops with purchased coverage (NAP, RMA).
Plt Per.	Planting Period	SIR NAP, Buy-In, or Relief Data	Enter 2-digit FSA planting period (for example, “01”, “02”); required for all NAP coverable crops.

Note: See Exhibit 4 for more information.

This 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	SIR 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 SIR RMA Section, including guarantee, reduction, multiple-cropping, and option codes. For other types of coverage, this is required for late planted crops. The Data Entry Worksheet can hold up to 3 adjustment codes.
Guarantee Adjustments: Adj. Fact. 2, 3, 4	Guarantee Adjustment Factors 2, 3, 4	SIR 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 Data Entry Worksheet can hold up to 3 adjustment factors. If any of the Guarantee Adjustment Factors are 0.000 or 1.000, enter 1.000 or leave blank.

Note: See Exhibit 4 for more information.--*

*--575 Completing SURE 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 Elect.
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	SIR 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	SIR 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	SIR 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	SIR 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	SIR 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.

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575 Completing SURE 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	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price ($)
4.22		4.22		4.7500
		147		11.5000
	78	51		84.0000
		43		3.8500

Enter SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Yield (APH)	Actual Production History	SIR NAP Data	Enter NAP approved yield in hundredths, as applicable. Required for purchased NAP yield-based crops. ***--Note:** See paragraph 311 for avocados and pecans.**--***
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 "B", "R", and "S" RMPR Code entries and purchased whole farm revenue policies (for example AGR and AGR-Lite), except for value loss. The SURE Workbook will factor 65 percent of the entered CEY for "B", "R", and "S" types of coverage. ***--Note:** See paragraph 311 for avocados and pecans.**--***
SURE Yield	SURE Yield	SURE Workbook Calculates	The SURE Workbook will determine the SURE Yield after all data entry is complete and all yield data is complete on the Yield Determination Tool.
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 or a message will display in the workbook saying "Warning: Total of HMP for all uses of the acres must equal 100 percent." Each county/crop/type/use must be the same or a message will be displayed in the workbook saying "Warning: HMP should be the same for all crop/type/use in the county unless there are differences for specific acreages." 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. For **insured** multiple market crops, **only** applicable to plan codes 50R, 51, 55, 61, and 63.

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

Label	Full Name	Source	Definition and Rule
Price	Price	SIR NAP or RMA Data or STC Determined	For insured crops, where an RMA price is provided on SIR, 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.

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	2009 NAMP ($)	QA Factor	Salvage Value ($)	RMA Net Indemnity			
					Producer Premium	Gross Indemnity	Fld Mrkt Val A ($)	Fld Mrkt Val B ($)
31,600.00		3.5000						
15,695.00		7.0000			800.00	10,800.00		
76.40		88.0000						
2,320.00		1.8000			400.00	5,400.00		

Enter revenue data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Production to Count	Production to Count	SIR RMA or NAP Data or Producer	Enter the production as provided by RMA, NAP or the producer. Required for all entries except value loss, do not enter for 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. If maximum average loss applies, calculate the production outside of the SURE Workbook. **Only** if the maximum average production is **greater** than the producer's certified production to count, enter the maximum average loss production in the "COC Adjusted Production" field. **Not** applicable to value loss crops. **Note:** "Production Type" field **must** be blank when quality adjustment factor is being applied.

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*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

Label	Full Name	Source	Definition and Rule
2009 NAMP ($)	2009 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. **Example:** For 20 percent loss approved, County Office would enter ".8000" in the SURE Workbook. The calculation defaults to "1.000" if no value is entered (paragraph 66). Use the following table to determine when to enter quality adjustment factor:

This table provides when to include quality adjustment factor.

Crop Type	Type of Approved Quality Adjustment Factor	Entry for Data Entry Worksheet	Entry for Crop Loss Tool
Insured with "L" (Loss) Record present in SIR and listed in Exhibit 17 with "yes".	Separate Moisture and Other Quality factors.	Enter Combined Quality Adjustment Factor	Enter Moisture Quality Adjustment **only**
	Total Quality (1 factor).	Enter Total Quality Adjustment Factor	No entry for Quality Adjustment
All Others (on Exhibit 17 with a "no", or not listed on Exhibit 17).	Separate Moisture and Other Quality factors.	Enter Combined Quality Adjustment	Enter Combined Quality Adjustment
	Total Quality (1 factor).	Enter Total	Enter Total

Note: When a quality adjustment factor is entered for an "All Others" crop on the Data Entry Worksheet, the SURE Workbook will automatically transfer the quality adjustment factor to the Crop Loss Tool. For insured crops listed in Exhibit 17 with a "yes", and have an "L" (Loss) Record present in SIR, the quality adjustment factor **must** be entered manually in the Crop Loss Tool, when applicable, according to this table.**--***

575 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

*--

Label	Full Name	Source	Definition and Rule
Salvage Value ($)	Salvage Value in Dollars	SIR RMA or NAP Data or Producer	Enter salvage value in whole dollars, if applicable.
RMA Net Indemnity **1/** **2/**	Producer Premium	SIR	Enter the whole dollar amount as reported in the "A" (Acreage) Record of SIR. **Note:** If an indemnity is entered on a line of the SURE Workbook, but there is no premium for the line, "0" (zero) must be entered for the premium.
	Gross Indemnity	SIR	Enter the whole dollar amount as reported in the "L" (Loss) Record of SIR
Value Loss Crops Only - Fld Mrkt A ($) **3/**	Field Market Value A in Dollars	SIR RMA or NAP Data or Producer	Enter FMV A in whole dollars, if applicable.
Value Loss Crops Only - Fld Mrkt B ($) **3/**	Field Market Value B in Dollars	SIR RMA or NAP Data or Appraised	Enter FMV B in whole dollars, if applicable.

1/ When SIR includes crops that are ineligible for SURE, and gross indemnities and producer premiums are included in the records for those crops, use 1 line to enter this data in the 2009 SURE Workbook. On this line, under the "Crop" column, select "Ineligible Crop Indemnity" and enter the total producer premiums for all crops administered by the county that are ineligible for SURE that have been paid an indemnity. The total gross indemnities for these crops would also be entered on this line. These will be the **only** entries allowed when "Ineligible Crop Indemnity" is selected as the crop for a line.

2/ For all eligible SURE crops, enter the premium and indemnity reported on SIR for each crop as reported. The SURE Workbook will include all indemnities and **only** the premium for crops where an indemnity has been paid for the net indemnity calculation.

3/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred, according to--* paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

H Entering COC Determination Data

The following is an example of the Data Entry Worksheet COC Determinations data cells.

COC Determinations (only required for adjustments)				
Adjusted Production (Overrides Production to count)	Assigned Production (Added to Production)	Salvage Value ($) (Overrides Salvage Value)	Value Loss Crops Only	
			Fld Mrkt A ($) (Overrides FMV A)	Fld Mrkt B ($) (Overrides FMV B)

Enter revenue data in all light green cells, as follows.

Label	Full Name	Source	Definition and Rule
COC Determinations - Adjusted Production	COC Adjusted Production	COC Determined	Enter COC adjusted production. This amount will override the producer's production to count.
COC Determinations - Assigned 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 ($) **1/**	COC Field Market Value A in Dollars	COC Determined	Enter COC FMV A in whole dollars, for value loss crops **only**. This amount will override the producer's FMV A.
COC Determinations - Value Loss Crops Only - Fld Mrkt B ($) **1/**	COC Field Market Value B in Dollars	COC Determined	Enter COC FMV B in whole dollars, for value loss crops **only**. This amount will override the producer's FMV B.

1/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred, according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

I Crop Loss Tool

See paragraph 577 for information on the Crop Loss Tool.

Note: Data will **not** transfer from the Data Entry Worksheet to the Crop Loss Tool using the "Go To Crop Loss Tool" button.

J Value Loss Tool

The SURE Workbook features a Value Loss Tool. The Value Loss Tool may be used for noninsurable or NAP value loss crops without CCC-576 on file and that have graduated prices. To navigate to the Value Loss Tool, CLICK "**Go To Value Loss Tool**" from the Data Entry Worksheet.

The SURE Workbook provides a Value Loss Tool Worksheet to assist users in calculating "Field Market Value A" and "Field Market Value B" fields for value loss crops. Users 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, and 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**.—*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

J Value Loss Tool (Continued)

FMV A and FMV B are calculated for each line item. The blue cells display the FMV A and FMV B totaled for all line items entered. Users manually enter the calculated FMV A and FMV 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 "Field Market Value B" fields **must** be manually transferred to the Data Entry Worksheet by the user. To return to the Data Entry Worksheet, CLICK "**Go To Data Entry**".

Note: The Value Loss Tool is optional. If users choose to use the Value Loss Tool, the page shall be printed and filed in the producer's SURE Program folder.

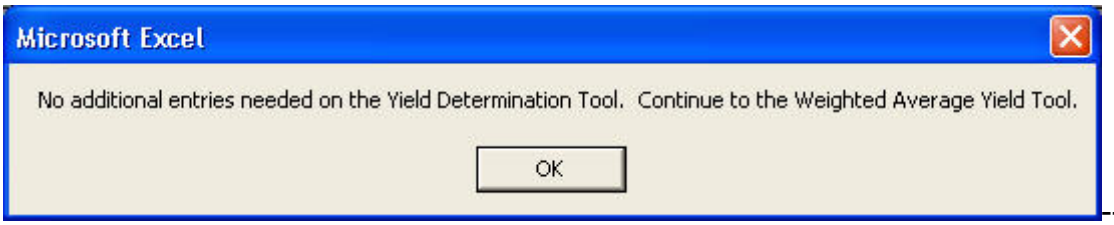
K Yield Determination Tool

The SURE Workbook features a Yield Determination Tool. When all crop data entry is complete, CLICK **"Go To Yield Determination Tool"**; the SURE Workbook will navigate the user to the Yield Determination Tool to enter applicable yields.

If any additional crop line entries are loaded into the Data Entry Worksheet, or the "Yield (APH)" or "County Exp. Yield" entries are changed in the SURE Workbook, the "SURE Yield" field will need to be recalculated. Either of the following will reset the "**Go To Yield Determination Tool**" button, to re-run the Yield Determination Tool and Weighted Average Yield Tool, according to this subparagraph:

- changing the "Yield (APH)" or "County Exp. Yield" entries
- clicking "Go To Yield Determination Tool".

If crops entered on the Data Entry Worksheet do **not** have a CC yield or NAP APH, the following message will be displayed. CLICK "**OK**" to continue to the Weighted Average Yield Tool.



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*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

Weighted **CC yields** are provided in SIR Section 11, 2009 CC Yield Data, if the producer has established CC yield for the crop on any farm in the applicable SURE program year. The following is an example of the SIR Section 11, 2009 CC Yield Data.

11 2009 CC YIELD DATA

CROP	TYPE	I U	WTD CC YLD	UOM
CORN	YEL	GR	145	BU
OATS	SPR	GR	24	BU
SOYBN	COM	GR	43	BU

The SURE Workbook has been designed to retrieve SURE crops that the user has loaded on the Data Entry Worksheet for which CC yields apply to the Yield Determination Tool. See Exhibit 30 for a list of SURE crops with CC yields.

Note: Users may receive CC yield for Peanuts "GP" (green peanuts) on SIR Section 11, 2009 CC Yield Data and the Yield Determination Tool may prompt users to enter CC yield for Peanuts "GP" (green peanuts); however, CC yield for Peanuts "GP" (green peanuts) should **not** be entered in the Yield Determination Tool because the yield for Peanuts "GP" (green peanuts) was assigned in 2002 for DCP.

In the following example, the Yield Determination Tool has identified the following as crops for which CC yields apply:

- insured corn, yellow, grain
- insured soybeans, common, grain
- waived-in oats, spring, grain.

The user has entered the Weighted CC Yield from SIR Section 11, 2009 CC Yield Data.

2009 Yield Determination Tool

Counter-Cyclical Yields

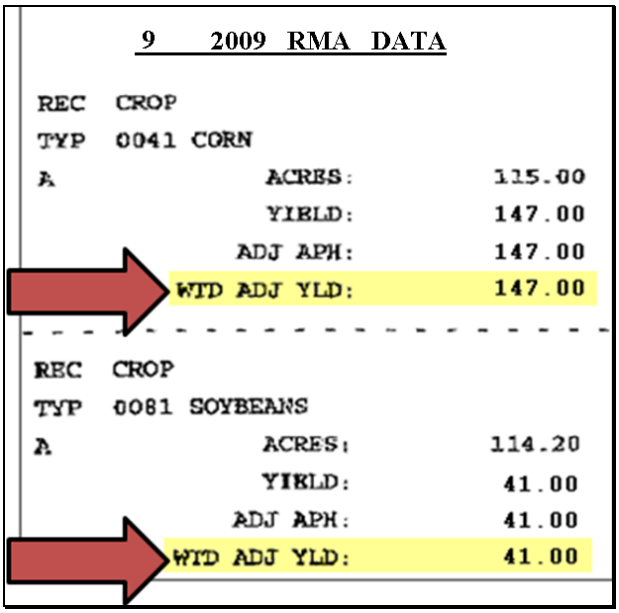
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield
	Insured Corn	YEL	gr	bu	145
	Insured Soybeans	COM	gr	bu	43
	Waived-in Oats	SPR	gr	bu	24

Note: If the producer does **not** have an established CC yield in the applicable SURE program year for the crop, the user shall leave the cell **blank**.--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

RMA Weighted Adjusted Yield - RMA weighted adjusted yield is provided in SIR, Section 9, 2009 RMA Data.



```
9    2009 RMA DATA

REC  CROP
TYP  0041 CORN
A                ACRES:        115.00
                 YIELD:        147.00
               ADJ APH:        147.00
           WTD ADJ YLD:        147.00
- - - - - - - - - - - - - - - - - - - -
REC  CROP
TYP  0081 SOYBEANS
A                ACRES:        114.20
                 YIELD:         41.00
               ADJ APH:         41.00
           WTD ADJ YLD:         41.00
```

The SURE Workbook has been designed to identify SURE crops that the user has loaded on the Data Entry Worksheet for which the RMA weighted adjusted yield applies to the Yield Determination Tool, using the RMPR Code and Plan Code.

Note: Plan codes 12, 13, 14, 41, 46, 47, and 73 will **not** have an RMA weighted adjusted yield.--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

In the following example, the Yield Determination Tool has identified the following as insured crops for which RMA weighted adjusted yield applies:

- insured corn, yellow, grain
- insured soybeans, common, grain.

The user has entered the RMA weighted adjusted APH from SIR Section 9, 2009 RMA Data.

2009 Yield Determination Tool

Counter-Cyclical Yields

Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield
	Insured Corn	YEL	gr	bu	145
	Insured Soybeans	COM	gr	bu	43
	Waived-in Oats	SPR	gr	bu	24

Note: If the producer has a CC yield, but no RMA weighted adjusted yield, no entries are required.

If the producer has an RMA weighted adjusted yield, but no CC yield, no entries are required.

If any crops are added or removed from the Data Entry Worksheet, any CC yields or RMA weighted adjusted yields that have been entered on the Yield Determination Tool will be deleted, the cells will turn orange, and the message, "Crop entries changed, review data." will be displayed. This indicates that a crop has been added or removed from the Data Entry Worksheet and the CC yield and RMA weighted adjusted yield entries need to be re-entered.

After the CC yields and RMA weighted adjusted yields are re-entered, and the user either clicks "Go To Data Entry" or "Go To Weighted Average Yield Tool", the orange coloring and message will no longer be displayed.

Note: The SURE Workbook allows for entering only one RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for multiple RMA weighted adjusted yields. See paragraph 580 for instructions for using the "Blended RMA Weighted Adjusted Yield Tool," that can be accessed by the "Go to the Blended RMA Wtd Adj Yld Tool" button on the top of the "2009 Yield Determination Tool."

--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

NAP Adjusted Yield - The annual yield data for NAP is provided in SIR Section 3, 2009 NAP Approved Yield History File.

CROP YEAR	YIELD	YLD TYPE
2008	1.77	A
2007	1.68	R
2006	1.70	A
2005	1.60	O
2004	1.59	P
2003	1.79	A

The SURE Workbook has been designed to identify SURE crops that the user has loaded on the Data Entry Worksheet for which the NAP adjusted APH applies to the Yield Determination Tool, using the RMPR Code and Coverage Code.

In the following example, the Yield Determination Tool has identified NAP Alfalfa FG as a noninsured crop with purchased coverage for which NAP adjusted APH applies. The user has entered **all** of the annual yield data for NAP, including year, yield, and yield type from SIR Section 3, 2009 NAP Approved Yield History File.

Crop Information for NAP Adjusted Yield										NAP Yields											
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	Stat. Code	Practice	Acres	Unit and Plt. Per.	UOM	Message	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type
	Alfalfa		Fg	I	NI	19.10	100/01	Ton	Adj Yld: 1.69 Ton	2008	1.77	A	2007	1.68	R	2006	1.70	A	2005	1.60	O

Year	Yield	Yld Type	Year	Yield	Yld Type
2004	1.59	P	2003	1.79	A

Note: The user will enter **every** year, yield, and yield type present in SIR Section 3, 2009 NAP Approved Yield History File. The Yield Determination Tool has been designed to remove the applicable replacement yields.**--***

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

If any of the following NAP crop data; State and county code, crop, type, IU, status code, practice, acres, unit, planting period, or unit of measure changes, the cells will turn orange and the message "Crop entries changed, review data." will be displayed. This indicates 1 of these data entries has changed on the Data Entry Worksheet and the NAP yield data entries need to be reviewed. After the SURE Workbook is saved and retrieved, the orange coloring and message will no longer be displayed.

After all yield entry has been completed on the Yield Determination Tool, CLICK "**Go To Weighted Average Yield Tool**" to continue.

To go back to Data Entry Worksheet, CLICK **"Go to Data Entry".**

L Weighted Average Yield Tool

The SURE Workbook features a Weighted Average Yield Tool. When all crop data and yield entry is complete, and the user has clicked "Go To Weighted Average Yield Tool", the SURE Workbook will navigate the user to the Weighted Average Yield Tool.

The following is an example of the Weighted Average Yield Tool.

2009 Weighted Average Yield Tool							Information from Other Administrative Counties				
Select Crops	St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	
									-	-	Info Only:
	99-999	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22
	99-999	Oats	SPR	Gr	Bu	Waived-in	29.00	51.00			51

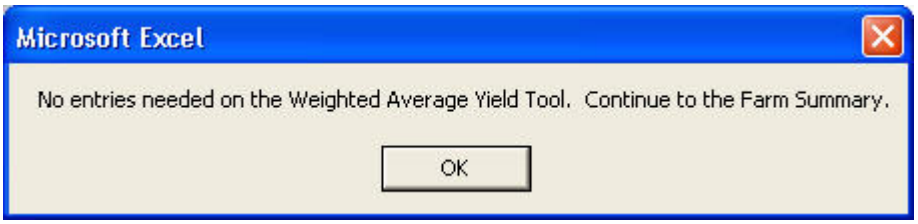
Crops that require the yields to be weighted using the Weighted Average Yield Tool are NAP yield based crops, waived-in yield based crops, and insured crops with plan codes 50R, 51, 55, 61, 63.

Crops that do **not** require the yields to be weighted using the Weighted Average Yield Tool are insured crops with plan codes 12, 13, 14, 25, 41, 42, 43, 44, 45, 46, 47, 50N, 73, 86, 90, 92, 96, and NAP value loss crops.--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

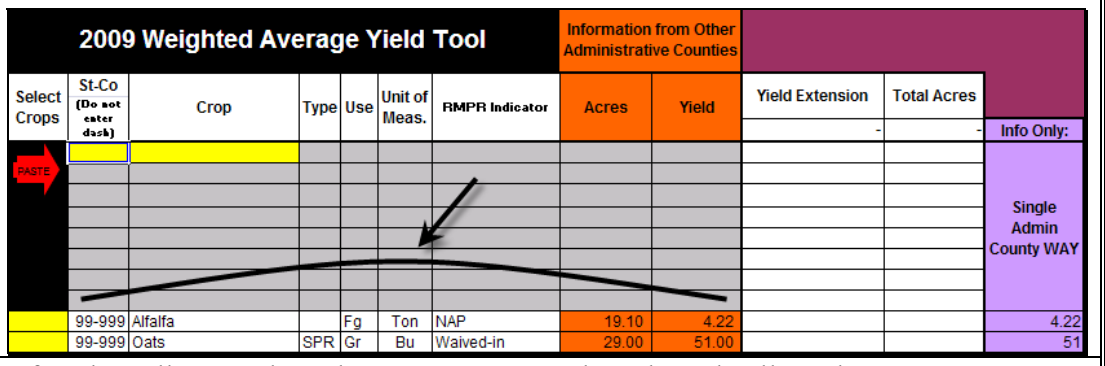
If crops entered on the Data Entry Worksheet do **not** require a weighted average yield, the following Microsoft Excel dialog box will be displayed. CLICK "**OK**" to continue to the farm summary.



Multiple County Weighted Average Yields - If the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties, then the weighted average yield data from **1 administrative** county **must** be added to the other administrative county's Weighted Average Yield Tool for the yields to be weighted, according to the following instructions.

Note: Using the Weighted Average Yield Tool in this manner is **rare**.

Step	Action
1	Open all SURE Workbooks for the producer and navigate to the **"Weighted Average Yield Tool"** on **all** SURE Workbooks.
2	Click **1 administrative county's** SURE Workbook on the taskbar.
3	For the common crop that is grown in the same physical county, select the cells "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield", according to the following example:
4	After the cells are selected, RIGHT-CLICK the selected cells and LEFT-CLICK "**Copy**".
5	Click on the other administrative county's SURE Workbook.

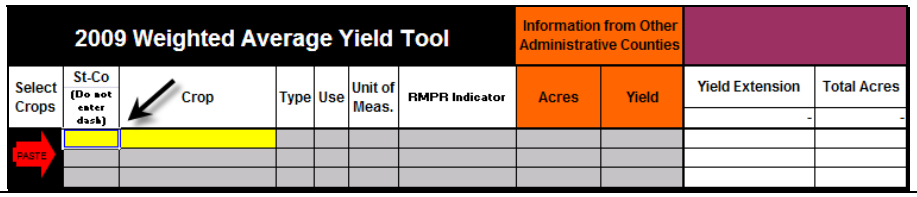
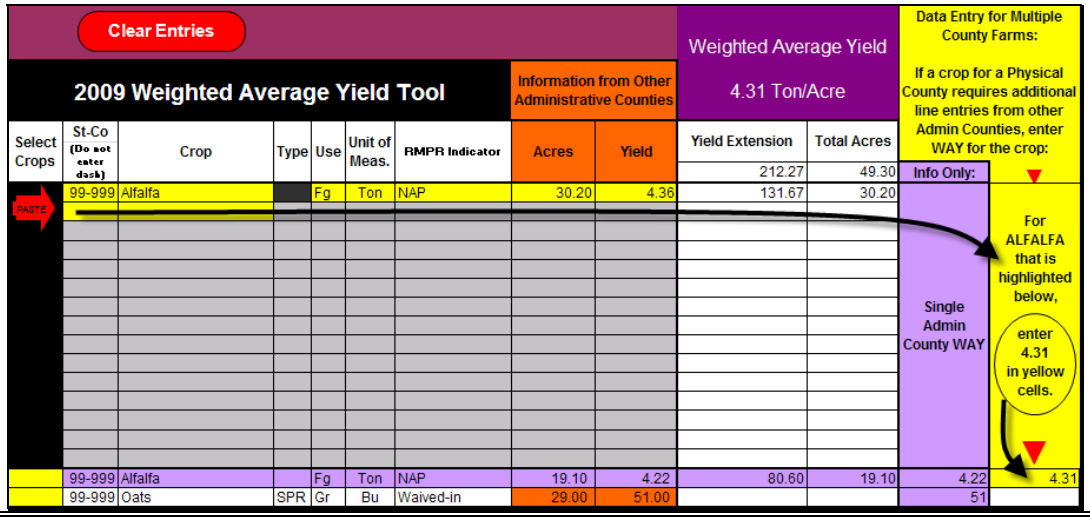


2009 Weighted Average Yield Tool							Information from Other Administrative Counties				
Select Crops	St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	Info Only:
PASTE									-	-	
											Single Admin County WAY
	99-999	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22
	99-999	Oats	SPR	Gr	Bu	Waived-in	29.00	51.00			51

--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
6	On the other administrative county's SURE Workbook CLICK the top left yellow cell in the "St-Co" column (see reference arrow in this example). 
7	CLICK red "**Paste**" arrow, the copied data will populate to the appropriate cells. The Weighted Average Yield calculation will be performed for **all** lines of the same physical county, crop, type, use, and unit of measure. After the "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield" data is entered, follow the instructions for "Data Entry for Multiple County Farms", shown on the right side of the following screen capture. The multiple county weighted average yield **must** be entered manually by the user, where the instructions indicate. **Note:** If the crop with the weighted average yield is a multiple market crop, the weighted average yield **must** be entered for **all** uses of the crop within the SURE Workbook. 

--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

After the weighted average yield calculation has completed, CLICK **"Go To Farm Summary"** to continue.

To go back to Data Entry Worksheet, CLICK **"Go to Data Entry".**

M Go To Farm Summary

After the basic producer information, other payment amounts, crop data, COC determinations, yields, and weighted average yields are entered and complete, the user can move to the Farm Summary Worksheet by clicking "Go To Farm Summary". The SURE Workbook will navigate the user to the Farm Summary Worksheet.

After users click "Go to Farm Summary", the 10% Loss Tool is run. Go to paragraph 577 for more information about the 10% Loss Tool.--*

*--576 Completing SURE Workbook Farm Summary Worksheet

A Farm Summary Worksheets

Much of the Farm Summary Worksheet is automatically calculated for the user from the entries made throughout the SURE Workbook. 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
- disclaimer statement
- FSA County Office Use Only portion.

Producer Name	
Any Producer	
Recording County	
Anywhere, St	

2009 SURE Program Farm and Eligibility Summary

FSA County Office Use Only		
SURE Payment Amount		$ 190,616
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	aaa	12/12/2010
2nd Party Rev:	bbb	12/14/2010
Ap:	ccc	12/20/2010

Farm Data

Enter data for up to six additional counties:

County:	99-999						
1. Program Guarantee	$ 595,692						
2. Not Applicable for 2009							
3. Expected Revenue	$ 769,456						
4. Estimated Crop Value	$ 231,364						
5. Other Revenue	$ 46,634						
6. Disaster Declaration ("x")	x						

Eligibility Information

Farm Requirement	7. Located in a Disaster County?			Yes
	8. Production Loss % for the farm			55%
Crop Requirement	9. Does at least one crop have the required 10% loss? (yes =			x
	10. Crops with a 10% loss (List at least one crop, if applicable.)	corn	oats	soybeans

Payment Information

Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)	$ 595,692
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 692,510
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$ 595,692
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 277,998
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$ 190,616

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.

Note: Screen capture for example purposes **only**.--*

*--576 Completing SURE 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
Any Producer
Recording County
Anywhere, St

C Farm Data

This following example portion contains farm data.

Farm Data	
County:	99-999
1. Program Guarantee	$ 595,692
2. Not Applicable for 2009	
3. Expected Revenue	$ 769,456
4. Estimated Crop Value	$ 231,364
5. Other Revenue	$ 46,634
6. Disaster Declaration ("x")	x

Item	Title	Content
1	Program Guarantee	SURE guarantee calculated from the data entered into the Data Entry Worksheet. Used to calculate the SURE payment amount.
2	Not Applicable for 2009	Stimulus is **not** available in 2009 SURE.
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.

--*

*--576 Completing SURE Workbook Farm Summary Worksheet

D Farm Data for Other Counties

Only in cases where the producer is a multi-county producer and this SURE 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 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:	99-999	99-998
1. Program Guarantee	$ 595,692	$ 4,654
2. Not Applicable for 2009		
3. Expected Revenue	$ 769,456	$ 6,226
4. Estimated Crop Value	$ 231,364	$ 6,544
5. Other Revenue	$ 46,634	$ 750
6. Disaster Declaration ("X")	X	X

Note: Screen capture for example purposes **only**.

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 and administrative county's SURE Workbooks.

The following are the instructions for the **recording county** to follow on the **recording county's** SURE 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	

--*

*--576 Completing SURE Workbook Farm Summary Worksheet

D Farm Data for Other Counties (Continued)

The following are the instructions for the **recording county** to follow on the **administrative county**'**s** SURE 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 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 Data Entry Worksheet Basic Information Section.

If the user needs to remove the pasted data, the user shall:

- ENTER "**D**" (for delete) in the cell above the pasted county data
- PRESS "**Enter**"
- CLICK "**To Delete a County Enter a "D" above the county, press "enter" and click on this box**".

Farm Data

Enter data for up to six additional counties:

To Delete a County
Enter a "D" above the county, press "enter" and click on this box.

County:	99-999	99-998		
		D		
1. Program Guarantee	$ 595,692	$ 4,654		
2. Not Applicable for 2009				
3. Expected Revenue	$ 769,456	$ 6,226		
4. Estimated Crop Value	$ 231,364	$ 6,544		
5. Other Revenue	$ 46,634	$ 750		
6. Disaster Declaration ("x")	x			

--*

*--576 Completing SURE Workbook Farm Summary Worksheet

D Farm Data for Other Counties (Continued)

Each SURE Workbook is only able to summarize 6 additional county workbooks. If a recording county has a producer with more than 6 additional workbooks to summarize, the following procedure will need to be followed:

Step	Action
1	Complete the workbook with the maximum 6 additional workbooks.
2	Create a second workbook for the same recording county.
3	Only complete the "Basic Information" block on the Data Entry Worksheet showing the same recording county. Do **not** enter **any** crop or payment data.
4	Go to the farm summary page.
5	Add the remaining administrative counties.
6	Save the file adding a "2" at the end of the file name so it will not overwrite the first recording county workbook.
7	Send the two XML files to the National Office by e-mail. The files will be merged and returned as 1 file.

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	54%

Notes: Screen capture for example purposes **only**.

If a producer is multi-county and the "copy and paste" process has been performed as described in subparagraph D, the percentage displayed in item 8 will represent the revenue loss for all counties included in the summarization.**--***

*--576 Completing SURE Workbook Farm Summary Worksheet

E Eligibility Information (Continued)

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 requirement not met. Farm must be located in a disaster county or production loss must be greater than 50%.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.

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% loss (List at least one crop, if applicable.)	CORN	OATS	SOYBEANS

Note: Screen capture for example purposes **only**.

If at least 1 crop has a 10 percent production loss, ENTER "**X**" in item 9. After this has been completed, the SURE payment amount will be displayed in the Payment Information portion.

Note: To determine if 10 percent production loss has been met, see paragraph 577.

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 at least one crop of economic significance did not suffer at least a 10% loss.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.--*

*--576 Completing SURE Workbook Farm Summary Worksheet

F SURE Information

The following data will be automatically calculated.

Item	Title and Rule
11	Program Farm Guarantee (Total of Item 1) (from subparagraph C or D)
12	90 percent of Expected Revenue Cap (90 percent 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 percent times (Item 13 - Item 14)). Zero if negative.

Payment Information			
Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)	$	600,346
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$	698,114
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$	600,346
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$	254,858
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$	207,293

Note: Screen capture for example purposes **only**.

G Disclaimer Statement

The following disclaimer will print on the bottom of the Farm Summary Worksheet.

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.

--*

*--576 Completing SURE Workbook Farm Summary Worksheet

H FSA County Office Use Portion

The following data will be automatically calculated.

Item	Definition and Rule
SURE Payment Amount	Automatically calculated. This SURE payment amount will be entered into the payment software for SURE payment processing.
Data Loaded by	FSA employee that completed the SURE Workbook will enter their initials and date completed.
2nd Party Rev	FSA employee that completed the required second-party review of the SURE Workbook will enter their initials and date completed.
Finalized by	When **all** the following necessary summarization is done and FSA-682 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. **Note:** "Finalized by" will only be displayed on recording county's SURE Workbook, regardless of whether the SURE Workbook is for a multi-county producer.

FSA County Office Use Only		
SURE Payment Amount	$	207,293
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	aaa	12/12/2010
2nd Party Rev:	bbb	12/14/2010
Finalized by:	ccc	12/20/2010

Note: Screen capture for example purposes **only**.--*

576 Completing SURE Workbook Farm Summary Worksheet (Continued)

I Errors

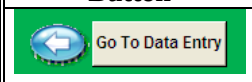
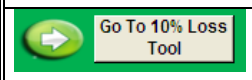
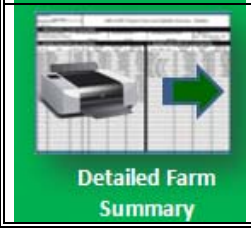
If any cell on the Farm Summary Worksheet contains, "**#VALUE!**" or "**#N/A**", go back to the Data Entry Worksheet and make sure each applicable highlighted or yellow cell is completed for each crop.

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 user to the Data Entry Worksheet.
	Returns user to the SURE Workbook-generated FSA-682, page 2 (subparagraph 578 B).
	Returns user to the 10 Percent Loss Tool.
	Prints the following summaries: • Data Entry • Yield Determination Tool, if applicable • Loss Percentage Tool for multi-county farms, if applicable • Farm Summary • FSA-682, page 2 (subparagraph 578 B) • 10 Percent Loss Tool. **Note:** The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook *--template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be--* provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.
	Prints the Farm Summary Page only.
	Prints a Detailed Farm Summary (subparagraph K).

*--576 Completing SURE Workbook Farm Summary Worksheet

K Example of Detailed Farm Summary

The following is an example of a Detailed Farm Summary.

Producer Name	2009 SURE Program Farm and Eligibility Summary - Detailed
Any Producer	
Administrative County	
Anywhere, St	

A. Administrative County Information

Information for Crops in this Administrative County	1. Total Crop Guarantees	2. Total Other Revenue	3. Total Estimated Crop Value	4. Difference (Items 1 minus 2 minus 3)
	$595,692	$46,634	$231,364	$317,694

B. Detailed Information by Line Entry / **C. Detailed Information by Crop/Type/Use**

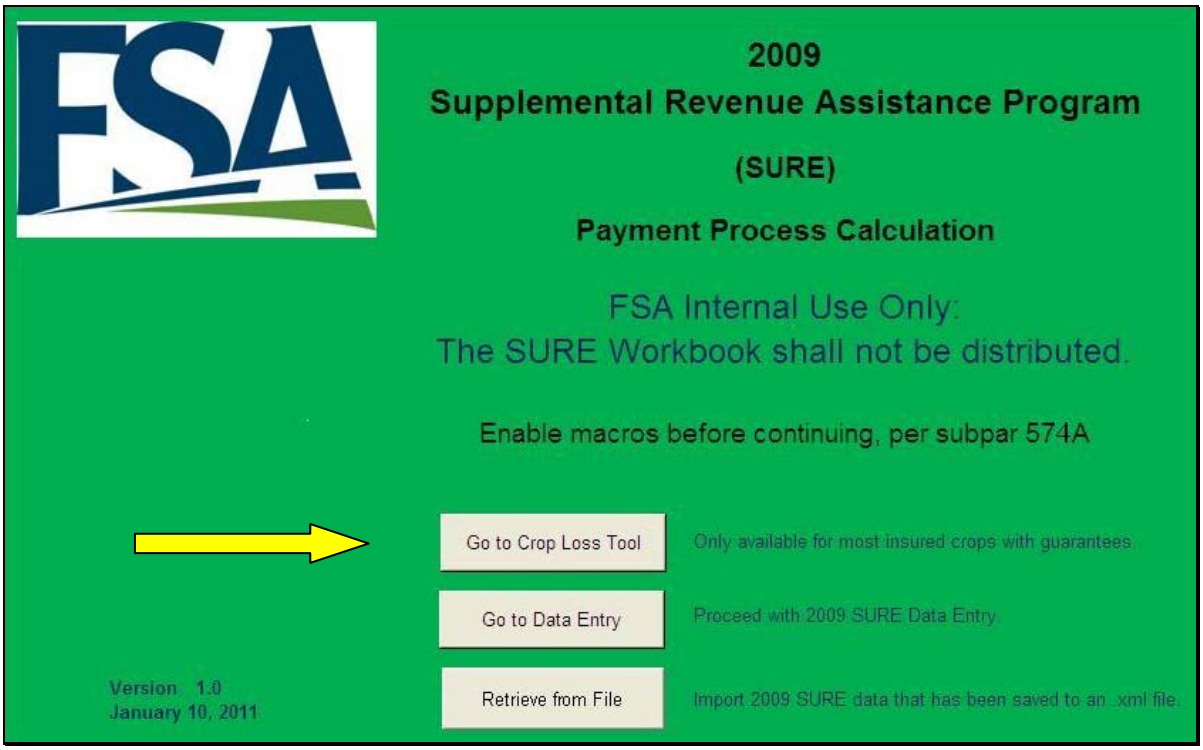
5. St-Co	6. Crop	7. Acres	8. Unit	9. Guarantee	10. Crop Value	11. Difference (Items 9 - 10)	12. Crop - Type - Use	13. Guarantee	14. Crop Value	15. Difference (Items 13 - 14)
99-999	Alfalfa	19.10	100	$ 230	$ 110,600	$ (110,370)	Alfalfa - Fg	$ 230	$ 110,600	$ (110,370)
99-999	Corn	390.00	102	$ 341,575	$ 109,865	$ 231,710	Corn - YEL - Gr	$ 341,575	$ 109,865	$ 231,710
99-999	Oats	29.00		$ 39,290	$ 6,723	$ 32,567	Oats - SPR - Gr	$ 39,290	$ 6,723	$ 32,567
99-999	Soybeans	313.90	102	$ 214,597	$ 4,176	$ 210,421	Soybeans - COM - Gr	$ 214,597	$ 4,176	$ 210,421

--*

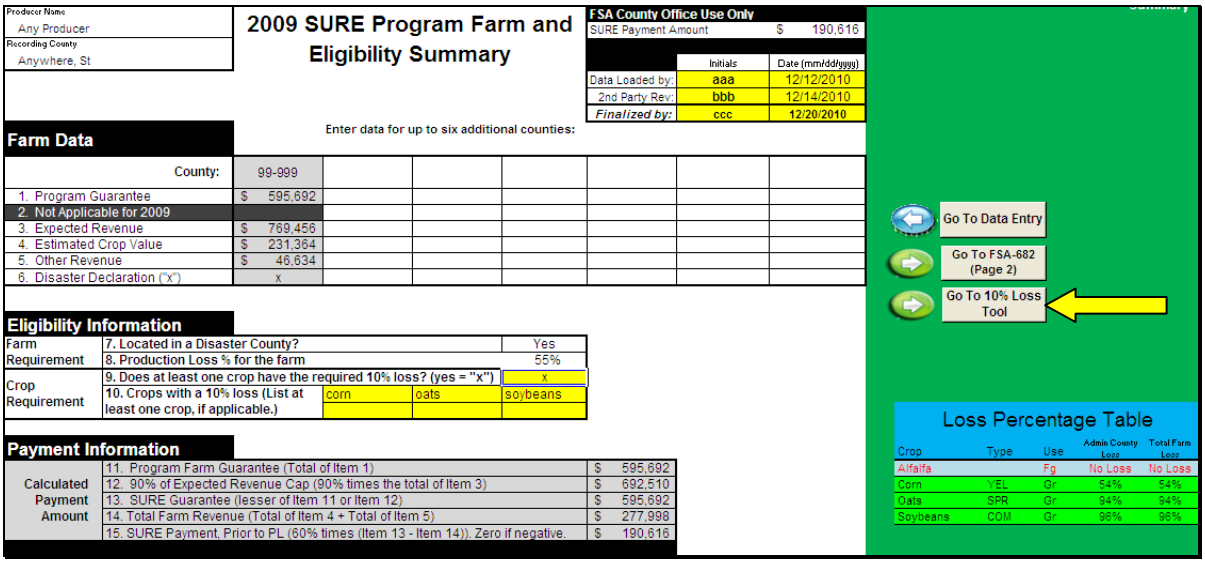
*--577 Completing SURE Workbook Crop Loss Tools

A Overview

There are 2 Crop Loss Tools in the SURE Workbook. The first is an optional preliminary crop loss tool called the "2009 Crop Loss Tool" and is accessed by the "Go to Crop Loss Tool" on the startup page of the SURE Workbook.



The second crop loss tool is called the "10% Loss Tool" and is accessed by the "Go To 10% Loss Tool" button on the Farm Summary Page.



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*--577 Completing SURE Workbook Crop Loss Tools (Continued)

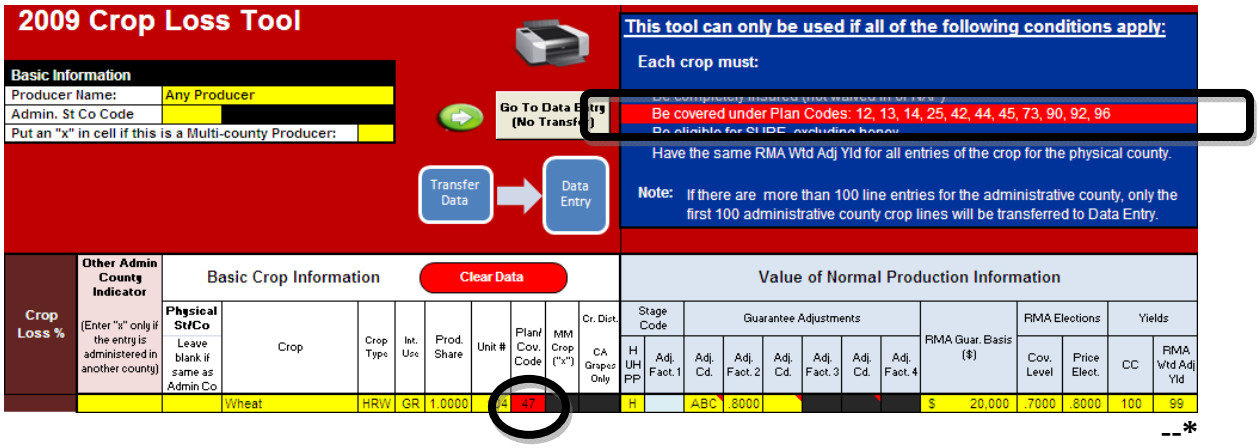
B 2009 Crop Loss Tool

The 2009 Crop Loss Tool:

- is optional
- calculates a loss percentage **only** for insured crops that have a guarantee basis provided by RMA
- **requires** that only minimal data need to be entered
- provides a preliminary method for determining when a producer has met the 10 percent or 50 percent loss requirement for farms where all crops are as follows:
  - completely insured (not waived-in or NAP)
  - covered under plan code 12, 13, 14, 25, 42, 44, 45, 73, 90, 92, or 96 (RMA guarantee provided)
  - eligible for SURE, excluding honey
  - have the same RMA "WTD ADJ YLD" for all acres of the same crop within a physical county.

If an entered crop does **not** meet these specifications, the requirement being violated will turn red in the blue box in the upper portion of the 2009 Crop Loss Tool as well as the data in the Basic Crop Information. This **must** be corrected **before** work in the 2009 Crop Loss Tool may continue.

In the following example, "47" has been entered in the column for "Plan/Cov. Code." This has caused the cell to turn red with the following line of requirements turning red in the blue box in the upper right hand corner, "Be covered under Plan Codes 12, 13, 14, 25, 42, 44, 45, 73, 90, 92, 96." Because this crop does **not** meet this requirement, the wheat crop insured under a "Plan Code 47" **cannot** be included in the Crop Loss Tool and **must** be removed.



--*

***--577 Completing SURE Workbook Crop Loss Tools (Continued)**

B 2009 Crop Loss Tool (Continued)

When all crops on the farm do not fall under the requirements in this subparagraph, the entire SURE Workbook will need to be completed and the 10% Loss Tool will be used to determine eligibility based on crop losses.

Notes: When all crops on the farm have met requirements of the 2009 Crop Loss Tool, and a 2009 Crop Loss Tool has been completed, the tool may show that the producer is **not** eligible for SURE. In this case, the producer **must** be made aware of the results of the 2009 Crop Loss Tool. It is the producer's responsibility to decide whether or not to proceed with the complete SURE Workbook.

The only way the 2009 Crop Loss Tool can be accurate is if **all** crops on the farm have met the 2009 Crop Loss Tool requirements, and **all** crops have been included in the 2009 Crop Loss Tool. The 2009 Crop Loss Tool only allows limited data and is only to be used as a preliminary determination of eligibility based on production loss. There is always a possibility that the results of the 10% Loss Tool will differ from those of the 2009 Crop Loss Tool after the entire SURE Workbook has been completed, especially when crop loss is close to the 10 percent or 50 percent level. The results of the 2009 Crop Loss Tool **must always** be verified with the Loss Percentage Table **after** the SURE Workbook is completed to ensure that a producer eligible for SURE.

Minimum data is required to be entered in the 2009 Crop Loss Tool because only the loss is being calculated. Data from other counties may be entered to determine if the total farm meets the 50 percent production loss requirement or if similar crops in multiple counties will meet the 10 percent crop loss requirement.**--***

*--577 Completing SURE Workbook Crop Loss Tools (Continued)

B 2009 Crop Loss Tool (Continued)

When data from other counties are entered, an "**X**" **must** be placed in the "Other Administrative county Indicator" column to the immediate left of the Basic Crop Information. If an "**X**" is **not** entered, that crop will be transferred to the Data Entry Worksheet when data is transferred to the Data Entry Worksheet.

For detailed instructions on entering data in all of the other columns of the 2009 Crop Loss Tool, see paragraph 575.

2009 Crop Loss Tool

Basic Information	
Producer Name:	Any Producer
Admin. St Co Code	99-999
Put an "x" in cell if this is a Multi-county Producer:	

If all crops have been entered for the SURE Farm, the production loss for the 50% Farm Requirement is:
69%

Go To Data Entry (No Transfer)

Transfer Data → Data Entry

This tool can only be used if all of the following conditions apply:

Each crop must:

Be completely insured (not waived in or NAP)
Be covered under Plan Codes: 12, 13, 14, 25, 42, 44, 45, 73, 90, 92, 96
Be eligible for SURE, excluding honey
Have the same RMA Wtd Adj Yld for all entries of the crop for the physical county.

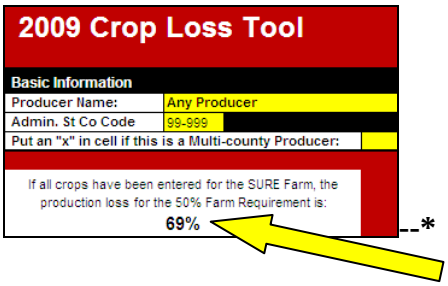
Note: If there are more than 100 line entries for the administrative county, only the first 100 administrative county crop lines will be transferred to Data Entry.

Crop Loss %	Other Admin County Indicator (Enter "x" only if the entry is administered in another county)	Basic Crop Information: Physical St/Co (Leave blank if same as Admin Co)	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plan/ Cov. Code	MM Crop ("x")	Cr. Dict. CA Grapes Only	Value of Normal Production Information: Stage Code H UH PP	Stage Code Adj. Fact. 1	Guarantee Adjustments Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4	RMA Guar. Basis ($)	RMA Elections Cov. Level	Price Elect.	Yields CC	RMA Wtd Adj Yld
71%			Wheat	HRW	GR	1.0000	104	90			H		ABC	.6000					$ 20,000	.7000	.8000	100	99
71%			Wheat	HRW	GR	1.0000	103	90			H								$ 35,000	.7000	.8000		99
64%			Apples	COM	FH	1.0000	102	90	X		H								$ 28,000	.9000	1.0000		
64%			Apples	COM	PR	1.0000	101	90	X		H								$ 17,000	.9000	1.0000		

Clear Data

Value of Actual Production Information: Price ($)	Production to Count	Prod Type	Prod. QA Factor	Salvage Value ($)	COC Determinations (adjustments): Adjusted Prod. (Override Production to Count)	Assigned Prod. (Added to Production to Count)	Salvage Value ($) (Overrides Salvage Value)
$ 4.0000	3000						
$ 4.0000	4800						
$ 0.5400	32250		0.8500				
$ 0.2700	12700		0.8500				

When completed, the 2009 Crop Loss Tool will show the total farm loss just below the Basic Information block in the upper left corner of the tool.

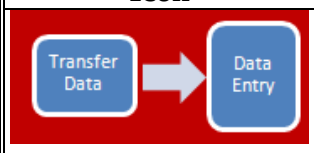


*--577 Completing SURE Workbook Crop Loss Tools (Continued)

B 2009 Crop Loss Tool (Continued)

For each individual crop, the tool will display the crop loss to the left in the Basic Crop Information Section.

Crop Loss %	Other Admin County Indicator (Enter "x" only if the entry is administered in another county)	Basic Crop Information									Clear Data
		Physical St/Co Leave blank if same as Admin Co	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plan/ Cov. Code	MM Crop ("x")	Cr. Dist CA Grapes Only	
71%			Wheat	hrw	gr	1.0000	104	90			
71%			Wheat	hrw	gr	1.0000	103	90			
64%			Apples	Com	FH	1.0000	102	90	x		
64%			Apples	Com	PR	1.0000	101	90	x		

Icon	Action
	Transfers data from the 2009 Crop Loss Tool to Data Entry Worksheet and the 10% Loss Tool. Since the 2009 Crop Loss Tool only uses minimum data, each data line must be completed after data has been transferred to Data Entry Worksheet. After transferred, data will remain in the 2009 Crop Loss Tool until the workbook is "Saved to File." After the file has been saved, data will not be displayed in the 2009 Crop Loss Tool when the file is retrieved.
	Provides access to the Data Entry Worksheet of the SURE Workbook. Using this button, **no** data will transfer. Data will remain in the 2009 Crop Loss Tool until the workbook is "Saved to File." After the file has been saved, data will **not** be displayed in the 2009 Crop Loss Tool when the file is retrieved.
	Clears all data in the 2009 Crop Loss Tool.
	Prints the 2009 Crop Loss Tool **only**.

--*

*--577 Completing SURE Workbook Crop Loss Tools (Continued)

B 2009 Crop Loss Tool (Continued)

When data is saved to file, no data will be retained in the 2009 Crop Loss Tool. After retrieval of the file, the 2009 Crop Loss Tool will not contain any data.

Quality adjustment data from the 2009 Crop Loss Tool will only transfer to Data Entry Worksheet if the crop is **not** listed in Exhibit 17 with a "yes", indicating that the crop has already been adjusted by RMA. If the crop is listed in Exhibit 17 with a "yes", the quality adjustment data will **not** transfer to Data Entry Worksheet or the 10% Loss Tool. Quality adjustment data will have to be entered manually for these crops when applicable. See subparagraph 575 G.

C 10% Loss Tool

The 10% 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, with all county workbooks merged into the recording county workbook, with counties having crops in common and no crops by county meeting the 10 percent loss requirement, the 10 % Loss Tool will calculate the loss for each common crop for the total farm and display the results in the Loss Percentage Table.

The 10 % 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 automatically populate in the lower portion (white cells) of the 10 % Loss Tool.

10% Loss Tool — Clear All Loss Data

St-Co	Crop	Type	IU	Acres	Value of Normal Production	Value of Actual Production	Additional Crop Loss Entries: Enter "x" if Crop is a Multiple Market Crop	Additional Crop Loss Entries: Enter Prod. QA Factor, if appl.	Loss % for Anywhere, ST
99-999	Alfalfa		Fg	19.10	$ 383	$ 150,100			No Loss
99-999	Corn	YEL	Gr	390.00	$ 396,029	$ 180,493			54%
99-999	Oats	SPR	Gr	29.00	$ 124,236	$ 6,418			94%
99-999	Soybeans	COM	Gr	313.90	$ 248,808	$ 8,932			96%

The only data that will be manually entered will be the 2 columns under "Additional Crop Loss Entries". The first column is for multiple market crops. ENTER "**X**" in this column for all multiple market crops. This allows for multiple market crops (with different IU) to be combined as 1 crop for the 10 percent loss calculation.

The second column that may need a manual entry is for quality adjustment. Crops that are not listed with a "yes" in Exhibit 17, and have a Quality Adjustment Factor entered on the Data Entry Worksheet, will have the Quality Adjustment Factor automatically pulled over from the Data Entry Worksheet. For crops in Exhibit 17 that have a "yes," see subparagraph 575 G for instructions on when to enter an applicable Quality Adjustment Factor.**--***

*--577 Completing SURE Workbook Crop Loss Tools (Continued)

C 10% Loss Tool (Continued)

10% Loss Tool

Crop changes. Review data.

Clear All Loss Data

Go To Farm Summary

Go To Data Entry

St-Co	Crop	Type	IU	Acres	Value of Normal Production	Value of Actual Production	Additional Crop Loss Entries: Enter "x" if Crop is a Multiple Market Crop	Additional Crop Loss Entries: Enter Prod. QA Factor, if appl.	Loss % for Anywhere, ST
10-000	Wheat	HRW	Gr	1200.00	$ 44,643	$ 12,000			70%
10-000	Wheat	HRW	Gr	2250.00	$ 62,500	$ 19,200			70%
10-000	Apples	COM	Fh	150.00	$ 31,111	$ 14,803	x	.8500	64%
10-000	Apples	COM	Pr	125.00	$ 18,889	$ 2,915	x	.8500	64%
10-000	Corn	YEL	Gr	100.00	$ 25,714	$ 36,000			No Loss

Whenever changes are made to crop data, a tan block will be displayed in the 10% Loss Tool title block with the following text, "Crop changes. Review data.". Any blocks that have turned tan in the data entry portion of the 10% Loss Tool should be reviewed for accuracy.

The last column of the 10% Loss Tool shows the loss percentage for the county for each crop/type/IU. For multiple market crops that have an "X" entered, loss is calculated by crop/type.

Actions that can be taken from this tool are as follows.

Icon	Action
Clear All Loss Data	Clears all manually entered data. Only data in the columns under "Additional Crop Loss Entries" can be entered manually.
Go To Farm Summary	Farm Summary Page will be displayed.
Go To Data Entry	Data Entry Worksheet will be displayed.

If the 10 % Loss Tool shows "**#N/A**" or "**#VALUE!**" CLICK "**Clear All Loss Data**." This will clear any manual entries in the 10% Loss Tool and reset the 10% Loss Tool calculator.**--***

*--577 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table

After any needed additional data has been entered and the 10% Loss Tool is complete, access the Farm Summary Page to review the 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 will show crop losses for the administrative county as well as the total farm.

On the Farm Summary Page, the Loss Percentage Table will be displayed in the lower right of the screen.

The Loss Percentage Table calculates the crop loss percentage for the crops loaded in the Data Entry Worksheet for the administrative county. For multiple county producers, the SURE Workbook will calculate crop losses for similar crops in different counties that have been merged with the workbook and show the total loss under "Total Farm Loss" in the Loss Percentage Table.

In the following example for a single county, apples and wheat meet the 10 percent loss requirement. On the Farm Summary Page, item:

- 9 (subparagraph 576 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 apples or wheat); only 1 crop is required to meet the 10 percent loss requirement to qualify.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Apples	COM	Fh	58%	
Apples	COM	Pr	58%	
Corn	YEL	Gr	No Loss	
Wheat	HRW	Gr	70%	

--*

*--577 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table (Continued)

In the following example, no crops meet the 10 percent loss requirement. On the Farm and Summary page, item:

- 9 (subparagraph 576 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	Admin County Loss	Total Farm Loss
Apples	COM	Fh	8%	
Apples	COM	Pr	8%	
Corn	YEL	Gr	No Loss	
Wheat	HRW	Gr	7%	

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 at least one crop of economic significance did not suffer at least a 10% loss.**

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.

For multiple county producers, the SURE Workbook will use crop data for similar crops from counties that have been merged into the workbook to determine a total farm loss for the crop. This will be shown in the last column of the Loss Percentage Tool.

In this example, corn, oats, and soybeans show the losses for this administrative county. The total loss shows the losses for all crops for all counties merged with this administrative county workbook. For multiple county farms, the "Total Farm Loss" must be used for determining if a crop meets the 10 percent loss requirement.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	No Loss
Apples	COM	Fh		64%
Apples	COM	Pr		64%
Corn	YEL	Gr	54%	48%
Oats	SPR	Gr	94%	94%
Soybeans	COM	Gr	96%	96%
Wheat	HRW	Gr		70%

--*

*--578 Completing SURE Workbook FSA-682, Page 2

A FSA-682, Page 2

FSA-682, page 2 is generated from the SURE Workbook. When the SURE Workbook 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 Workbook from the county with which the producer is associated.

No data entry is required on 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 (3-15-10) Page ___ of ___ (Page 2)

14. Producer Name	15. Administrative County and State	16. Crop Year
Any Producer	Anywhere, St	2009

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 ($)	Field Market Value 34A. A	34B. B	COC Use Only Production 35. Adjusted	36. Assigned	37. Salvage Value ($)	Field Market Value 38A. A	38B. B
99-999	Alfalfa		Fg	19.10	100%	H	Purchased	Non-ins.		31,600.00								
99-999	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		15,695.00								
99-999	Oats	SPR	Gr	29.00	100%	H	Relief	Insurable		76.40								
99-999	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		2,320.00								

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		

--*

*--579 Factoring RMA Data

A Overview

There may be situations where the RMA data that is received on SIR must be factored or split before it is loaded into the SURE 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 a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may need to be split by stage.

If the RMA and FSA shares differ for insured crops:

- **with** an RMA Guarantee Basis and it is determined that FSA shares are correct and the FSA share **is lower**, the RMA Guarantee Basis will need to be adjusted downward using the FSA share

- **without** an RMA Guarantee Basis and it is determined that the FSA shares are correct and the FSA shares are **higher**, SAF will need to be calculated.

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”
- “Factoring RMA Data by Share Differences”.**--***

*--579 Factoring RMA Data (Continued)

C Factoring RMA Data by Share

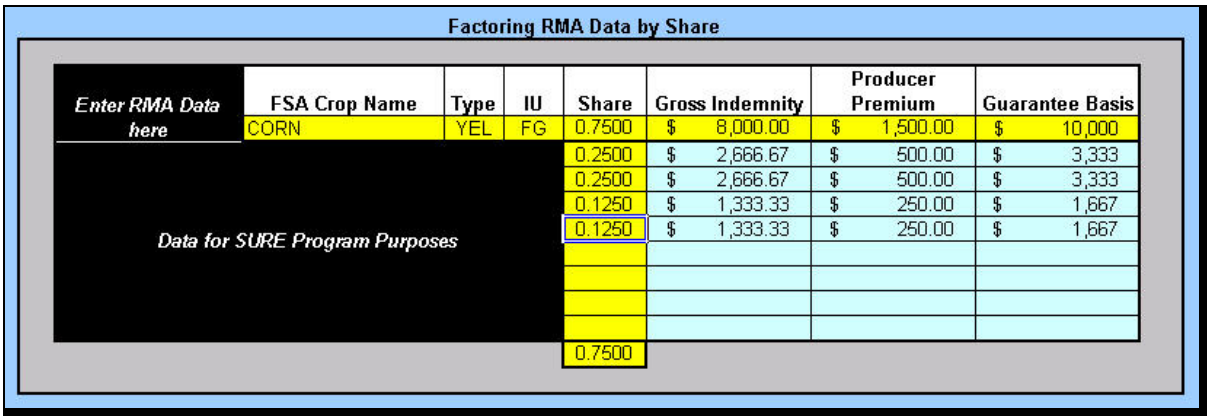
If the share provided by RMA differs from the FSA shares, the RMA Indemnity, RMA Producer Premium, and RMA Guarantee Basis need to be split by share, according to subparagraph 292 C.

To split or factor the RMA Indemnity, RMA Producer Premium, and 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 in this table.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU 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 SURE Workbook.
	Producer Premium	Resulting factored **RMA Producer Premium** to be entered into the SURE Workbook.
	Guarantee Basis	Resulting factored **RMA Guarantee Basis** to be entered into the SURE Workbook.

The following is an example of the Factoring RMA Data by Share Tool:



Factoring RMA Data by Share

	FSA Crop Name	Type	IU	Share	Gross Indemnity	Producer Premium	Guarantee Basis
Enter RMA Data here	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**.--*

*--579 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 IU 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 in the preceding cells.
	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 SURE Workbook.
	Production to Count	Resulting factored **RMA Production to Count** to be entered into the SURE 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**.--*

*--579 Factoring RMA Data (Continued)

E Factoring RMA Data by Stage

If a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may 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 in this table.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU.
	Stage	Stage code, no entry required.
	Reported Acres	Enter RMA acres from the "L" (Loss) Record by stage, next to the corresponding stage code.
	Guarantee Basis	Enter RMA Guarantee Basis from the "A" (Acreage) Record.
RMA Guarantee for SURE Program Purposes	Crop	Entries carried down from data entered in the preceding cells.
	Type	
	IU	
	Stage	
	Acres	
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the SURE 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	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 10,000
				UH	9.75	

RMA Guarantee for SURE Program Purposes	Crop	Type	IU	Stage	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 7,821
				UH	9.75	$ 2,179

Note: Screen capture for example purposes **only**.--*

***--579 Factoring RMA Data (Continued)**

F Factoring RMA Data by Share Differences

If the share provided by RMA differs from the FSA shares and it is determined that the difference does not meet 1 of the exceptions in subparagraph 35 I, then follow the procedure in this table.

IF…	AND it is determined that FSA shares are…	AND FSA shares are…	AND there is…	THEN…
RMA shares differ from FSA shares	correct	lower than the RMA shares	an RMA Guarantee Basis	the RMA Guarantee Basis will need to be adjusted downward using the Factoring RMA Data by Share Differences for an Insured Crop **With** an RMA Guarantee Basis tool.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	no adjustment is required.
		higher than the RMA shares	an RMA Guarantee Basis	no adjustment is required.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	SAF will need to be determined using the Factoring RMA Data by Share Differences for an Insured Crop **Without** an RMA Guarantee Basis Tool.
	incorrect according to subparagraph 292 B			see subparagraph 292 B.

The following are the 2 components to the Factoring RMA Data by Share Differences Tool:

- calculating an adjusted RMA Guarantee Basis for an insured crop **with** an **RMA Guarantee Basis**

- determining SAF for an insured crop **without** an **RMA Guarantee Basis**.--*

***--579 Factoring RMA Data (Continued)**

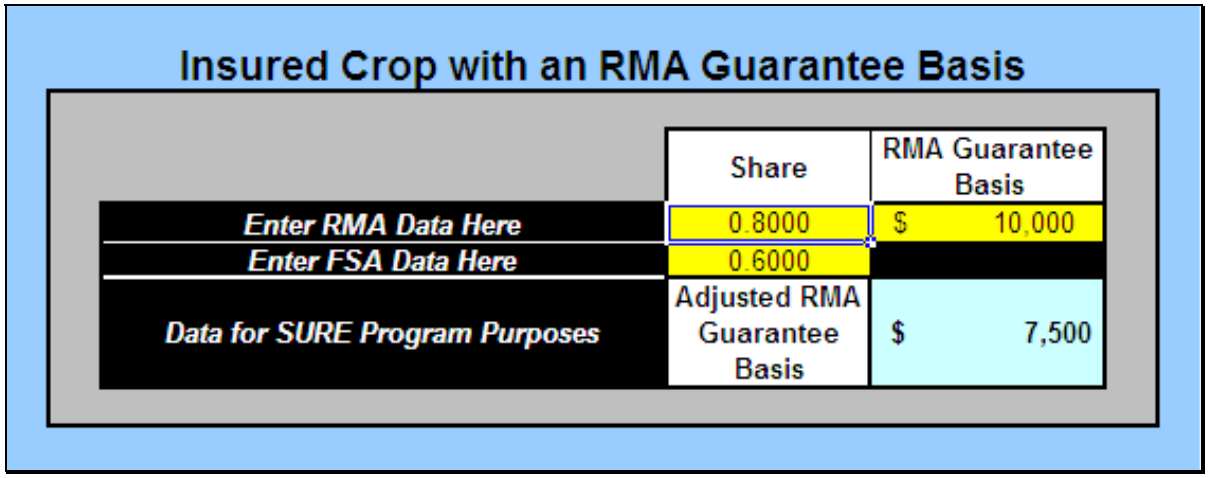
G Adjusted RMA Guarantee Basis for an Insured Crop With an RMA Guarantee Basis

To calculate an adjusted RMA Guarantee Basis for an insured crop with an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
	RMA Guarantee Basis	Enter RMA Guarantee Basis for the crop/unit from the applicable "A" (Acreage) Record.
Enter FSA Data Here	Share	Enter FSA share for the crop. **Must** be determined as the correct share for the producer.
Data for SURE Program Purposes	Adjusted RMA Guarantee Basis	Calculated adjusted RMA Guarantee Basis to be entered into the "RMA Guarantee Basis" field in the SURE Workbook for the line entry.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.**--***

***--579 Factoring RMA Data (Continued)**

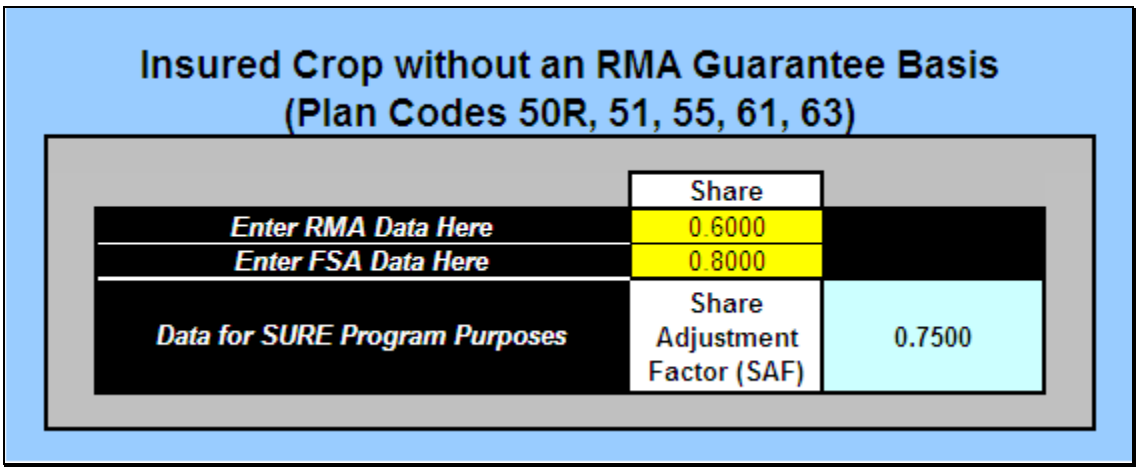
H SAF for an Insured Crop Without an RMA Guarantee Basis

To determine SAF for an insured crop without an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
Enter FSA Data Here	Share	Enter FSA share for the crop. **Must** be determined as the correct share for the producer.
Data for SURE Program Purposes	Share Adjustment Factor (SAF)	Calculated SAF. In the SURE Workbook: • "Guarantee Adjustment Code" field, ENTER "**SAF**" • "Guarantee Adjustment Factor" field, enter the calculated SAF value.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.**--***

*--580 Blending Multiple RMA Weighted Adjusted Yields

A Overview

The SURE Workbook allows entering only **one** RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for a producer having multiple RMA weighted adjusted yields.

B Accessing RMA Weighted Adjusted Yield Tool

From the Yield Determination Tool, CLICK "**Go to the Blended RMA Wtd Adj Yld**". The 2009 RMA Weighted Adjusted Yield Tool will be displayed.

2009 RMA Weighted Adjusted Yield Tool | Clear Entries | Go To Yield Determination Tool

Phys. St/Co (if not Admin)	Crop	Crop Type	Int Use	Unit Number	Coverage Level	Price Election	RMA Acres	RMA Weighted Adjusted Yield	Blended RMA Weighted Adjusted Yield
	Wheat	HRW	gr	100	0.6500	1.0000	30.00	40.33	35.89
	Wheat	HRW	gr	200	0.5000	0.5500	8.00	17.00	35.89
	Wheat	HRW	gr	100	0.6500	1.0000	4.00	40.33	35.89

Enter the RMA Acres and RMA Weighted Adjusted Yield data from SIR 2009 RMA Data.

Label	Definition and Rule
RMA Acres	Enter the RMA acres from the "A" (Acreage) Record in tenths or hundredths, as applicable. Acres will display in hundredths.
RMA Weighted Adjusted Yield	Enter the RMA weighted adjusted yield from the acreage, "A", record in whole numbers, tenths, or hundredths, as applicable. The yield will display in hundredths.

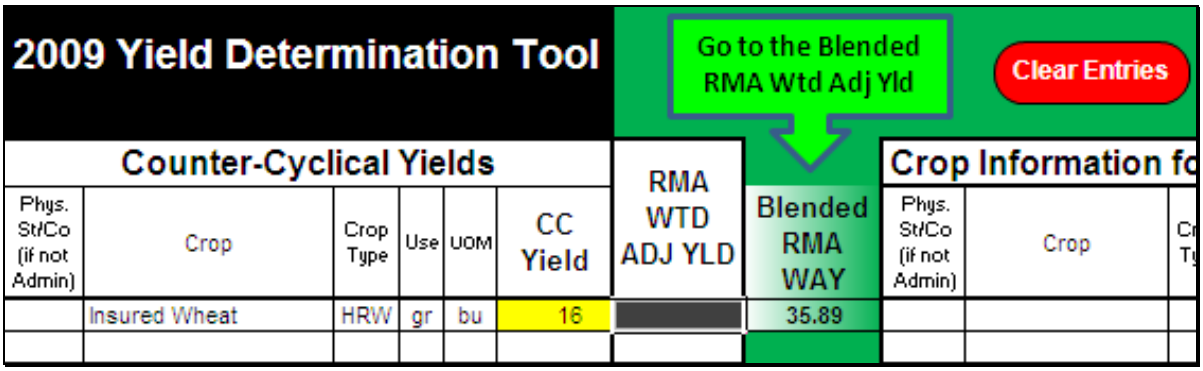
As acres and yields are entered, the blended yield will be displayed in the "Blended RMA Weighted Adjusted Yield" field.

To clear entered data, click "**Clear Entries**".--*

*--580 Blending Multiple RMA Weighted Adjusted Yields (Continued)

C Yield Determination Tool

After entering all RMA acres and RMA weighted adjusted yields, continue with the workbook by clicking "**Go to Yield Determination Tool**". The 2009 Yield Determination Tool will be displayed.



The blended weighted adjusted yield will be displayed in the "Blended RMA WAY" field. The workbook will compare this value to the CC yield, if applicable, to determine the SURE yield for the farm. Continue with completing the workbook.--*

*--581 Tolerance Tool

A Overview

According to paragraph 100, SURE benefits for insured crops are based on RMA acres. SURE eligible RMA planted acres will be compared to SURE eligible FSA planted acres. If RMA and FSA planted acres differ, a tolerance applies according to subparagraph 100 B. When the difference has been determined, the guarantee basis may need to be reduced.

The Tolerance Tool has been developed to assist County Office users in calculating the difference between SURE eligible RMA planted acres and SURE eligible FSA planted acres and to reduce the guarantee basis by this difference, when applicable.

The Tolerance Tool is available on the SURE web site located at **http://fsaintranet.sc.egov.usda.gov/fsa/sure/default.htm**.

B Using the Tolerance Tool

From SIR RMA Data Section, enter data for all yellow cells as follows.

Label	Definition and Rule
State and County	Enter the administrative State and county.
Producer Name	Enter the producer's name.
Crop	Enter the crop for which tolerance is being determined.
Type	Enter the 3-character FSA crop type. Entry **must** be a valid crop type for the crop entered.
Use	Enter IU for the crop and crop type entered. Entry **must** be a valid IU for the crop and crop type entered.

--*

***--581 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

The Summarized Tolerance Information Section of the Tolerance Tool is for informational purposes **only**. This section summarizes the information entered in the Acreage Information Section, displays the Tolerance Determination, and provides, if applicable, the guarantee basis reduction used in reducing the RMA Guarantee Basis. The resulting entries are based solely on the entries made in the Acreage Information Section of the Tolerance Tool. All data entered in the Tolerance Tool is required, as applicable.

Acreage Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
RMA Acreage\Loss	SURE eligible acres are taken from SIR "A" (Acreage) Record and entered under the "Acreage" column unless an "L" (Loss) Record exists. If there is an "L" (Loss) Record on SIR, SURE eligible acres are taken from the "L" (Loss) Record and entered under the "Loss" column. **Note:** Paragraph 100 instructs users to total all RMA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in the "Acreage" cell, the "Loss" cell will be grayed out. If acres are entered in the "Loss" cell, the "Acreage" cell will be grayed out. Only enter acres once per line entry, either in "Acreage" or "Loss" cell, as applicable.
FSA Reported/ Determined	Enter the reported acreage from SIR under the "Reported" column unless determined acres are available. If determined acres are available, enter the applicable acres under the "Determined" column. **Note:** Paragraph 100 instructs users to total all FSA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in "Reported" cell, the "Determined" cell will be grayed out. If acres are entered in "Determined" cell, the "Reported" cell will be grayed out. Only enter acres once per line entry, either in "Reported" or "Determined" cell, as applicable.

--*

***--581 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

Guarantee Basis Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
Original	Enter the RMA Guarantee Basis from SIR for the applicable acreage line entry entered in the Acreage Information Section.
Reduced	If the Tolerance Tool determines tolerance has been exceeded, and determines that the RMA Guarantee Basis must be reduced, the Tolerance Tool will calculate and display the reduced RMA Guarantee Basis in this column for the applicable acreage based on the calculated reduction found in the "Guarantee Basis Reduction" field in the Summarized Tolerance Information Section of the Tolerance Tool. This **reduced** RMA Guarantee Basis **must** be entered in the SURE Workbook in the "RMA Guarantee Basis" field for the applicable acreage line entry. This **reduced** RMA Guarantee Basis supersedes the RMA Guarantee Basis provided on SIR. If the Tolerance Tool does **not** calculate a reduced RMA Guarantee Basis, **no** further action is required for tolerance. Use the RMA Guarantee Basis as provided on SIR.

--*

*--581 Tolerance Tool (Continued)

B Using the Tolerance Tool (Continued)

The following are examples of the Tolerance Tool.

Example 1:

2008 SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere, ST
Producer Name	Any Producer
Crop	Corn
Type	YEL
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	348.50	321.50	27.00	17.43	17.43	Exceeds	Yes	0.9225

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	73.50		71.00	
	115.30			109.50
		159.70		141.00
	348.5		321.5	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced
	$ 11,427	$ 10,541
	$ 83,359	$ 76,895
	$ 111,566	$ 102,920

Example 2:

2008 SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere, ST
Producer Name	Any Producer
Crop	Soybeans
Type	COM
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	229.00	276.70	47.70	11.45	11.45	Exceeds	No	

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	123.90			151.50
		39.60		53.50
	85.50		71.70	
	229.0		276.7	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced
	$ 11,037	
	$ 43,723	
	$ 12,369	

Note: The screen captures are for example purposes **only**.--*

*--582 Peanut Tool

A Overview

As provided in paragraph 134, the RMA Weighted Adjusted Yield is **not** printed on SIR and the guarantee basis provided is not correct for producers with multiple "A" (Acreage) Records. RMA is not able to provide the requested data for producers with multiple "A" (Acreage) Records because of multiple contract prices. Since the correct information is not available for producers in this situation, County Offices will calculate the RMA Weighted Adjusted Yield and Guarantee Basis with the assistance of a tool.

The Weighted Adjusted Yield and Guarantee Basis will be calculated **only** for records that do **not** contain an RMA Weighted Adjusted Yield.

The Peanut Tool:

- was developed to assist Field Offices in calculating the RMA Weighted Adjusted Yield and Guarantee Basis for peanuts

- is available for download on the SURE Intranet at **http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm**.

B Using the Peanut Tool

The following is an example of the Peanut Tool.

Clear Entries

Producer Name: Any Producer

Peanut Tool

Phys. St/Co (if not Admin)	Crop Type	Unit	RMA Plan Code	RMA Acres	Adjusted APH Yield	Current RMA Guarantee	RMA Weighted Adjusted Yield	Guarantee Basis
	RUN	201	90	87.10	3802.00	$ 11,878	2,897.99	$ 9,054
	RUN	202	90	51.70	1375.00	$ 3,141	2,897.99	$ 6,620
	SPW	202	90	42.10	850.00	$ 1,407	973.86	$ 1,612
	SPW	203	90	51.30	1075.50	$ 2,168	973.86	$ 1,963
99-999	RUN	401	90	35.80	875.70	$ 1,248	915.88	$ 1,305
99-999	RUN	401	90	62.50	938.90	$ 2,105	915.88	$ 2,053

From SIR, enter data in all yellow cells as follows. All data entered in the Peanut Tool is required with the exception of the physical State and county if it is **not** applicable. Multiple types and/or counties may be loaded in the tool at the same time. The Peanut Tool will calculate the RMA Weighted Adjusted Yield and Guarantee Basis by county/crop/type.--*

*--582 Peanut Tool (Continued)

B Using the Peanut Tool (Continued)

Label	Definition and Role
Producer Name	Enter the producer's name.
Phys. St/Co (if not Admin)	Enter the physical location for the county if multiple counties are administered in 1 county.
Crop Type	Enter or select the 3-character FSA crop type code. Entry **must** be a valid peanut crop type code.
Unit	Enter the RMA unit number.
RMA Plan Code	Enter the RMA insurance plan code.
RMA Acres	Enter the RMA acres from the "A" (Acreage) Record. Acres will display in hundredths.
Adjusted APH Yield	Enter the adjusted APH yield from the "A" (Acreage) Record. The yield will display in hundredths.
Current RMA Guarantee	Enter the RMA Guarantee Basis in whole dollars.

As each row of data is entered, the RMA Weighted Adjusted Yield and Guarantee Basis will be calculated and displayed in the applicable fields.

C Navigation Buttons

This table provides navigation buttons and functions.

Button	Function
	Click and the "Confirmation for Clearing the Data" box will be displayed. Click either of the following: • "**OK**" to clear the data • "**Cancel**" to return to the tool.
	Print the document.

--*

582 Peanut Tool (Continued)

D Loading Data in the SURE Workbook

After all RMA Weighted Adjusted Yields and Guarantee Basis have been calculated, follow paragraph 303 to combine remaining data as applicable and load the data in the SURE Workbook.

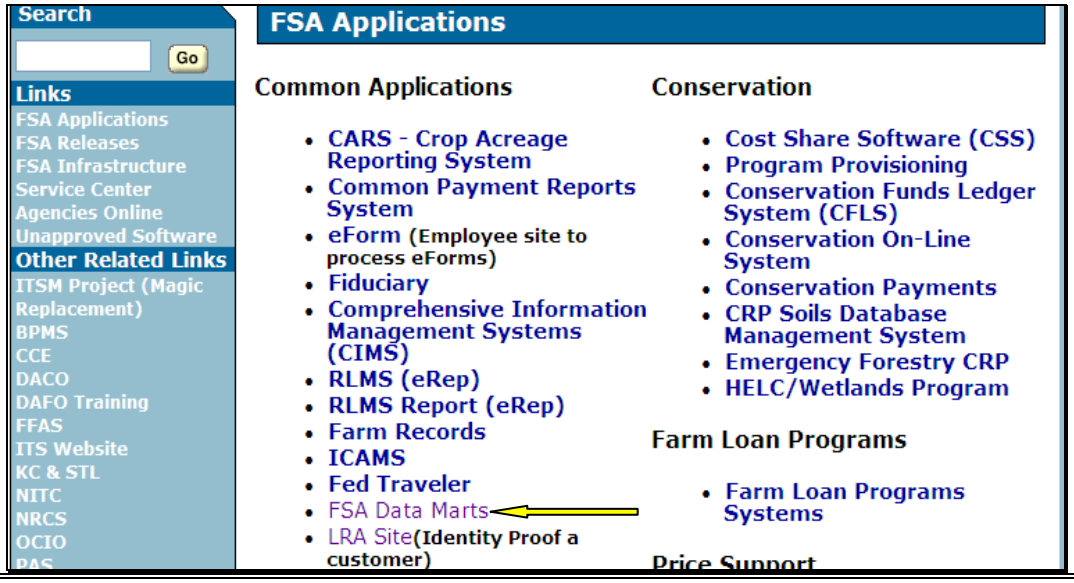
E Printing and Filing Peanut Tool Document

Print the document and file in the producer's program folder.

*--583 SURE Report of FSA Payments

A Accessing FWADM

Access FWADM from the FSA Intranet Home Page at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html, as follows.

Step	Action
1	Under “Resources”, CLICK “**FSA Applications**”.
2	Under “Common Applications”, CLICK “**FSA Data Marts**”. 

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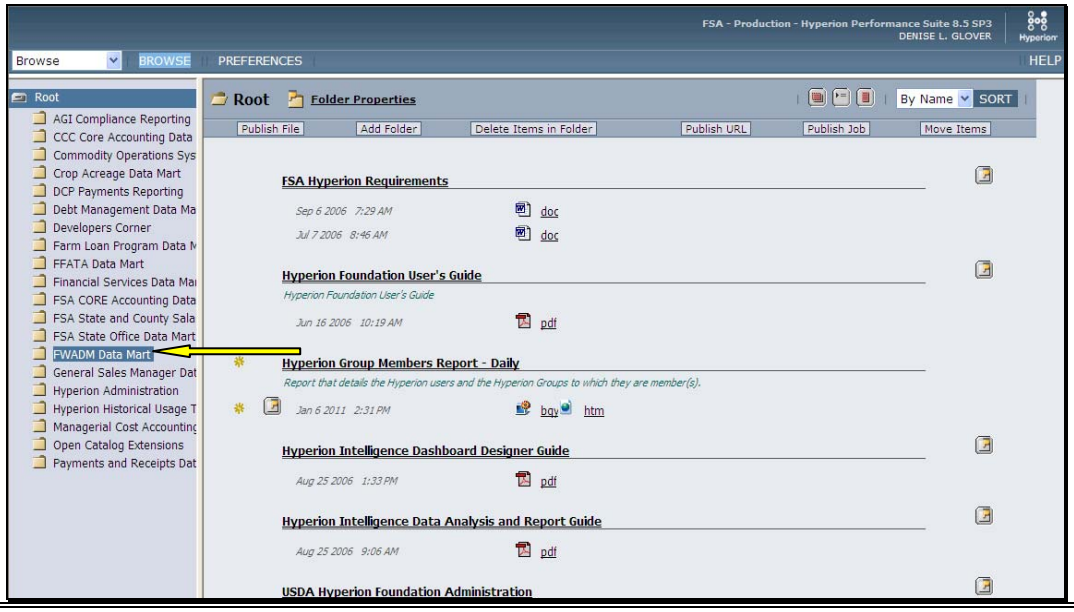
*--583 SURE Report of FSA Payments (Continued)

A Accessing FWADM (Continued)

Step	Action
3	On Data Warehouse Home Page, CLICK "**Hyperion Data Marts**".
4	The eAuthentication Warning Screen will be displayed. CLICK "**I Agree**". The eAuthentication Login Screen will be displayed. Enter user ID and password and CLICK "**Login**".
5	The FSA - Production - Hyperion Performance Screen will be displayed. Under "Root", CLICK "**FWADM Data Mart**". 

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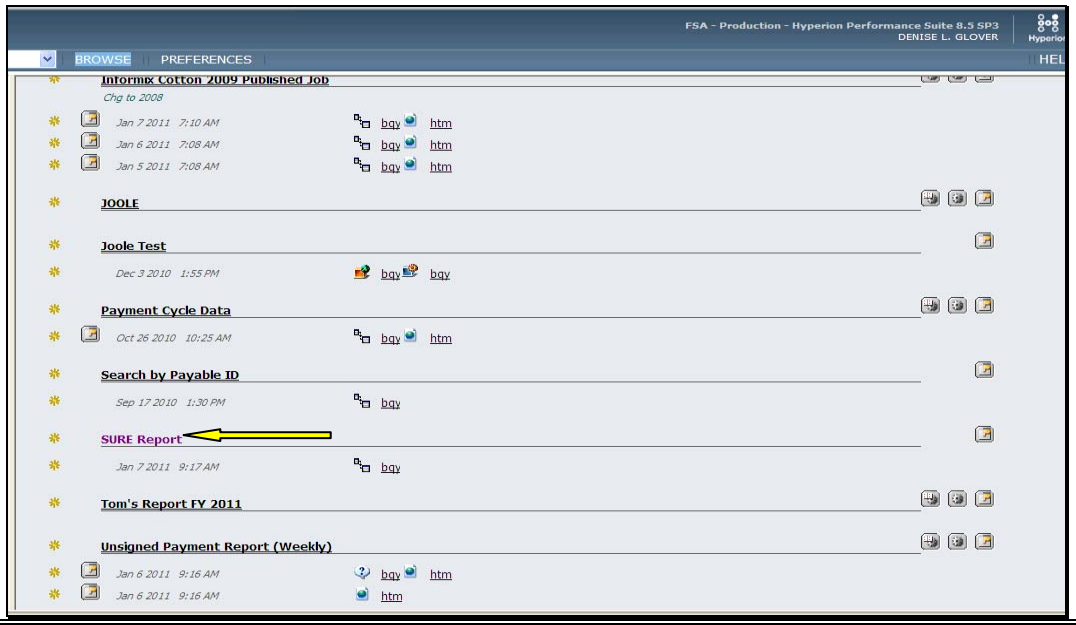
*--583 SURE Report of FSA Payments (Continued)

B Accessing the SURE Payment Reports

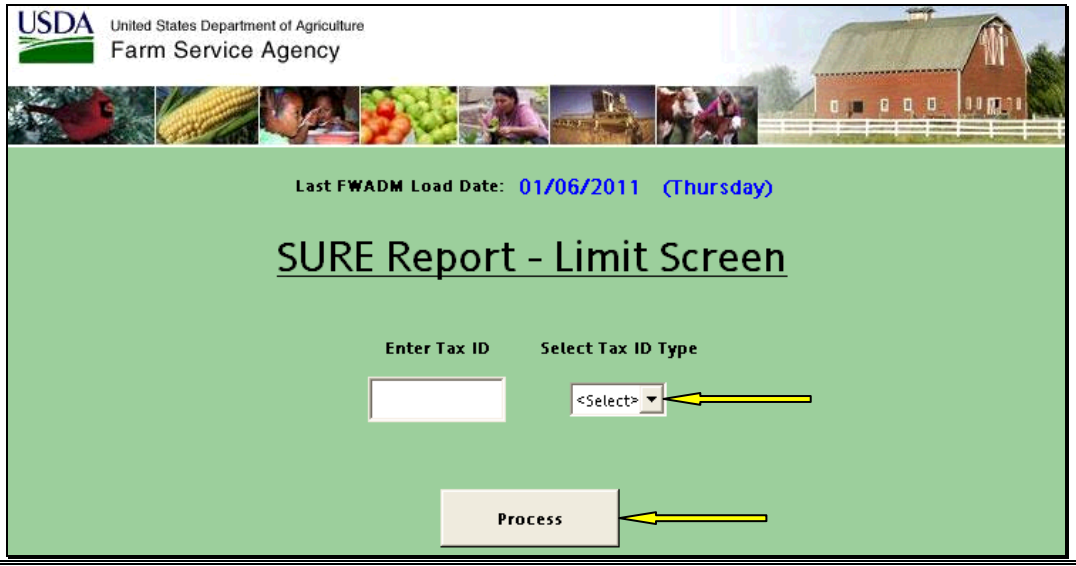
Access the SURE Payment Reports according to this table.

Step	Action
1	The FSA - Production - Hyperion Performance Screen will be redisplayed. Under "Root", "FWADM Data Mart", CLICK "**Payments Reports**"
2	The FSA - Production - Hyperion Performance Screen will be redisplayed. Scroll down and CLICK "**SURE Report**". 

--*

*--583 SURE Report of FSA Payments (Continued)

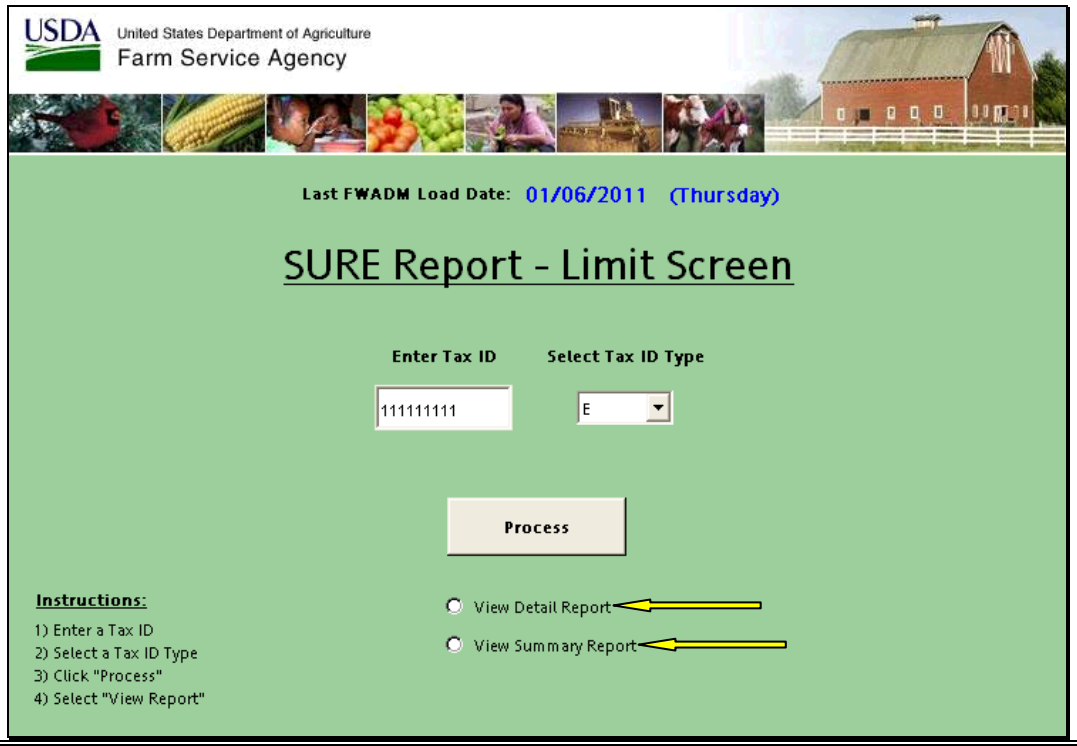
B Accessing the SURE Payment Reports (Continued)

Step	Action
3	The FWADM Informational Page will be displayed. CLICK "**Continue**".
4	The SURE Report - Limit Screen will be displayed. Enter the appropriate TIN in the "Enter Tax ID" block, select TIN type from the "Select Tax ID Type" drop-down menu, and CLICK "**Process**". 

--*

*--583 SURE Report of FSA Payments (Continued)

B Accessing the SURE Payment Reports (Continued)

Step	Action
5	The SURE Report - Limit Screen will be redisplayed when processing is complete. Click either "**View Detail Report**" or "**View Summary Report**", as applicable. 

Note: See paragraph:

- 584 for information provided on the SURE Detail Report
- 585 for information provided on the SURE Summary Report.--*

584 SURE Detail Report

A Overview

The SURE Detail Report provides the ability to search for a producer payment, receivable and market gain activities by tax ID and tax ID type. The report is designed to provide the program benefit payment along with offsetting receivables and market gain/loss amounts.

B Information on the SURE Detail Report

The following information appears on the SURE Detailed Report:

- "Tax Id" field displays TIN (example, Social Security number, employer identification number, etc.) of the associated customer

- "Tax Id Type" field displays the TIN type for the associated customer (example types are ***--**limited to "Employer (E)", "Social Security (S)", "Federal (F)", and "IRS (I)")**--***

- "Customer Name" field is the name of the customer based on the TIN/TIN type entered in the selection criteria

- "State/County" field is the State/County associated with customer activity

- "Alpha Program Code" field displays the program code associated with the customer's activity

- "Reference Code" field displays the reference number associated with the program payment (that is, "FM – Farm", "CT – Contract", etc).

- "Reference Number" field displays the number associated with the reference code (that is, "302B")

- "Date" field displays the date associated with the applicable activity:

  - payable date is the "Payment Request Date"
  - receivable date is the "Receivable Establishment Date"
  - market gain date is the "Date of Gain/Loss"

***--584 SURE Detail Report (Continued)**

B Information on the SURE Detail Report (Continued)

- "Activity Type" field displays descriptions of the type of activity reported

  Note: There are 3 types of activity captured:

  - payments
  - receivables
  - market gains/losses.

- "Activity ID" field displays system-generated identifier associated with reported activity.

  Note: This number should be referenced when questions arise about activity displayed on this report.

- "Activity Amount" field displays the amount of the applicable activity.

- "Program Total" field displays the net amount of activities for the State/county by program code.

C Example of the SURE Detail Report

The following is an example of the SURE Detail Report.

SURE Detail Report
Detailed Activity for State/County by Program
Report Printed on: Friday, 01/07/2011

State/ County	Tax Id	Tax Id Type	Customer Name	Alpha Program Code	Reference Code	Referencer Number	Date	Activity Type	Activity ID	Activity Amount
00000	11111111	E	XYZ FARM	09DISCAP	CT	0030	11/17/10	Payable	22015409	$6,212.00
					Program Total					**$6,212.00**
				09EDCPDP	FM	0002048	10/10/09	Payable	12240087	$9,620.00
							12/22/09	Payable	14444615	$2.00
								Receivable	4297678	($2.00)
					Program Total					**$9,620.00**
00001	11111111	E	XYZ FARM	09ACRE	FM	6924	11/24/10	Payable	22071172	$5,892.00
					Program Total					**$5,892.00**
				09ACREDP	FM	0006924	11/04/09	Payable	13830714	$12,546.00
					Program Total					**$12,546.00**
				09DISCAP	CT	13	12/09/10	Payable	22155035	$1,406.00
					Program Total					**$1,406.00**
				09EDCPDP	FM	0006008	10/10/09	Payable	12256037	$4,310.00
							02/13/10	Payable	15365789	$6.00
							02/18/10	Receivable	4309045	($6.00)
						0006288	10/10/09	Payable	12255162	$6,944.00

--*

*--585 SURE Summary Report

A Overview

The SURE Summary Report provides the ability to search for producer summarized payment, receivable, and market gain activities by tax ID and tax ID type. The report is designed to provide summarized activity.

B Information on the SURE Summary Report

The following information appears on the SURE Summary Report:

- "Tax Id" field displays TIN (example, Social Security number, employer identification number, etc.) of the associated customer
- "Tax Id Type" field displays the TIN type for the associated customer (example types are *--limited to "Employer (E)", "Social Security (S)", "Federal (F)", and "IRS (I)")--*
- "Customer Name" field is the name of the customer based on the TIN/TIN type entered in the selection criteria
- "State/County" field is the State/County associated with customer activity
- "Alpha Program Code" field displays the program code associated with the customer's activity
- "Activity Amount" field displays the net amount of detailed activity.

C Example of the SURE Summary Report

The following is an example of the SURE Summary Report

SURE Summary Report
Summarized Activity for State/County by Program
Printed Report on: Friday, January 07, 2011

State/County	Tax Id	Tax Id Type	Customer Name	Alpha Program Code	Activity Amount
00000	11111111	E	XYZ FARM	09DISCAP	$6,212.00
				09EDCPDP	$9,620.00
00001	11111111	E	XYZ FARM	09ACRE	$5,892.00
				09ACREDP	$12,546.00
				09DISCAP	$1,406.00
				09EDCPDP	$30,818.00
				09WHTLN	$308.00

*--586 SURE Report Alpha Program Codes

A Overview

The SURE Detail Report and the SURE Summary Report, generated from the SURE Report, will display FSA program payment activity in alpha program codes. The totals from these codes shall be entered into the 2009 SURE Workbook in the applicable "Other Payments Amounts" section by County Office (recording county for multi-county applicants). The payments will be part of the total farm revenue calculation in the SURE Workbook. Either report will display the totals for the program activity. See paragraph 584 for specifics on the SURE Detail Report and paragraph 585 for specifics on the SURE Summary Report.

B Alpha Program Codes

The following are the alpha program codes that are applicable to the FSA payments that are included in the total farm revenue for SURE:

- ACRE:
  - Direct Payment Code, "09ACREDP"
  - ACRE Payment Code, "09ACRE"
- CAP, Other Disaster Payments Code, "09DISCAP"
- DCP:
  - Direct Payment Code, "09EDCPDP"
  - Counter Cyclical Code, "09EDCPCC"
- LDP:
  - "09LDPCOMMC"
  - "09ELDPCOMM"
  - "09ELDPECOMM"**--***

586 SURE Report Alpha Program Codes (Continued)

B Alpha Program Codes (Continued)

- Marketing Loan Gain:

  - "09COMMLN"
  - "09COMMFLN"
  - "09COMMWLN"

Notes: For LDP's and market loan gains, "comm" will **not** actually appear in the alpha program code. The name (or abbreviated name) of the commodity for which LDP was received or the marketing loan gain was earned will be displayed.

Examples: 09CORNLN, 09WHTLN.

The market loan gains on CMA's will not appear on the reports. These will still be displayed on SIR and shall be entered in the "CMA" section provided in the 2009 SURE Workbook.

- NAP, "09NAP".

Note: Prompt payment interest for any of the FSA payments are **not** part of the total farm revenue calculation. If the alpha program code was used for accounting for this interest, it will show up on the reports as part of the payment. County Office or recording county may remove interest amounts before entering the total into the SURE Workbook, if they have proof and the means to identify this. All prompt payment interest was supposed to be accounted to the alpha program code of "INTPEN" and should **not** show up on the reports.

587-599 (Reserved)

*--Part 18 2010 SURE Automation

Section 1 SURE Intranet Web Site

600 Accessing Software

A Basic Information

The SURE Intranet web site is designed to provide a single web location for all reports and tools needed for the SURE Program.

B Overview

The SURE Intranet web site contains reports and tools for 2008, 2009, and 2010 SURE program years. Each year's option will be different based on the reports and tools that were made available for the applicable program year.

C Accessing the SURE Intranet Site

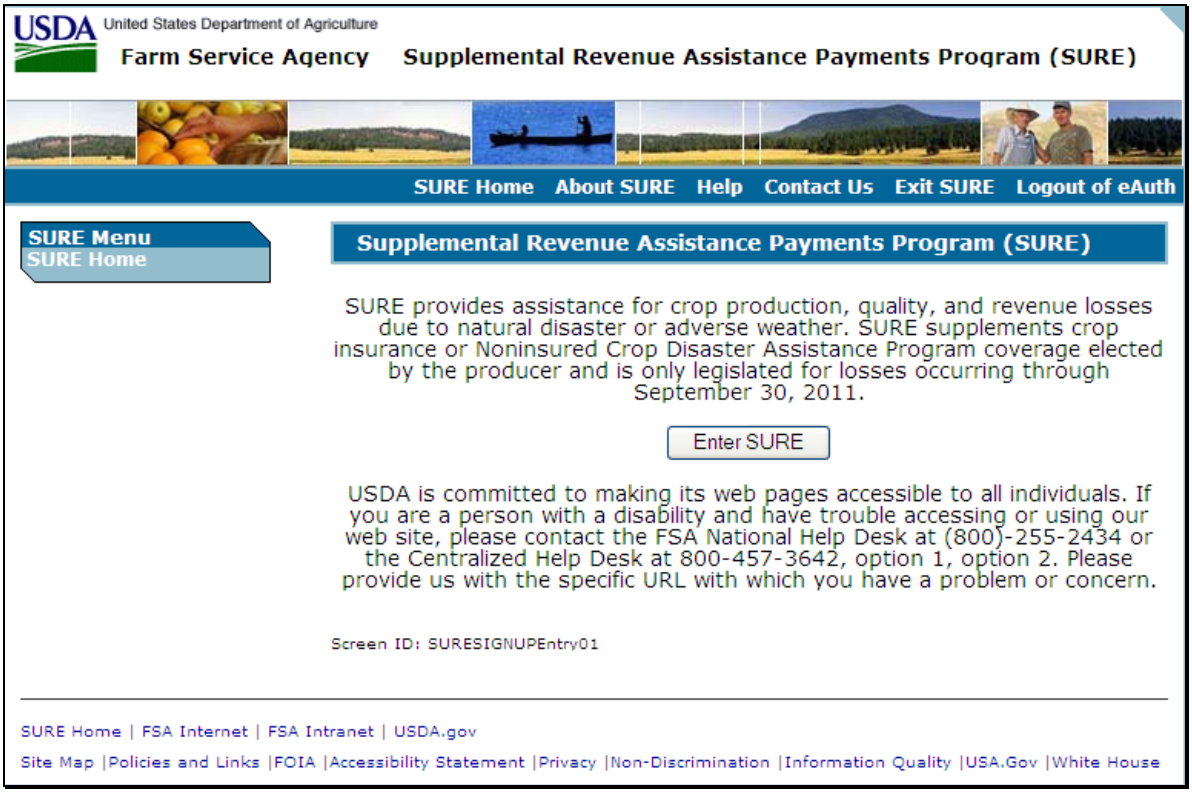
Access the SURE Intranet Site Home Page from the FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Under "Production Adjustment and Disaster Programs", **CLICK "SURE"**.

Note: Internet Explorer shall be used when accessing the SURE Intranet web site.**--***

*--600 Accessing Software (Continued)

D Login Screen

After users click “SURE”, the following Supplemental Revenue Assistance Payments Program (SURE) Screen will be displayed. CLICK **“Enter SURE”** to continue.



E USDA eAuthentication

After users click “Enter SURE”, the USDA eAuthentication Warning Screen will be displayed. CLICK **“I Agree”** to proceed or **“Cancel”** to end the process.

The eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The SURE Select Program Year Screen will be displayed.--*

*--601 SURE Select Program Year Screen

A Overview

After users are logged in and have been authenticated, the SURE Select Program Year Screen will be displayed. The SURE Select Program Year Screen will allow users to select the program year.

The available program years are:

- 2010
- 2009
- 2008.

The SURE Select Program Year Screen will default to the current program year.

B Example of SURE Select Program Year Screen

The following is an example of the SURE Select Program Year Screen.

C Action

The user shall select the program year with which to work and CLICK "**Submit**".--*

602 SURE 2010 Main Menu

A Overview

After users have selected the 2010 program year, the SURE 2010 Main Menu will be displayed.

For 2010, the SURE Intranet web site contains the following reports:

- SURE Information Report (Web)
- Detailed Payment Report for SURE
- RMA Producer Data Change Report
- RMA Producers not in SCIMS Report
- All RMA Producers Report.

For 2010, the SURE Intranet web site contains the following tools:

- SURE Data Query Tool

•*****--SURE Workbook Template vX.X--*****

- Tools for Factoring RMA Data:
    - By Share
    - By Eligible Acres
    - By Stage
    - By Share Differences
- Tolerance Tool
- Peanut Tool.

For 2010, the SURE Intranet web site contains the links:

- "NCT (2009-2012)"

•*****--"SWIMS"--*****

602 SURE 2010 Main Menu (Continued)

B Example of the SURE 2010 Main Menu

The following is an example of the SURE 2010 Main Menu.

*--

--*

603 SIR (Web)

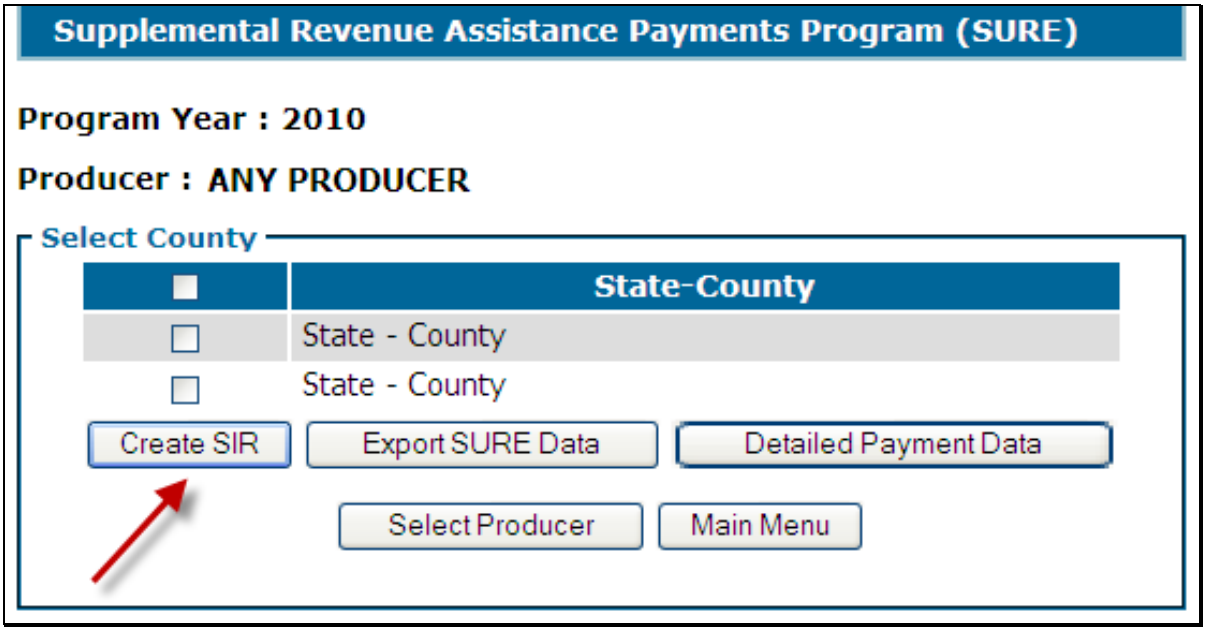
A Background

SIR (Web) is being provided as a reference report that will summarize the following:

- producer's acreage data
- any insurance data provided by RMA
- payment data
- weighted CC yield data.

B Accessing SIR (Web)

From the 2010 Main Menu, CLICK "SURE Information Report (Web)" and select the producer in SCIMS. The SURE Select County Screen will be displayed. The following is an example of the SURE Select County Screen.
*--



Select the county or counties for which to print SIR (Web), and CLICK "Create SIR". SIR (Web) will display in a separate window in PDF format, this report shall be printed, may be saved, used to complete the producer's workbook, and filed in the producer's program folder.

Both SIR (Web) and SIR (S36) shall be checked for changes and printed/reprinted, if applicable, **before** issuing payments to ensure that the most current data is being used.

Note SIR is an internal document; and may be shared with other FSA offices, but shall--* **not** be shared with any party that is not an FSA employee.

603 SIR (Web) (Continued)

C Data Elements on SIR (Web)

The following data elements will print on SIR (Web).

SIR (Web)	
Source File	**Data Included**
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable *** * ***
2010 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

***--603 SIR (Web) (Continued)**

C Data Elements on SIR (Web) (Continued)

SIR (Web) – 2010 RMA Data	
RMA Label	**Data Entry Workbook Label**
Gross Indemnity	Gross Indemnity
Producer Premium	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 Factor	Adjustment Factor #1
Unit Number	Unit Number
	Planting Period
Zero Acre Flag	

Note: See Exhibit 4 for more information on RMA data elements.**--***

603 SIR (Web) (Continued)

C Data Elements on SIR (Web) (Continued)

SIR (Web) - 2010 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	***--**RMA Weighted Adjusted Yield**--***
	County Expected Yield
	Calculated Weighted Average Yield
	Historical Marketing Percentage
Price	Price
Production to Count	Production to Count
	Production Type
	2010 NAMP
	QA Factor
	Salvage Value
FMV-A	FMV A
FMV-B	FMV B

Note: See Exhibit 4 for more information on RMA data elements.

***--603 SIR (Web) (Continued)**

C Data Elements on SIR (Web) (Continued)

SIR (Web) - 2010 RMA Data	
RMA Label	**Data Entry Workbook Label**
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
SY - Yield Type	
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**
2010 Payment Data	DCP Direct Payments
	DCP Counter-Cyclical Payments
	ACRE Direct Payments
	ACRE ACRE Payments
	Price Support Payments
	Price Support - CMA Payments
	NAP Payments
	Other Disaster Payments
2010 CC Yield Data	Crop
	Weighted Counter-Cyclical Yield
	Unit of Measure

Note: See Exhibit 4 for more information on RMA data elements.

A disclaimer will be displayed on the last page of the 2010 SIR (Web) that states the following:

> "This report contains sensitive data. It is for FSA Internal Use Only and shall not be distributed.
>
> Not all SURE Data is provided on the 2010 SURE Information Report (Web). Additional SURE information is available, including NAP and NAP/CAT Relief Data by printing the 2010 SURE Information Report (S36)."**--***

*--604 SIR (S36)

A Background

The SIR (S36) is being provided as a reference report that will summarize the data that has been loaded into System 36 for a producer, including NAP, NAP Relief, and CAT Relief data.

B Accessing SIR (S36)

From Menu FAX250, access SIR (S36) according to the following.

Step	Menu	Action
1	FAX250	ENTER "**3**" or "**4**", "Application Processing", as applicable, and PRESS "**Enter**".
2	FAX09002	Enter the appropriate county, 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	MHAEYR	ENTER "**3**", "2010 Supplemental Revenue Assistance Program" and PRESS "**Enter**".
7	MHAE00	ENTER "**1**", "2010 SURE Information Report (S36) Note: Additional SURE Information is available on the 2010 SURE Information Report (Web)" and PRESS "**Enter**".
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "**Enter**".
9	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.

Both SIR (S36) and SIR (Web) shall be printed/reprinted **before** issuing payments to ensure that the most current data is being used.

If no NAP or NAP/CAT Relief Data is on file for the producer, Screen MHAER101 will be displayed with the message, "Producer: Producer Name. No NAP or NAP/CAT Relief Data is on file for the producer. Press CMD7 to Exit or Enter to print negative SIR (S36)". User shall either:

- print a negative SIR (36)

- notate on SIR (Web) that "No NAP or NAP/CAT Relief Data is on file for the producer" and the County Office employee shall **initial and date** the notation.

Note: SIR's (S36) are internal documents; and may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.**--***

***--604 SIR (S36) (Continued)**

C Data Elements on SIR (S36)

SIR (S36)	
Source File	**Data Included**
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable (displays current year data)
NAP Data – 2010 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period
	Other Fee Paid
	Transaction Number
	Amount Collected
	Refund Amount
NAP Data – 2010 NAP Approved Yield History File	Unit Number
	Crop
	Type
	Intended Use
	Planting Period
	Practice
	Approved Yield
	Unit of Measure
	Actual Production
	Unit of Measure
	Crop Year
	Yield
	Yield Type
NAP Data – 2010 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

--*

***--604 SIR (S36) (Continued)**

C Data Elements on SIR (S36) (Continued)

SIR (S36)	
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
	FMV A
	FMV B

--*

***--604 SIR (S36) (Continued)**

C Data Elements on SIR (S36) (Continued)

SIR (S36)	
Source File	**Data Included**
2010 NAP Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2010 CAT Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount

A disclaimer will be displayed on the last page of the 2010 SIR (S36) that states the following:

> "This report contains sensitive data. It is for FSA Internal Use Only and shall not be distributed.
>
> Not all SURE Data is provided on the 2010 SURE Information Report (S36). Additional SURE information is available, including acreage, RMA, Payment and CC Yield data by printing the 2010 SURE Information Report (Web)."**--***

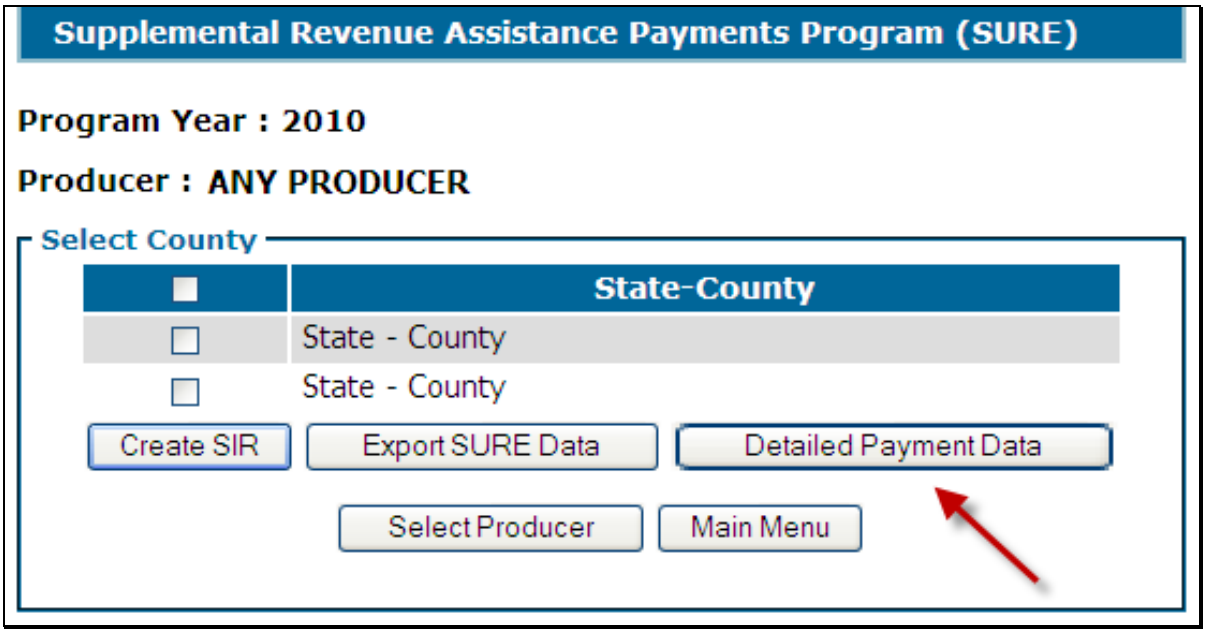
605 Detailed Payment Report for SURE

A Overview

The Detailed Payment Report for SURE provides the ability to search for producer payment, receivable, and market gain activities through SCIMS. The report is designed to provide the program benefit payment along with offsetting receivables and market gain/loss amounts.

B Accessing the Detailed Payment Report for SURE

From the 2010 Main Menu, CLICK "Detailed Payment Report for SURE" and select the producer in SCIMS. The following is an example of the SURE Select County Screen.
*--



--*

Select the county or counties for which the Detailed Payment Report for SURE will be displayed, and CLICK "Detailed Payment Data".

*--605 Detailed Payment Report for SURE (Continued)

C Information on the Detailed Payment Report for SURE

The following information appears on the Detailed Payment Report for SURE.

Field	Description
State/County	Displays the State/county associated with customer activity.
Alpha Program Code	Displays the program code associated with the customer's activity. See subparagraph D.
Reference Code	Displays the reference number associated with the program payment (that is, "FM – Farm", "CT – Contract", etc).
Reference Number	Displays the number associated with the reference code (that is, "302B").
Date	Displays the date associated with the applicable activity: • payable date is the "Payment Request Date" • receivable date is the "Receivable Establishment Date" • market gain date is the "Date of Gain/Loss".
Activity Type	Displays descriptions of the type of activity reported.
	Note: The following 3 types of activity are captured: • payments • receivables • market gains/losses.
Activity ID	Displays system-generated identifier associated with reported activity. **Note:** This number should be referenced when questions arise about activity displayed on this report.
Activity Amount	Displays the amount of the applicable activity.
Program Total	Displays the net amount of activities for the State/county by program code.

D Example of the Detailed Payment Report for SURE

The following is an example of the Detailed Payment Report for SURE.

U.S. Department of Agriculture
Farm Service Agency
2010 Detailed Payment Report for SURE

Prepared: 10-13-2011
PAGE: 1

Producer ID/Name: 9999 S ANY PRODUCER

State/ County	Alpha Program Code	Reference Code	Reference Number	Date	Activity Type	Activity ID	Activity Amount
99999	10ACREDP	FM	0000795	2009-11-03	Payable	7504030	210.00
				2010-02-05	Payable	7819276	313.00
		Program Total					523.00
99999	10EDCPDP	FM	0000065	2009-11-04	Payable	7506035	17.00
		Program Total					17.00

--*

***--605 Detailed Payment Report for SURE (Continued)**

E 2010 Alpha Program Codes

The following are the alpha program codes that are applicable to the FSA payments that are included in the total farm revenue for SURE:

- ACRE:
  - Direct Payment Code, “10ACREDP”
  - ACRE Payment Code, “10ACRE”
- DCP:
  - Direct Payment Code, “10EDCPDP”
  - Counter Cyclical Code, “10EDCPCC”
- LDP:
  - “10LDPCOMMC”
  - “10ELDPCOMM”
  - “10ELDPECOMM”
- Marketing Loan Gain:
  - “10COMMLN”
  - “10COMMFLN”
  - “10COMMWLN”
- NAP, “10NAP”.

For LDP’s and market loan gains, “comm” will **not** actually appear in the alpha program code. The name (or abbreviated name) of the commodity for which LDP was received or the marketing loan gain was earned will be displayed. For example, “10CORNLN”, “10WHTLN”.

The market loan gains on CMA’s will not appear on the reports. These will be displayed on 2010 SIR (Web) Payment Data and shall be entered in the “CMA” section provided in the 2010 SURE Workbook.

Prompt payment interest for any of the FSA payments are **not** part of the total farm revenue calculation. If the alpha program code was used for accounting for this interest, it will show up on the reports as part of the payment. The County Office or recording county may remove interest amounts before entering the total into the SURE Workbook, if they have proof and the means to identify this. All prompt payment interest was supposed to be accounted to the alpha program code of “INTPEN” and should **not** show up on the reports.--*****

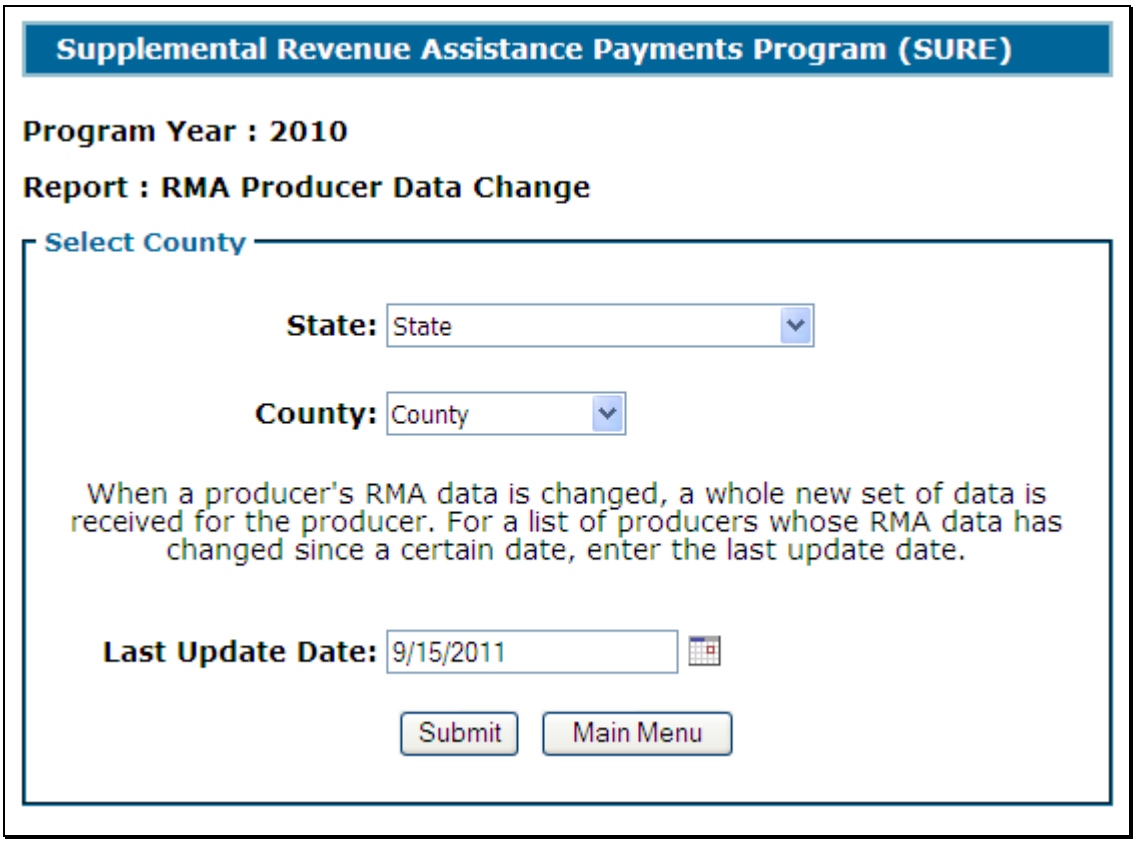
*--606 RMA Producer Data Change Report

A Overview

A producer's RMA data may change. A list of producers whose RMA data has changed since the last update date will be displayed on the RMA Producer Data Change Report.

B Accessing RMA Producer Data Change Report

From the 2010 Main Menu, CLICK "RMA Producer Data Change Report". The RMA Producer Data Change - Select County Screen will be displayed. The following is an example of the RMA Producer Data Change - Select County Screen.

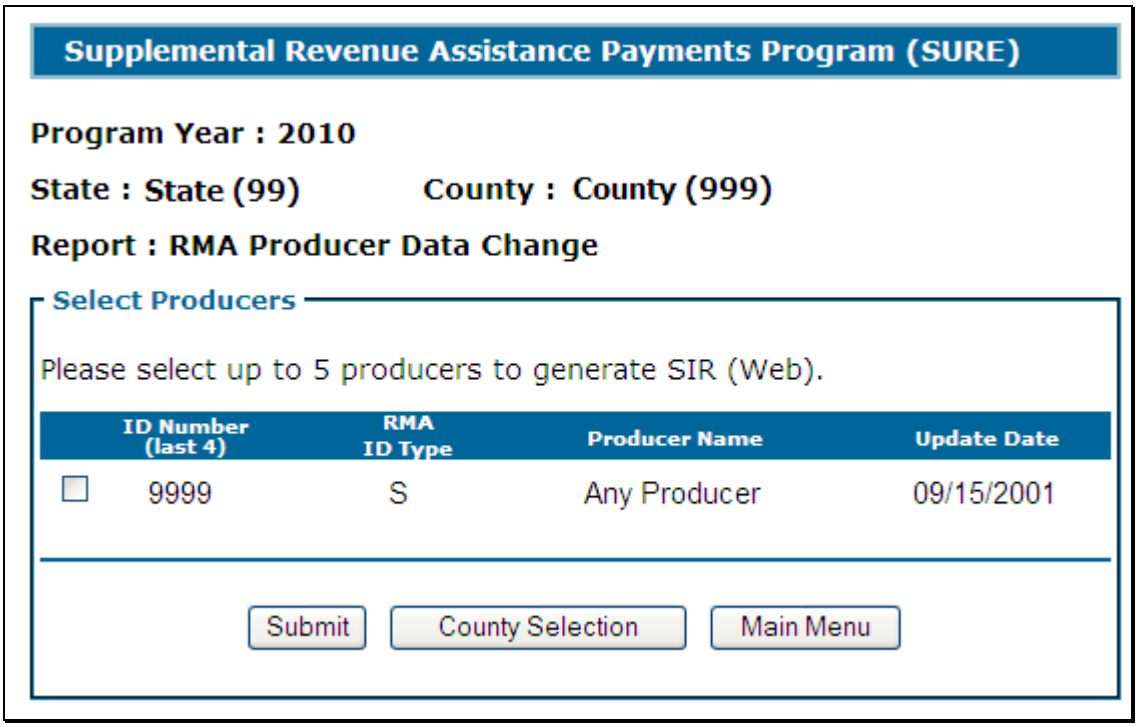


Select State and county and enter the last update date. CLICK "Submit" to generate a list of producers whose data has changed since the last update date for the selected county. CLICK "Main Menu" to return to the program year specific main menu.--*

*--606 RMA Producer Data Change Report (Continued)

B Accessing RMA Producer Data Change Report (Continued)

A list of producers whose data has changed since the last update date for the selected county will be displayed. Select the producer and CLICK "Submit" to generate SIR (Web). The following is an example of the RMA Data Change - Select Producer Screen.



This report shall be checked every 7 calendar days **and** before issuing payments, to ensure that the most current data is being used in the workbook, even after a producer has been paid.

Note: Any change to producer data will be underlined and highlighted.

In the following situations, a producer will be displayed on the 2010 RMA Data Change Report, but no data will be underlined on SIR:

- change was to RMA data not shown on SIR, because it was not needed for SURE
- record was completely removed
- entirely new record was added.

Note: Any screen prints or SIR's that are generated through the, "RMA Producer Data Change Report" option are internal documents; and may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

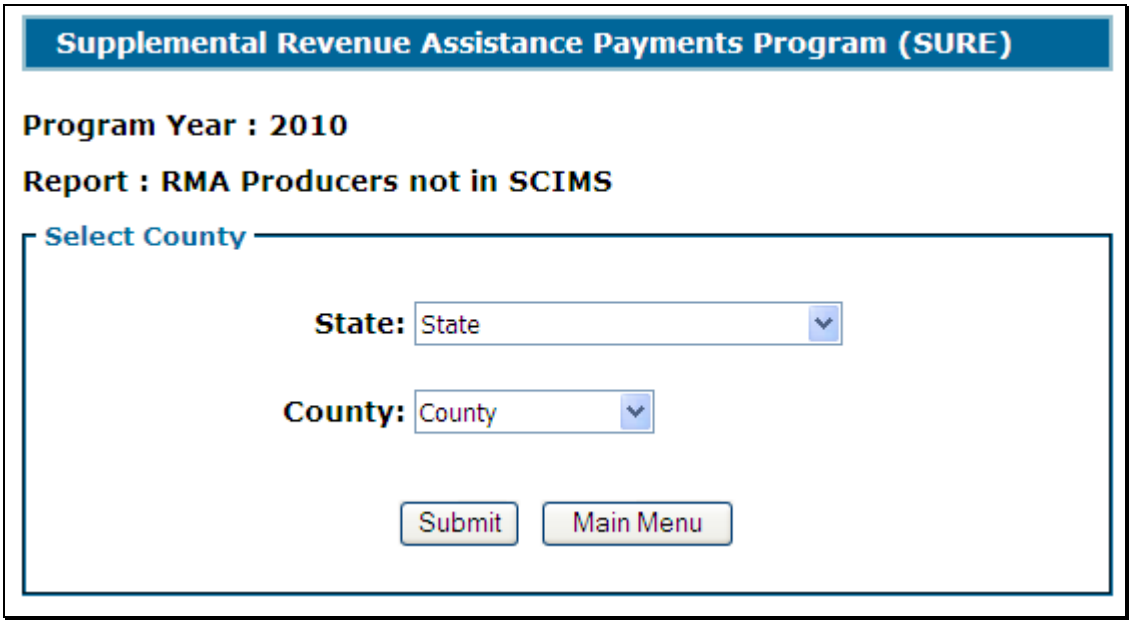
*--607 RMA Producers Not in SCIMS

A Background

If a producer is **not** in SCIMS, or the RMA producer's TIN does **not** match FSA's records, a list of producers with RMA data will be displayed on the RMA Producers Not in SCIMS Report.

B Accessing RMA Data for RMA Producers Not in SCIMS

From the Main Menu, CLICK "RMA Producers Not in SCIMS". The RMA Producers Not in SCIMS Screen will be displayed. The following is an example of the RMA Producers Not in SCIMS - Select County Screen.



The user shall select State, county, and CLICK:

- "Submit" to generate a list of producers not in SCIMS
- "Main Menu" to return to the program year specific main menu.--*

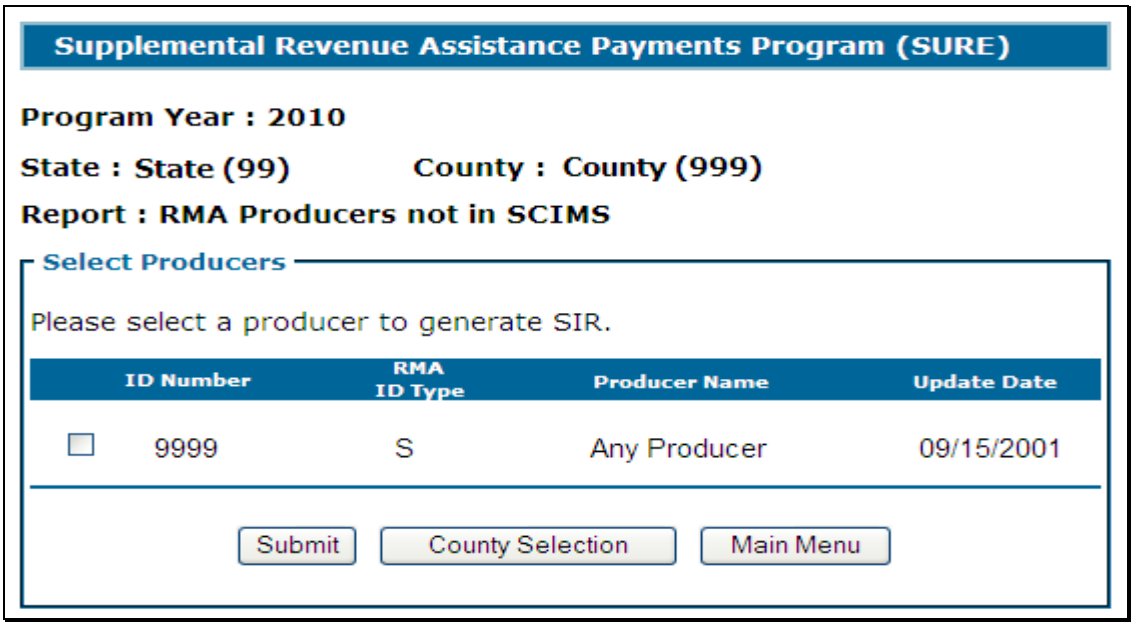
***--607 RMA Producers Not in SCIMS (Continued)**

B Accessing RMA Data for RMA Producers Not in SCIMS (Continued)

Once the user has clicked "Submit", a list of producers not in SCIMS will be displayed. The user can select a producer and CLICK "Submit" to print SIR that will only contain RMA data. CLICK:

- "County Selection" to return to the previous screen
- "Main Menu" to return to the program year specific main menu.

The following is an example of the RMA Producers Not in SCIMS - Select Producers Screen.


Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

State : State (99) County : County (999)

Report : RMA Producers not in SCIMS

Select Producers

Please select a producer to generate SIR.

	ID Number	RMA ID Type	Producer Name	Update Date
☐	9999	S	Any Producer	09/15/2001

Submit | County Selection | Main Menu

If a producer appears on this list, this indicates the producer does business with RMA/Crop Insurance, but either:

- has **not** done business with FSA before and; therefore, is **not** in SCIMS
- TIN the producer provided RMA/Crop Insurance does **not** match TIN in SCIMS.

After the producer has either been added to SCIMS or TIN has been corrected, the producer should no longer appear on this list and SIR can be printed according to subparagraph 603 B and/or 606 B.

Note: Any screen prints or SIR's that are generated through the, "RMA Producers Not in SCIMS" option are internal documents; and may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.**--***

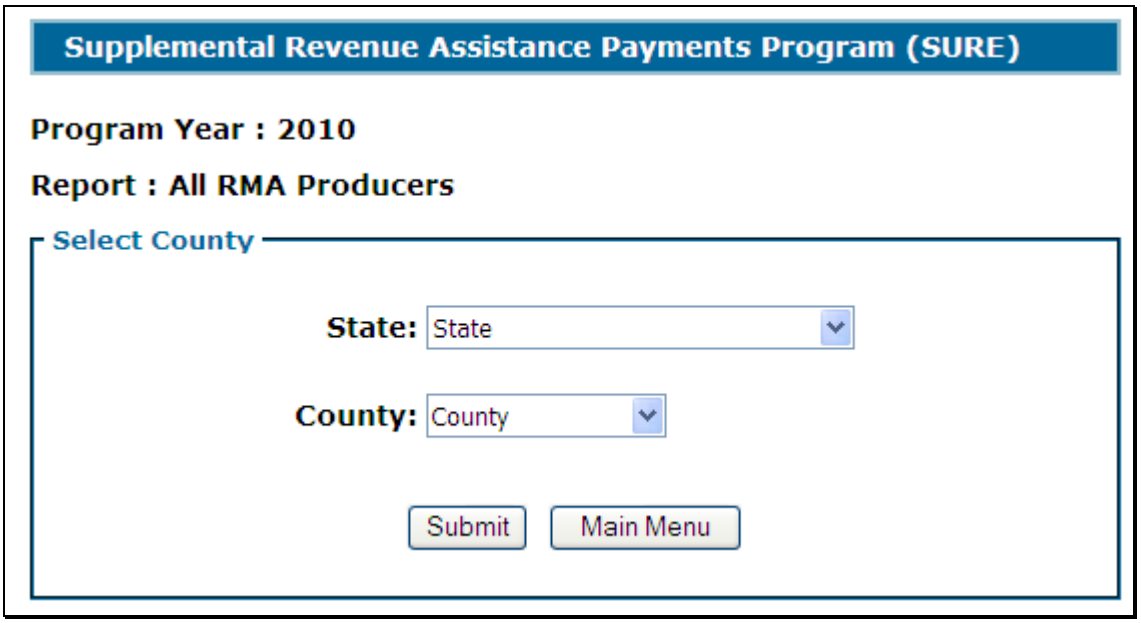
*--608 All RMA Producers Report

A Overview

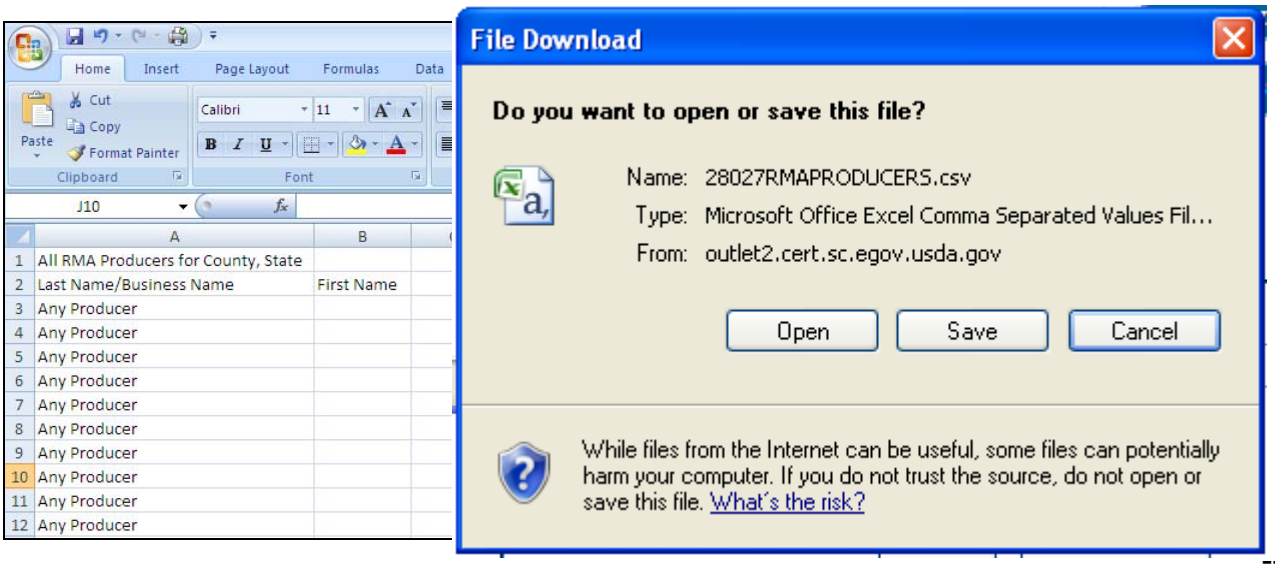
There are cases where a field office may need to identify an RMA producer. The All RMA Producers Report notifies County Offices of producers who have RMA coverage.

B All RMA Producers Report

From the 2010 Main Menu, CLICK "All RMA Producers", select State and county, and CLICK "Submit". The following is an example of the All RMA Producers - Select County Screen.



An excel file will be created. CLICK "pen" on the File Download dialog box and a list of all RMA producers for which we have received RMA data for in that county will be displayed.



--*

*--609 SURE Data Query Tool

A Overview

The SURE Data Query Tool software is web-based software that queries 2010 FSA-578 data and also has the capability to retrieve some NCT data.

The SURE Data Query Tool Screen:

- will display all 2010 compliance data reported by the selected producer in the selected administrative State and County Office

- provides the ability to:

  - combine multiple records into 1 unit

  - mark acreage records as eligible for SURE

  Notes: Zero acreage records, or acreage records with “0” (zero) reported acres and “0” (zero) determined acres with no tract for field numbers, should **not** be marked as eligible and subsequently shall **not** be exported into the 2010 SURE Workbook.

  GS is not an eligible intended use for SURE. In the case where the crop’s grain production is being included in the SURE application, crops with the intended use of GS may be imported into the 2010 SURE Workbook but the intended use shall be changed from GS to GR and the Production to Count shall only reflect the grain production.

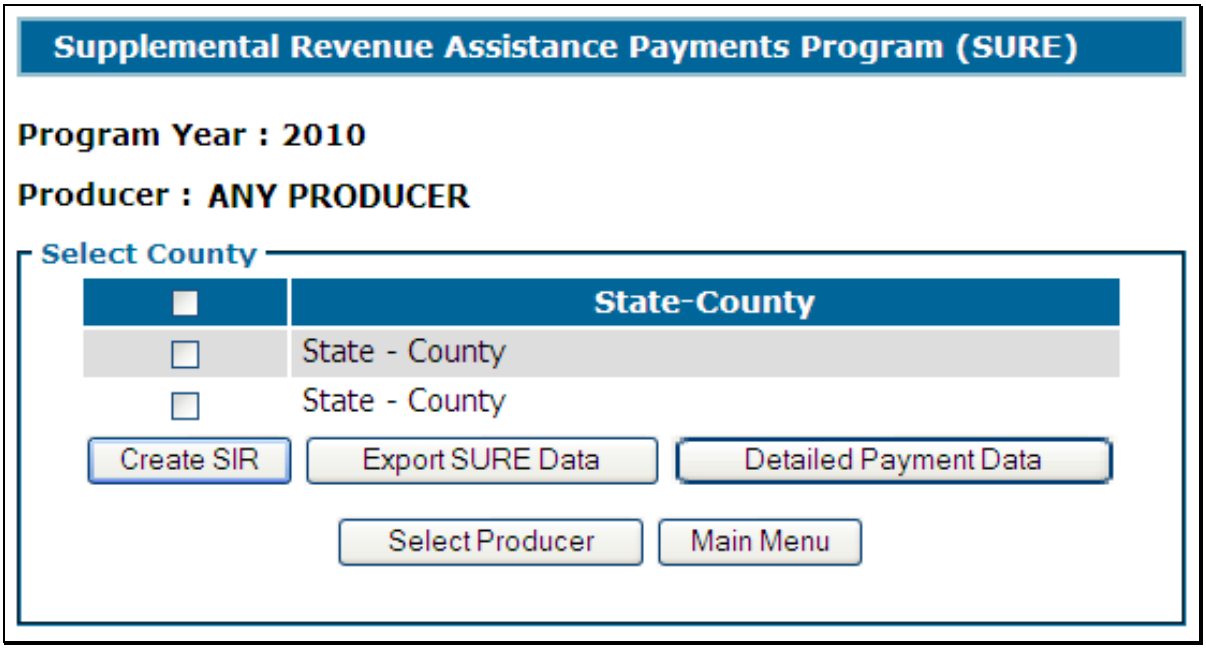
  - export eligible acreage to an .xml file that can be imported into the 2010 SURE Workbook.

After user clicks “Export Acreage/NCT Data” from the County Selection Screen, the SURE Data Query Tool Screen will be displayed.**--***

***--609 SURE Data Query Tool (Continued)**

B Accessing the SURE Data Query Tool

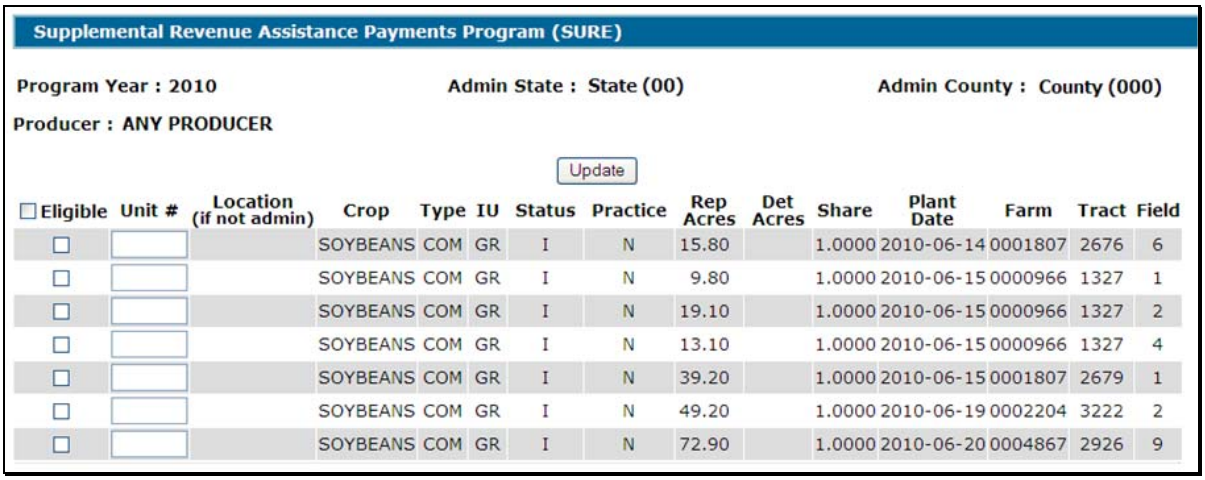
From the 2010 Main Menu, users select "SURE Data Query Tool" and select the producer in SCIMS. The following is an example of the SURE Select County Screen.



Select the county for which to use the SURE Data Query Tool, and CLICK "Export SURE Data".

C Example SURE Data Query Tool Screen

The following is an example of the SURE Data Query Tool Screen.



Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010 Admin State : State (00) Admin County : County (000)

Producer : ANY PRODUCER

Update

Eligible	Unit #	Location (if not admin)	Crop	Type	IU	Status	Practice	Rep Acres	Det Acres	Share	Plant Date	Farm	Tract	Field
☐			SOYBEANS	COM	GR	I	N	15.80		1.0000	2010-06-14	0001807	2676	6
☐			SOYBEANS	COM	GR	I	N	9.80		1.0000	2010-06-15	0000966	1327	1
☐			SOYBEANS	COM	GR	I	N	19.10		1.0000	2010-06-15	0000966	1327	2
☐			SOYBEANS	COM	GR	I	N	13.10		1.0000	2010-06-15	0000966	1327	4
☐			SOYBEANS	COM	GR	I	N	39.20		1.0000	2010-06-15	0001807	2679	1
☐			SOYBEANS	COM	GR	I	N	49.20		1.0000	2010-06-19	0002204	3222	2
☐			SOYBEANS	COM	GR	I	N	72.90		1.0000	2010-06-20	0004867	2926	9

--*

609 SURE Data Query Tool (Continued)

D Field Descriptions and Actions

The following provides the field descriptions and actions on the Producers Crop Data Screen.

Field/Button	Description	Action
Program Year	The selected year will be displayed.	
Admin State	Administrative State selected on the SURE Select County Screen will be displayed with the State code.	
Admin County	Administrative County selected on the SURE Select County Screen will be displayed with the County code.	
Producer	Name of the selected producer will be displayed.	
Eligible	Manual selection.	Check (✓) the "**Eligible**" box next to the crops that are eligible for 2010 SURE. If all displayed crops are eligible for 2010 SURE, check (✓) the "**Eligible**" box in the header to select all crops.
Unit Number	Manual entry. Unit number is a unique number that can be used to summarize multiple acreage line items into 1 line item. Users can enter the RMA or NAP unit number, if applicable, or any other unique number. ***--Note:** If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the **actual** unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.**--***	Enter a unit number for the acreage line item. If the same unit number is entered for multiple acreage line items, the line items will be considered 1 unit if all of the following match: • location • crop • crop type • intended use • status • practice • share. If any of the preceding items are different, the acreage line items will be considered separate units.
Update	Summarizes all selected line items to allow for exporting into an .xml file. See subparagraph F.	
Ineligible Crops	Lists crops that are ineligible for 2010 SURE. These crops **cannot** be selected for eligibility. See subparagraph 32 G for ineligible crops.	

*--609 SURE Data Query Tool (Continued)

E Summarized Acreage

After all acreage line items have been selected, unit numbers entered, and "Update" has been clicked, the selected acreage line items will be summarized into a separate table that can be exported into an .xml file to be used in the 2010 SURE Workbook.

The following is an example of summarized acreage line items.

Summarized data to be exported.

Unit #	Location	Crop	Type	IU	Status	Practice	Rep Acres	Share	UOM	NAMP
		SOYBEANS	COM	GR	I	N	32.20	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	15.80	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	9.80	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	13.10	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	39.20	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	19.10	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	49.20	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	72.90	1.0000	BU	0.6900

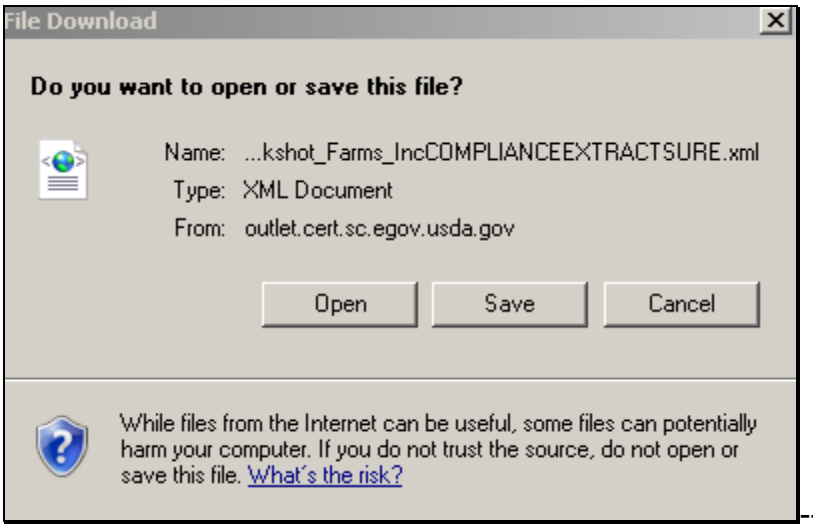
Update Export

CLICK:

- **"Update"** to make changes or re-summarize
- "**Export**" to save the data to an .xml file.

F Action

After "**Export**" is clicked, the following File Download dialog box will be displayed. CLICK "**Save**".



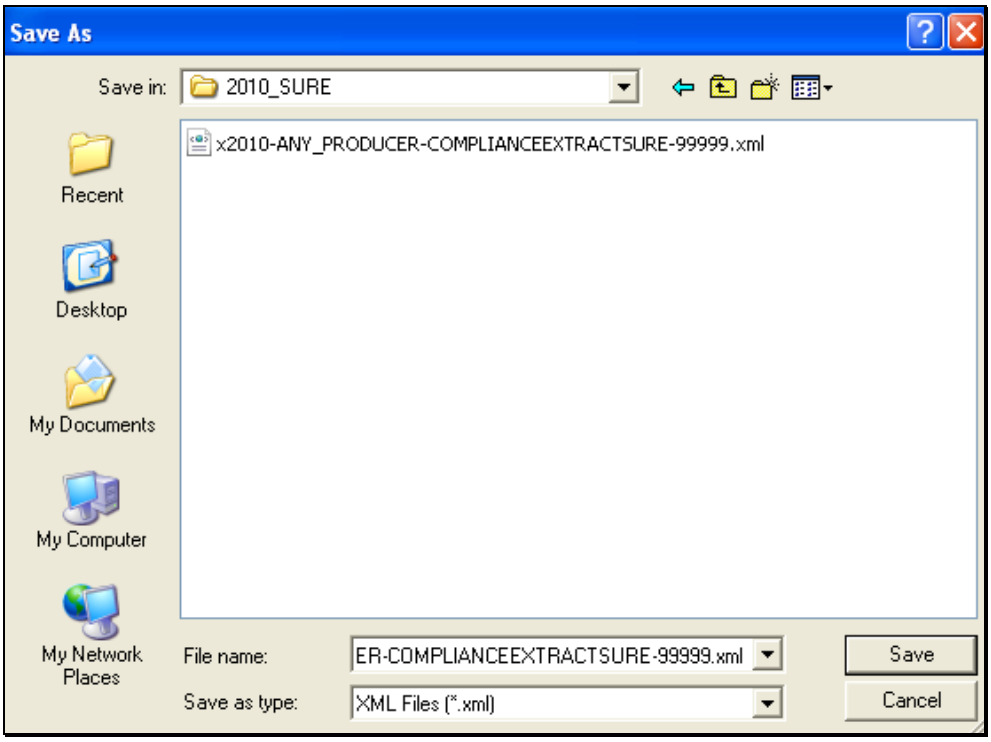
--*

609 SURE Data Query Tool (Continued)

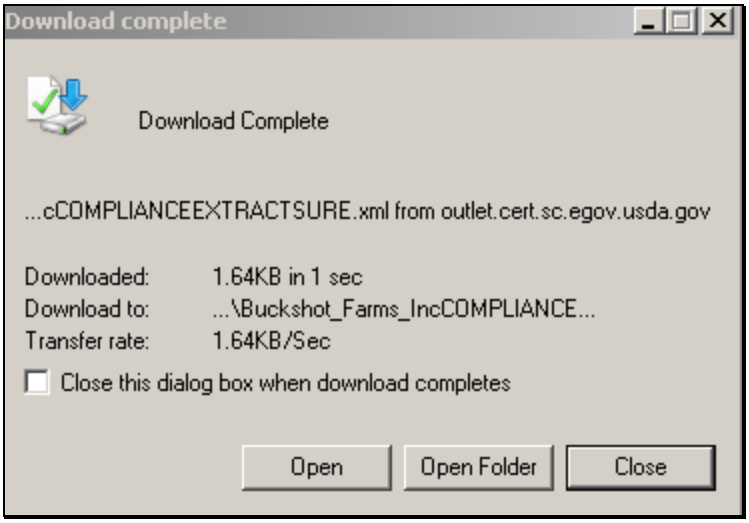
F Action (Continued)

After users click "Save", the following Save As dialog box will be displayed. Navigate to the "**S:\Service_Center\FSA\2010_SURE**" folder and CLICK "**Save**" to save the .xml file.

Note: If the "**2010_SURE**" folder does **not** exist, create the folder according to subparagraph 613 B.



The following Download complete dialog box will be displayed. CLICK "**Close**" to return *****--to the 2010 SURE Data Query Tool.--*****



*--610 Importing .XML File Into SURE Workbook

A Overview

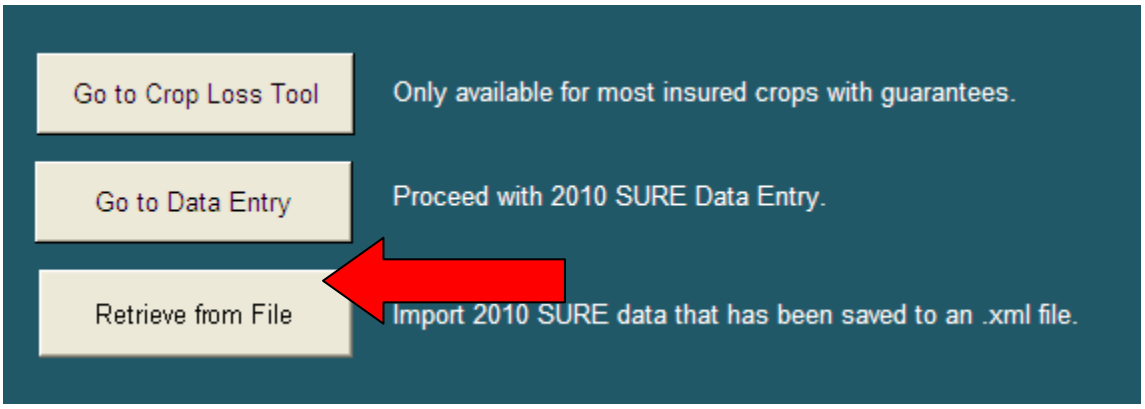
After the .xml file is saved to “S:\Service_Center\FSA\2010_SURE”, the file can be imported into the 2010 SURE Workbook.

To import the .xml file, the user will use the “Retrieve from File” button in the 2010 SURE Workbook.

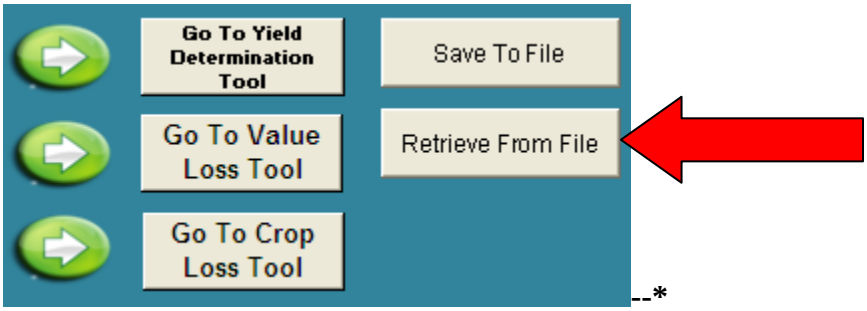
B “Retrieve From File” Button

Within the 2010 SURE Workbook, on the Main Menu Page or Data Entry Worksheet, CLICK “**Retrieve from File**”.

The following is an example of the “Retrieve from File” button on the Main Menu Page.



The following is an example of the “Retrieve from File” button on the Data Entry Worksheet.



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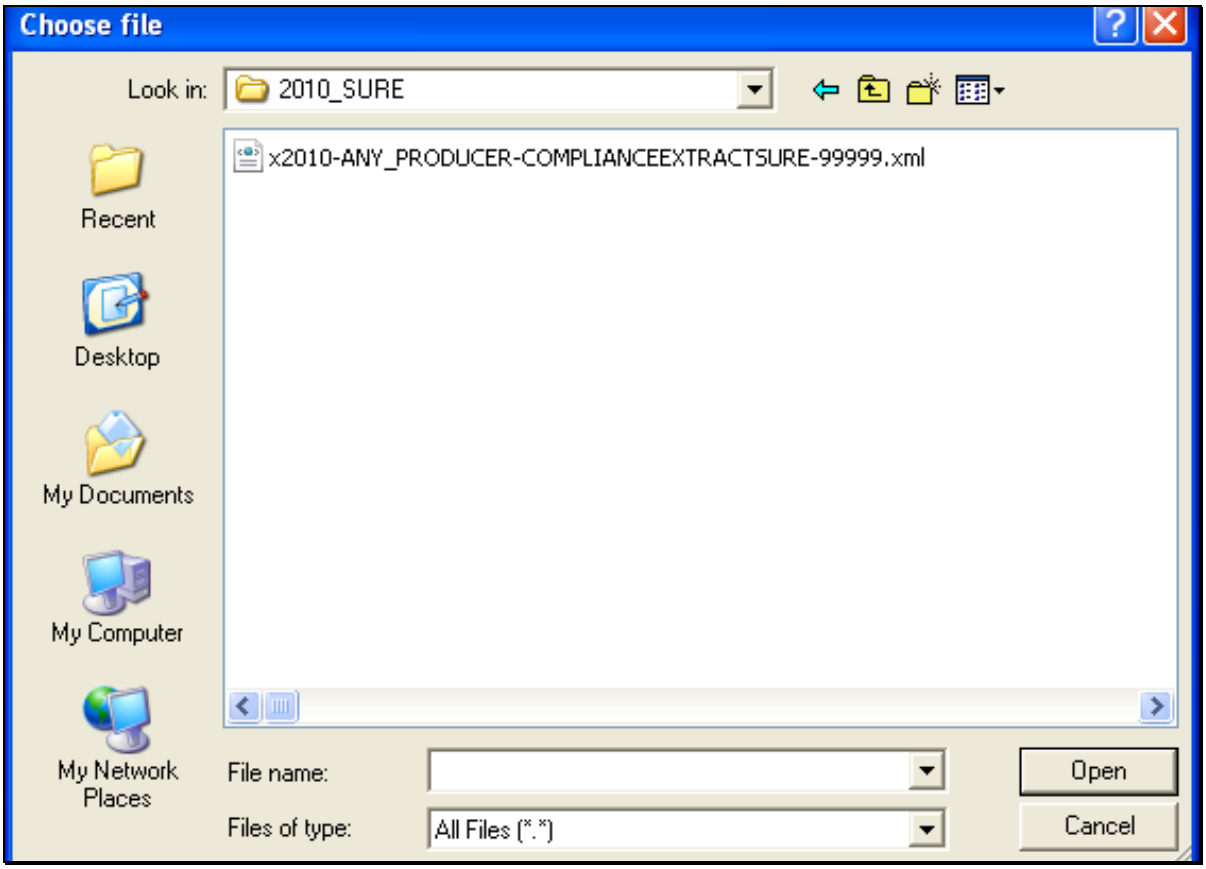
*--610 Importing .XML File Into SURE Workbook (Continued)

B "Retrieve From File" Button (Continued)

After users click "Retrieve from File", the following Browse dialog box will be displayed. The folder is automatically defaulted to "**S:\Service_Center\FSA\2010_SURE**". Select the applicable .xml file that was extracted from the 2010 SURE Data Query Tool and CLICK "**OK**" to complete the retrieval.

Note: The extracted SURE Compliance Tool file will be named **"x2010-PRODUCER_NAME-COMPLIANCEEXTRACTSURE-99999"** (99999 will be replaced with the administrative State and county code).



The acreage data from the 2010 SURE Data Query Tool will be displayed on the Data Entry Worksheet in the 2010 SURE Workbook as provided in the following example. Complete the remainder of the 2010 SURE Workbook according to paragraph 614.--*

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPR Code	Plan/ Cov. Code	Stage Code		Unit #	Unit of Meas	2010 NAMP ($)
										H UH PP	Adj. Fact. 1			
	CORN	YEL	GR	I	N	15.45	.5000					10000	BU	$ 5.4500
	MIXED FORAGE	NSG	FG	I	N	17.60	.5000					10000	TON	$ 111.0000
	SOYBEANS	COM	GR	I	N	15.30	.5000					10000	BU	$ 11.3000

*--611 2010 SURE Workbook Function

A Overview

The SURE Workbook provides a series of Excel worksheets used to complete a manual calculation of SURE payment, including the following:

- Crop Loss Tool
- Data Entry
- Value Loss Tool
- Yield Determination Tool
- Blended RMA Weighted Adjusted Yield Tool
- Weighted Average Yield Tool
- Farm Summary
- Detailed Farm Summary
- 10 Percent Loss Tool
- FSA-682, page 2.

One SURE Workbook will be completed per producer, per administrative county. Only the crops and acreage administered in that county will be entered into the SURE Workbook. Each line entry of crop data shall be entered into the SURE 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 Workbook accommodates 100 line entries. If additional line entries are **required**, an additional SURE Workbook will need to be completed. For more information on saving additional SURE Workbooks for a producer whose workbook exceeds 100 line entries in 1 administrative county, see subparagraph 614 C, note in “Producer Name” definition and rule.

Note: The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.**--***

611 2010 SURE Workbook Function (Continued)

B Handling Single-County Producers

If the administrative and recording county **are** the same and the producer is **not** multi-county, the SURE 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: See 3-PL, Exhibit 2 for the definition of recording county. The administrative county is the FSA county responsible for administering the acreage.

C Handling Multi-County Producers

***--**If the administrative and recording county are **not** the same and the producer **is** multi-county, the administrative county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- transmit the SURE Workbook .xml file to the recording county.

In this situation, the recording county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- collect all the SURE Workbook .xml files from all administrative counties with which the producer is associated
- summarize all SURE Workbooks, **before** COC approval/disapproval, and before entering the resulting SURE payment to be processed in the payment software, if applicable.

Note: For producer's who do not have SURE eligible crops in the recording county, the recording county shall create a blank SURE Workbook and summarize with the nonrecording county SURE Workbook according to subparagraph 615 D.**--***

*--612 Preparing Documents to Complete 2010 SURE Workbook

A Preparing Documents

The SURE Workbook process is a completely manual process. The SURE 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 Workbook will ease the SURE Workbook process for the user and the producer.

All documentation shall be filed in the producer's program folder.

Note: Payment software is capable of referencing Web eligibility.

B AD-1026A or Producer Farm Data Report

Either AD-1026A or the Producer Farm Data Report:

- 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 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. See paragraph 3 for more information about eligibility criteria.

A list of eligible counties can be found at
http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=sure.--*

*--612 Preparing Documents to Complete 2010 SURE Workbook (Continued)

D Production Evidence

Producers may need to provide verifiable, reliable, and/or certifiable production records. Date-stamp and write the county's name on the original production record, copy, and return the original to the producer. See Part 7 for more information.

E Crop Data

Data elements, such as price, CEY, unharvested factor, prevented planting factor, historical marketing percentage, quality adjustment factor, maximum average loss level, and NAMP will be established by STC and provided by the State Office. See Part 3 for more information.

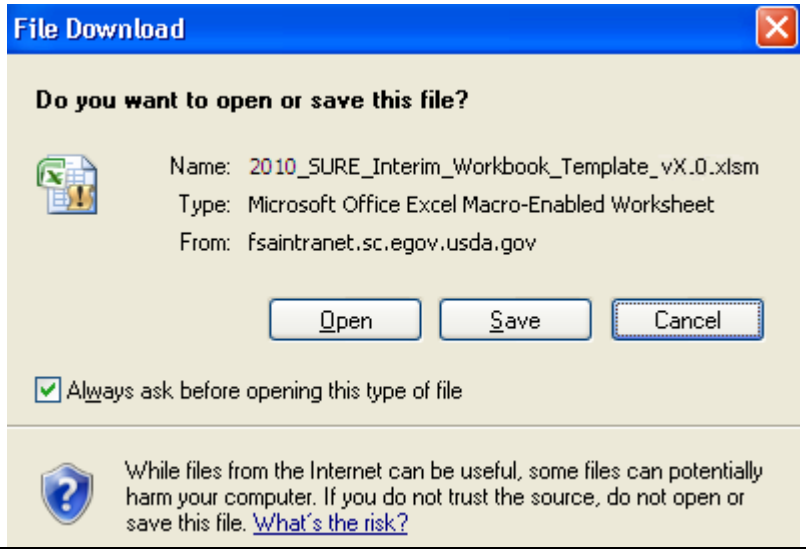
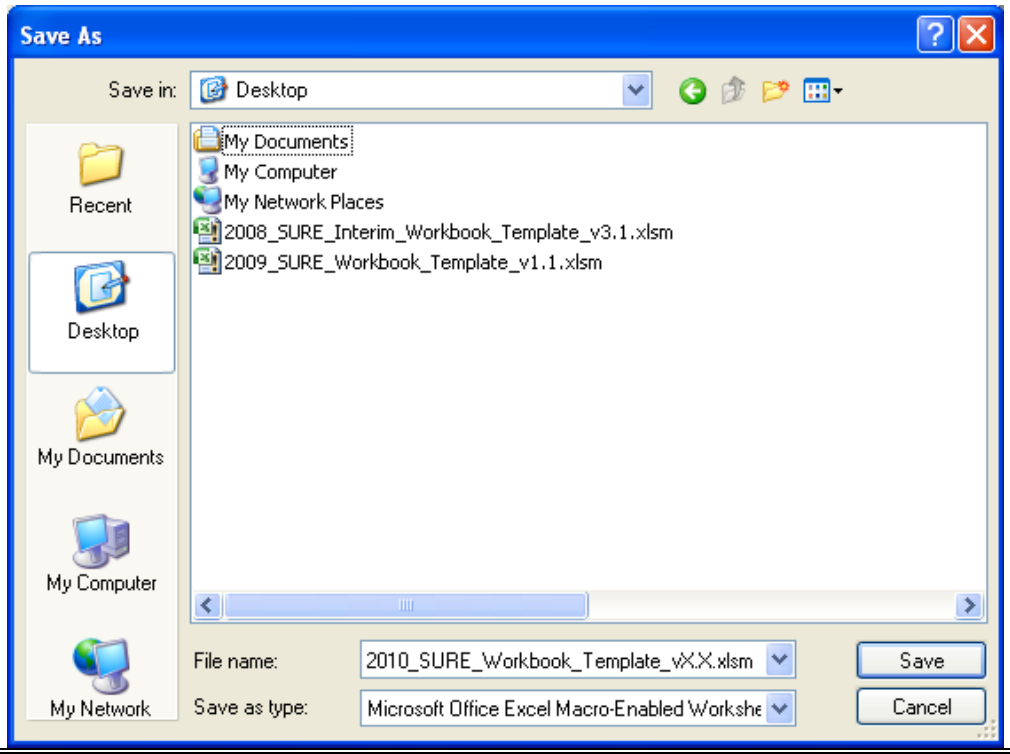
F Completing SURE Workbooks

County Offices shall work with producers to complete the SURE Workbook for each producer applying for SURE for the eligible crops and acreage administered in that county.--*

*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook

A Accessing and Saving the SURE Workbook Template

Access and save the SURE Workbook template according to the following.

Step	Action
1	On the SURE Program Year: 2010 Screen, CLICK “2010 SURE Workbook vX.0”.
2	The File Download dialog box will be displayed. CLICK “**Save**”. 
3	The Save As dialog box will be displayed. Save file to Desktop. 

--*

*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

A Accessing and Saving the SURE Workbook Template (Continued)

Step	Action
4	The document will be placed on the user's desktop with an icon. The document will be named, "**2010_SURE__Workbook_Template_vX.0.xlsm**". The version number shall correspond with the current version posted on the SURE Intranet Web Page. **Note:** There will be a need for more than 1 SURE Workbook template saved to a user's desktop for the purposes of summarizing multi-county data according to subparagraph 615 D. For additional SURE Workbook templates, name as follows: • "2010_SURE__Workbook_Template_vX.X.2.xlsm" • "2010_SURE__Workbook_Template_vX.X.3.xlsm".

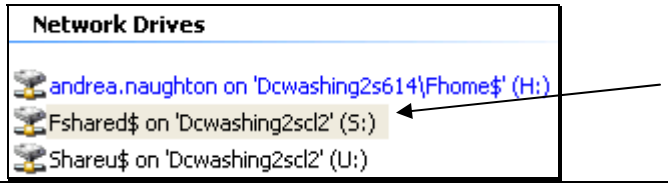
Note: The SURE Workbook is for FSA internal use only and shall **not** be distributed.

Saving the workbook template to the user's desktop will need to be done if there is a new workbook version issued, or if the template on the user's desktop needs to be replaced.**--***

*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

B Creating a New Folder in Which to Save All SURE Workbook Data

Before completing and saving a SURE Workbook for a producer, a new folder will need to be created on the **S:** drive according to the following.

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 "**(S:) drive**". 
3	DOUBLE-CLICK "**Service_Center**".
4	DOUBLE-CLICK "**FSA**".
5	Left-click "**Make a new Folder**" , , or if neither of these buttons are available right-click in blank white area within the folder window, left-click "**New**", left-click "**Folder**".
6	A new folder will be created in the S:\Service_Center\FSA folder, the default name of the new folder will be "New Folder". Rename the folder according to step 7.
7	RIGHT-CLICK "**New Folder**" and LEFT-CLICK "**Rename**".
8	Rename the folder "**2010_SURE**".

Note: Creating the new "2010_SURE" folder **only needs to be done 1 time at each Service Center**. All SURE 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, "**2010_SURE**", with the underscore **exactly** as displayed here.**--***

613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

C Enabling Macros

Enable macros in the SURE Workbook according to the following.

Step	Action
1	Every time a user opens the SURE Workbook Template, tt 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**". **Notes:** This step needs to be performed every time the SURE Workbook is opened. ***--**For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--*** **Warning:** Do **not** attempt to permanently enable macros; this will make the SURE Workbook unusable and could potentially create a security breach.

*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Saving a Producer's SURE Workbook

When the user needs to save a producer's SURE Workbook, the user shall save the data according to the following.

Step	Action
1	CLICK "**Save to File**" from the Data Entry or Farm Summary Worksheet.
2	The following Browse For Folder dialog box will be displayed. To save an .xml file to the "**S:\Service_Center\FSA\2010_SURE**" folder that was created by following subparagraph B, CLICK "**OK**". **Note:** If the "2010_SURE folder" was **not** created, the following Browse For Folder dialog box will be displayed. CLICK "**Cancel**" and return to subparagraph B to create the folder as instructed.

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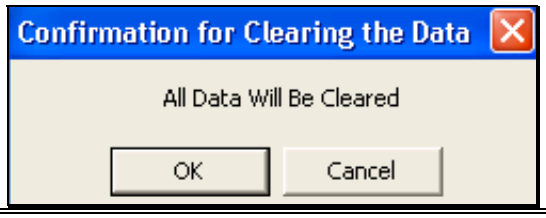
*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Saving a Producer's SURE Workbook (Continued)

Step	Action
3	An .xml file will be created, 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 the following: • program year • version number • producer's name • 9-digits of producer's ID (encrypted) • State and county code • Recording County indicator ("R", recording county; "N", nonrecording county"). A "XML Created" dialog box will be displayed with the following message, CLICK "**OK**". After users click "OK", the SURE Workbook will clear all manual entries and the .xml file will be saved to the folder location indicated.
4	When users click "OK" on the Browse For Folder dialog box, the Confirmation for Clearing the Data dialog box will be displayed, CLICK "**OK**". 

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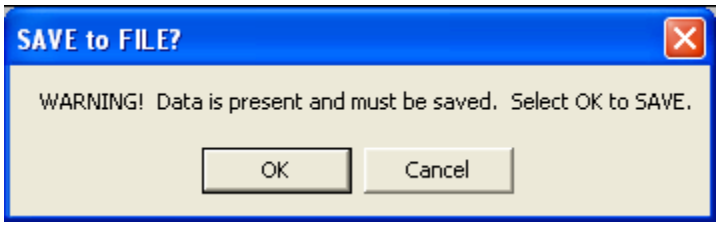
613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

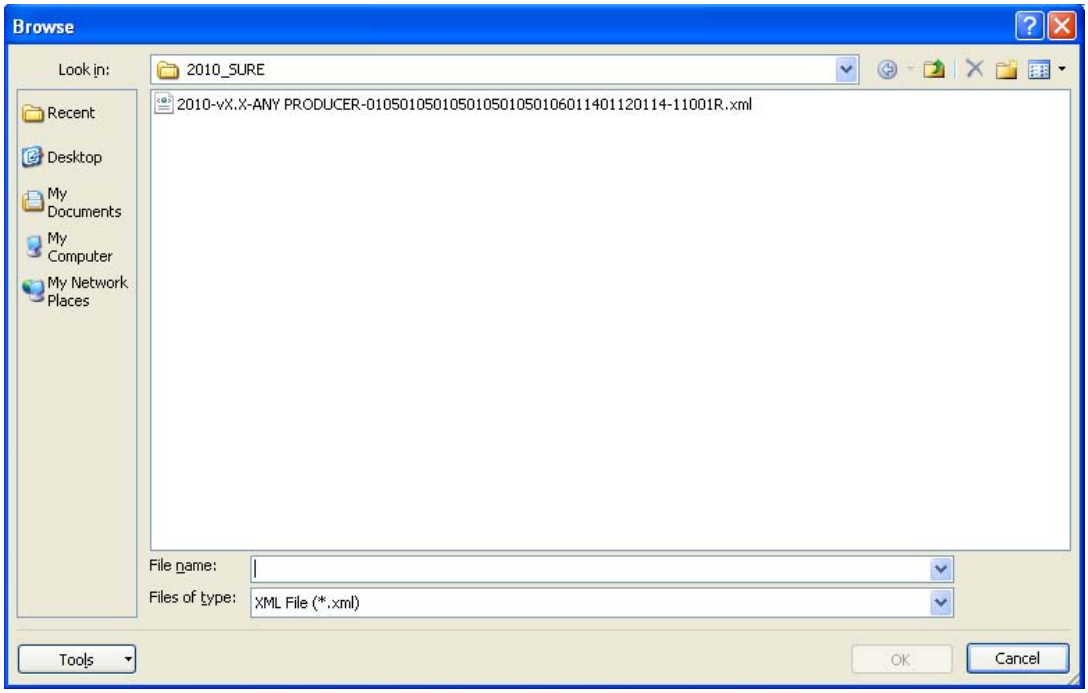
D Saving a Producer's SURE Workbook (Continued)

Step	Action
5	When ready to close the 2010 SURE Workbook Template, do 1 of the following: • CLICK "X" in the upper right hand corner • click the Office Button, CLICK "Close" • click the Office Button, CLICK "Exit Excel". When 1 of these options are taken, the user will get the following message. CLICK "**No**". If the user clicks: • "Yes", the data will be saved in the template and not in an .xml file •***--**"No", the template will be saved blank (recommended)**--*** • "Cancel", the current page will be displayed.
6	If the user does not follow steps 1 through 5, the following message may be displayed.  CLICK "OK". If the user clicks: • "OK", the workbook will be displayed; follow steps 1 through 5 • "Cancel", the Start Page, will be displayed; go to step 5.

*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

E Retrieving a Producer's SURE Workbook Data

Retrieve a producer's SURE Workbook data; for example, to continue work, make changes, or summarize multi-county information, according to the following.

Step	Action
1	Open the SURE Workbook Template from the Desktop and CLICK "**Retrieve From File**" from the Data Entry Worksheet or Start Page.
2	After users click "Retrieve From File", the following Browse dialog box will be displayed with the content of the "S:\Service_Center\FSA\2010_SURE" folder where the user has saved the producer's SURE 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 "2010_SURE_Workbook_Template_vX.0.xlsm".

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613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

F Transferring SURE Workbook Data to the Recording County

After a multi-county producer's SURE 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 and administrative counties shall coordinate with each other to timely complete and transmit the completed SURE Workbook and any other data needed to conduct and execute the 2010 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.

Note: When a recording county receives an .xml file by e-mail, the file **must** be saved to the 2010 SURE folder, and opened from the 2010 SURE folder.

614 Completing SURE Workbook Data Entry Worksheet

A Overview

When the SURE Workbook is opened, the Start Page will be displayed with the following:

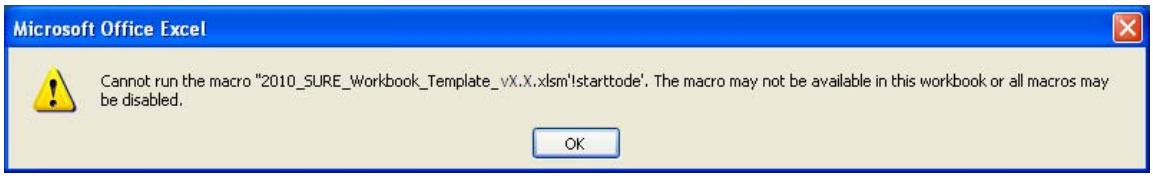
- disclaimer, "FSA Internal Use Only: The SURE Workbook shall not be distributed."

  Note: The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

614 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

- reminder, “Enable macros before continuing per subpar 613 C”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed:



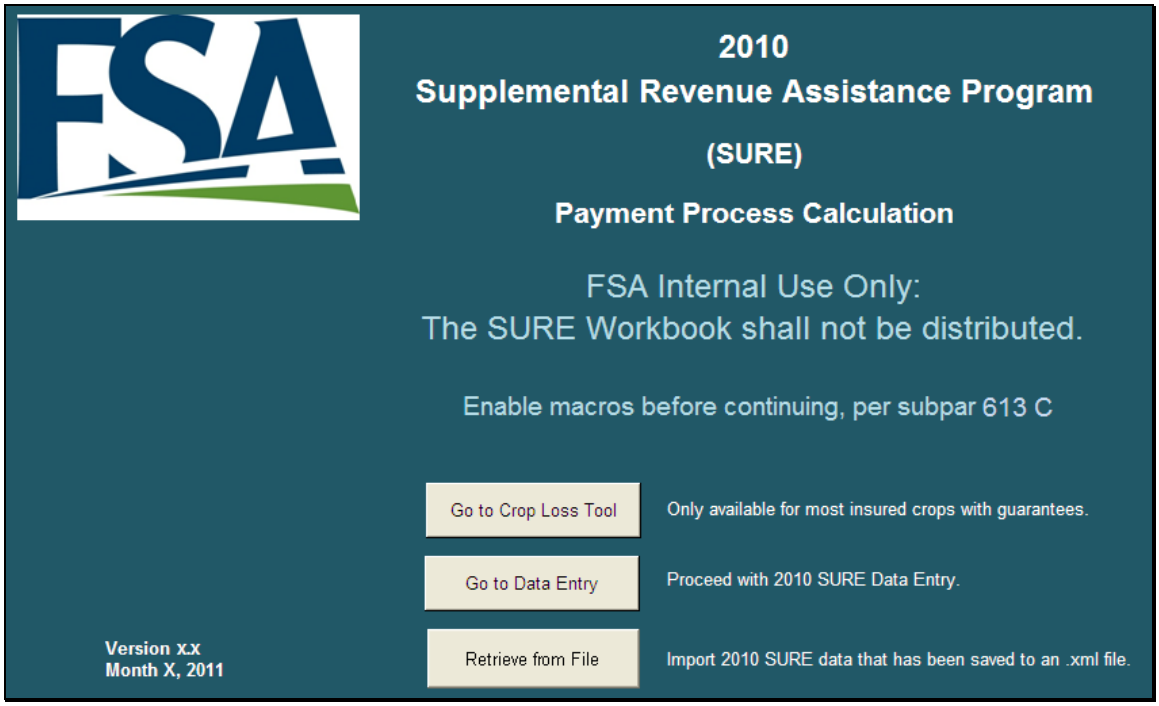
--Note:** For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--

- version number and date

- “Go to Crop Loss Tool” button, to access the Crop Loss Tool; see subparagraphs 616 A and B for completing the 2010 Crop Loss Tool

- “Go to Data Entry” button, to access the Data Entry Worksheet

- “Retrieve from File” button, to import a saved .xml file.



*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

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.

Note: For 2010, unit of measure, price, and NAMP only have to be entered once for a county/crop/type/IU. These data cells on subsequent lines for the same county/crop/type/IU will be darkened to indicate that this data has already been accepted and is not needed to be entered again.

If the user chooses to enter the **same** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell yellow. This will **not** corrupt the workbook. If the user enters a **different** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell orange. This is a warning to the user to review that unit of measure, price, and/or NAMP are, in fact, different.

For crops that could have different prices or NAMP's, these cells will remain yellow and will have to be manually entered.

The price for the following crops will remain yellow and will have to be entered manually:

- barley, regardless of type or use
- peanuts, regardless of type or use
- apples, regardless of type or use
- sweet potatoes, by stage code
- California processed grapes, by crushing district.**--***

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

On the Data Entry Worksheet, cells that are:

- yellow will normally be completed, but are not always required to 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 to the cell and PRESS "**Delete**" to delete the entry.

2010 Data Entry

Clear All Data | Sort Data | Go to 1st Crop Line | Repeat Crop

SURE Template Version: vX.X

Basic Information		
Producer Name:	Any Producer	
ID Number (9 Digits):	999999999 ID Type:	S
Recording County	StCo Code	11-001
	District of Columbia DC	
Admin. County	StCo Code	11-001
	District of Columbia DC	
Put an "x" in cell if:	Land is in a Disaster County	x
	Producer is multi-county	x
	Producer is SDA/LR/BF	

Other Payment Amounts:		
DCP	Direct Payments	$ 8,000.00
	CC Payments	
ACRE	Direct Payments	
	ACRE Payments	
Price Support (LDP, MG, Market Certs.)	CMA:	
FSA Settlements		
RMA Settlements		
Other Disaster Payments		
Guar. Pmts./Contract Growers		

Other Payment Amounts:	
NAP Payments	

Information Only (No Data Entry)	
RMA (Crop Ins.) Indemnities	$ 15,000
Imputed CAT/NAP Amt:	$ 30,434

FSA | SURE Intranet

SURE Guarantee Information

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPR Code	Plan/ Cov. Code	Stage Code H UH PP	Adj. Fact. 1	Unit #	Plt Per.	Adj. Cd.	Guarantee Adjustments Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4	Unit of Meas	Cr. Dist	RMA Guar. Basis ($)	RMA Elections Cov. Level	Price Elect.
	Alfalfa		FG	I	N	19.10	1.0000	P	NY	H		100	01							TON				
	Corn	YEL	GR	I	N	390.00	1.0000	P	25	H		102								BU		$ 297,022	.7500	1.0000
	Oats	SPR	GR	I	N	29.00	1.0000	R	IY	H										BU				
	Soybeans	**COM**	**GR**	**I**	**N**	**313.90**	**1.0000**	**P**	**25**	**H**		**102**								**BU**		**$ 177,923**	**.7500**	**1.0000**

Revenue Data

Yield (APH)	County Exp. Yield	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price ($)	Production to Count	Prod Type	2010 NAMP ($)	QA Factor	Salvage Value ($)	RMA Net Indemnity Producer Premium	Gross Indemnity
4.22		4.22		$ 4.7500	31,600.00		$ 3.5000	.8000			
		147		$ 11.5000	15,695.00		$ 7.0000	.8000		$ 800.00	$ 10,800.00
	78	51		$ 84.0000	76.40		$ 88.0000	.8000			
		43		$ 3.8500	2,320.00		$ 1.8000	.8000		$ 400.00	$ 5,400.00

Value Loss Crops Only		COC Determinations (only required for adjustments)				
		Adjusted Production (Overrides Production to Count)	Assigned Production (Added to Production to Count)	Salvage Value ($) (Overrides Salvage Value)	Value Loss Crops Only	
Fld Mrkt Val A ($)	Fld Mrkt Val B ($)				Fld Mrkt A ($) (Overrides FMV A)	Fld Mrkt B ($) (Overrides FMV B)

Note: Screen captures are for example purposes **only**.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

B Data Entry Worksheet Macros

The following 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.
Repeat Crop	Copies the last crop, crop type, intended use, and practice to the next row.
FSA SURE Intranet	This icon is located immediately under the NAP Payments and RMA Indemnities Information Section on top of the Data Entry Worksheet. This icon is a link to the SURE web site where the SURE Workbook template and tools are located.
Go To Yield Determination Tool	See subparagraph K.
Go To Value Loss Tool	See subparagraph J.
Go To Crop Loss Tool	See subparagraph I.
Save To File	See subparagraph 613 D.
Retrieve From File	See subparagraph 613 E.

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614 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information

The following is an example of the Data Entry Worksheet, "Basic Information" data cells.

Basic Information			
Producer Name:		Any Producer	
ID Number (9 Digits):		999999999 ID Type: S	
Recording County	StCo Code	11-001	
	District of Columbia DC		
Admin. County	StCo Code	11-001	
	District of Columbia DC		
Put an "x" in cell if:	Land is in a Disaster County		x
	Producer is multi-county		x
	Producer is SDA/LR/BF		

The following 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.). **Note:** If a producer's Data Entry Worksheet exceeds 100 line entries, an additional SURE Workbook will need to be completed according to subparagraph 611 A. This additional SURE Workbook will need to have a unique identifier in the "Producer Name" field, in addition to the producer's name. For example, if the producer's name is "Any Producer" the first SURE Workbook will have a producer name entry of "Any Producer" the second SURE Workbook will have a producer name of "Any Producer 2". This step **must** be completed, in these cases, or 1 workbook will overwrite the other and data will be **lost**. In addition, these 2 SURE Workbooks *** * *** will need to be summarized together as if the producer is multi-county, according to subparagraph 615 D.
ID Number (9-digits)	Enter producer's TIN as it appears in SCIMS, **without** dashes. If producer is not in SCIMS, see paragraph 607.
ID Type	Use the drop-down menu to select "**S**" (Social Security) or "**E**" (EIN).
Recording County StCo Code	Enter the FSA State and county code for the producer's recording State and county. Do **not** enter a dash or slash; a code entered as "01001" will be displayed as "01-001". See 1-CM, Exhibit 101 for FSA State and county codes. The State and county name will be populated automatically based on the State and county code entered.
Admin County StCo Code	Enter State and county code for the producer's administrative State and county for which this SURE Workbook is being completed. Do **not** enter a dash or slash; a code entered as "01001" will be displayed as "01-001". See 1-CM, Exhibit 101 for FSA State and county codes.

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information (Continued)

Field	Definition and Rule
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.
Producer is multi-county	Enter "**X**" if the producer is eligible for SURE in more than 1 county. User shall mark "X" manually for recording county workbook for a multiple county producer. "X" will be populated automatically if the recording and admin county code differ. An error message will be displayed if multi-county flag is deleted and other county data is present on the Farm Summary.
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 2010 Web Eligibility.

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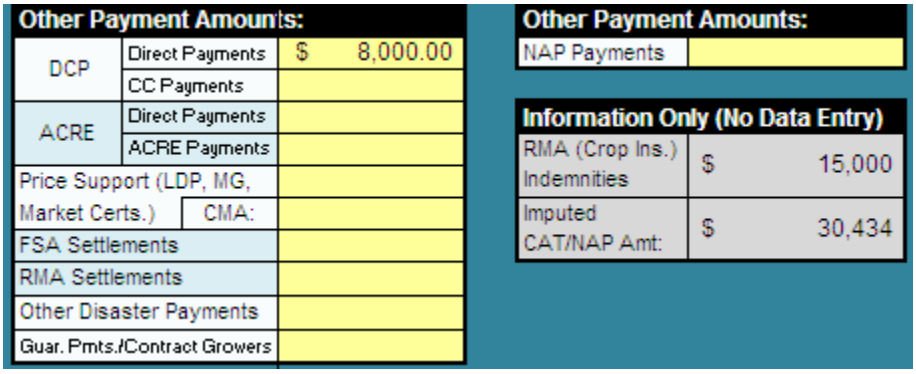
*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts

The following is an example of the Data Entry Worksheet, "Other Payment Amounts" data cells.



Other Payment Amounts:		
DCP	Direct Payments	$ 8,000.00
	CC Payments	
ACRE	Direct Payments	
	ACRE Payments	
Price Support (LDP, MG, Market Certs.)	CMA:	
FSA Settlements		
RMA Settlements		
Other Disaster Payments		
Guar. Pmts./Contract Growers		

Other Payment Amounts:	
NAP Payments	

Information Only (No Data Entry)	
RMA (Crop Ins.) Indemnities	$ 15,000
Imputed CAT/NAP Amt:	$ 30,434

The following provides instructions for completing a portion of the "Other Payment Amounts" fields.

Field		Definition and Rule
DCP	Direct Payments **1/**	Enter 100 percent of the total DCP direct payment, including peanuts, the producer received in all counties nationwide or administrative county for program year 2010. 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 Data Entry Worksheet will calculate the 15 percent.
	CC Payments **1/**	Enter total DCP CC payments the producer received in all counties nationwide or administrative county for program year 2010.
ACRE	Direct Payments **1/**	Enter 100 percent of the total ACRE direct payment, including peanuts, the producer received in all counties nationwide or administrative county for program year 2010. Only 15 percent of the total ACRE direct payment will apply against the revenue; however, the user shall enter 100 percent of the total ACRE direct payment; the Data Entry Worksheet will calculate the 15 percent.
	ACRE Payments **1/**	Enter total ACRE ACRE payments the producer received in all counties nationwide or administrative county for program year 2010.
	CMA **2/**	Enter total LDP payments, eLDP payments, marketing loan gain payments, marketing certificate loan gain benefits the CMA producer received in all counties nationwide or administrative county for program year 2010.
FSA Settlements		Enter total FSA settlement payments, **not** including FLP settlements, the producer received in the administrative county for program year 2010. 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.
RMA Settlements		Enter total RMA settlement payments the producer received in the administrative county for program year 2010. RMA settlements include payments to the producer because 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.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued)

Field	Definition and Rule
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 2010.
Guaranteed Payment to Contract Growers	Enter total guaranteed payments to contract growers the producer received in the administrative county for program year 2010. The producer will have to certify to this payment amount, if applicable.
NAP Payments	Enter total NAP payments the producer received in all counties nationwide or by the administrative county for program year 2010.
RMA (Crop Ins.) Indemnities	RMA gross indemnities and producer premiums are included in the crop data entry with the result automatically entered here. Manual entry is **not** allowed in this cell. If the net indemnity is equal to or less than zero, a dash "-" will be displayed.
Imputed CAT/NAP Amt:	Imputed CAT/NAP payments are automatically calculated according to subparagraph 263 H, when applicable. Manual entry is **not** allowed in this cell.

1/ DCP Direct and DCP CC, ACRE Direct and ACRE-ACRE, and LDP payment amounts are found in the 2010 SIR (Web). If disbursements and receivables are found for any of these program categories, subtract the receivable from the disbursement **before** entering payment amount into the SURE Workbook.

2/ Price Support - CMA payments are found in 2010 SIR (Web).

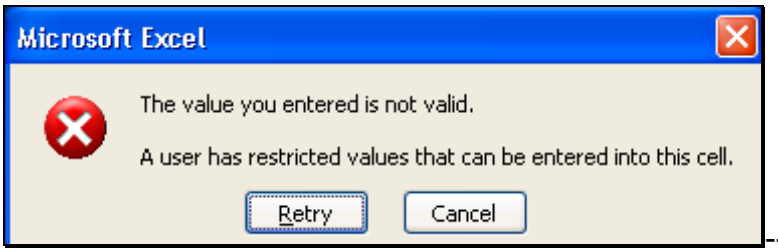
Notes: The 2010 SIR (Web) 2010 Payment Data Section referenced in paragraph 603 and the 2010 Detailed Payment Report for SURE referenced in paragraph 605 enables each County Office, whether administrative or recording county, to view all "other payment amounts' for a producer in all counties where they have an interest. The administrative county may enter the "other payment amounts" during the completion of the workbook for the producer in that administrative county, however, it will be the recording county's responsibility to ensure that all "other payment amounts" issued for all counties is entered accurately for the producer. The recording county shall ensure that there are no duplicate entries or missing payments.

If the only data that would be entered in a workbook for a producer in an administrative county is "Other Payment Amount", the administrative county will notify the recording county and the "Other Payment Amount" data for the administrative county will be entered in the recording county's workbook by the recording county. The administrative county will not complete a workbook for the producer in this case.**--***

*--614 Completing SURE 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 error message, “The value you entered is not valid. The user has restricted values that can be entered into this cell.”, will be displayed.



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614 Completing SURE 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)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice
	Alfalfa		FG	I	NI
	Corn	**YEL**	**GR**	**I**	**NI**
	Oats	SPR	GR	I	NI
	Soybeans	COM	GR	I	NI

After an entry has been made on a line, the color of the line will become brighter and the data will be bolded.

From 2010 SIR, enter crop data in yellow cells according to the following.

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 or slash; code entered as "01001" will be displayed as "01-001". See 1-CM, Exhibit 101 for State and county codes.
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 11 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.
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 *****--orange, 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 *****--orange, continue with data entry.--*****
Practice	Practice	Manually enter or select FSA practice from drop-down menu; irrigated (I), nonirrigated (N), or other (for value loss). Required for **all** entries.

614 Completing SURE 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
19.10	1.0000
390.00	1.0000
29.00	1.0000
313.90	1.0000

From 2010 SIR, enter crop data in yellow cells according to the following.

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 (subject to tolerance according to paragraph 100), for all other types of coverage use FSA acres. Not required for value loss crops. See Part 4 for more information on acres. **Notes:** Do **not** load ineligible acres, such as *de minimis*, uninsured acres, etc. ***--**Similar to FSA, RMA does not require acres to be taken in hundredths which may cause a discrepancy. If the State has elected to report acres in hundredths and the SURE Data Query Tool is used to eliminate the data load process and the only difference in acres between FSA and RMA is hundredths, then the County Office is **not** required to change the FSA acres to match the RMA acres.**--***
Prod. Share	Producer Share	Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available. If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B. RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share. If the SURE Data Query Tool is used to eliminate the data load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place. A value is required for **all** entries.

*--614 Completing SURE 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
B
P

Enter user determined SURE guarantee data in yellow cells according to the following.

Label	Full Name	Definition and Rule
RMPR Code	Risk Management Purchase Requirement Code	Manually enter or select 1 of the 3 following RMPR codes from the drop-down menu. Required for **all** entries. • "**P**", purchased coverage whether NAP or RMA policy. • "**R**", relief, whether NAP or CAT. • "**S**", SDA/LR/BF, without any purchased coverage or waivers. **Note:** The RMPR code (see Exhibit 12, subparagraph C, page 3) is an extremely important data entry; that drives the calculations in the Data Entry Worksheet. Different coverage types require different calculations and the codes dictate which calculations are used.

The following provides RMPR code special situations.

Special Situation 1: If Producer A **has** purchased coverage ("P") or is participating in relief ("R") **and** they have **also** certified as SDA, LR, or BF ("S"), then the user would enter the "**P**" 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 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, but is still eligible to participate in SURE.**--***

*--614 Completing SURE 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.

Enter user determined SURE guarantee data in yellow cells according to the following.

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
47	50N	50R	51	55	61	63	73	90

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 Data Entry 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".

--*

*--614 Completing SURE 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 the 2010 SIR (Web) 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: Grapefruit is an insurable crop in County A, but the producer did **not** purchase crop insurance, they paid the fee for Relief. 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 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 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, 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, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be "NV" for the noninsurable value-based crop.--*

*--614 Completing SURE 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	
H UH PP	Adj. Fact. 1
H	
H	
H	
H	

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Stage Code: H, UH, PP	Stage Code: Harvested, Unharvested, Prevented Planted	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • 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 Workbook as "**PP**".
Stage Code: Adj. Fact. 1	Stage Code: Adjustment Factor 1	• 2010 SIR (Web) RMA Data • 2010 NCT	Enter adjustment factor as determined by the State Office or provided by RMA, if applicable. For insured crops, data comes from SIR 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.

--*

*--614 Completing SURE 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 #	Plt Per.	Guarantee Adjustments					
		Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4
100	01						
102							
102							

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Unit #	Unit Number	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data	Enter RMA or NAP unit number. Required for all crops with purchased coverage (NAP, RMA).
Plt Per.	Planting Period	• 2010 SIR (S36) NAP Data • Relief Data	Enter 2-digit FSA planting period (for example, “01”, “02”); required for all NAP coverable crops.
Guarantee Adjustments: Adj. Cd.	Guarantee Adjustment Codes	• 2010 SIR (Web) RMA Data • User Determined	Enter guarantee adjustment code, if applicable. For insured crops, this is required for crops with an RMA adjustment code and factor on SIR RMA Section, including guarantee, reduction, multiple-cropping, and option codes. For other types of coverage, this is required for late-planted crops. The Data Entry Worksheet can hold up to 3 adjustment codes.
Guarantee Adjustments: Adj. Fact. 2, 3, 4	Guarantee Adjustment Factors 2, 3, 4	• 2010 SIR (Web) RMA Data • 2010 NCT	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 Data Entry Worksheet can hold up to 3 adjustment factors. If any of the Guarantee Adjustment Factors are 0.000 or 1.000, enter 1.000 or leave blank.

Note: See Exhibit 4 for more information.--*

*--614 Completing SURE 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 Elect.
TON				
BU		297,022	.7500	1.0000
BU				
BU		177,923	.7500	1.0000

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Unit of Meas	Unit of Measure	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • 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	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) 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	2010 SIR (Web) 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	2010 SIR (Web) 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	2010 SIR (Web) 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.

--*

*--614 Completing SURE 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	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price ($)
4.22		4.22		4.7500
		147		11.5000
	78	51		84.0000
		43		3.8500

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Yield (APH)	Actual Production History	2010 SIR (S36) NAP Data	Enter NAP approved yield in hundredths, as applicable. Required for purchased NAP yield-based crops. **Note:** See paragraph 311 for avocados and pecans.
County Exp. Yield	County Expected Yield	2010 NCT	Enter 100 percent of CEY as determined by STC or COC, if applicable. Required for all "R", and "S" RMPR Code entries and purchased whole farm revenue policies (for example AGR and AGR-Lite), except for value loss. The SURE Workbook will factor 65 percent of the entered CEY for "R", and "S" types of coverage. **Note:** See paragraph 311 for avocados and pecans.
SURE Yield	SURE Yield	SURE Workbook Calculates	The SURE Workbook will determine the SURE Yield after all data entry is complete and all yield data is complete on the Yield Determination Tool.

--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

Label	Full Name	Source	Definition and Rule
Hist. Mrkt %	Historical Marketing Percentage	2010 NCT	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 or a message will display in the workbook saying "Warning: Total of HMP for all uses of the acres must equal 100 percent." Each county/crop/type/use must be the same or a message will be displayed in the workbook saying, "Warning: HMP should be the same for all crop/type/use in the county unless there are differences for specific acreages." 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. For **insured** multiple market crops, **only** applicable to plan codes 50R, 51, 55, 61, and 63. Do not enter HMP in cases described in subparagraph 65 F.
Price	Price	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • 2010 NCT	For insured crops, where an RMA price is provided on SIR, 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.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data

The following is an example of the Data Entry Worksheet revenue data cells.

Production to Count	Prod Type	2010 NAMP ($)
31,600.00		$ 3.5000
15,695.00		$ 7.0000
76.40		$ 88.0000
2,320.00		$ 1.8000

Enter revenue data in yellow cells according to the following.

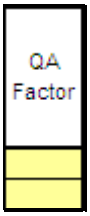
Label	Full Name	Source	Definition and Rule
Production to Count	Production to Count	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • Producer	Enter the production as provided by RMA, NAP or the producer. Required for all entries except value loss, do not enter for value loss.
Prod. Type	Production 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) • blank "_". "C" indicates to the user that maximum average loss applies. If maximum average loss applies, calculate the production outside of the SURE Workbook. **Only** if the maximum average production is **greater** than the producer's certified production to count, enter the maximum average loss production in the "COC Adjusted Production" field. **Not** applicable to value loss crops. **Note:** "Production Type" field **must** be blank when quality adjustment factor is being applied.
2010 NAMP ($)	2010 National Average Market Price	2010 NCT	Enter regional NAMP for the crop year, as determined by STC. Required for all crops except value loss. See paragraph 63.

--*

614 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet revenue data cells.



Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
QA Factor	Quality Adjustment Factor	2010 NCT	Enter quality adjustment factor, as determined by STC, if applicable, according to paragraph 66. Required for crops with quality affected because of disaster, except value loss. Enter the value as a number with up to 4 decimal places. QA Factor will not be allowed to be entered if the Production Type code is "A". The calculation defaults to "1.000" if no value is entered.

Determine when to enter quality adjustment factor according to the following.

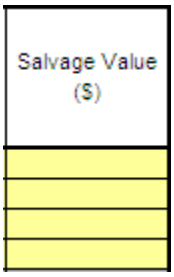
IF the crop …	AND the type of Approved Quality Adjustment Factor is…	THEN ENTER in the "QA Factor" field on the Data Entry Worksheet…	AND ENTER in the "Prod. QA Factor" field on the Crop Loss Tool or 10 Percent Loss Tool…
• is insured • has an "L" (Loss) Record present on SIR • is listed in Exhibit 17 with a "yes"	Excessive Moisture and Other	the **combined** Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	**only** the Excessive Moisture Quality Adjustment Factor.
	Total	the Total Quality Adjustment Factor	leave blank, not applicable.
• is listed in Exhibit 17 with a "no" • is not listed in Exhibit 17 •***--or**: • is insured • does **not** have an "L" (Loss) Record present on SIR • is listed in Exhibit 17 with a "yes"**--***	Excessive Moisture and Other	the **combined** Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	no entry required if QA Factor loaded on Data Entry.
	Total	the Total Quality Adjustment Factor	no entry required if QA Factor loaded on Data Entry.

Note: The workbook does not allow QA Factors to be entered if the production type code is (A) appraised or if the stage code is (UH) unharvested.

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet revenue data cells.



Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Salvage Value ($)	Salvage Value in Dollars	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • Producer	Enter salvage value in whole dollars, if applicable.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet, "RMA Net Indemnity" data cells.

RMA Net Indemnity	
Producer Premium	Gross Indemnity
$ 800.00	$ 10,800.00
$ 400.00	$ 5,400.00

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
RMA Net Indemnity **1/** **2/**	Producer Premium	2010 SIR (Web) RMA Data	Enter the whole dollar amount as reported in the "A" (Acreage) Record of SIR. **Note:** If an indemnity is entered on a line of the SURE Workbook, but there is no premium for the line, "0" (zero) must be entered for the premium.
	Gross Indemnity	2010 SIR (Web) RMA Data	Enter the whole dollar amount as reported in the "L" (Loss) Record of SIR

1/ When SIR includes crops that are ineligible for SURE, and gross indemnities and producer premiums are included in the records for those crops, use 1 line to enter this data in the 2010 SURE Workbook. On this line, under the "Crop" column, select "Ineligible Crop Indemnity" and enter the total producer premiums for all crops administered by the county that are ineligible for SURE that have been paid an indemnity. The total gross indemnities for these crops would also be entered on this line. These will be the **only** entries allowed when "Ineligible Crop Indemnity" is selected as the crop for a line.

2/ For all eligible SURE crops, enter the premium and indemnity reported on SIR for each crop as reported. The SURE Workbook will include all indemnities and **only** the premium for crops where an indemnity has been paid for the net indemnity calculation.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet, "Value Loss Crops Only" data cells.

Value Loss Crops Only	
Fld Mrkt Val A ($)	Fld Mrkt Val B ($)

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Value Loss Crops Only - Fld Mrkt A ($) **1/**	Field Market Value A in Dollars	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • Producer	Enter FMV A in whole dollars, if applicable.
Value Loss Crops Only - Fld Mrkt B ($) **1/**	Field Market Value B in Dollars	• 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • Appraised	Enter FMV B in whole dollars, if applicable.

1/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred, according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.**--***

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

H Entering COC Determination Data

The following is an example of the Data Entry Worksheet, "COC Determinations (only required for adjustments)" data cells.

COC Determinations (only required for adjustments)				
Adjusted Production (Overrides Production to Count)	Assigned Production (Added to Production to Count)	Salvage Value ($) (Overrides Salvage Value)	Value Loss Crops Only	
			Fld Mrkt A ($) (Overrides FMV A)	Fld Mrkt B ($) (Overrides FMV B)

Enter revenue data in light green cells according to the following.

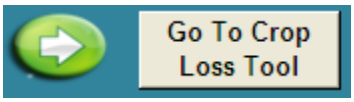
Label	Full Name	Source	Definition and Rule
COC Determinations - Adjusted Production	COC Adjusted Production	COC Determined	Enter COC adjusted production. This amount will override the producer's production to count.
COC Determinations - Assigned Production	COC Assigned Production	COC Determined	Enter 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 ($) **1/**	COC Field Market Value A in Dollars	COC Determined	Enter COC FMV A in whole dollars, for value loss crops **only**. This amount will override the producer's FMV A.
COC Determinations - Value Loss Crops Only - Fld Mrkt B ($) **1/**	COC Field Market Value B in Dollars	COC Determined	Enter COC FMV B in whole dollars, for value loss crops **only**. This amount will override the producer's FMV B.

1/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.**--***

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

I Crop Loss Tool

See subparagraph 616 B for information on the Crop Loss Tool.

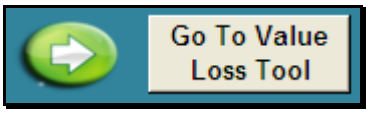


Note: Data will transfer from the Data Entry Worksheet to the Crop Loss Tool using the "Go To Crop Loss Tool" button.**--***

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

J Value Loss Tool

The SURE Workbook features a Value Loss Tool. The Value Loss Tool may be used for noninsurable or NAP value loss crops without CCC-576 on file and that have graduated prices. To navigate to the Value Loss Tool, from the Data Entry Worksheet, CLICK "**Go To Value Loss Tool**".



The SURE Workbook provides a Value Loss Tool Worksheet to assist users in calculating "Field Market Value A" and "Field Market Value B" fields for value loss crops. Users 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, and IU.

2010 Value Loss Tool

Any Producer
Admin. County: 11-001

Clear Entries

Crop	Type	Int. Use	Graduated Price Code	Beginning Inventory	Ending Inventory
MOLLUSK	MUS	FH	010	20,000	15,000
MOLLUSK	MUS	FH	012	40,000	35,000

Ineligible Inventory	Graduated Price	Field Market Value A $ 1,350	Field Market Value B $ 1,151
500	$ 0.0175	$ 350	$ 271
200	$ 0.0250	$ 1,000	$ 880

Note: Screen capture for example purposes **only**.

FMV A and FMV B are calculated for each line item. The blue cells display the FMV A and FMV B totaled for all line items entered. Users manually enter the calculated FMV A and FMV 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 "Field Market Value B" fields **must** be manually transferred to the Data Entry Worksheet by the user. To return to the Data Entry Worksheet, CLICK "**Go To Data Entry**".

Note: The Value Loss Tool is optional. If users choose to use the Value Loss Tool, the page shall be printed and filed in the producer's SURE Program folder.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool

The SURE Workbook features a Yield Determination Tool. When all crop data entry is complete, CLICK "**Go To Yield Determination Tool**". The SURE Workbook will navigate the user to the Yield Determination Tool to enter applicable yields, if necessary.

If any additional crop line entries are loaded into the Data Entry Worksheet, or the "Yield (APH)" or "County Exp. Yield" entries are changed in the SURE Workbook, the "SURE Yield" field will need to be recalculated.

Either of the following will reset the "**Go To Yield Determination Tool**" button, to re-run the Yield Determination Tool and Weighted Average Yield Tool, according to this subparagraph:

- changing the "Yield (APH)" or "County Exp. Yield" entries
- clicking "Go To Yield Determination Tool".

If the Yield Determination Tool is not applicable, then the user will not go to the Yield Determination Tool. The user will be redirected to the Weighted Average Yield Tool.

If the Weighted Average Yield tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

Weighted CC yields are provided in the 2010 SIR (Web), 2010 CC Yield Section if the producer has established CC yield for the crop on any farm in the applicable SURE program year. The following is an example of the 2010 SIR (Web), 2010 CC Yield Data.

10 2010 CC YIELD DATA

CROP	WTD CC YIELD	UOM
CORN	145	BU
OATS	24	BU
SOYBN	43	BU

*Crop was reported on 2010 FSA-578, Report of Acreage

The SURE Workbook has been designed to retrieve SURE crops that the user has loaded from the Data Entry Worksheet for which CC yields apply to the Yield Determination Tool. See Exhibit 30 for a list of SURE crops with CC yields.

In the following example, the Yield Determination Tool has identified the following as crops for which CC yields apply:

- insured corn, yellow, grain
- insured soybeans, common, grain
- waived-in oats, spring, grain.

The user has entered the Weighted CC Yield from the 2010 SIR (Web), “2010 CC Yield Data” Section.

2010 Yield Determination Tool

Any Producer
Admin. County: 11-001

Counter-Cyclical Yields

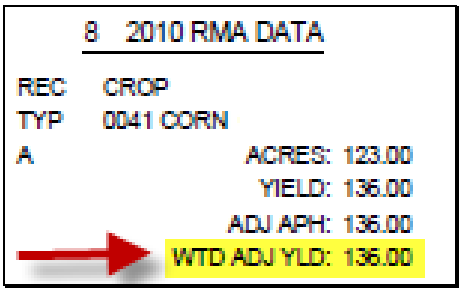
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield
	Insured Corn	YEL	gr	bu	145
	Insured Soybeans	COM	gr	bu	43
	Waived-in Oats	SPR	gr	bu	24

Note: If the producer does **not** have an established CC yield in the applicable SURE program year for the crop, the user shall leave the cell **blank**.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

RMA weighted adjusted yield is provided on the 2010 SIR (Web), "2010 RMA Data" Section.



The SURE Workbook has been designed to identify SURE crops that the user has loaded from the Data Entry Worksheet for which the RMA weighted adjusted yield applies to the Yield Determination Tool, using the RMPR Code and Plan Code.

Note: Plan codes 12, 13PRF, 14PRF, 41, 47, and 73 will **not** have an RMA weighted adjusted yield.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

In the following example, the Yield Determination Tool has identified the following as insured crops for which RMA weighted adjusted yield applies:

- insured corn, yellow, grain
- insured soybeans, common, grain.

The user has entered the RMA weighted adjusted APH from the 2010 SIR (Web), "2010 RMA Data" Section.

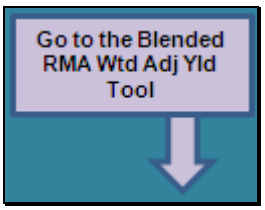
2010 Yield Determination Tool

Any Producer
Admin. County: 11-001

Counter-Cyclical Yields						RMA WTD ADJ YLD
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield	
	Insured Corn	YEL	gr	bu	145	147
	Insured Soybeans	COM	gr	bu	43	41
	Waived-in Oats	SPR	gr	bu	24	

Notes: If the producer has a CC yield, but no RMA weighted adjusted yield, no entries are required. If the producer has an RMA weighted adjusted yield, but no CC yield, no entries are required.

The SURE Workbook allows for entering only one RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for multiple RMA weighted adjusted yields. See paragraph 619 for instructions for using the "Blended RMA Weighted Adjusted Yield Tool," that can be accessed by the "Go to the Blended RMA Wtd Adj Yld Tool" button on the top of the "2010 Yield Determination Tool".



--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

If any crops are added or removed from the Data Entry Worksheet, any CC yields or RMA weighted adjusted yields that have been entered on the Yield Determination Tool will be deleted, the cells will turn orange, and the message, “Crop entries changed, review data.” will be displayed. This indicates that a crop has been added or removed from the Data Entry Worksheet and the CC yield and RMA weighted adjusted yield entries need to be re-entered.

After the CC yields and RMA weighted adjusted yields are re-entered, and the user either clicks “Go To Data Entry” or “Go To Weighted Average Yield Tool”, the orange coloring and message will no longer be displayed.**--***

614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

NAP adjusted yield for NAP is provided on the 2010 SIR (S36), "2010 NAP Approved Yield History File" Section.

*--

CROP YEAR	YIELD	YLD TYPE
2009	1.77	A
2008	1.68	R
2007	1.70	A
2006	1.60	O
2005	1.59	P
2004	1.79	A

--*

The SURE Workbook has been designed to identify SURE crops that the user has loaded from the Data Entry Worksheet for which the NAP adjusted APH applies to the Yield Determination Tool, using the RMPR Code and Coverage Code.

In the following example, the Yield Determination Tool has identified NAP Alfalfa FG as a noninsured crop with purchased coverage for which NAP adjusted APH applies. The user has entered **all** of the annual yield data for NAP, including year, yield, and yield type from *--SIR Section 3, "2010 NAP Approved Yield History File".--*

Clear Entries | Go To Data Entry | Go To Weighted Average Yield Tool | NAP Yield - Vertical Format: Enter x on a crop line and click here.

Crop Information for NAP Adjusted Yield									Vert	NAP Yields					
Unit	Crop	Crop Type	Use	Plnt Per	UOM	Pr	Acres	Message		Year	Yield	Yld Type	Year	Yield	Yld Type
100	Alfalfa		Fg	1	Ton	N	19.10	Adj Yld: 1.69 Ton		2009	1.77	A	2008	1.68	R

Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Adj NAP Yield
2007	1.70	A	2006	1.60	O	2005	1.59	P	2004	1.79	A				1.69

Note: The user will enter **every** year, yield, and yield type present in 2010 SIR (S36), "2010 NAP Approved Yield History File" Section. The Yield Determination Tool has been designed to remove the applicable replacement yields.

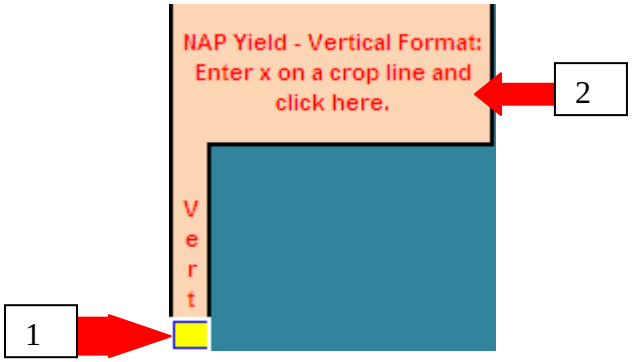
614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

The 2010 SURE Workbook features a NAP Yield Vertical Format, to assist in the loading of NAP Adjusted Yield Data.

***--**To use the NAP Yield Vertical Format, do the following.

1. ENTER "**X**" in the 'Vert" cell.
2. CLICK "**NAP Yield-Vertical Format: Enter x on a crop line and click here.**"**--***



After the user clicks the "NAP Yield-Vertical Format: Enter x on a crop line and click here." button, the NAP Yield-Vertical Format pop-up window will be displayed. The user can then enter the crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window.

NAP Yield Vertical Format

CROP YEAR	YIELD	YLD TYPE
2009	1.77	A
2008	1.68	R
2007	1.70	A
2006	1.60	O
2005	1.59	P
2004	1.79	A

After the user has entered all applicable crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window, the user shall click the "Return to Yield Determination Tool" button. This button will return the user to the Yield Determination Tool and the NAP Adjusted Yields the user entered in the NAP Yield-Vertical Format will be displayed in the tool.

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

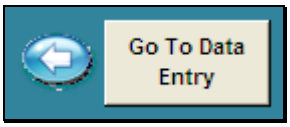
K Yield Determination Tool (Continued)

If any of the following NAP crop data; State and county code, crop, type, IU, status code, practice, acres, unit, planting period, or unit of measure changes, the cells will turn orange and the message, "Crop entries changed, review data.", will be displayed. This indicates 1 of these data entries has changed on the Data Entry Worksheet and the NAP yield data entries need to be reviewed. After the SURE Workbook is saved and retrieved, the orange coloring and message will no longer be displayed.

After all yield entry has been completed on the Yield Determination Tool, CLICK "**Go To Weighted Average Yield Tool**" to continue.

If the Weighted Average Yield Tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.

To go back to Data Entry Worksheet, CLICK **"Go to Data Entry".**



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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool

The SURE Workbook features a Weighted Average Yield Tool. When all crop data and yield entry is complete, and the user has clicked "Go To Weighted Average Yield Tool", the SURE Workbook will navigate the user to the Weighted Average Yield Tool.

If the Weighted Average Yield Tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.

The following is an example of the Weighted Average Yield Tool.

2010 Weighted Average Yield Tool

Any Producer
Admin. County: 24-005

Clear Entries | Go To Data Entry | Go To Farm Summary

Enter data for crops physically grown in this county, but administered by a different county.

Information from Other Administrative Counties											
St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	Weighted Average Yields	
								0.00	0.00		
PASTE										Information Only: Single-Admin County WAY	Multi-Admin County WAY
24-005	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22	
24-005	Alfalfa		Fg	Ton	NAP	32.00	4.22			4.22	
24-005	Oats	SPR	Gr	Bu	Waived-in	29.00	51.00			51	

Entries will be required on the weighted average yield tool if the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties

In this case, the weighted average yield data from **1 administrative** county **must** be added to the other administrative county's Weighted Average Yield Tool for the yields to be weighted.

This action needs to be performed for multi county producers with NAP yield based crops, waived-in yield based crops, and insured crops with plan codes 50R, 51, 55, 61, 63.

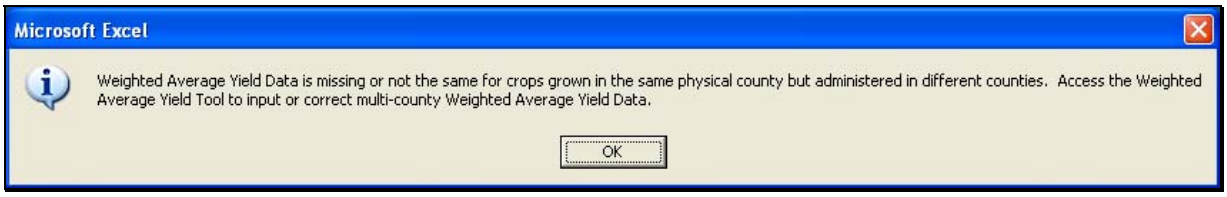
This action does **not** need to be performed for single county producers or multi county producers with insured crops with plan codes 12, 13, 14, 25, 41, 42, 43, 44, 45, 47, 50N, 73, 90, and NAP value loss crops.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

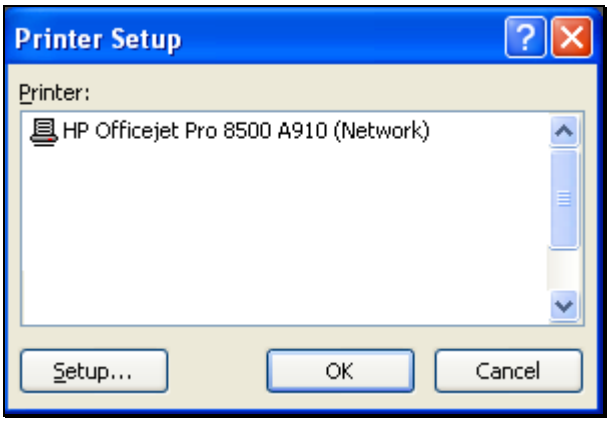
L Weighted Average Yield Tool (Continued)

Users will be notified if entries are required on the Weighted Average Yield Tool after the recording county summarizes the nonrecording county workbooks to the farm summary.

If the same crop is being grown in the same physical county, but is administered in multiple counties, then the following message will be displayed, “Weighted Average Yield Data is missing or not the same for crops grown in the same physical county but administered in different counties. Access the Weighted Average Yield Tool to input or correct multi-county Weighted Average Yield Data.” CLICK “OK”.



A Printer Setup dialog box will be displayed, select a printer and CLICK “OK”.



The 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields) will print. The following is an example of the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields).

2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)

Producer:	Any Producer
Recording Co:	County, State

Multiple County Weighted Average Yields - If the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties, then a Weighted Average Yield must be determined according to the instructions provided in 1-SURE par 614 L.

Note: *This Multiple County WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.*

Admin Co.	Phys. Co.	Crop / Type / Use
99-999	99-999	Alfalfa / / FG
99-998	99-999	Alfalfa / / FG

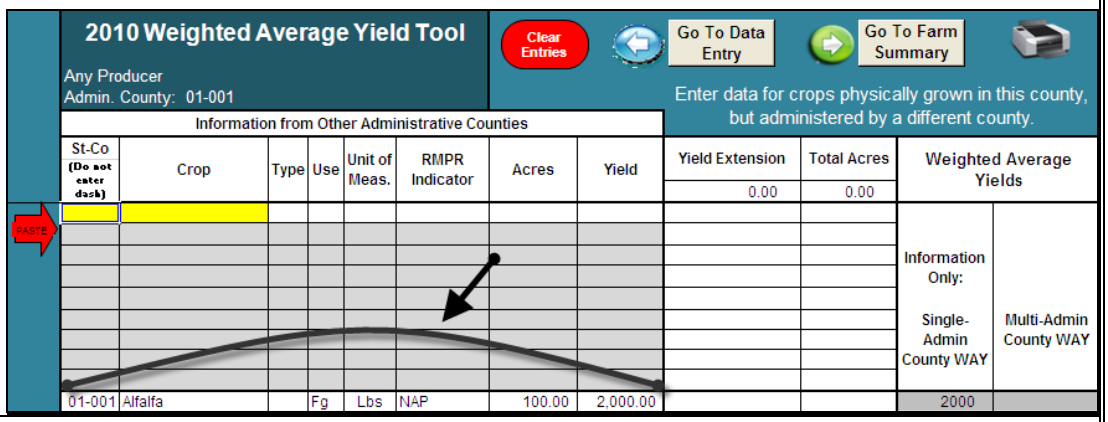
--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

After the user prints the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields), it will be indicated on the Farm Summary that an action is required, by displaying the following.

The user shall click "Go To WAY Tool" and add the weighted average yield data from 1 administrative county (listed on the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)) to the other administrative county's (listed on the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)) weighted average yield tool for the yields to be weighted, according to the following.

Step	Action
1	Open all applicable SURE Workbooks (listed on the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)) for the producer and navigate to the **"Weighted Average Yield Tool"** on **all** SURE Workbooks.
2	Click **1 administrative county's** SURE Workbook on the taskbar.
3	For the common crop that is grown in the same physical county, select the cells "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield", according to the following example. 
4	After the cells are selected, right-click the selected cells and LEFT-CLICK "**Copy**".
5	Click on the other administrative county's SURE Workbook.

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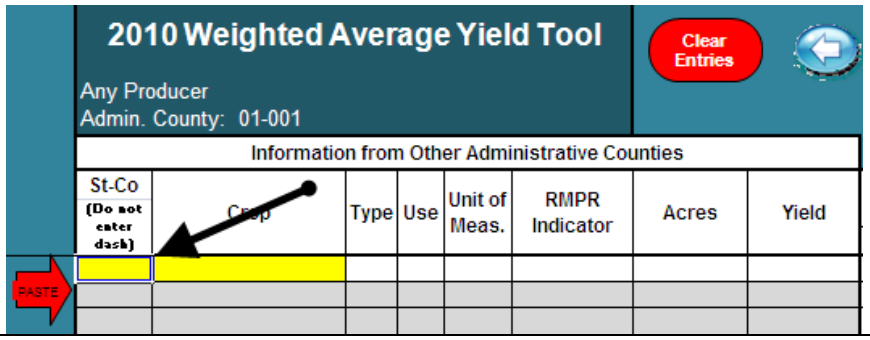
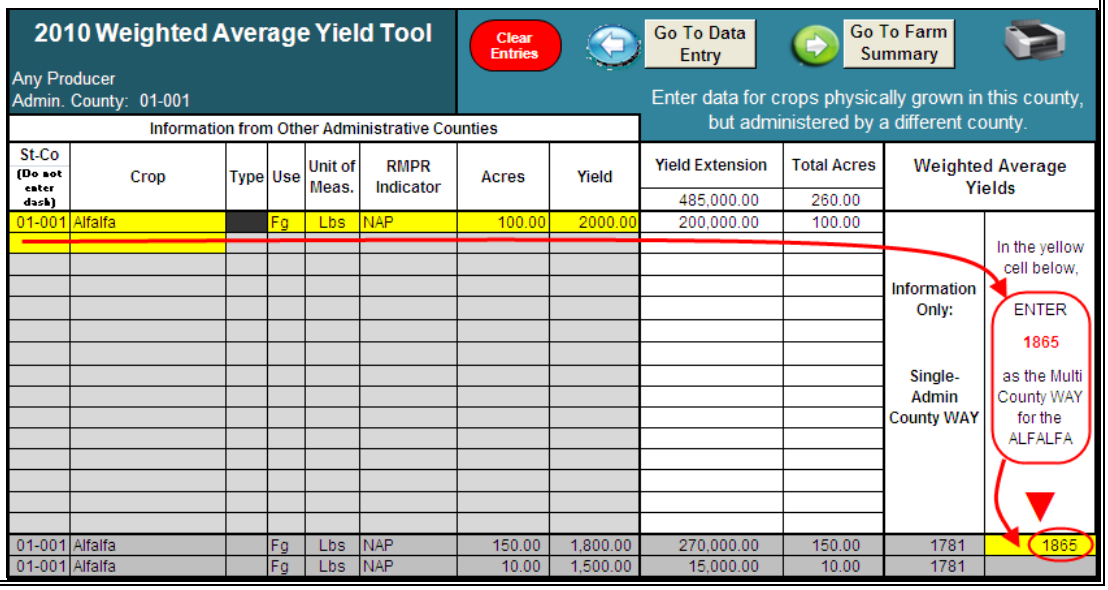
*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
6	On the other administrative county's SURE Workbook, click the top left yellow cell in the "St-Co" column. 
7	CLICK red "**Paste**" arrow, the copied data will populate to the appropriate cells. The Weighted Average Yield calculation will be performed for **all** lines of the same physical county, crop, type, use, and unit of measure. After the "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield" data is entered, follow the instructions for "Data Entry for Multiple County Farms", shown on the right side of the following screen capture. The multiple county weighted average yield **must** be entered manually by the user, where the instructions indicate. **Note:** If the crop with the weighted average yield is a multiple market crop, the weighted average yield **must** be entered for **all** uses of the crop within the SURE Workbook. 

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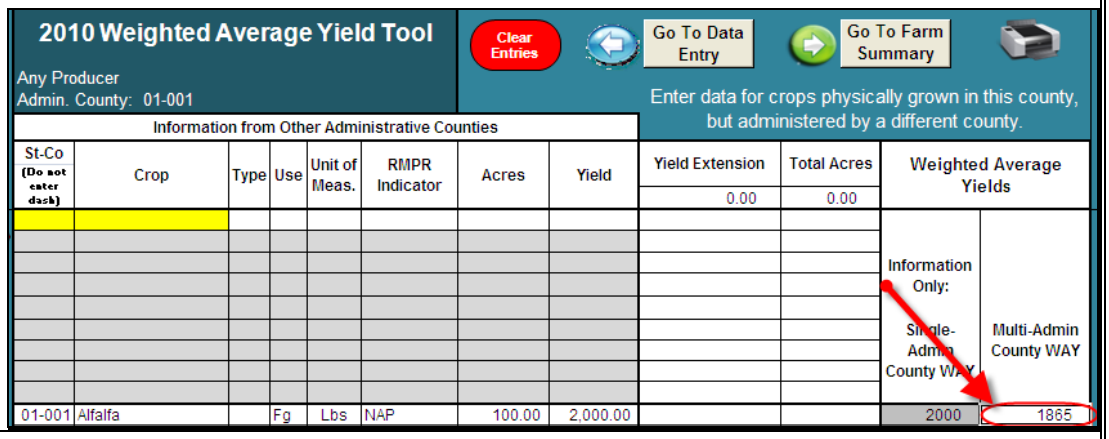
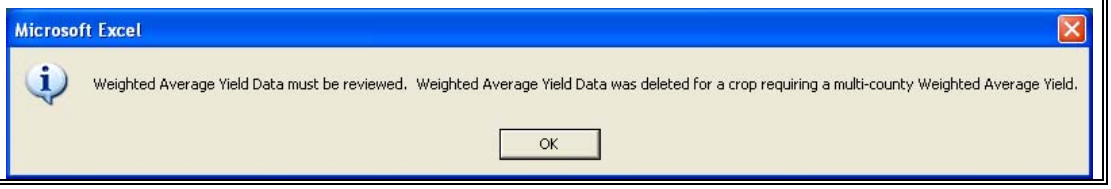
*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
8	The calculated Multi-County Weighted Average Yield must be entered into the other administrative county's workbook weighted average yield tool. 
9	The user will then have to re-summarize the admin county data into the recording county Farm Summary according to subparagraph 616 D.
10	To load the next crop, if necessary, CLICK "Clear Entries" and return to step 1.
11	If the user is prompted to print the 2010 Multi County Weighted Average Yield Tool Report (Deleted Yields) according to subparagraph 615 D. Users will be notified if entries on the Weighted Average Yield Tool need to be deleted or recalculated, when the following message is displayed, "Weighted Average Yield Data must be reviewed. Weighted Average Yield Data was deleted for a crop requiring a multi-county Weighted Average Yield." CLICK "OK" 

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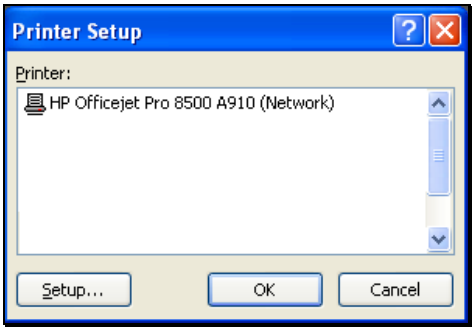
*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
11 (Cntd)	A Printer Setup dialog box will be displayed. Select a printer and CLICK "OK".  The 2010 Multi-County Weighted Average Yield Tool Report (Deleted Yields) will print. 2010 Multi-County Weighted Average Yield Tool Report (Deleted Yields) Producer: Any Producer Recording Co: County, State *One or more counties have been deleted and the Multiple-county Weighted Average Yields must be recalculated for one or more crops according to the instructions provided in 1-SURE, par 614 L.* ***Note:*** *The recalculated Multiple-county WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.* Admin Co. / Phys. Co. / Crop / Type / Use 99-999 / 99-999 / Alfalfa / / FG (Recalculate) ~~99-998 / 99-999 / Alfalfa / / FG~~ The struck out crop indicates the admin county workbook has been deleted from the Farm Summary. On the Weighted Average Yield Tool, the user shall: • CLICK "Clear Entries" • manually delete the "Multi-Admin County WAY" (as indicated in step 8) by placing the cursor in the cell and pressing delete (for the struck out crop) • return to step 1 if the crops need to be recalculated. As indicated with "Recalculate".

--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

M Go To Farm Summary

After the basic producer information, other payment amounts, crop data, COC determinations, yields, and weighted average yields are entered and complete, the user can move to the Farm Summary Worksheet by clicking “Go To Farm Summary”. The SURE Workbook will navigate the user to the Farm Summary Worksheet.

After users click “Go to Farm Summary”, the 10% Loss Tool will run. See subparagraph 616 C for more information about the 10% Loss Tool.--*

*--615 Completing SURE Workbook Farm Summary Worksheet

A Farm Summary Worksheets

Much of the Farm Summary Worksheet is automatically calculated for the user from the entries made throughout the SURE Workbook. The applicable items to be completed by the user are highlighted in yellow. The Farm Summary Worksheet includes:

- producer information
- farm data
- eligibility information
- payment information
- disclaimer statement
- FSA County Office Use Only portion.

Producer Name	2010 SURE Program Farm and Eligibility Summary	FSA County Office Use Only		
Any Producer		SURE Payment Amount		No Initials
Recording County			Initials	Date (mm/dd/yyyy)
District Of Columbia Dc		Data Loaded by:		
		2nd Party Rev:		
		Finalized by:		

Farm Data

County:	11-001
1. Program Guarantee	$ 595,692
2. Not Applicable for 2010	
3. Expected Revenue	$ 769,456
4. Estimated Crop Value	$ 185,092
5. Other Revenue	$ 46,634
6. Disaster Declaration ("X")	x

Eligibility Information

Farm Requirement	7. Located in a Disaster County?			Yes
	8. Production Loss % for the farm			59%
Crop Requirement	9. Does at least one crop have the required 10% loss? (yes = "x")			
	10. Crops with a 10% loss (List at least one crop, if applicable.)			

* Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

Payment Information

Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)	$ 595,692
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 692,510
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$ 595,692
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 231,726
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$ 0

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.

Note: Screen capture for example purposes **only**.--*

*--615 Completing SURE 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 Any Producer
Recording County Anywhere, ST

C Farm Data

This following example portion contains farm data cells.

Farm Data	
County:	11-001
1. Program Guarantee	$ 595,692
2. Not Applicable for 2010	
3. Expected Revenue	$ 769,456
4. Estimated Crop Value	$ 185,092
5. Other Revenue	$ 46,634
6. Disaster Declaration ("x")	x

Item	Title	Content
1	Program Guarantee	SURE guarantee calculated from the data entered into the Data Entry Worksheet. Used to calculate the SURE payment amount.
2	Not Applicable for 2010	Stimulus is **not** available for 2010 SURE.
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.

--*

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties

Only in cases where the producer is a multi-county producer and this SURE 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 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:	11-001	11-002
1. Program Guarantee	$ 595,692	$ 4,654
2. Not Applicable for 2010		
3. Expected Revenue	$ 769,456	$ 6,226
4. Estimated Crop Value	$ 185,092	$ 6,544
5. Other Revenue	$ 46,634	$ 750
6. Disaster Declaration ("x")	x	x

Note: Screen capture for example purposes **only**.--*

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties (Continued)

For the recording county to complete the "copy and paste" process, follow the instructions on the top of the Farm Summary Worksheet on both the recording and administrative county's SURE Workbooks.

The following are the instructions for the **recording county** to follow on the **recording county's** SURE Workbook. The steps to be taken in each workbook are in white cells.

FARM SUMMARY	Instructions for the RECORDING COUNTY Workbook to transfer Farm Data onto the Farm Summary.			NON-RECORDING County Workbook		RECORDING County Workbook		
Recording County Workbook:		1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Non-Recording 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, 5, and 6 for additional Non-Recording Counties.
Anywhere, ST					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 Workbook.

FARM SUMMARY	Instructions for the NON-RECORDING COUNTY Workbooks to transfer Farm Data onto the Farm Summary.			NON-RECORDING County Workbook		RECORDING County Workbook		
Non-Recording County Workbook:		1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Non-Recording 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, 5, and 6 for additional Non-Recording Counties.
Anywhere, ST			Use on Non-Recording County Workbook Only:	Copy Data				

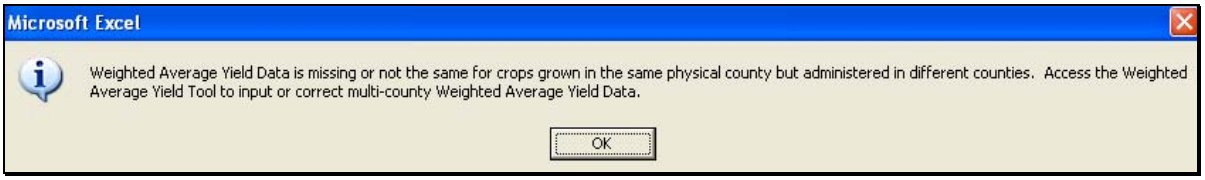
Step	Action
1	Open all SURE Workbooks for the producer and go to each Farm Summary Worksheet. **Note:** There will be a need for more than one SURE Workbook Template. See subparagraph 613 A, step 4.
2	On **administrative county's** workbook, click on the taskbar.
3	On **administrative county's** workbook, 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 Data Entry Worksheet Basic Information Section.**--***

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

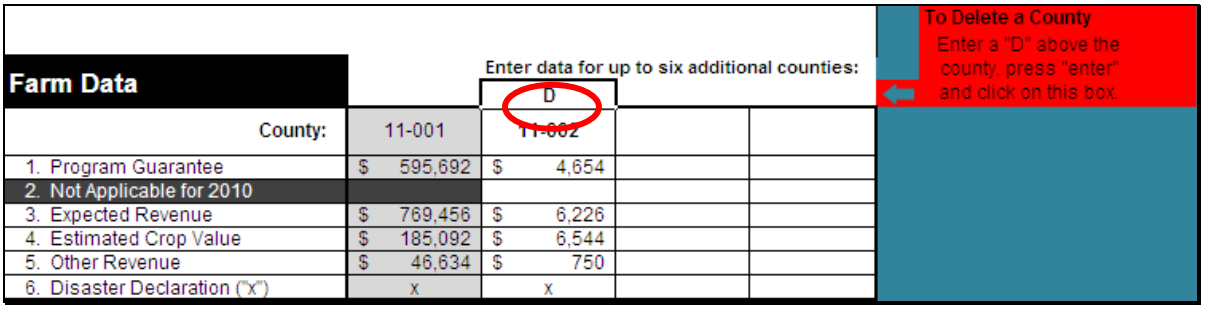
D Farm Data for Other Counties (Continued)

If the message, “Weighted Average Yield Data is missing or not the same for crops grown in the same physical county but administered in different counties. Access the Weighted Average Yield Tool to input or correct multi-county Weighted Average Yield Data.”, is displayed, see subparagraph 614 L.

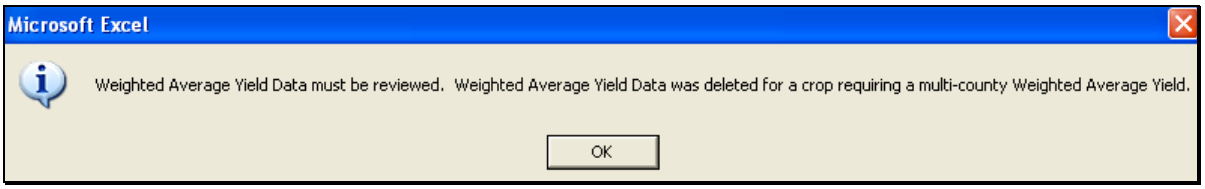


If the user needs to remove the pasted data, the user shall:

- ENTER “**D**” (for delete) in the cell above the pasted county data
- PRESS “**Enter**”
- CLICK “**To Delete a County Enter a “D” above the county, press “enter” and click on this box**”.



If the message, “Weighted Average Yield Data must be reviewed. Weighted Average Yield Data was deleted for a crop requiring a multi-county Weighted Average Yield.”, is displayed, see subparagraph 614 L.



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615 Completing SURE Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties (Continued)

Each SURE Workbook is only able to summarize 6 additional county workbooks. If a recording county has a producer with more than 6 additional workbooks to summarize, follow this table.

Step	Action
1	Complete the workbook with the maximum 6 additional workbooks.
2	Create a second workbook for the same recording county.
3	Only complete the "Basic Information" block on the Data Entry Worksheet showing the same recording county. Do **not** enter **any** crop or payment data.
4	Go to the Farm Summary page.
5	Add the remaining administrative counties.
6	Save the file adding a "2" at the end of the file name so it will not overwrite the first recording county workbook.
7	***--**Send the 2 .xml files to the National Office through the State Office by e-mail. The files will be**--*** merged and returned as 1 file.

Each SURE Workbook is only able to hold 100 lines of data. If a County Office has a producer with more than 100 lines of data, follow this table.

Step	Action
1	Complete the first SURE Workbook with the maximum 100 line entries.
2	Save the SURE Workbook .xml file, according to subparagraph 613 D.
3	Create a second SURE Workbook for the same county, giving the producer's name a "2". **Example:** The first workbook was saved with the producer's name, "Any Producer". The second workbook will be saved with the producer's name as, "Any Producer 2".
4	Complete the second SURE Workbook with the maximum 100 line entries.
5	Save the SURE Workbook .xml file, according to subparagraph 613 D.
6	***--**Send **both** .xml files to the National Office through the State Office by e-mail. The files will be**--*** merged and returned as 1 file.

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	59%

Note: Screen capture for example purposes **only**.

If a producer is multi-county and the "copy and paste" process has been performed as described in subparagraph D, the percentage displayed in item 8 will represent the revenue loss for all counties included in the summarization.

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

E Eligibility Information (Continued)

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 message, "Farm requirement not met. Farm must be located in a disaster county or production loss must be greater than 50%.", will be displayed.

* Farm requirement not met. Farm must be located in a disaster county or production loss must be greater than 50%.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.

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% loss (List at least one crop, if applicable.)			corn

Note: Screen capture for example purposes **only**.

If at least 1 crop of economic significance has a 10 percent production loss, ENTER "**X**" in item 9. After this has been completed, the SURE payment amount will be displayed in the Payment Information portion.

Note: See paragraph 616 C to determine if 10 percent production loss has been met.

If no crops have a production loss of 10 percent or greater, leave item 9 blank. If left blank, the message, "Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.", will be displayed.

* Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.--*

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

F SURE Information

The following data will be automatically calculated.

Item	Title and Rule
11	Program Farm Guarantee (total of item 1)
12	90 percent of Expected Revenue Cap (90 percent multiplied times the total of item 3)
13	SURE Guarantee (lesser of item 11 or item 12)
14	Total Farm Revenue (Total of item 4 plus total of item 5)
15	SURE Payment, Prior to PL (60 percent times (item 13 - item 14)). Zero if negative.

Payment Information

Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)	$	595,692
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$	692,510
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$	595,692
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$	152,094
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$	266,159

Note: Screen capture for example purposes **only**.

G Disclaimer Statement

The following disclaimer will print on the bottom of the Farm Summary Worksheet.

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.

--*

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

H FSA County Office Use Portion

The following data will be automatically calculated.

Item	Definition and Rule
SURE Payment Amount	Automatically calculated. This SURE payment amount will be entered into the payment software for SURE payment processing.
Data Loaded by	FSA employee that completed the SURE Workbook will enter their initials and date completed.
2nd Party Rev	FSA employee that completed the required second-party review of the SURE Workbook will enter their initials and date completed.
Finalized by	When **all** the following necessary summarization is done and FSA-682 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. **Note:** "Finalized by" will only be displayed on recording county's SURE Workbook, regardless of whether the SURE Workbook is for a multi-county producer.

FSA County Office Use Only		
SURE Payment Amount	$	266,159
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	aaa	11/11/2011
2nd Party Rev:	bbb	11/11/2011
Finalized by:	ccc	**11/11/2011**

Note: Screen capture for example purposes **only**.--*

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

I Errors

If any cell on the Farm Summary Worksheet contains, "**#VALUE!**" or "**#N/A**", go back to the Data Entry Worksheet and make sure each applicable highlighted or yellow cell is completed for each crop.

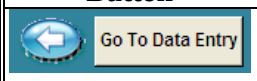
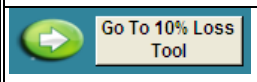
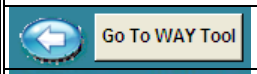
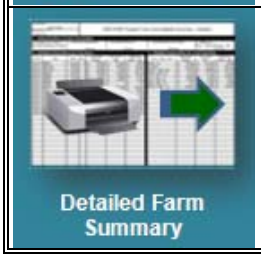
Note: Not all highlighted cells are required.

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**".**--***

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

J Navigation Buttons

The following provides Farm Summary Worksheet navigation buttons and functions.

Button	Function
	Returns user to the Data Entry Worksheet.
	Navigates the user to the SURE Workbook-generated FSA-682, page 2. See paragraph 617.
	Navigates the user to the 10% Loss Tool.
	Returns user to the Weighted Average Yield Tool.
	Prints the following summaries: • Data Entry • Yield Determination Tool, if applicable • Loss Percentage Table for Multicounty Farms, if applicable (subparagraph K) • Farm Summary • 10% Loss Tool. • FSA-682, page 2 (paragraph 617). **Note:** The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.
	Prints the Farm Summary and the FSA-682 Page 2 only.
	Prints the Multi County Weighted Average Yield Tool Report (subparagraph 614 L)
	Prints a Detailed Farm Summary (subparagraph 614 L).

--*

*--615 Completing SURE Workbook Farm Summary Worksheet (Continued)

K Example of Loss Percentage Table for Multicounty Farms

The following is an example of a Loss Percentage Table for Multicounty Farms.

Producer Name	2010 Loss Percentage Table for Multicounty Farms
Any Producer	
Recording County	
District Of Columbia Dc	

Crop - Type - Use	Admin County Loss	Total Farm Loss
Alfalfa - Fg	No Loss	No Loss
Corn - YEL - Gr	54%	54%
Oats - SPR - Gr	95%	95%
Soybeans - COM - Gr	96%	96%

Crop - Type - Use	Admin County Loss	Total Farm Loss

Crop - Type - Use	Admin County Loss	Total Farm Loss

L Example of Detailed Farm Summary

The following is an example of a Detailed Farm Summary.

Producer Name	2010 SURE Program Farm and Eligibility Summary - Detailed
Any Producer	
Administrative County	
District Of Columbia Dc	

A. Administrative County Information

Information for Crops in this Administrative County	1. Total Crop Guarantees	2. Total Other Revenue	3. Total Estimated Crop Value	4. Difference
	$595,692	$46,634	$105,460	$443,598

B. Detailed Information by Line Entry

5. St-Co	6. Crop	7. Acres	8. Unit	9. Guarantee	10. Crop Value	11. Difference (Items 9 - 10)
11-001	Alfalfa	19.10	100	$ 230	$ 8,848	$ (8,618)
11-001	Corn	390.00	102	$ 341,575	$ 87,892	$ 253,683
11-001	Oats	29.00		$ 39,290	$ 5,379	$ 33,911
11-001	Soybeans	313.90	102	$ 214,597	$ 3,341	$ 211,256

C. Detailed Information by Crop/Type/Use

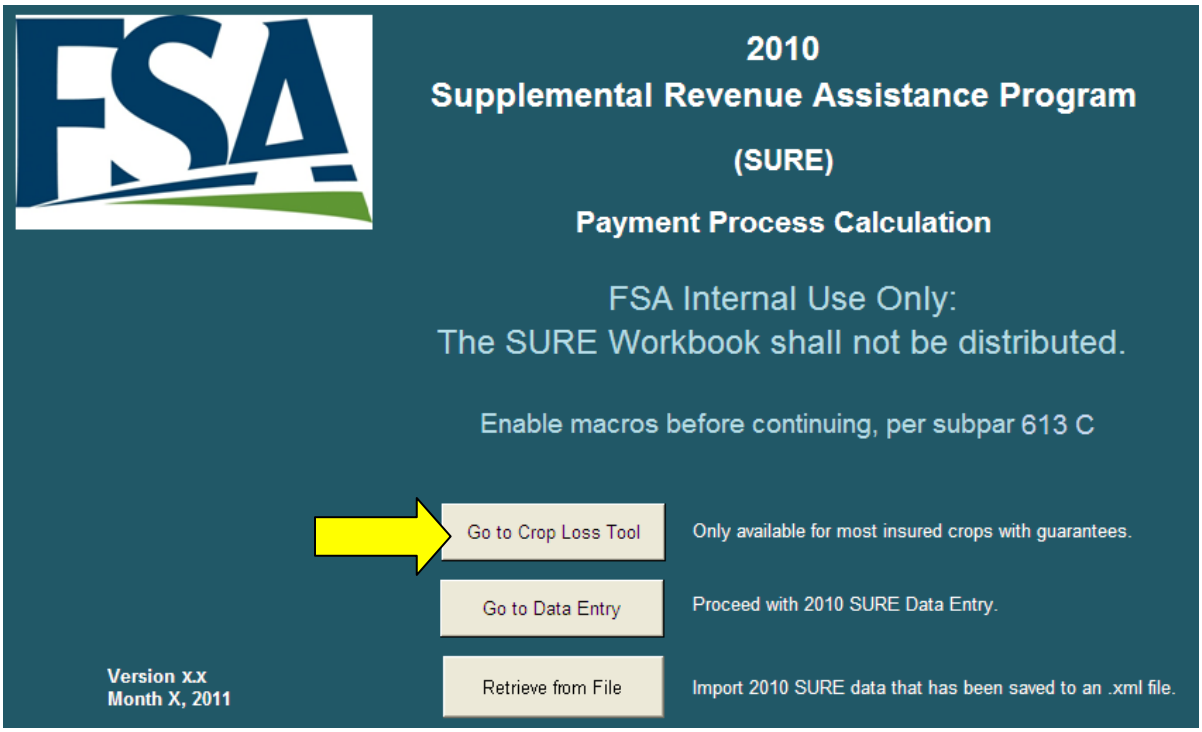
12. Crop - Type - Use	13. Guarantee	14. Crop Value	15. Difference (Items 13 - 14)
Alfalfa - Fg	$ 230	$ 8,848	$ (8,618)
Corn - YEL - Gr	$ 341,575	$ 87,892	$ 253,683
Oats - SPR - Gr	$ 39,290	$ 5,379	$ 33,911
Soybeans - COM - Gr	$ 214,597	$ 3,341	$ 211,256

--*

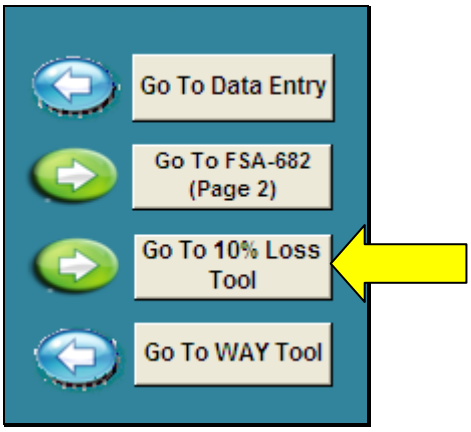
*--616 Completing SURE Workbook Crop Loss Tools

A Overview

There are 2 Crop Loss Tools in the SURE Workbook. The first is an optional preliminary crop loss tool called the "2010 Crop Loss Tool" and is accessed by the "Go to Crop Loss Tool" on the start page of the 2010 SURE Workbook.



The second crop loss tool is called the "10% Loss Tool" and is accessed by the "Go To 10% Loss Tool" button on the Farm Summary Page.



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*--616 Completing SURE Workbook Crop Loss Tools (Continued)

B 2010 Crop Loss Tool

The 2010 Crop Loss Tool:

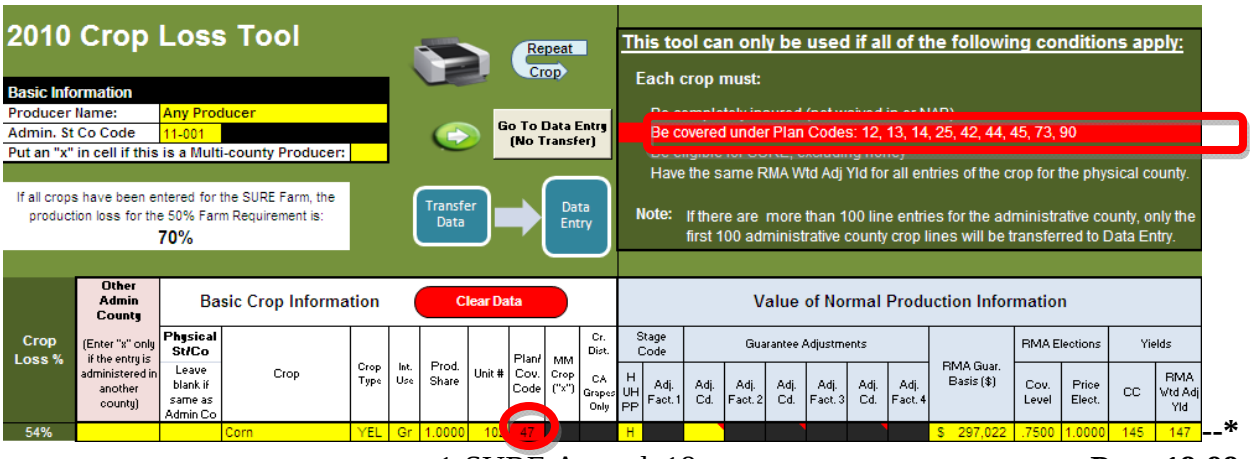
- is optional
- calculates a loss percentage **only** for insured crops that have a guarantee basis provided by RMA
- **requires** that only minimal data need to be entered
- provides a preliminary method for determining when a producer has met the 10 percent or 50 percent loss requirement for farms where all crops are as follows.

Each crop must be:

- completely insured (not waived-in or NAP)
- covered under plan code 12, 13, 14, 25, 42, 44, 45, 73, 90 (RMA guarantee provided)
- eligible for SURE, excluding honey
- have the same RMA Weighted Adjusted Yield for all acres of the same crop within a physical county.

If an entered crop does **not** meet these specifications, the requirement being violated will turn red in the blue box in the upper portion of the 2010 Crop Loss Tool, as well as the data in the Basic Crop Information. This **must** be corrected **before** work in the 2010 Crop Loss Tool may continue.

In the following example, "47" has been entered in the column for "Plan/Cov. Code." This has caused the cell to turn red with the following line of requirements turning red in the green box in the upper right hand corner, "Be covered under Plan Codes 12, 13, 14, 25, 42, 44, 45, 73, 90." This crop does **not** meet this requirement, the wheat crop insured under a "Plan Code 47" **cannot** be included in the Crop Loss Tool and **must** be removed.



--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

B 2010 Crop Loss Tool (Continued)

When all crops on the farm do **not** fall under the requirements in this subparagraph, the entire SURE Workbook will need to be completed and the 10% Loss Tool will be used to determine eligibility based on crop losses.

When all crops on the farm have met requirements of the 2010 Crop Loss Tool, and a 2010 Crop Loss Tool has been completed; the tool may show that the producer is **not** eligible for SURE. In this case, the producer **must** be made aware of the results of the 2010 Crop Loss Tool. It is the producer's responsibility to decide whether or not to proceed with the completion of the SURE Workbook.

The only way the 2010 Crop Loss Tool can be accurate is if **all** crops on the farm have met the 2010 Crop Loss Tool requirements, and **all** crops have been included in the 2010 Crop Loss Tool. The 2010 Crop Loss Tool only allows limited data and is only to be used as a preliminary determination of eligibility based on production loss. There is always a possibility that the results of the 10% Loss Tool will differ from those of the 2010 Crop Loss Tool after the entire SURE Workbook has been completed, especially when crop loss is close to the 10 percent or 50 percent level. The results of the 2010 Crop Loss Tool **must always** be verified with the Loss Percentage Table **after** the SURE Workbook is completed to ensure that a producer eligible for SURE.

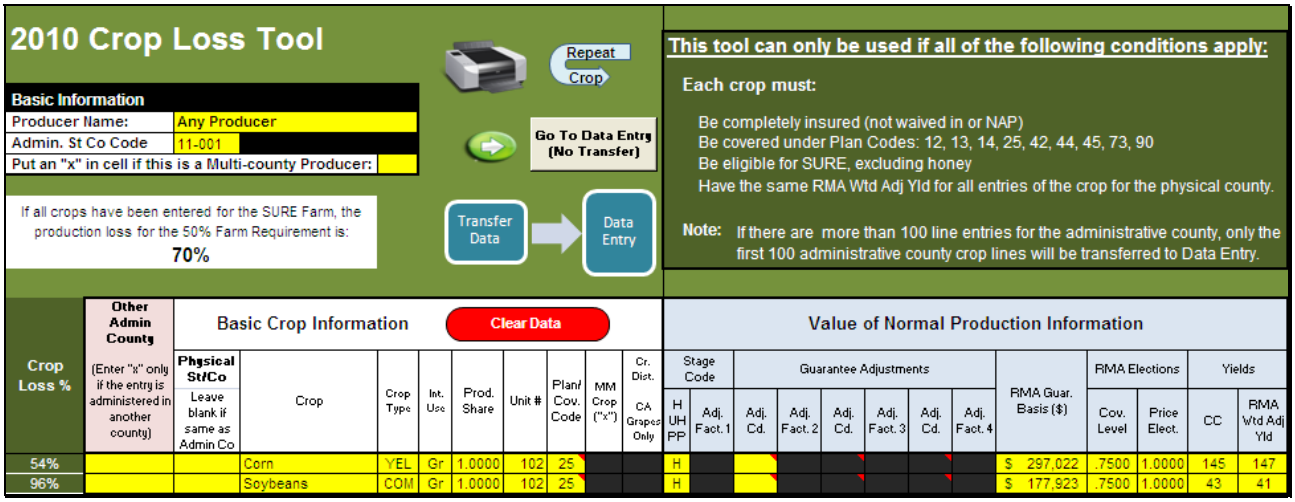
Minimum data is required to be entered in the 2010 Crop Loss Tool because only the loss is being calculated. Data from other counties may be entered to determine if the total farm meets the 50 percent production loss requirement or if similar crops in multiple counties will meet the 10 percent crop loss requirement.**--***

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

B 2010 Crop Loss Tool (Continued)

When data from other counties are entered, an "**X**" **must** be placed in the "Other Administrative county Indicator" column to the immediate left of the Basic Crop Information. If an "**X**" is **not** entered, that crop will be transferred to the Data Entry Worksheet when data is transferred to the Data Entry Worksheet.

See paragraph 614 for detailed instructions on entering data in all of the other columns of the 2010 Crop Loss Tool.



2010 Crop Loss Tool

Repeat Crop

Go To Data Entry (No Transfer)

Transfer Data → Data Entry

Basic Information

Producer Name:	Any Producer
Admin. St Co Code	11-001
Put an "x" in cell if this is a Multi-county Producer:	

If all crops have been entered for the SURE Farm, the production loss for the 50% Farm Requirement is: 70%

This tool can only be used if all of the following conditions apply:

Each crop must:

Be completely insured (not waived in or NAP)
Be covered under Plan Codes: 12, 13, 14, 25, 42, 44, 45, 73, 90
Be eligible for SURE, excluding honey
Have the same RMA Wtd Adj Yld for all entries of the crop for the physical county.

Note: If there are more than 100 line entries for the administrative county, only the first 100 administrative county crop lines will be transferred to Data Entry.

Basic Crop Information — Clear Data

Crop Loss %	Other Admin County (Enter "x" only if the entry is administered in another county)	Physical St/Co (Leave blank if same as Admin Co)	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plan/ Cov. Code	MM Crop ("x")	Cr. Dist. CA Grapes Only
54%			Corn	YEL	Gr	1.0000	102	25		
96%			Soybeans	COM	Gr	1.0000	102	25		

Value of Normal Production Information

Stage Code: H UH PP	Stage Code: Adj. Fact. 1	Guarantee Adjustments: Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4	RMA Guar. Basis ($)	RMA Elections: Cov. Level	Price Elect.	Yields: CC	RMA Wtd Adj Yld
H								$ 297,022	.7500	1.0000	145	147
H								$ 177,923	.7500	1.0000	43	41

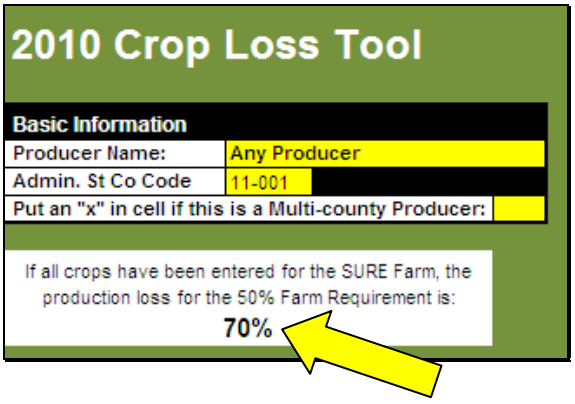
Value of Actual Production Information

Price ($)	Production to Count	Prod Type	Prod. QA Factor	Salvage Value ($)
$ 11.5000	15695			
$ 3.8500	2320			

COC Determinations (adjustments)

Adjusted Prod. (Override Production to Count)	Assigned Prod. (Added to Production to Count)	Salvage Value ($) (Overrides Salvage Value)

When completed, the 2010 Crop Loss Tool will show the total farm loss just below the Basic Information block in the upper left corner of the tool.



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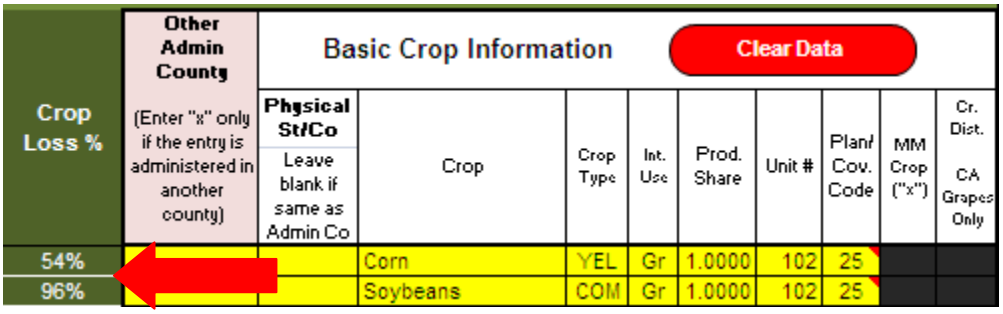
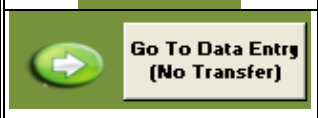
*--616 Completing SURE Workbook Crop Loss Tools (Continued)

B 2010 Crop Loss Tool (Continued)

For each individual crop, the tool will display the crop loss to the left in the Basic Crop Information Section.



Icon	Action
	Prints the 2010 Crop Loss Tool **only**.
	Copies the last crop, crop type, and intended use to the next row.
	Provides access to the Data Entry Worksheet of the SURE Workbook. Using this button, **no** data will transfer from the Crop Loss Tool to the Data Entry Worksheet.
	Transfers data from the 2010 Crop Loss Tool to Data Entry Worksheet and the 10% Loss Tool. Since the 2010 Crop Loss Tool only uses minimum data, each data line must be completed after data has been transferred to Data Entry Worksheet. After transferred, data will remain in the 2010 Crop Loss Tool.
	Clears all data in the 2010 Crop Loss Tool.

--*

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

B 2010 Crop Loss Tool (Continued)

Quality adjustment data from the 2010 Crop Loss Tool will only transfer to Data Entry Worksheet if the crop is **not** listed in Exhibit 17 with a "yes", indicating that the crop has already been adjusted by RMA. If the crop is listed in Exhibit 17 with a "yes", the quality adjustment data will **not** transfer to Data Entry Worksheet or the 10% Loss Tool. Quality adjustment data will have to be entered manually for these crops when applicable. See subparagraph 614 G, "QA Factor".

C 10% Loss Tool

The 10% 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, with all county workbooks merged into the recording county workbook, with counties having crops in common and no crops by county meeting the 10 percent loss requirement, the 10% Loss Tool will calculate the loss for each common crop for the total farm and display the results in the Loss Percentage Table.

The 10% 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 automatically populate in the lower portion (white cells) of the 10% Loss Tool.

10% Loss Tool — Clear All Loss Data

Any Producer
Admin. County: 11-001

St-Co	Crop	Type	IU	Acres	Value of Normal Production	Value of Actual Production	Additional Crop Loss Entries: Enter "X" if Crop is a Multiple Market Crop	Additional Crop Loss Entries: Enter Prod. QA Factor, if appl.	Loss % for District of Columbia DC
11-001	Alfalfa		Fg	19.10	$ 383	$ 150,100			No Loss
11-001	Corn	YEL	Gr	390.00	$ 396,029	$ 180,493			54%
11-001	Oats	SPR	Gr	29.00	$ 124,236	$ 6,418			94%
11-001	Soybeans	COM	Gr	313.90	$ 248,808	$ 8,932			96%

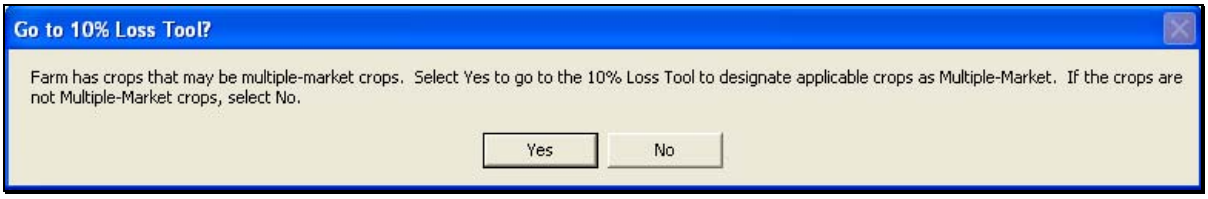
The only data that will be manually entered will be the 2 columns under "Additional Crop Loss Entries". The first column is for multiple market crops. ENTER "**X**" in this column for all multiple market crops. This allows for multiple market crops (with different IU) to be combined as 1 crop for the 10 percent loss calculation.

The second column that may need a manual entry is for quality adjustment. Crops that are not listed with a "yes" in Exhibit 17, and have a Quality Adjustment Factor entered on the Data Entry Worksheet, will have the Quality Adjustment Factor automatically pulled over from the Data Entry Worksheet. For crops in Exhibit 17 that have a "yes," see subparagraph 614 G, "QA Factor" for instructions on when to enter an applicable Quality Adjustment Factor.--*

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

C 10% Loss Tool (Continued)

The SURE Workbook can detect if potential multiple market crops have been entered into the workbook (ie: multiple lines of crops listed in subparagraph 65 D with different IU, such as FH, PR, and/or JU). If the workbook detects such crops, data entries might be needed in the Multiple Market Crop portion of the 10% Loss Tool. The SURE Workbook will display the following message, "Farm has crops that may be multi-market crops. CLICK "Yes" to go to the 10% Loss Tool to designate applicable crops as Multi-Market. If the crops are not Multiple-Market crops, CLICK "No"."



10% Loss Tool

Any Producer
Admin. County: 11-001

Clear All Loss Data

St-Co	Crop	Type	IU	Acres	Value of Normal Production	Value of Actual Production	Additional Crop Loss Entries: Enter "X" if Crop is a Multiple Market Crop	Additional Crop Loss Entries: Enter Prod. QA Factor, if appl.	Loss % for District of Columbia DC
11-001	Alfalfa		Fg	19.10	$ 383	$ 150,100			No Loss
11-001	Corn	YEL	Gr	390.00	$ 396,029	$ 180,493			54%
11-001	Oats	SPR	Gr	29.00	$ 124,236	$ 6,418			94%
11-001	Soybeans	COM	Gr	313.90	$ 248,808	$ 8,932			96%
11-001	Apples	COM	Fh	150.00	$ 20,267	$ 3,094	x	.8500	89%
11-001	Apples	COM	Pr	125.00	$ 18,667	$ 1,102	x	.8500	89%

Whenever changes are made to crop data, a tan block will be displayed in the 10% Loss Tool title block with the following text, "Crop changes. Review data." Any blocks that have turned tan in the data entry portion of the 10% Loss Tool should be reviewed for accuracy.

The last column of the 10% Loss Tool shows the loss percentage for the county for each crop/type/IU. For multiple market crops that have an "X" entered, loss is calculated by crop/type.--*

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

C 10% Loss Tool (Continued)

Actions that can be taken from this tool are as follows.

Icon	Action
Clear All Loss Data	Clears all manually entered data. Only data in the columns under "Additional Crop Loss Entries" can be entered manually.
Go To Farm Summary	Farm Summary Page will be displayed.
Go To Data Entry	Data Entry Worksheet will be displayed.

If the 10% Loss Tool shows "**#N/A**" or "**#VALUE!**", CLICK "**Clear All Loss Data**." This will clear any manual entries in the 10% Loss Tool and reset the 10% Loss Tool calculator.**--***

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table

After any needed additional data has been entered and the 10% Loss Tool is complete, access the Farm Summary Page to review the 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 will show crop losses for the administrative county as well as the total farm.

On the Farm Summary Page, the Loss Percentage Table will be displayed in the lower right of the screen.

The Loss Percentage Table calculates the crop loss percentage for the crops loaded in the Data Entry Worksheet for the administrative county. For multiple county producers, the SURE Workbook will calculate crop losses for similar crops in different counties that have been merged with the workbook and show the total loss under "Total Farm Loss" in the Loss Percentage Table.

In the following example for a single county, apples, corn, oats, and soybeans meet the 10 percent loss requirement, alfalfa does not. On the Farm Summary Page, item:

- 9 (subparagraph 615 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 of economic significance that meets the 10 percent loss requirement (in this example, the user could enter apples, corn, oats, or soybeans); only 1 crop is required to meet the 10 percent loss requirement to qualify.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	
Apples	COM	Fh	89%	
Apples	COM	Pr	89%	
Corn	YEL	Gr	54%	
Oats	SPR	Gr	94%	
Soybeans	COM	Gr	96%	

--*

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table (Continued)

In the following example, no crops meet the 10 percent loss requirement. On the Farm and Summary page, item:

- 9 (subparagraph 615 E) the user shall leave the entry blank to indicate that no crops meet the 10 percent loss requirement
- 10 shall be left blank.

No crops meet the 10% Loss Requirement.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	
Apples	COM	Fh	No Loss	
Apples	COM	Pr	No Loss	
Corn	YEL	Gr	No Loss	
Oats	SPR	Gr	No Loss	
Soybeans	COM	Gr	No Loss	

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 at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.--*

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table (Continued)

For multiple county producers, the SURE Workbook will use crop data for similar crops from counties that have been merged into the workbook to determine a total farm loss for the crop. This will be shown in the last column of the Loss Percentage Tool.

In this example, corn, oats, and soybeans show the losses for this administrative county. The total loss shows the losses for corn, oats, and soybeans for all counties merged with this administrative county workbook. For multiple county farms, the "Total Farm Loss" must be used for determining if a crop meets the 10 percent loss requirement.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	No Loss
Apples	COM	Fh	No Loss	No Loss
Apples	COM	Pr	No Loss	No Loss
Corn	YEL	Gr	53%	74%
Oats	SPR	Gr	94%	94%
Soybeans	COM	Gr	96%	97%

--*

*--617 Completing SURE Workbook FSA-682, Page 2

A FSA-682, Page 2

FSA-682, page 2 is generated from the SURE Workbook. When the SURE Workbook 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 Workbook from the county with which the producer is associated.

No data entry is required on 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 (1-5-11) Page ___ of ___ (Page 2)

14. Producer Name	15. Administrative County and State	16. Crop Year
Any Producer	District Of Columbia Dc	2010

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
11-001	Alfalfa		Fg	19.10	100%	H	Purchased	Non-ins.		31,600.00								
11-001	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		15,695.00								
11-001	Oats	SPR	Gr	29.00	100%	H	Relief	Insurable		76.40								
11-001	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		2,320.00								

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		

--*

*--618 Factoring RMA Data

A Overview

There may be situations where the RMA data that is received on SIR must be factored or split before it is loaded into the SURE 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 a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may need to be split by stage.

If the RMA and FSA shares differ for insured crops:

- **with** an RMA Guarantee Basis and it is determined that FSA shares are correct and the FSA share **is lower**, the RMA Guarantee Basis will need to be adjusted downward using the FSA share

- **without** an RMA Guarantee Basis and it is determined that the FSA shares are correct and the FSA shares are **higher**, a Share Adjustment Factor (SAF) will need to be calculated.

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. Access the SURE Intranet web site according to subparagraph 600 C.

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”
- “Factoring RMA Data by Share Differences”.--*

*--618 Factoring RMA Data (Continued)

C Factoring RMA Data by Share

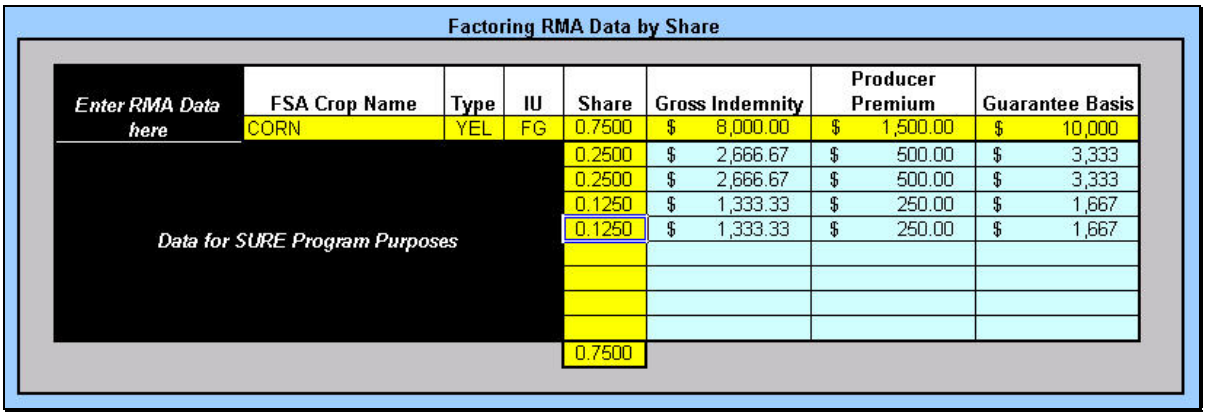
If the share provided by RMA differs from the FSA shares, the RMA Indemnity, RMA Producer Premium, and RMA Guarantee Basis need to be split by share, according to subparagraph 292 C.

To split or factor the RMA Indemnity, RMA Producer Premium, and 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 in the following.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU 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 SURE Workbook.
	Producer Premium	Resulting factored **RMA Producer Premium** to be entered into the SURE Workbook.
	Guarantee Basis	Resulting factored **RMA Guarantee Basis** to be entered into the SURE 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**.--*

*--618 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.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU 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 in the preceding cells.
	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 SURE Workbook.
	Production to Count	Resulting factored **RMA Production to Count** to be entered into the SURE 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**.--*

*--618 Factoring RMA Data (Continued)

E Factoring RMA Data by Stage

If a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may 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 according to the following.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU.
	Stage	Stage code, no entry required.
	Reported Acres	Enter RMA acres from the “L” (Loss) Record by stage, next to the corresponding stage code.
	Guarantee Basis	Enter RMA Guarantee Basis from the “A” (Acreage) Record.
RMA Guarantee for SURE Program Purposes	Crop	Entries carried down from data entered in the preceding cells.
	Type	
	IU	
	Stage	
	Acres	
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the SURE 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	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 10,000
				UH	9.75	

RMA Guarantee for SURE Program Purposes	Crop	Type	IU	Stage	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 7,821
				UH	9.75	$ 2,179

Note: Screen capture for example purposes **only**.--*

***--618 Factoring RMA Data (Continued)**

F Factoring RMA Data by Share Differences

If the share provided by RMA differs from the FSA shares and it is determined that the difference does not meet 1 of the exceptions in subparagraph 35 I, then follow the procedure in this table.

IF…	AND it is determined that FSA shares are…	AND FSA shares are…	AND there is…	THEN…
RMA shares differ from FSA shares	correct	lower than the RMA shares	an RMA Guarantee Basis	the RMA Guarantee Basis will need to be adjusted downward using the Factoring RMA Data by Share Differences for an Insured Crop **With** an RMA Guarantee Basis Tool.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	no adjustment is required.
		higher than the RMA shares	an RMA Guarantee Basis	no adjustment is required.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	SAF will need to be determined using the Factoring RMA Data by Share Differences for an Insured Crop **Without** an RMA Guarantee Basis Tool.
	incorrect according to subparagraph 292 B			see subparagraph 292 B.

The following are the 2 components to the Factoring RMA Data by Share Differences Tool:

- calculating an adjusted RMA Guarantee Basis for an insured crop **with** an **RMA Guarantee Basis**

- determining SAF for an insured crop **without** an **RMA Guarantee Basis**.--*

***--618 Factoring RMA Data (Continued)**

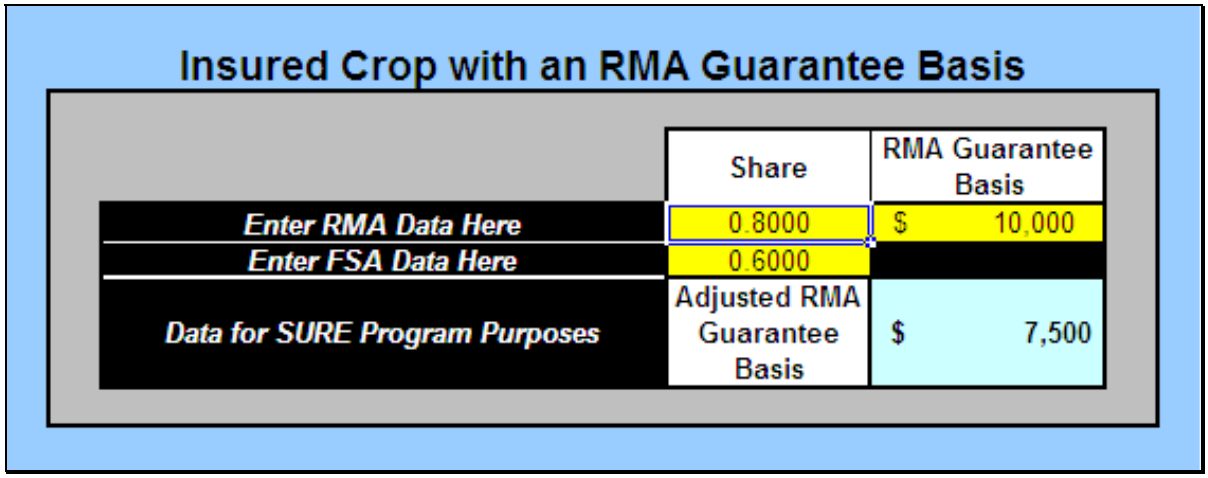
G Adjusted RMA Guarantee Basis for an Insured Crop With an RMA Guarantee Basis

To calculate an adjusted RMA Guarantee Basis for an insured crop with an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
	RMA Guarantee Basis	Enter RMA Guarantee Basis for the crop/unit from the applicable "A" (Acreage) Record.
Enter FSA Data Here	Share	Enter FSA share for the crop. **Must** be determined as the correct share for the producer.
Data for SURE Program Purposes	Adjusted RMA Guarantee Basis	Calculated adjusted RMA Guarantee Basis to be entered into the "RMA Guarantee Basis" field in the SURE Workbook for the line entry.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.**--***

*--618 Factoring RMA Data (Continued)

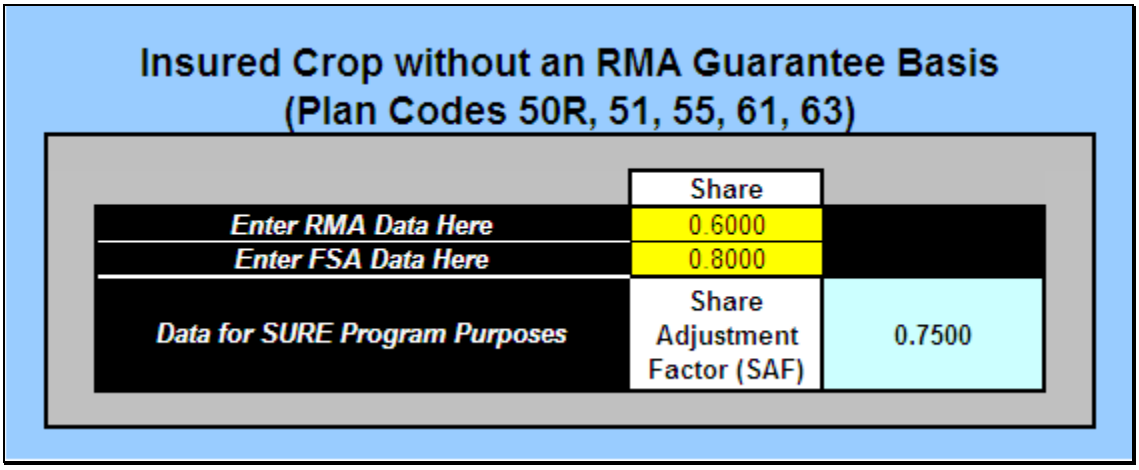
H SAF for an Insured Crop Without an RMA Guarantee Basis

To determine SAF for an insured crop without an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
Enter FSA Data Here	Share	Enter FSA share for the crop. **Must** be determined as the correct share for the producer.
Data for SURE Program Purposes	Share Adjustment Factor (SAF)	Calculated SAF. In the SURE Workbook: • "Guarantee Adjustment Code" field, ENTER "**SAF**" • "Guarantee Adjustment Factor" field, enter the calculated SAF value.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.--*

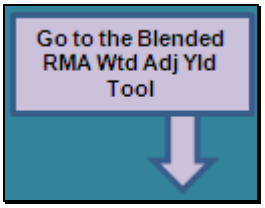
*--619 Blending Multiple RMA Weighted Adjusted Yields

A Overview

The SURE Workbook allows entering only **one** RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for a producer having multiple RMA weighted adjusted yields.

B Accessing RMA Weighted Adjusted Yield Tool

From the Yield Determination Tool, CLICK "**Go to the Blended RMA Wtd Adj Yld Tool**".



If the RMA Weighted Adjusted Yield Tool is not applicable, the following message will be displayed.

--*

*--619 Blending Multiple RMA Weighted Adjusted Yields (Continued)

B Accessing RMA Weighted Adjusted Yield Tool (Continued)

If the RMA Weighted Adjusted Yield Tool is applicable, the 2010 RMA Weighted Adjusted Yield Tool will be displayed.

2010 RMA Weighted Adjusted Yield Tool

Any Producer
Admin. County: 11-001

Clear Entries | Return To Yield Determination Tool

Phys. St/Co (if not Admin)	Crop	Crop Type	Int Use	Unit Number	Coverage Level	Price Election	RMA Acres	RMA Weighted Adjusted Yield	Blended RMA Weighted Adjusted Yield
	Corn	YEL	gr	100	0.7500	1.0000	21.00	140.00	138.19
	Corn	YEL	gr	102	0.7500	1.0000	32.00	137.00	138.19

Enter the RMA Acres and RMA Weighted Adjusted Yield data from 2010 SIR (Web) RMA Data.

Label	Definition and Rule
RMA Acres	Enter the RMA acres from the "A" (Acreage) Record in tenths or hundredths, as applicable. Acres will display in hundredths.
RMA Weighted Adjusted Yield	Enter the RMA weighted adjusted yield from the acreage, "A", record in whole numbers, tenths, or hundredths, as applicable. The yield will display in hundredths.

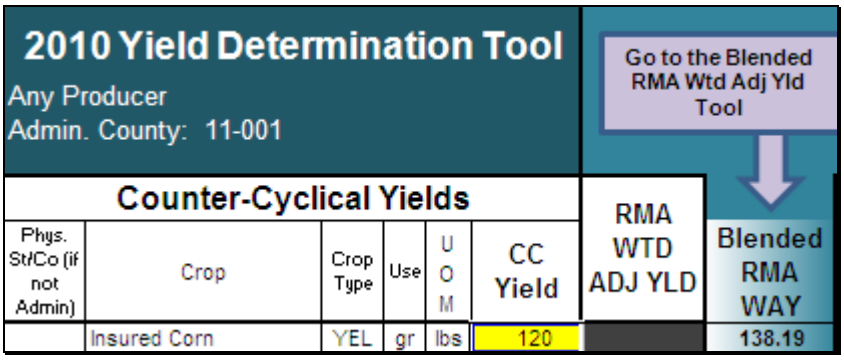
As acres and yields are entered, the blended yield will be displayed in the "Blended RMA Weighted Adjusted Yield" field.

To clear entered data, CLICK "**Clear Entries**".--*

*--619 Blending Multiple RMA Weighted Adjusted Yields (Continued)

C Yield Determination Tool

After entering all RMA acres and RMA weighted adjusted yields, continue with the workbook by clicking "**Go to Yield Determination Tool**". The 2010 Yield Determination Tool will be displayed.



The blended weighted adjusted yield will be displayed in the "Blended RMA WAY" field. The workbook will compare this value to the CC yield, if applicable, to determine the SURE yield for the farm. Continue with completing the workbook.**--***

*--620 Tolerance Tool

A Overview

According to paragraph 100, SURE benefits for insured crops are based on RMA acres. SURE eligible RMA planted acres will be compared to SURE eligible FSA planted acres. If RMA and FSA planted acres differ, a tolerance applies according to subparagraph 100 B. When the difference has been determined, the guarantee basis may need to be reduced.

The Tolerance Tool has been developed to assist County Office users in calculating the difference between SURE eligible RMA planted acres and SURE eligible FSA planted acres and to reduce the guarantee basis by this difference, when applicable.

The Tolerance Tool is available on the SURE Intranet web site. Access the SURE Intranet web site according to subparagraph 600 C.

B Using the Tolerance Tool

From 2010 SIR (Web) RMA Data Section, enter data for all yellow cells according to the following.

Label	Definition and Rule
State and County	Enter the administrative State and county.
Producer Name	Enter the producer's name.
Crop	Enter the crop for which tolerance is being determined.
Type	Enter the 3-character FSA crop type. Entry **must** be a valid crop type for the crop entered.
Use	Enter IU for the crop and crop type entered. Entry **must** be a valid IU for the crop and crop type entered.

--*

***--620 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

The Summarized Tolerance Information Section of the Tolerance Tool is for informational purposes **only**. This section summarizes the information entered in the Acreage Information Section, displays the Tolerance Determination, and provides, if applicable, the guarantee basis reduction used in reducing the RMA Guarantee Basis. The resulting entries are based solely on the entries made in the Acreage Information Section of the Tolerance Tool. All data entered in the Tolerance Tool is required, as applicable.

Acreage Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
RMA Acreage\Loss	SURE eligible acres are taken from SIR "A" (Acreage) Record and entered under the "Acreage" column unless an "L" (Loss) Record exists. If there is an "L" (Loss) Record on SIR, SURE eligible acres are taken from the "L" (Loss) Record and entered under the "Loss" column. **Note:** Paragraph 100 instructs users to total all RMA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in the "Acreage" cell, the "Loss" cell will be grayed out. If acres are entered in the "Loss" cell, the "Acreage" cell will be grayed out. Only enter acres once per line entry, either in "Acreage" or "Loss" cell, as applicable.
FSA Reported/ Determined	Enter the reported acreage from SIR under the "Reported" column unless determined acres are available. If determined acres are available, enter the applicable acres under the "Determined" column. **Note:** Paragraph 100 instructs users to total all FSA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in "Reported" cell, the "Determined" cell will be grayed out. If acres are entered in "Determined" cell, the "Reported" cell will be grayed out. Only enter acres once per line entry, either in "Reported" or "Determined" cell, as applicable.

--*

***--620 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

Guarantee Basis Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
Original	Enter the RMA Guarantee Basis from SIR for the applicable acreage line entry entered in the Acreage Information Section.
Reduced	If the Tolerance Tool determines tolerance has been exceeded, and determines that the RMA Guarantee Basis must be reduced, the Tolerance Tool will calculate and display the reduced RMA Guarantee Basis in this column for the applicable acreage based on the calculated reduction found in the "Guarantee Basis Reduction" field in the Summarized Tolerance Information Section of the Tolerance Tool. This **reduced** RMA Guarantee Basis **must** be entered in the SURE Workbook in the "RMA Guarantee Basis" field for the applicable acreage line entry. This **reduced** RMA Guarantee Basis supersedes the RMA Guarantee Basis provided on SIR. If the Tolerance Tool does **not** calculate a reduced RMA Guarantee Basis, **no** further action is required for tolerance. Use the RMA Guarantee Basis as provided on SIR.

--*

*--620 Tolerance Tool (Continued)

B Using the Tolerance Tool (Continued)

The following are examples of the Tolerance Tool.

Example 1:

SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere ST
Producer Name	Any Producer
Crop	CORN
Type	YEL
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	348.50	321.50	27.00	17.43	17.43	Exceeds	Yes	0.9225

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	115.30			109.50
		159.70		141.00
	348.5		321.5	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced
	$ 83,359	$ 76,899
	$ 111,566	$ 102,920

Example 2:

SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere ST
Producer Name	Any Producer
Crop	SOYBN
Type	COM
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	229.00	276.70	47.70	11.45	11.45	Exceeds	No	

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	123.90			151.50
		39.60		53.50
	65.50		71.70	
	229.0		276.7	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced

Note: The screen captures are for example purposes **only**.--*

*--621 Peanut Tool

A Overview

As provided in paragraph 134, the RMA Weighted Adjusted Yield for peanuts is **not** printed on SIR and the guarantee basis provided for peanuts is not correct for producers with multiple "A" (Acreage) Records. RMA is not able to provide the requested data for peanut producers with multiple "A" (Acreage) Records because of multiple contract prices. Since the correct information is not available for peanut producers in this situation, County Offices will calculate the RMA Weighted Adjusted Yield and Guarantee Basis with the assistance of the Peanut Tool.

The Weighted Adjusted Yield and Guarantee Basis will be calculated **only** for peanut records that do **not** contain an RMA Weighted Adjusted Yield.

The Peanut Tool:

- was developed to assist Field Offices in calculating the RMA Weighted Adjusted Yield and Guarantee Basis for peanuts
- is available for download on the SURE Intranet web site. Access the SURE Intranet web site according to subparagraph 600 C.

B Using the Peanut Tool

The following is an example of the Peanut Tool.

Clear Entries

Producer Name: Any Producer

Peanut Tool

Phys. St/Co (if not Admin)	Crop Type	Unit	RMA Plan Code	RMA Acres	Adjusted APH Yield	Current RMA Guarantee	RMA Weighted Adjusted Yield	Guarantee Basis
	RUN	201	90	87.10	3802.00	$ 11,878	2,897.99	$ 9,054
	RUN	202	90	51.70	1375.00	$ 3,141	2,897.99	$ 6,620
	SPW	202	90	42.10	850.00	$ 1,407	973.86	$ 1,612
	SPW	203	90	51.30	1075.50	$ 2,168	973.86	$ 1,963
99-999	RUN	401	90	35.80	875.70	$ 1,248	915.88	$ 1,305
99-999	RUN	401	90	62.50	938.90	$ 2,105	915.88	$ 2,053

From SIR, enter data in all yellow cells as follows. All data entered in the Peanut Tool is required with the exception of the physical State and county if it is **not** applicable. Multiple types and/or counties may be loaded in the tool at the same time. The Peanut Tool will calculate the RMA Weighted Adjusted Yield and Guarantee Basis by county/crop/type.--*

*--621 Peanut Tool (Continued)

B Using the Peanut Tool (Continued)

Label	Definition and Role
Producer Name	Enter the producer's name.
Phys. St/Co (if not Admin)	Enter the physical location for the county if multiple counties are administered in 1 county.
Crop Type	Enter or select the 3-character FSA crop type code. Entry **must** be a valid peanut crop type code.
Unit	Enter the RMA unit number.
RMA Plan Code	Enter the RMA insurance plan code.
RMA Acres	Enter the RMA acres from the "A" (Acreage) Record. Acres will display in hundredths.
Adjusted APH Yield	Enter the adjusted APH yield from the "A" (Acreage) Record. The yield will display in hundredths.
Current RMA Guarantee	Enter the RMA Guarantee Basis in whole dollars.

As each row of data is entered, the RMA Weighted Adjusted Yield and Guarantee Basis will be calculated and displayed in the applicable fields.

C Navigation Buttons

The following provides navigation buttons and functions.

Button	Function
	Click and the "Confirmation for Clearing the Data" box will be displayed. Click either of the following: • "**OK**" to clear the data • "**Cancel**" to return to the tool.
	Print the document.

--*

621 Peanut Tool (Continued)

D Loading Data in the SURE Workbook

After all RMA Weighted Adjusted Yields and Guarantee Basis have been calculated, follow paragraph 303 to combine remaining data as applicable and load the data in the SURE Workbook.

E Printing and Filing Peanut Tool Document

Print the document and file in the producer's program folder.

622-650 (Reserved)

*--Part 19 2011 SURE Automation

Section 1 SURE Intranet Web Site

651 Accessing Software

A Basic Information

The SURE Intranet web site is designed to provide a single web location for all reports and tools needed for the SURE Program.

B Overview

The SURE Intranet web site contains reports and tools for 2008, 2009, 2010, and 2011 SURE program years. Each year's option will be different based on the reports and tools that were made available for the applicable program year.

C Accessing the SURE Intranet Site

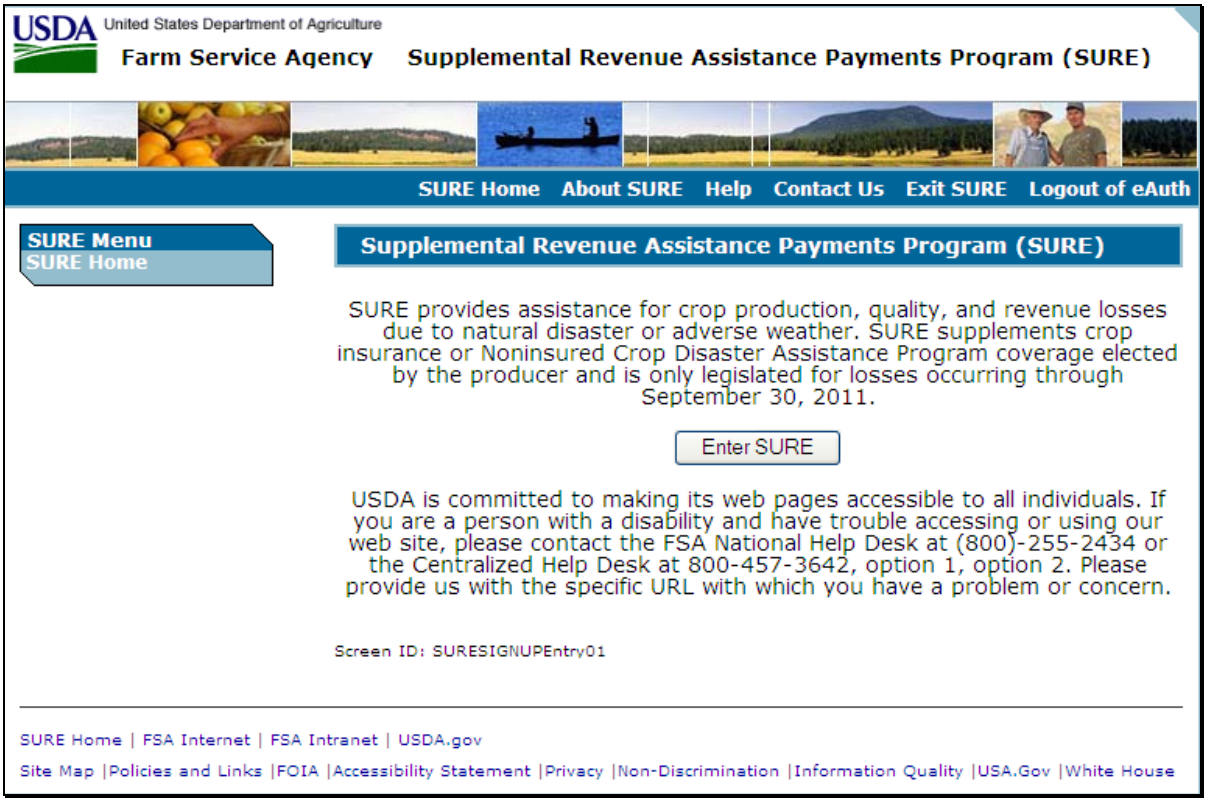
Access the SURE Intranet Site Home Page from the FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Under "Production Adjustment and Disaster Programs", CLICK "**SURE**".

Note: Internet Explorer shall be used when accessing the SURE Intranet web site.**--***

*--651 Accessing Software (Continued)

D Login Screen

After users click “SURE”, the following Supplemental Revenue Assistance Payments Program (SURE) Screen will be displayed. CLICK **“Enter SURE”** to continue.



E USDA eAuthentication

After users click “Enter SURE”, the USDA eAuthentication Warning Screen will be displayed. CLICK **“I Agree”** to proceed or **“Cancel”** to end the process.

The eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The SURE Select Program Year Screen will be displayed.**--***

*--652 SURE Select Program Year Screen

A Overview

After users are logged in and have been authenticated, the SURE Select Program Year Screen will be displayed. The SURE Select Program Year Screen will allow users to select the program year.

The available program years are:

- 2011
- 2010
- 2009
- 2008.

The SURE Select Program Year Screen will default to the current program year.

B Example of SURE Select Program Year Screen

The following is an example of the SURE Select Program Year Screen.

C Action

The user shall select the program year with which to work and CLICK "**Submit**".--*

*--653 SURE 2011 Main Menu

A Overview

After users have selected the 2011 program year, the SURE 2011 Main Menu will be displayed.

For 2011, the SURE Intranet web site contains the following reports:

- SURE Information Report
- Detailed Payment Report for SURE
- RMA Producer Data Change Report
- RMA Producers not in SCIMS Report
- All RMA Producers Report.

For 2011, the SURE Intranet web site contains the following tools:

- SURE Data Query Tool

- SURE Workbook Template vX.X

- Tools for Factoring RMA Data:

  - By Share
  - By Eligible Acres
  - By Stage
  - By Share Differences

- Tolerance Tool

- Peanut Tool.

For 2011, the SURE Intranet web site contains the links:

- “NCT (2009-2012)”
- “SWIMS”.--*

*--653 SURE 2011 Main Menu (Continued)

B Example of the SURE 2011 Main Menu

The following is an example of the SURE 2011 Main Menu.

--*

*--654 SIR

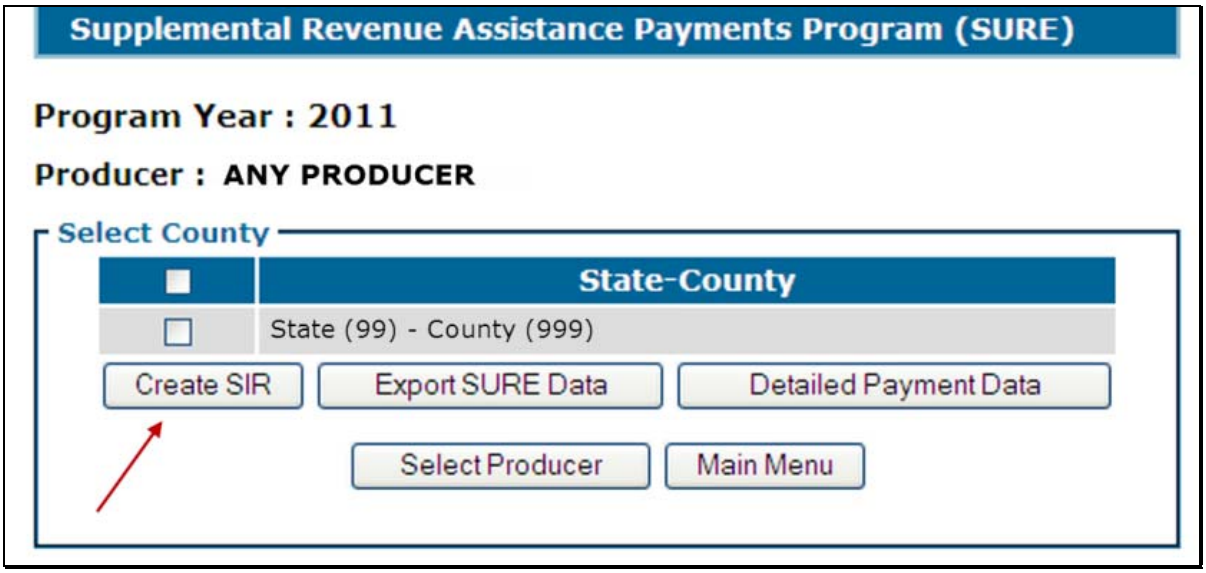
A Background

SIR is being provided as a reference report that will summarize the following:

- producer's acreage data
- producer's NAP data, if applicable
- producer's NAP relief data, if applicable
- producer's CAT relief data, if applicable
- any insurance data provided by RMA
- payment data
- weighted CC yield data.

B Accessing SIR

From the 2011 Main Menu, CLICK "SURE Information Report" and select the producer in SCIMS. The SURE Select County Screen will be displayed. The following is an example of the SURE Select County Screen.



Select the county or counties, as applicable, and CLICK "Create SIR". SIR will display in a separate window in PDF format. This report shall be printed, may be saved, is used to complete the producer's workbook, and shall be filed in the producer's program folder.

SIR shall be checked for changes and printed/reprinted, if applicable, **before** issuing payments to ensure that the most current data is being used.

Note SIR is an internal document; and may be shared with other FSA offices, but it shall **not** be shared with any party that is not an FSA employee.--*

***--654 SIR (Continued)**

C Data Elements on SIR

The following data elements will print on SIR.

SIR	
Source File	**Data Included**
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable
2011 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
NAP Data – 2011 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period

--*

***--654 SIR (Continued)**

C Data Elements on SIR (Continued)

SIR	
Source File	**Data Included**
NAP Data – 2011 NAP Approved Yield History File	Unit Number
	Crop
	Type
	Intended Use
	Planting Period
	Practice
	Approved Yield
	Unit of Measure
	Actual Production
	Unit of Measure
	Crop Year
	Yield
	Yield Type
NAP Data – 2011 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

--*

***--654 SIR (Continued)**

C Data Elements on SIR (Continued)

SIR	
Source File	**Data Included**
NAP Data – 2011 NAP Application for Payment	Crop
	Type
	Intended Use
	Practice
	Planting Period
	Unit
	Share
	Stage
	Crushing District, if applicable
	Disaster Begin Date, if applicable
	Loss Apparent Date, if applicable
	Acres
	Actual Production, if applicable
	Adjusted Production, if applicable
	Adjusted Production Flag
	Assigned Production, if applicable
	Eligible Prevented Planted Acres, if applicable
	Assigned Prevented Planted Production, if applicable
	Unit of Measure
	APH Yield
	APH Code
	Adjusted Yield
	Salvage Value
	COC Salvage Value
	Graduated Price, if applicable
	Beginning Inventory, if applicable
	Ending Inventory, if applicable
	Ineligible Cause of Loss, if applicable
	FMV A, if applicable
	FMV B, if applicable

--*

***--654 SIR (Continued)**

C Data Elements on SIR (Continued)

SIR	
Source File	**Data Included**
2011 NAP Relief Data	Transaction Date
	Transaction Code
	Transaction Amount
	Reversal Indicator
	Batch ID
	Reference Code
	Reference Number
2011 CAT Relief Data	Transaction Date
	Transaction Code
	Transaction Amount
	Reversal Indicator
	Batch ID
	Reference Code
	Reference Number
SIR – 2011 RMA Data	
RMA Label	**Data Entry Workbook Label**
Gross Indemnity	Gross Indemnity
Producer Premium	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 Factor	Adjustment Factor #1
Unit Number	Unit Number
	Planting Period
Zero Acre Flag	

Note: See Exhibit 4 for more information on RMA data elements.**--***

***--654 SIR (Continued)**

C Data Elements on SIR (Continued)

SIR - 2011 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	RMA Weighted Adjusted Yield
	County Expected Yield
	Calculated Weighted Average Yield
	Historical Marketing Percentage
Price	Price
Production to Count	Production to Count
	Production Type
	2011 NAMP
	QA Factor
	Salvage Value
FMV-A	FMV A
FMV-B	FMV B

Note: See Exhibit 4 for more information on RMA data elements.**--***

***--654 SIR (Continued)**

C Data Elements on SIR (Continued)

SIR - 2011 RMA Data	
RMA Label	**Data Entry Workbook Label**
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
SY - Yield Type	
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**
2011 Payment Data	DCP Direct Payments
	DCP Counter-Cyclical Payments
	ACRE Direct Payments
	ACRE ACRE Payments
	Price Support Payments
	Price Support - CMA Payments
	NAP Payments
	Other Disaster Payments
2011 CC Yield Data	Crop
	Weighted Counter-Cyclical Yield
	Unit of Measure

Note: See Exhibit 4 for more information on RMA data elements.

A disclaimer will be displayed on the last page of the 2011 SIR that states the following:

> "This report contains sensitive data. It is for FSA Internal Use Only and shall not be distributed."**--***

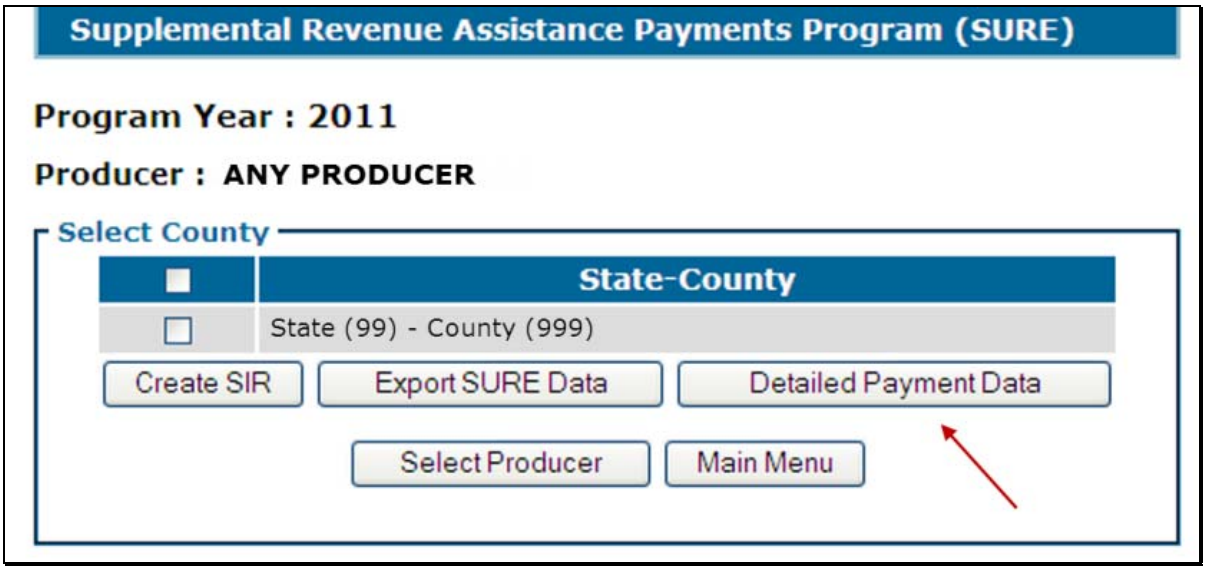
*--655 Detailed Payment Report for SURE

A Overview

The Detailed Payment Report for SURE provides the ability to search for producer payment, receivable, and market gain activities through SCIMS. The report is designed to provide the program benefit payment along with offsetting receivables and market gain/loss amounts.

B Accessing the Detailed Payment Report for SURE

From the 2011 Main Menu, CLICK "Detailed Payment Report for SURE" and select the producer in SCIMS. The following is an example of the SURE Select County Screen.



Select the county or counties for which the Detailed Payment Report for SURE will be displayed, and CLICK "Detailed Payment Data".--*

*--655 Detailed Payment Report for SURE (Continued)

C Information on the Detailed Payment Report for SURE

The following information appears on the Detailed Payment Report for SURE.

Field	Description
State/County	Displays the State/county associated with customer activity.
Alpha Program Code	Displays the program code associated with the customer's activity. See subparagraph D.
Reference Code	Displays the reference number associated with the program payment (that is, "FM – Farm", "CT – Contract", etc).
Reference Number	Displays the number associated with the reference code (that is, "302B").
Date	Displays the date associated with the applicable activity: • payable date is the "Payment Request Date" • receivable date is the "Receivable Establishment Date" • market gain date is the "Date of Gain/Loss".
Activity Type	Displays descriptions of the type of activity reported.
	Note: The following 3 types of activity are captured: • payments • receivables • market gains/losses.
Activity ID	Displays system-generated identifier associated with reported activity. **Note:** This number should be referenced when questions arise about activity displayed on this report.
Activity Amount	Displays the amount of the applicable activity.
Program Total	Displays the net amount of activities for the State/county by program code.

D Example of the Detailed Payment Report for SURE

The following is an example of the Detailed Payment Report for SURE.

U.S. Department of Agriculture
Farm Service Agency
2011 Detailed Payment Report for SURE

Prepared: 8-7-2012
PAGE: 1

Producer ID/Name: 9999 S ANY PRODUCER

State/ County	Alpha Program Code	Reference Code	Reference Number	Date	Activity Type	Activity ID	Activity Amount
99999	11EDCPDP	FM	0001668	2010-10-09	Payable	19572816	734.00
			0001274	2010-10-09	Payable	19575737	218.00
			0001669	2010-10-09	Payable	19577300	850.00
		Program Total					1802.00

--*

***--655 Detailed Payment Report for SURE (Continued)**

E 2011 Alpha Program Codes

The following are the alpha program codes that are applicable to the FSA payments that are included in the total farm revenue for SURE:

- ACRE:
  - Direct Payment Code, “11ACREDP”
  - ACRE Payment Code, “11ACRE”
- DCP:
  - Direct Payment Code, “11EDCPDP”
  - Counter Cyclical Code, “11EDCPCC”
- LDP:
  - “11LDPCOMMC”
  - “11ELDPCOMM”
  - “11ELDPECOMM”
- Marketing Loan Gain:
  - “11COMMLN”
  - “11COMMFLN”
  - “11COMMWLN”
- NAP, “11NAP”.

For LDP’s and market loan gains, “comm” will **not** actually appear in the alpha program code. The name (or abbreviated name) of the commodity for which LDP was received or the marketing loan gain was earned will be displayed. For example, “11CORNLN”, “11WHTLN”.

The market loan gains on CMA’s will not appear on the reports. These will be displayed on 2011 SIR Payment Data and shall be entered in the “CMA” section provided in the 2011 SURE Workbook.

Prompt payment interest for any of the FSA payments are **not** part of the total farm revenue calculation. If the alpha program code was used for accounting for this interest, it will show up on the reports as part of the payment. The County Office or recording county may remove interest amounts before entering the total into the SURE Workbook, if they have proof and the means to identify this. All prompt payment interest was supposed to be accounted to the alpha program code of “INTPEN” and should **not** show up on the reports.--*****

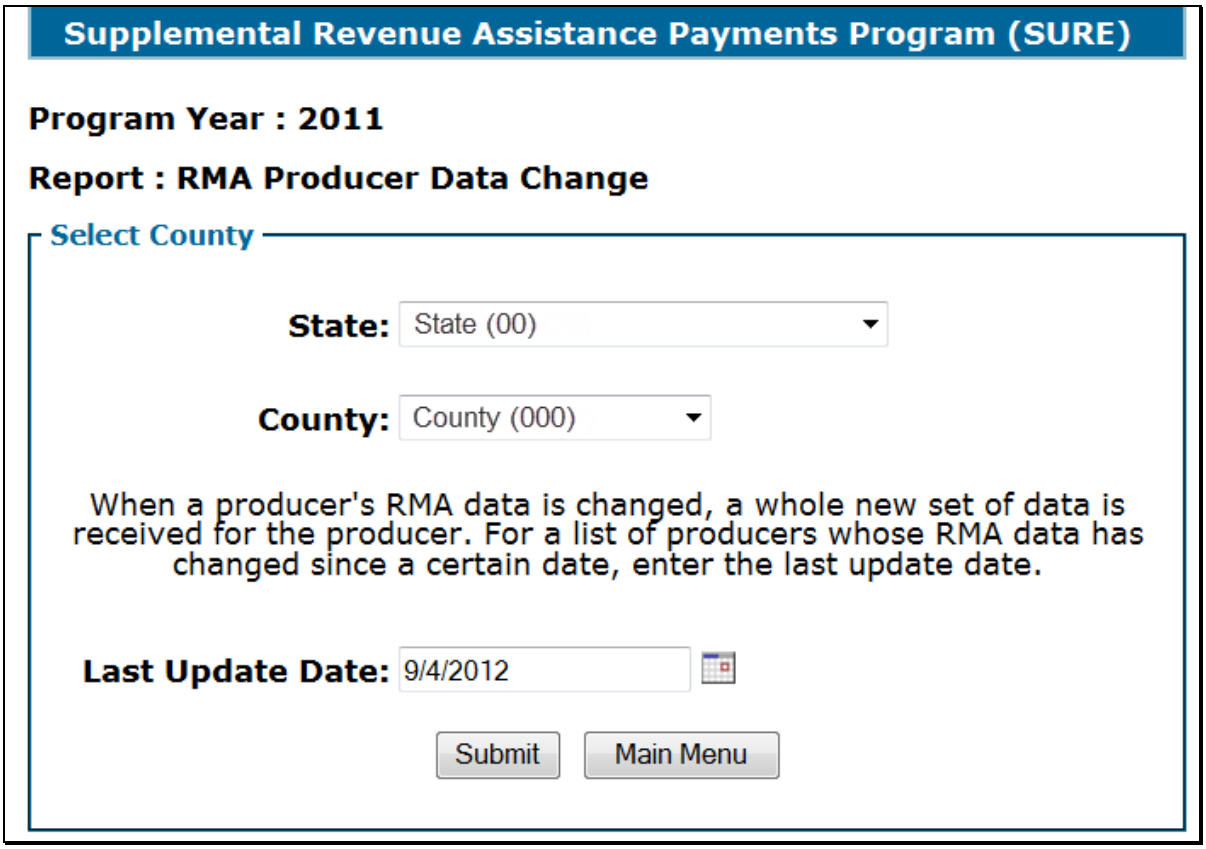
*--656 RMA Producer Data Change Report

A Overview

A producer's RMA data may change. A list of producers whose RMA data has changed since the last update date will be displayed on the RMA Producer Data Change Report.

B Accessing RMA Producer Data Change Report

From the 2011 Main Menu, CLICK "RMA Producer Data Change Report". The RMA Producer Data Change - Select County Screen will be displayed. The following is an example of the RMA Producer Data Change - Select County Screen.

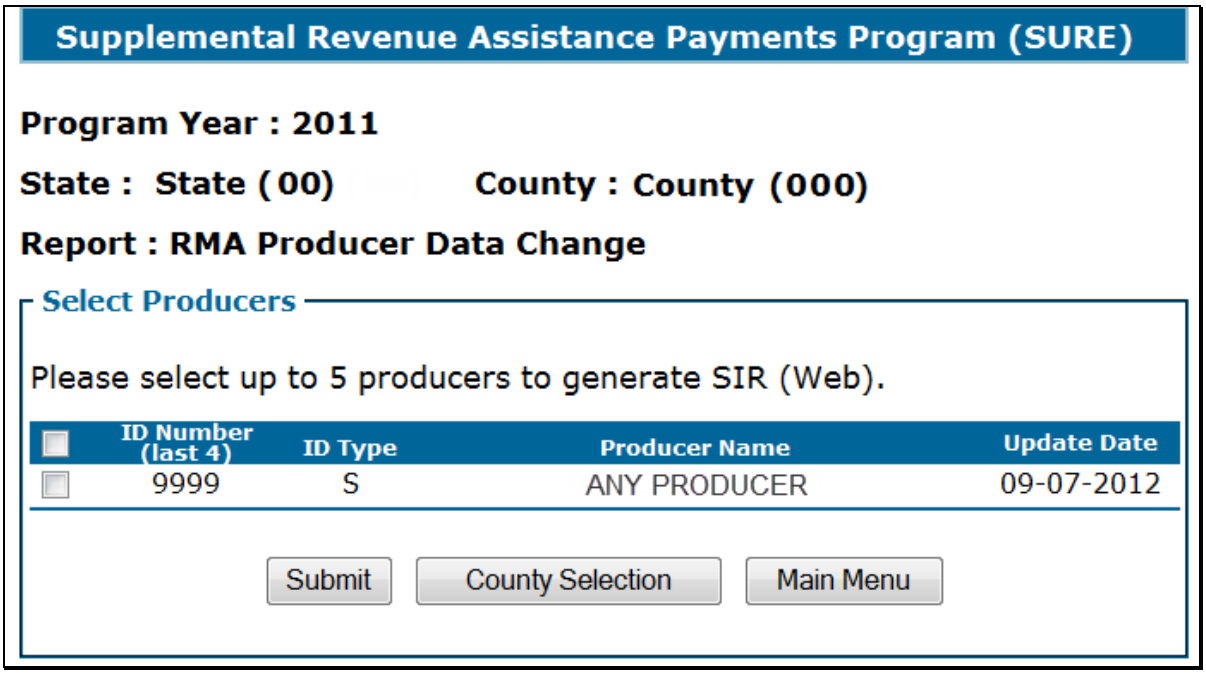


Select State and county and enter the last update date. CLICK "Submit" to generate a list of producers whose data has changed since the last update date for the selected county. CLICK "Main Menu" to return to the program year specific main menu.--*

***--656 RMA Producer Data Change Report (Continued)**

B Accessing RMA Producer Data Change Report (Continued)

A list of producers whose data has changed since the last update date for the selected county will be displayed. Select the producer and CLICK "Submit" to generate SIR. The following is an example of the RMA Data Change - Select Producer Screen.



This report shall be checked every 7 calendar days **and** before issuing payments, to ensure that the most current data is being used in the workbook, even after a producer has been paid.

Note: Any change to producer data will be underlined and highlighted.

In the following situations, a producer will be displayed on the 2011 RMA Data Change Report, but no data will be underlined on SIR:

- change was to RMA data not shown on SIR, because it was not needed for SURE
- record was completely removed
- entirely new record was added.

Note: Any screen prints or SIR's generated through the, "RMA Producer Data Change Report" option are internal documents. The reports may be shared with other FSA offices, but they shall **not** be shared with any party that is not an FSA employee.**--***

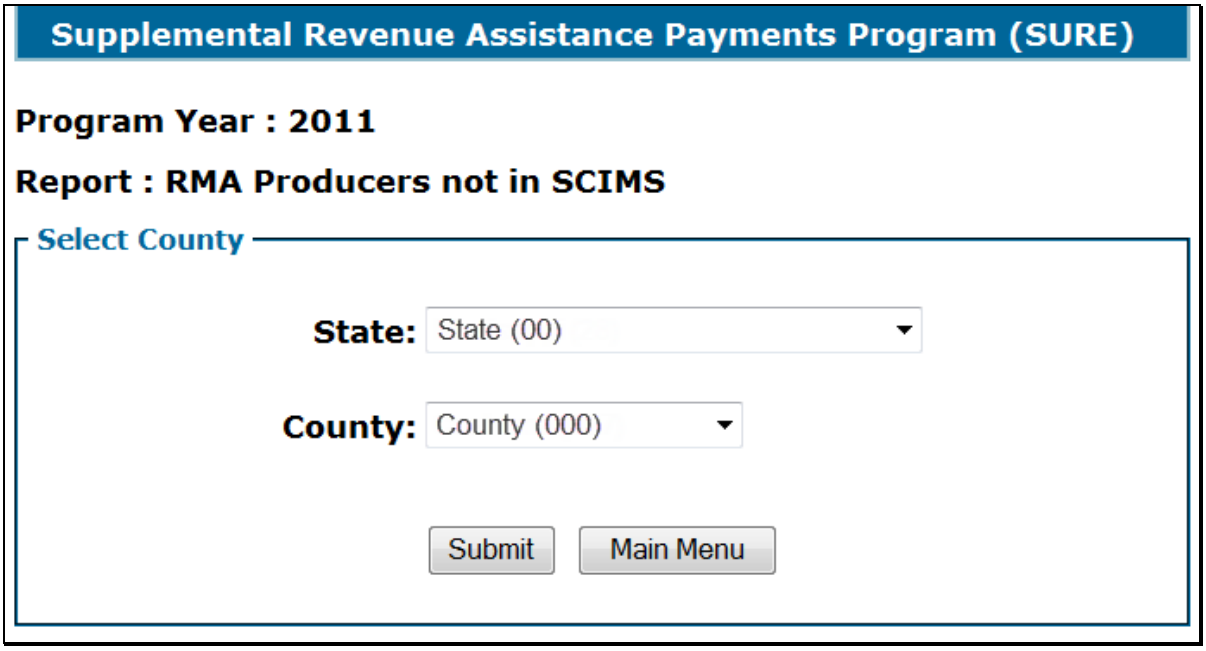
*--657 RMA Producers Not in SCIMS

A Background

If a producer is not in SCIMS, or the RMA producer's TIN does not match FSA's records, a list of producers with RMA data will be displayed on the RMA Producers Not in SCIMS Report.

B Accessing RMA Data for RMA Producers Not in SCIMS

From the Main Menu, CLICK "RMA Producers Not in SCIMS". The RMA Producers Not in SCIMS Screen will be displayed. The following is an example of the RMA Producers Not in SCIMS - Select County Screen.



The user shall select State, county, and CLICK:

- "Submit" to generate a list of producers not in SCIMS
- "Main Menu" to return to the program year specific main menu.--*

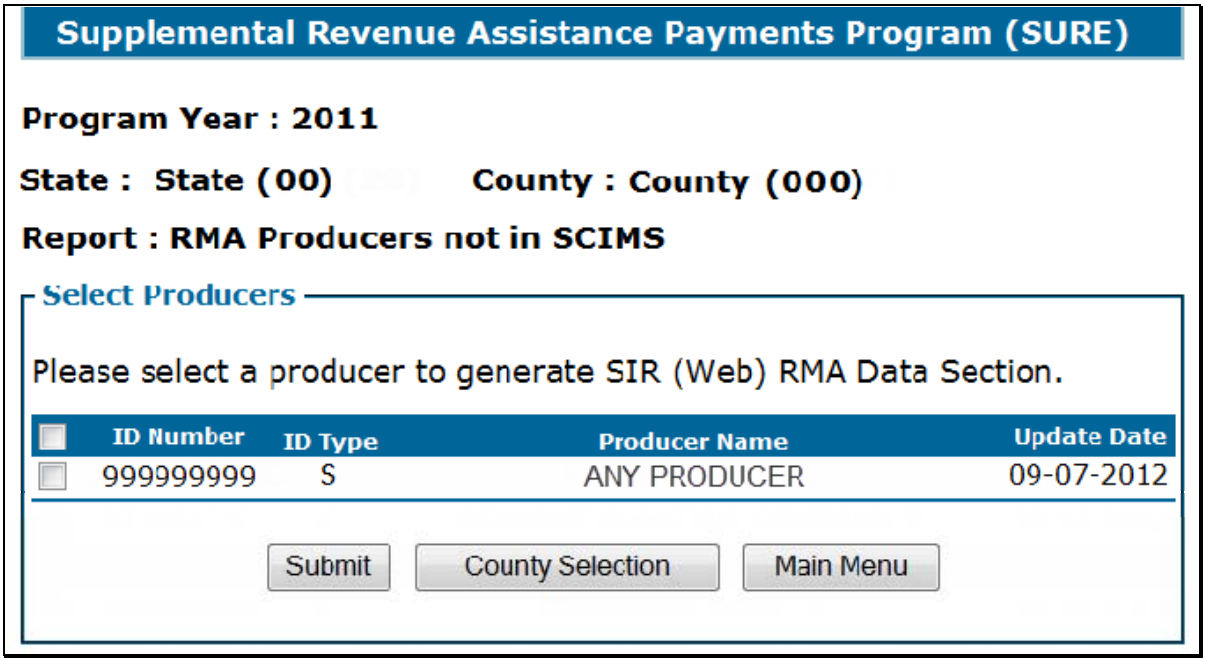
***--657 RMA Producers Not in SCIMS (Continued)**

B Accessing RMA Data for RMA Producers Not in SCIMS (Continued)

Once the user has clicked "Submit", a list of producers not in SCIMS will be displayed. The user can select a producer and CLICK "Submit" to print SIR that will only contain RMA data. CLICK:

- "County Selection" to return to the previous screen
- "Main Menu" to return to the program year specific main menu.

The following is an example of the RMA Producers Not in SCIMS - Select Producer Screen.



If a producer appears on this list, this indicates the producer does business with RMA/Crop Insurance, but either:

- has **not** done business with FSA before and; therefore, is **not** in SCIMS
- TIN the producer provided RMA/Crop Insurance does **not** match TIN in SCIMS.

After the producer has either been added to SCIMS or TIN has been corrected, the producer should no longer appear on this list and SIR can be printed according to subparagraph 654 B.

Note: Any screen prints or SIR's generated through the, "RMA Producers Not in SCIMS" option are internal documents. The reports may be shared with other FSA offices, but shall they **not** be shared with any party that is not an FSA employee.**--***

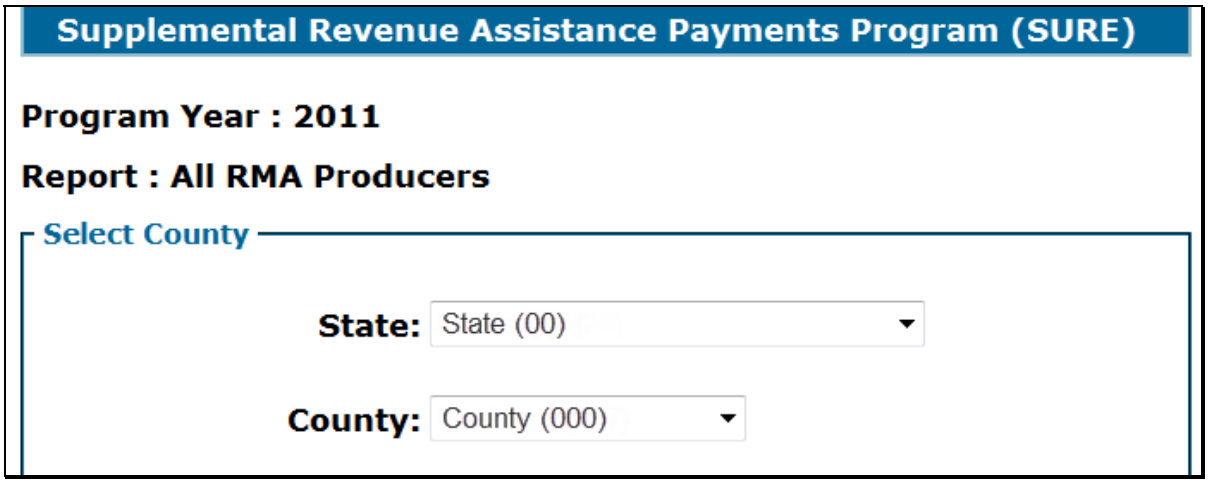
*--658 All RMA Producers Report

A Overview

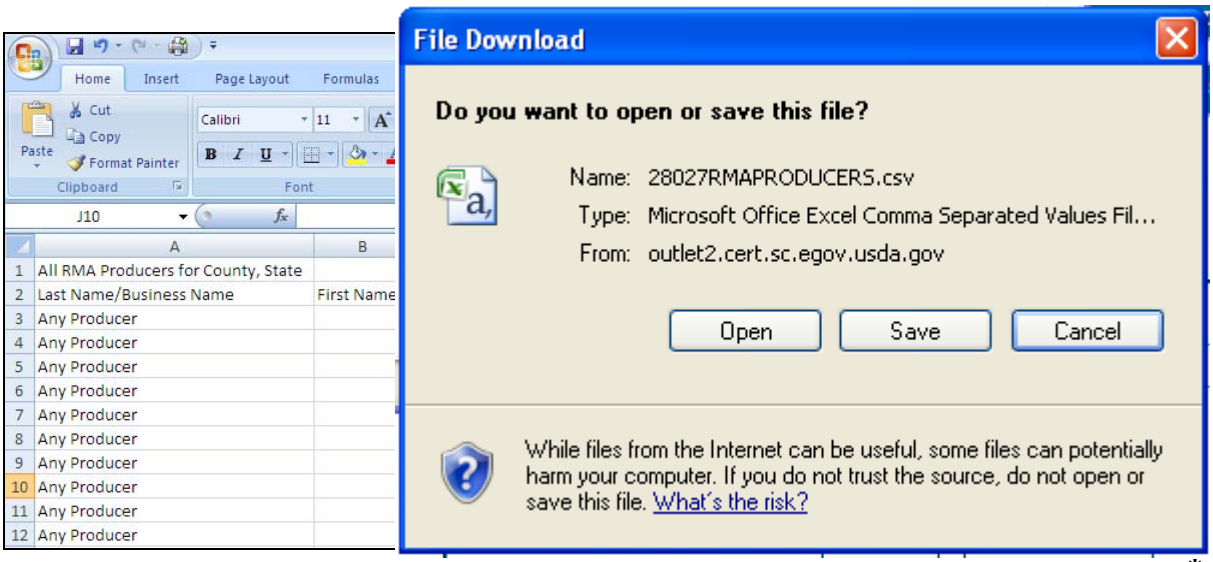
There are cases where a field office may need to identify an RMA producer. The All RMA Producers Report notifies County Offices of producers who have RMA coverage.

B All RMA Producers Report

From the 2011 Main Menu, CLICK “All RMA Producers”, select State and county, and CLICK “Submit”. Following is an example of the All RMA Producers - Select County Screen.



An Excel file will be created. CLICK “Open” on File Download dialog box and a list of all RMA producers for which FSA has received RMA data in that county will be displayed.



--*

*--659 SURE Data Query Tool

A Overview

The SURE Data Query Tool software is web-based software that queries 2011 FSA-578 data and also has the capability to retrieve some NCT data.

The SURE Data Query Tool Screen:

- will display all 2011 compliance data reported by the selected producer in the selected administrative State and County Office

- provides the ability to:

  - combine multiple records into 1 unit

  - mark acreage records as eligible for SURE

  Notes: Zero acreage records, or acreage records with “0” (zero) reported acres and “0” (zero) determined acres with no tract for field numbers, should **not** be marked as eligible and subsequently shall **not** be exported into the 2011 SURE Workbook.

  GS is not an eligible intended use for SURE. In the case where the crop’s grain production is being included in the SURE application, crops with the intended use of GS may be imported into the 2011 SURE Workbook but the intended use shall be changed from GS to GR and the Production to Count shall only reflect the grain production.

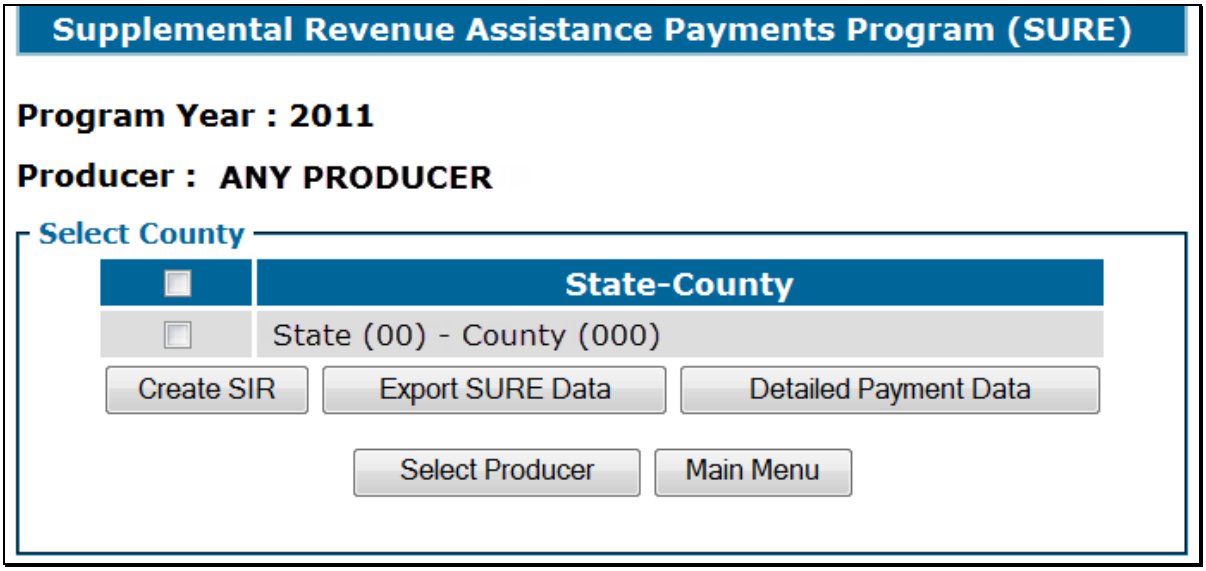
  - export eligible acreage to an .xml file that can be imported into the 2011 SURE Workbook.

After user clicks “Export Acreage/NCT Data” from the County Selection Screen, the SURE Data Query Tool Screen will be displayed.**--***

*--659 SURE Data Query Tool (Continued)

B Accessing the SURE Data Query Tool

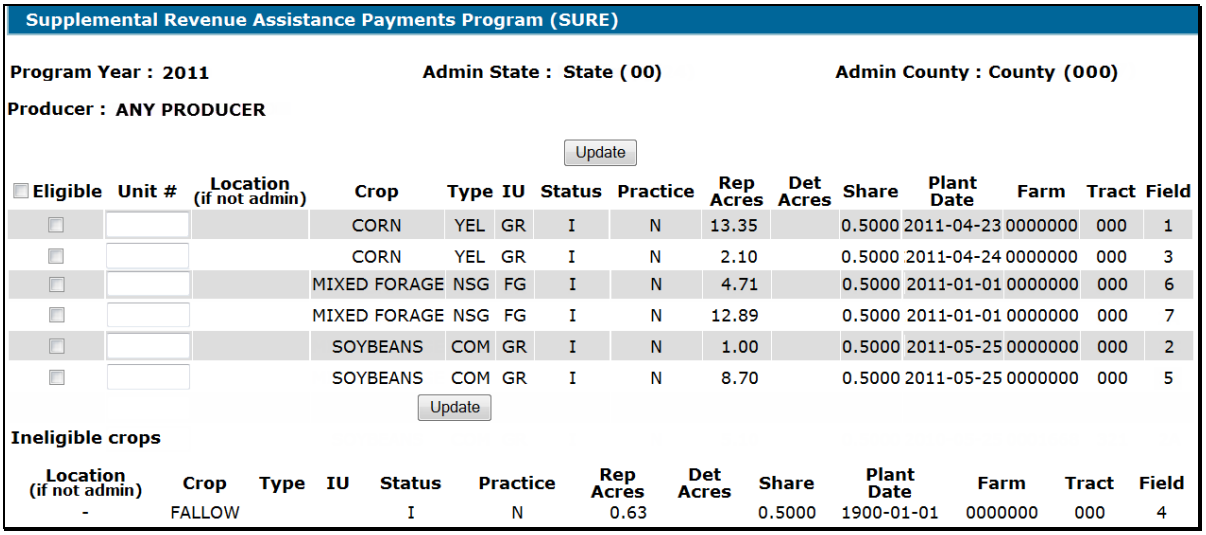
From the 2011 Main Menu, users select “SURE Data Query Tool” and select the producer in SCIMS. The following is an example of the SURE Select County Screen.



Select the county for which to use the SURE Data Query Tool, and CLICK “Export SURE Data”.

C Example SURE Data Query Tool Screen

The following is an example of the SURE Data Query Tool Screen.



Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2011 Admin State : State (00) Admin County : County (000)

Producer : ANY PRODUCER

Update

Eligible	Unit #	Location (if not admin)	Crop	Type	IU	Status	Practice	Rep Acres	Det Acres	Share	Plant Date	Farm	Tract	Field
			CORN	YEL	GR	I	N	13.35		0.5000	2011-04-23	0000000	000	1
			CORN	YEL	GR	I	N	2.10		0.5000	2011-04-24	0000000	000	3
			MIXED FORAGE	NSG	FG	I	N	4.71		0.5000	2011-01-01	0000000	000	6
			MIXED FORAGE	NSG	FG	I	N	12.89		0.5000	2011-01-01	0000000	000	7
			SOYBEANS	COM	GR	I	N	1.00		0.5000	2011-05-25	0000000	000	2
			SOYBEANS	COM	GR	I	N	8.70		0.5000	2011-05-25	0000000	000	5

Update

Ineligible crops

Location (if not admin)	Crop	Type	IU	Status	Practice	Rep Acres	Det Acres	Share	Plant Date	Farm	Tract	Field
-	FALLOW			I	N	0.63		0.5000	1900-01-01	0000000	000	4

--*

***--659 SURE Data Query Tool (Continued)**

D Field Descriptions and Actions

The following provides the field descriptions and actions on the Producers Crop Data Screen.

Field/Button	Description	Action
Program Year	The selected year will be displayed.	
Admin State	Administrative State selected on the SURE Select County Screen will be displayed with the State code.	
Admin County	Administrative County selected on the SURE Select County Screen will be displayed with the County code.	
Producer	Name of the selected producer will be displayed.	
Eligible	Manual selection.	Check (✓) the "**Eligible**" box next to the crops that are eligible for 2011 SURE. If all displayed crops are eligible for 2011 SURE, check (✓) the "**Eligible**" box in the header to select all crops.
Unit Number	Manual entry. Unit number is a unique number that can be used to summarize multiple acreage line items into 1 line item. Users can enter the RMA or NAP unit number, if applicable, or any other unique number. **Note:** If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the **actual** unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.	Enter a unit number for the acreage line item. If the same unit number is entered for multiple acreage line items, the line items will be considered 1 unit if all of the following match: • location • crop • crop type • intended use • status • practice • share. If any of the preceding items are different, the acreage line items will be considered separate units.

--*

*--659 SURE Data Query Tool (Continued)

D Field Descriptions and Actions

The following provides the field descriptions and actions on the Producers Crop Data Screen.

Field/Button	Description	Action
Update	Summarizes all selected line items to allow for exporting into an .xml file. See subparagraph F.	
Ineligible Crops	Lists crops that are ineligible for 2011 SURE. These crops **cannot** be selected for eligibility. See subparagraph 32 G for ineligible crops.	

Note: If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure that after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the **actual** unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.

E Summarized Acreage

After all acreage line items have been selected, unit numbers entered, and "Update" has been clicked, the selected acreage line items will be summarized into a separate table that can be exported into an .xml file to be used in the 2011 SURE Workbook.

The following is an example of summarized acreage line items.

Summarized data to be exported.

Unit #	Location	Crop	Type	IU	Status	Practice	Rep Acres	Share	UOM	NAMP
10000		CORN	YEL	GR	I	N	15.45	0.5000	BU	5.45
10000		MIXED FORAGE	NSG	FG	I	N	17.60	0.5000	TON	111.00
10000		SOYBEANS	COM	GR	I	N	15.30	0.5000	BU	11.30

Update Export

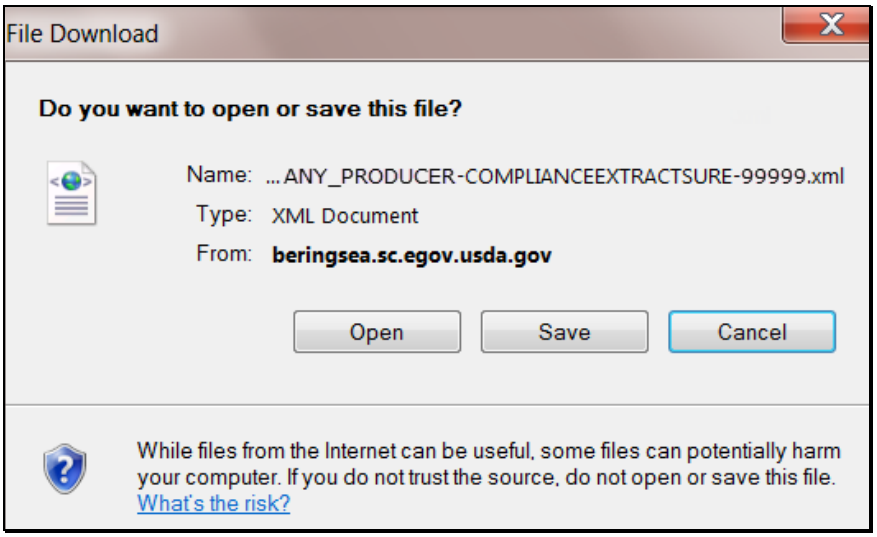
CLICK:

- **"Update"** to make changes or re-summarize
- "**Export**" to save the data to an .xml file.**--***

*--659 SURE Data Query Tool (Continued)

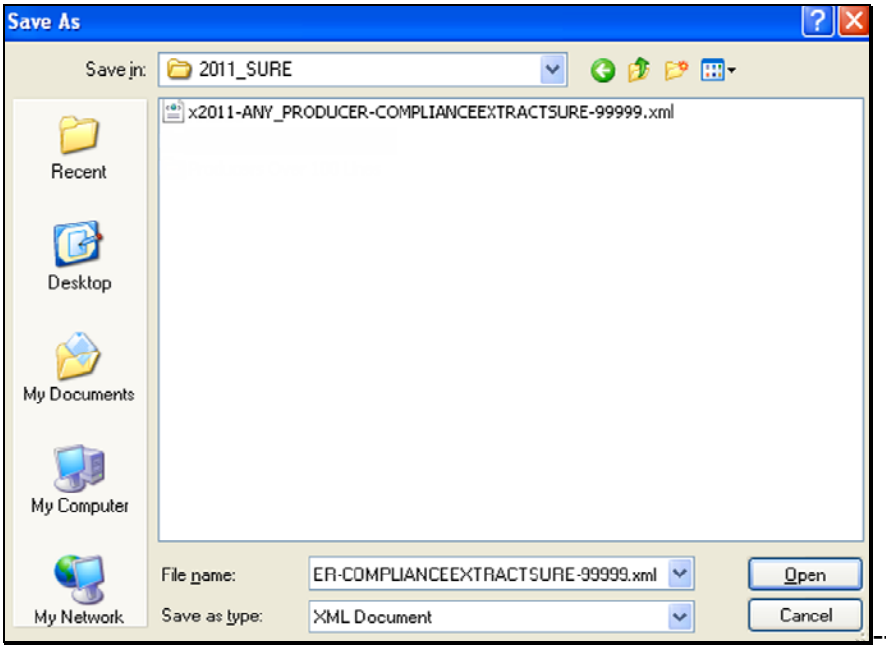
F Action

After "**Export**" is clicked, the following File Download dialog box will be displayed. CLICK "**Save**".



After users click "Save", the following Save As dialog box will be displayed. Navigate to the "**S:\Service_Center\FSA\2011_SURE**" folder and CLICK "**Save**" to save the .xml file.

Note: If the "**2011_SURE**" folder does **not** exist, create the folder according to subparagraph 663 B.

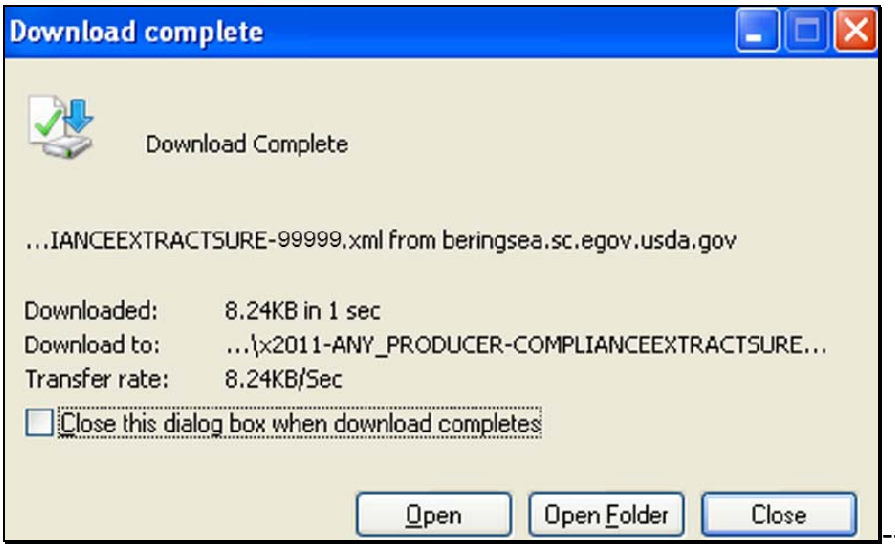


--*

***--659 SURE Data Query Tool (Continued)**

F Action (Continued)

The following Download complete dialog box will be displayed. CLICK "**Close**" to return to the 2011 SURE Data Query Tool.



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*--660 Importing .XML File Into SURE Workbook

A Overview

After the .xml file is saved to “S:\Service_Center\FSA\2011_SURE”, the file can be imported into the 2011 SURE Workbook.

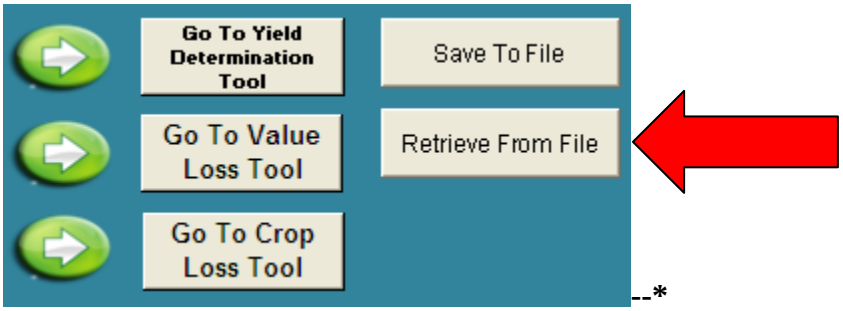
To import the .xml file, the user will use the “Retrieve from File” button in the 2011 SURE Workbook.

B “Retrieve From File” Button

Within the 2011 SURE Workbook, on the Main Menu Page or Data Entry Worksheet, CLICK “**Retrieve from File**”.

The following is an example of the “Retrieve from File” button on the Main Menu Page.

The following is an example of the “Retrieve from File” button on the Data Entry Worksheet.



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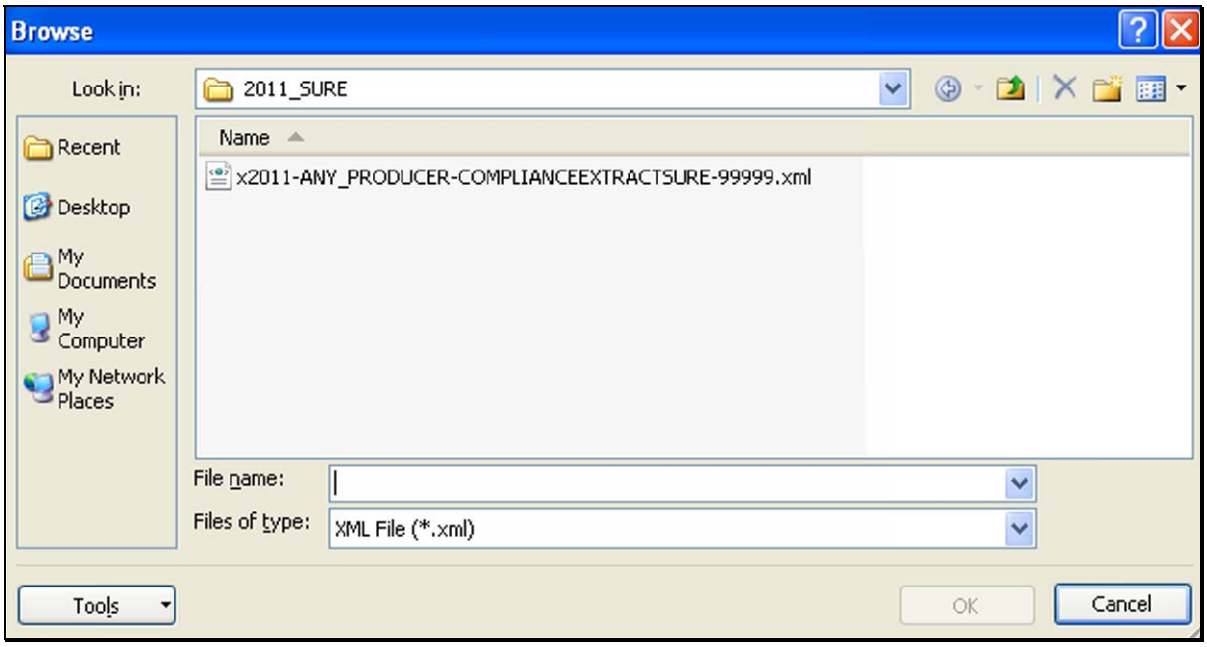
*--660 Importing .XML File Into SURE Workbook (Continued)

B "Retrieve From File" Button (Continued)

After users click "Retrieve from File", the following Browse dialog box will be displayed. The folder is automatically defaulted to "**S:\Service_Center\FSA\2011_SURE**". Select the applicable .xml file that was extracted from the 2011 SURE Data Query Tool and CLICK "**OK**" to complete the retrieval.

Note: The extracted SURE Compliance Tool file will be named, "**x2011-PRODUCER_NAME-COMPLIANCEEXTRACTSURE-99999**" (99999 will be replaced with the administrative State and county code).



The acreage data from the 2011 SURE Data Query Tool will be displayed on the Data Entry Worksheet in the 2011 SURE Workbook as provided in the following example. Complete the remainder of the 2011 SURE Workbook according to paragraph 664.

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPR Code	Plan/ Cov. Code	Stage Code H UH PP	Stage Code Adj. Fact. 1	Unit #	Unit of Meas	2011 NAMP ($)
	CORN	YEL	GR	I	N	15.45	.5000					10000	BU	$ 5.4500
	MIXED FORAGE	NSG	FG	I	N	17.60	.5000					10000	TON	$ 111.0000
	SOYBEANS	COM	GR	I	N	15.30	.5000					10000	BU	$ 11.3000

--*

*--661 2011 SURE Workbook Function

A Overview

The SURE Workbook provides a series of Excel worksheets used to complete a manual calculation of SURE payment, including the following:

- Crop Loss Tool
- Data Entry
- Value Loss Tool
- Yield Determination Tool
- Blended RMA Weighted Adjusted Yield Tool
- Weighted Average Yield Tool
- Farm Summary
- Detailed Farm Summary
- 10 Percent Loss Tool
- FSA-682, page 2.

One SURE Workbook will be completed per producer, per administrative county. Only the crops and acreage administered in that county will be entered into the SURE Workbook. Each line entry of crop data shall be entered into the SURE 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 Workbook accommodates 100 line entries. If additional line entries are **required**, an additional SURE Workbook will need to be completed. For more information on saving additional SURE Workbooks for a producer whose workbook exceeds 100 line entries in 1 administrative county, see subparagraph 664 C, note in “Producer Name” definition and rule.

Note: The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.**--***

***--661 2011 SURE Workbook Function (Continued)**

B Handling Single-County Producers

If the administrative and recording county **are** the same and the producer is **not** multi-county, the SURE 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: See 3-PL, Exhibit 2 for the definition of recording county. The administrative county is the FSA county responsible for administering the acreage.

C Handling Multi-County Producers

If the administrative and recording county are **not** the same and the producer **is** multi-county, the administrative county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- transmit the SURE Workbook .xml file to the recording county.

In this situation, the recording county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- collect all the SURE Workbook .xml files from all administrative counties with which the producer is associated
- summarize all SURE Workbooks **before** COC approval/disapproval, and before entering the resulting SURE payment amount to be processed in the payment software, if applicable.

Note: For producer's who do not have SURE eligible crops in the recording county, the recording county shall create a blank SURE Workbook and summarize with the nonrecording county SURE Workbook according to subparagraph 665 D.--*****

*--662 Preparing Documents to Complete 2011 SURE Workbook

A Preparing Documents

The SURE Workbook process is a completely manual process. The SURE 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 Workbook will ease the SURE Workbook process for the user and the producer.

All documentation shall be filed in the producer's program folder.

Note: Payment software is capable of referencing Web eligibility.

B Producer Farm Data Report

The Producer Farm Data Report:

- 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 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. See paragraph 3 for more information about eligibility criteria.

Go to **http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=sure** for a list of eligible counties.**--***

*--662 Preparing Documents to Complete 2011 SURE Workbook (Continued)

D Production Evidence

Producers may need to provide verifiable, reliable, and/or certifiable production records. Date-stamp and write the county's name on the original production record, copy, and return the original to the producer. See Part 7 for more information.

E Crop Data

Data elements, such as price, CEY, unharvested factor, prevented planting factor, historical marketing percentage, quality adjustment factor, maximum average loss level, and NAMP will be established by STC and provided by the State Office. See Part 3 for more information.

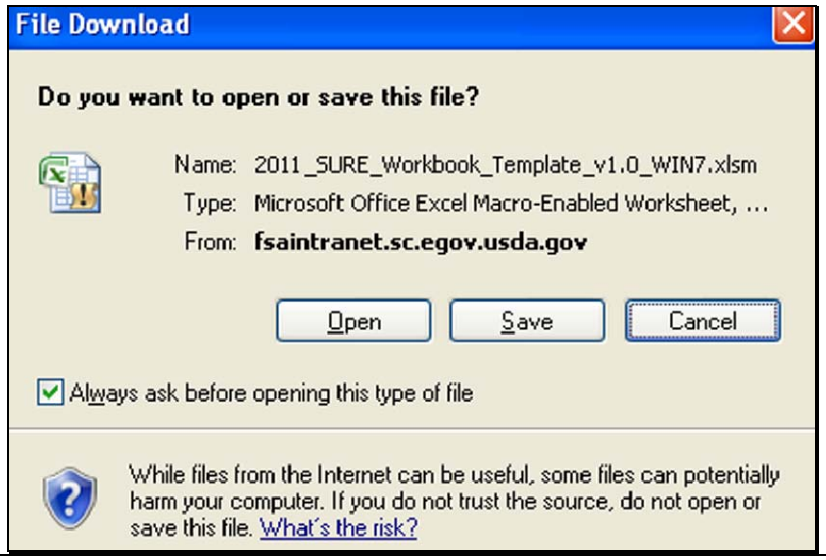
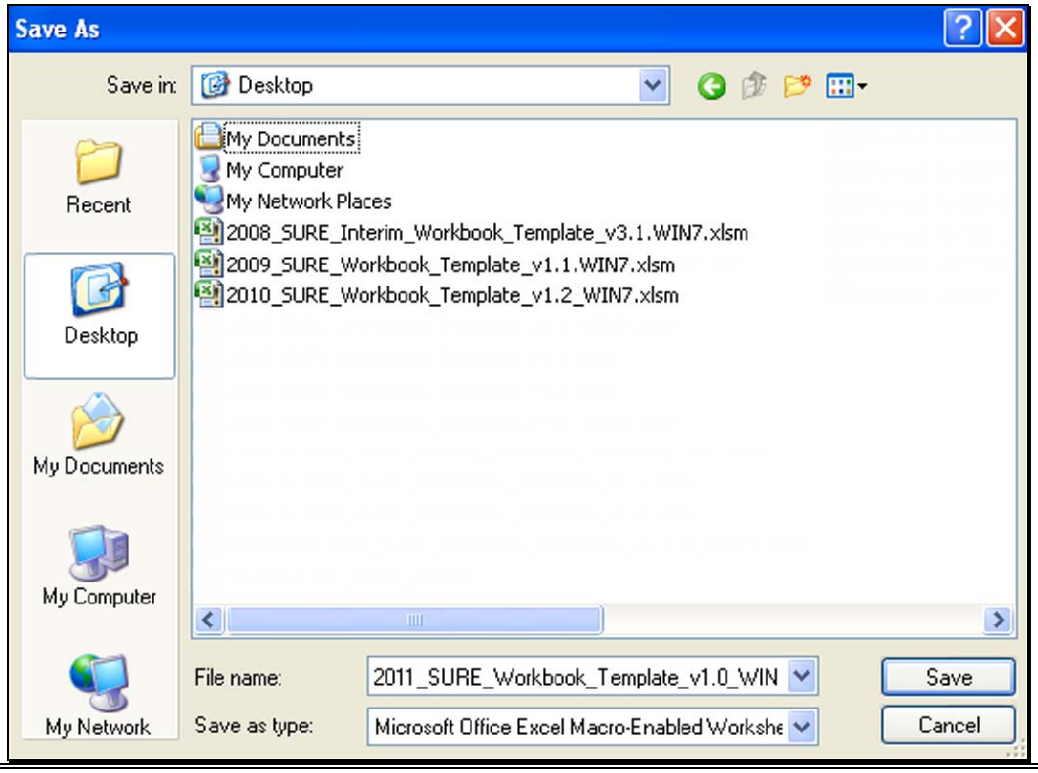
F Completing SURE Workbooks

County Offices shall work with producers to complete the SURE Workbook for each producer applying for SURE for the eligible crops and acreage administered in that county.--*

*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook

A Accessing and Saving the SURE Workbook Template

Access and save the SURE Workbook template according to the following.

Step	Action
1	On the SURE Program Year: 2011 Screen, CLICK “2011 SURE Workbook vX.0”.
2	The File Download dialog box will be displayed. CLICK “**Save**”. 
3	The Save As dialog box will be displayed. Save file to Desktop. 

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*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

A Accessing and Saving the SURE Workbook Template (Continued)

Step	Action
4	The document will be placed on the user's desktop with an icon. The document will be named, "**2011_SURE__Workbook_Template_vX.0_win7.xlsm**". The version number shall correspond with the current version posted on the SURE Intranet Web Page. **Note:** There will be a need for more than 1 SURE Workbook template saved to a user's desktop for the purposes of summarizing multi-county data according to subparagraph 665 D. For additional SURE Workbook templates, name as follows: • "2011_SURE__Workbook_Template_vX.X.2_win7.xlsm" • "2011_SURE__Workbook_Template_vX.X.3_win7.xlsm".

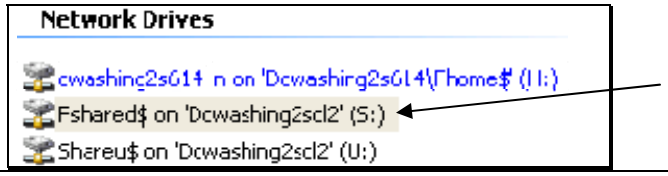
Note: The SURE Workbook is for FSA internal use only and shall **not** be distributed.

Saving the workbook template to the user's desktop will need to be done if there is a new workbook version issued, or if the template on the user's desktop needs to be replaced.**--***

*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

B Creating a New Folder in Which to Save All SURE Workbook Data

Before completing and saving a SURE Workbook for a producer, a new folder will need to be created on the **S:**\ drive according to the following.

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 "**(S:) drive**". 
3	DOUBLE-CLICK "**Service_Center**".
4	DOUBLE-CLICK "**FSA**".
5	Left-click "**Make a new Folder**" , , or if neither of these buttons are available right-click in blank white area within the folder window, left-click "**New**", left-click "**Folder**".
6	A new folder will be created in the S:\Service_Center\FSA folder, the default name of the new folder will be "New Folder". Rename the folder according to step 7.
7	RIGHT-CLICK "**New Folder**" and LEFT-CLICK "**Rename**".
8	Rename the folder "**2011_SURE**".

Note: Creating the new "2011_SURE" folder **only needs to be done 1 time at each Service Center**. All SURE 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, "**2011_SURE**", with the underscore **exactly** as displayed here.**--***

663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

C Enabling Macros

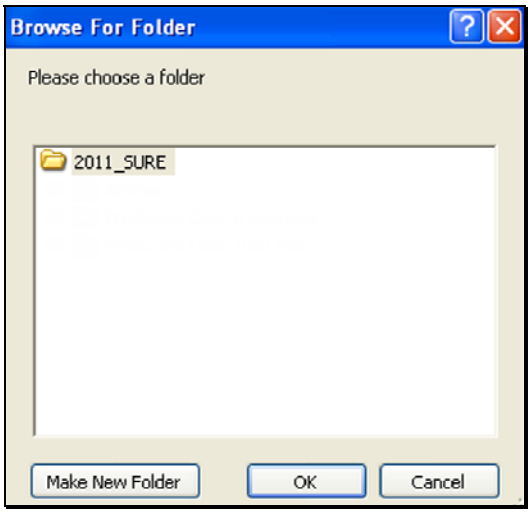
Enable macros in the SURE Workbook according to the following.

Step	Action
1	Every time a user opens the SURE Workbook Template, 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**". **Notes:** This step needs to be performed every time the SURE Workbook is opened. ***--**For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--*** **Warning:** Do **not** attempt to permanently enable macros; this will make the SURE Workbook unusable and could potentially create a security breach.

*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Saving a Producer's SURE Workbook

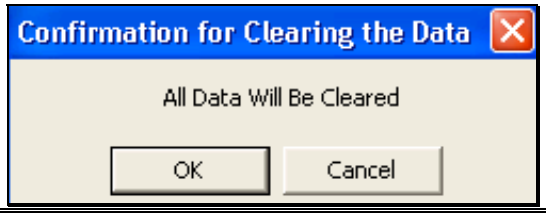
When the user needs to save a producer's SURE Workbook, the user shall save the data according to the following.

Step	Action
1	CLICK "**Save to File**" from the Data Entry or Farm Summary Worksheet.
2	The following Browse For Folder dialog box will be displayed. To save an .xml file to the "**S:\Service_Center\FSA\2011_SURE**" folder that was created by following subparagraph B, CLICK "**OK**".  **Note:** If the "2011_SURE folder" was **not** created, the following Browse For Folder dialog box will be displayed. CLICK "**Cancel**" and return to subparagraph B to create the folder as instructed.

--*

*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Saving a Producer's SURE Workbook (Continued)

Step	Action
3	An .xml file will be created, 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 the following: • program year • version number • producer's name • 9-digits of producer's ID (encrypted) • State and county code • Recording County indicator ("R", recording county; "N", nonrecording county). A "XML Created" dialog box will be displayed with the following message, CLICK "**OK**". After users click "OK", the SURE Workbook will clear all manual entries and the .xml file will be saved to the folder location indicated.
4	When users click "OK" on the Browse For Folder dialog box, the Confirmation for Clearing the Data dialog box will be displayed, CLICK "**OK**". 

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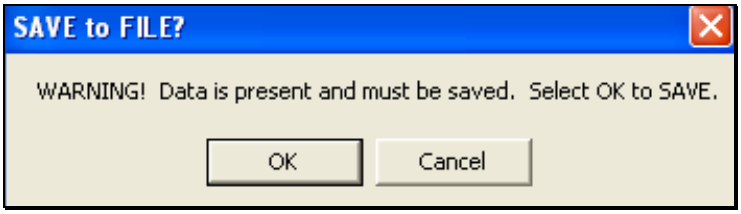
*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Saving a Producer's SURE Workbook (Continued)

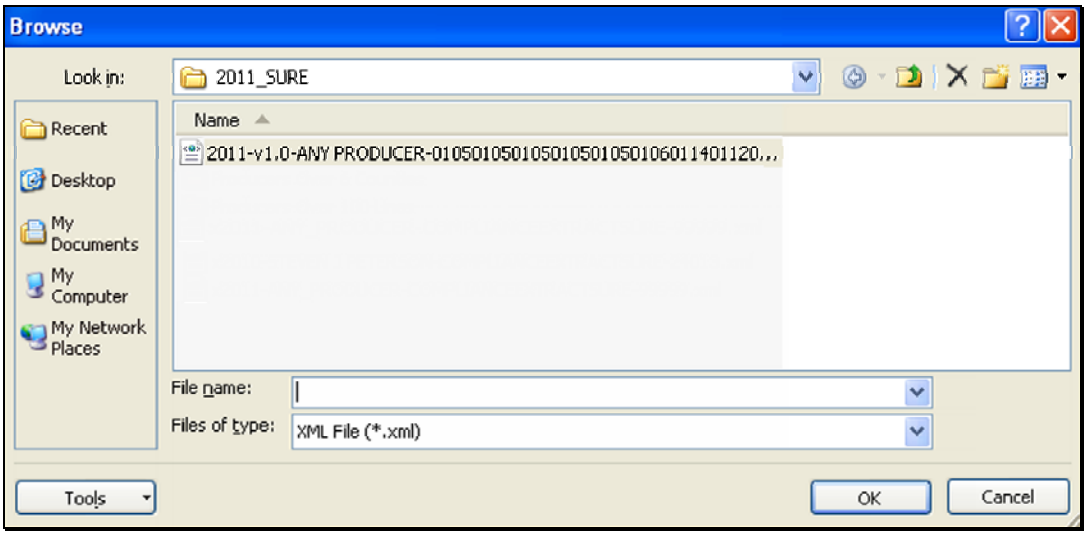
Step	Action
5	When ready to close the 2011 SURE Workbook Template, do 1 of the following: • CLICK "X" in the upper right hand corner • click the Office Button, CLICK "Close" • click the Office Button, CLICK "Exit Excel". When 1 of these options are taken, the user will get the following message. CLICK "**No**". If the user clicks: • "Yes", the data will be saved in the template and not in an .xml file • "No", the template will be saved blank (recommended) • "Cancel", the current page will be displayed.
6	If the user does not follow steps 1 through 5, the following message may be displayed.  CLICK "OK". If the user clicks: • "OK", the workbook will be displayed; follow steps 1 through 5 • "Cancel", the Start Page, will be displayed; go to step 5.

--*

*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

E Retrieving a Producer's SURE Workbook Data

Retrieve a producer's SURE Workbook data; for example, to continue work, make changes, or summarize multi-county information, according to the following.

Step	Action
1	Open the SURE Workbook Template from the Desktop and CLICK "**Retrieve From File**" from the Data Entry Worksheet or Start Page.
2	After users click "Retrieve From File", the following Browse dialog box will be displayed with the content of the "S:\Service_Center\FSA\2011_SURE" folder where the user has saved the producer's SURE 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 "2011_SURE_Workbook_Template_vX.0.xlsm".

--*

663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

F Transferring SURE Workbook Data to the Recording County

After a multi-county producer's SURE 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 and administrative counties shall coordinate with each other to timely complete and transmit the completed SURE Workbook and any other data needed to conduct and execute the 2011 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.

Note: When a recording county receives an .xml file by e-mail, the file **must** be saved to the 2011 SURE folder, and opened from the 2011 SURE folder.

664 Completing SURE Workbook Data Entry Worksheet

A Overview

When the SURE Workbook is opened, the Start Page will be displayed with the following:

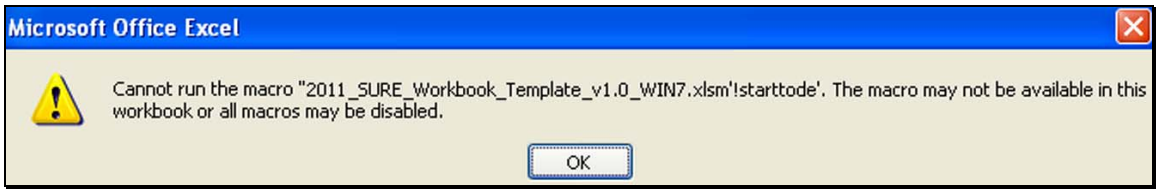
- disclaimer, "FSA Internal Use Only: The SURE Workbook shall not be distributed."

  Note: The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

664 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

- reminder to enable macros, according to subparagraph 663 C, step 1, will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed



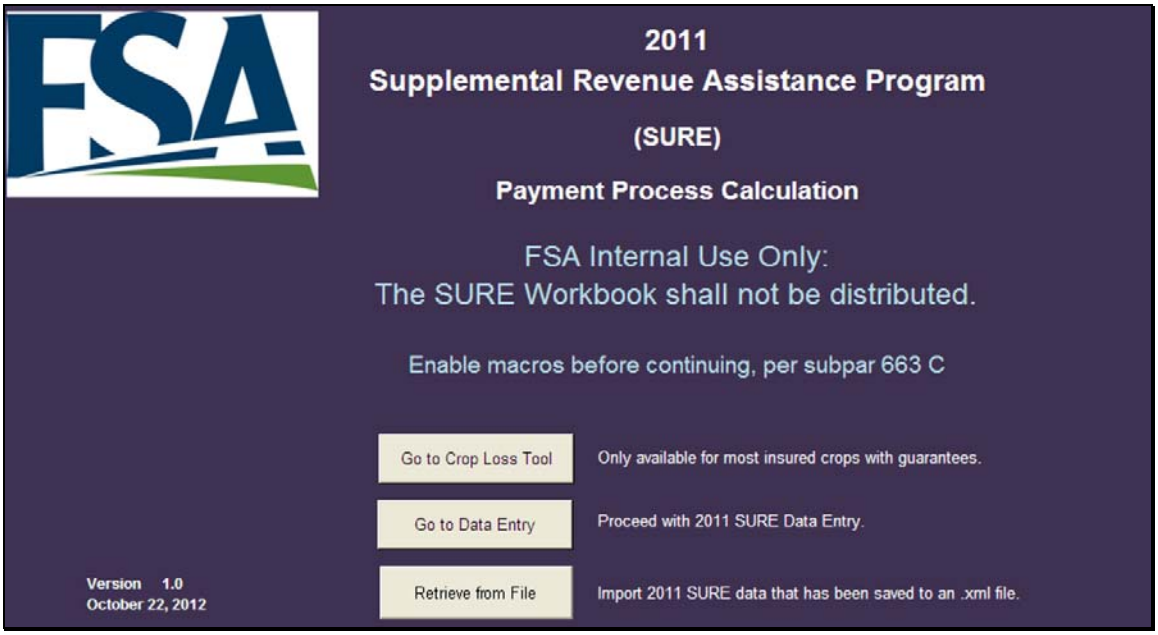
--Note:** For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.**--

- version number and date

- "Go to Crop Loss Tool" button, to access the Crop Loss Tool; see subparagraphs 666 A and B for completing the 2011 Crop Loss Tool

- "Go to Data Entry" button, to access the Data Entry Worksheet

- "Retrieve from File" button, to import a saved .xml file.



*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

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.

For additional information about entering RMA data, see Exhibit 4.

As data is entered, the applicable cells will highlight or dim accordingly.

Note: For 2011, unit of measure, price, and NAMP only have to be entered once for a county/crop/type/IU. These data cells on subsequent lines for the same county/crop/type/IU will be darkened to indicate that this data has already been accepted and is not needed to be entered again.

If the user chooses to enter the **same** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell yellow. This will **not** corrupt the workbook. If the user enters a **different** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell orange. This is a warning to the user to review that unit of measure, price, and/or NAMP are, in fact, different.

For crops that could have different prices or NAMP's, these cells will remain yellow and will have to be manually entered.

The price for the following crops will remain yellow and will have to be entered manually:

- barley, regardless of type or use
- peanuts, regardless of type or use
- apples, regardless of type or use
- sweet potatoes, by stage code
- California processed grapes, by crushing district.

The SURE Workbook does **not** distinguish between conventional and certified organic crops. When certified organic crops and conventional crops follow each other, the SURE Workbook sees those lines of data as the same crop. The price and NAMP from the first line of the crop will auto-fill for all subsequent lines, and the cells for those columns will be darkened. If the first line is a conventional crop, and a subsequent line is for an organic crop, the price and NAMP may be entered into the darkened cells for that line of the organic crop. This will turn the cells orange on the first line with price and NAMP data, as well as the cells for the certified organic crop. All other cells for price and NAMP for that crop will turn yellow. The price and NAMP entered on the certified organic line will replace the price and NAMP that was auto-filled on that line **only**. The remaining cells that have turned yellow will still be auto-filled with the price and NAMP from the first line and no entry is required.

Note: This **only** applies to certified organic corn, cotton, PR tomatoes in California, and soybeans.**--***

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

On the Data Entry Worksheet, cells that are:

- yellow will normally be completed, but are not always required to 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 to the cell and PRESS "**Delete**" to delete the entry.

2011 Data Entry

ANY PRODUCER
Admin. County: 11-001

Sort Data | Clear All Data | Go to 1st Crop Line | Repeat Crop

SURE Template Version: 1.0

Basic Information		
Producer Name:	ANY PRODUCER	
ID Number (9 Digits):	999999999 ID Type:	S
Recording County	StCo Code	11-001
	District of Columbia DC	
Admin. County	StCo Code	11-001
	District of Columbia DC	
Put an "x" in cell if:	Land is in a Disaster County	X
	Producer is multi-county	X
	Producer is SDA/LR/BF	

Other Payment Amounts:		
DCP	Direct Payments	$ 8,000.00
	CC Payments	
ACRE	Direct Payments	
	ACRE Payments	
Price Support (LDP, MG, Market Certs.)	CMA:	
FSA Settlements		
RMA Settlements		
Other Disaster Payments		
Guar. Pmts./Contract Growers		

Other Payment Amounts:	
NAP Payments	

Information Only (No Data Entry)	
RMA (Crop Ins.) Indemnities	$ 15,000
Imputed CAT/NAP Amt:	$ 30,434

FSA | SURE Intranet

SURE Guarantee Information

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPR Code	Plan/ Cov. Code	Stage Code H UH PP	Adj. Fact. 1	Unit #	Plt Per.	Adj. Cd.	Guarantee Adjustments Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4	Unit of Meas	Cr. Dist	RMA Guar. Basis ($)	RMA Elections Cov. Level	Price Elect.
	ALFALFA		FG	I	N	19.10	1.0000	P	NY	H		10000	01							TON				
	CORN	YEL	GR	I	N	390.00	1.0000	P	2	H		10200								BU		$ 297,022	.7500	1.0000
	OATS	SPR	GR	I	N	29.00	1.0000	R	IY	H										BU				
	SOYBEANS	COM	GR	I	N	313.90	1.0000	P	2	H		10200								BU		$ 177,923	.7500	1.0000

Revenue Data

Yield (APH)	County Exp. Yield	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price ($)	Production to Count	Prod Type	2011 NAMP ($)	QA Factor	Salvage Value ($)	RMA Net Indemnity Producer Premium	RMA Net Indemnity Gross Indemnity
4.22		4.22		$ 4.7500	31,600.00		$ 3.5000	.8000			
		147		$ 11.5000	15,695.00		$ 7.0000	.8000		$ 800.00	$ 10,800.00
	78	51		$ 84.0000	76.40		$ 88.0000	.8000			
		24		$ 3.8500	2,320.00		$ 1.8000	.8000		$ 400.00	$ 5,400.00

Value Loss Crops Only		COC Determinations (only required for adjustments)				
		Adjusted Production (Overrides Production to Count)	Assigned Production (Added to Production to Count)	Salvage Value ($) (Overrides Salvage Value)	Value Loss Crops Only	
Fld Mrkt Val A ($)	Fld Mrkt Val B ($)				Fld Mrkt A ($) (Overrides FMV A)	Fld Mrkt B ($) (Overrides FMV B)

Note: Screen captures are for example purposes **only**.--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

B Data Entry Worksheet Macros

The following 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.
Repeat Crop	Copies the last crop, crop type, intended use, and practice to the next row.
FSA SURE Intranet	This icon is located immediately under the NAP Payments and RMA Indemnities Information Section on top of the Data Entry Worksheet. This icon is a link to the SURE web site where the SURE Workbook template and tools are located.
Go To Crop Loss Tool	See subparagraph I.
Go To Value Loss Tool	See subparagraph J.
Go To Yield Determination Tool	See subparagraph K.
Save To File	See subparagraph 663 D.
Retrieve From File	See subparagraph 663 E.

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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information

The following is an example of the Data Entry Worksheet, “Basic Information” data cells.

Basic Information			
Producer Name:		Any Producer	
ID Number (9 Digits):		999999999 ID Type: S	
Recording County	StCo Code	11-001	
	District of Columbia DC		
Admin. County	StCo Code	11-001	
	District of Columbia DC		
Put an "x" in cell if:	Land is in a Disaster County		x
	Producer is multi-county		x
	Producer is SDA/LR/BF		

The following 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.). **Note:** If a producer’s Data Entry Worksheet exceeds 100 line entries, an additional SURE Workbook will need to be completed according to subparagraph 661 A. This additional SURE Workbook will need to have a unique identifier in the “Producer Name” field, in addition to the producer’s name. For example, if the producer’s name is “Any Producer” the first SURE Workbook will have a producer name entry of “Any Producer” the second SURE Workbook will have a producer name of “Any Producer 2”. This step **must** be completed, in these cases, or 1 workbook will overwrite the other and data will be **lost**. In addition, these 2 SURE Workbooks will need to be summarized together as if the producer is multi-county, according to subparagraph 665 D.
ID Number (9-digits)	Enter producer’s TIN as it appears in SCIMS, **without** dashes. If producer is not in SCIMS, see paragraph 657.
ID Type	Use the drop-down menu to select “**S**” (Social Security) or “**E**” (EIN).
Recording County StCo Code	Enter the FSA State and county code for the producer’s recording State and county. Do **not** enter a dash or slash; a code entered as “01001” will be displayed as “01-001”. See 1-CM, Exhibit 101 for FSA State and county codes. The State and county name will be populated automatically based on the State and county code entered.
Admin County StCo Code	Enter State and county code for the producer’s administrative State and county for which this SURE Workbook is being completed. Do **not** enter a dash or slash; a code entered as “01001” will be displayed as “01-001”. See 1-CM, Exhibit 101 for FSA State and county codes.

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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information (Continued)

Field	Definition and Rule
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.
Producer is multi-county	Enter "**X**" if the producer is eligible for SURE in more than 1 county. User shall mark "X" manually for recording county workbook for a multiple county producer. "X" will be populated automatically if the recording and admin county code differ. An error message will be displayed if multi-county flag is deleted and other county data is present on the Farm Summary.
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 2011 Web Eligibility.

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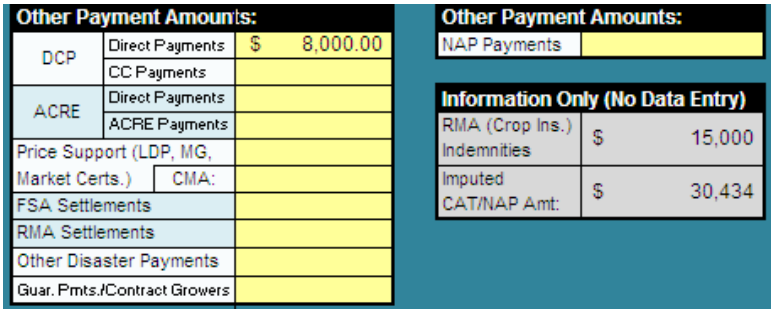
*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts

Following is an example of the Data Entry Worksheet, "Other Payment Amounts" data cells.



Other Payment Amounts:		
DCP	Direct Payments	$ 8,000.00
	CC Payments	
ACRE	Direct Payments	
	ACRE Payments	
Price Support (LDP, MG, Market Certs.)	CMA:	
FSA Settlements		
RMA Settlements		
Other Disaster Payments		
Guar. Pmts./Contract Growers		

Other Payment Amounts:	
NAP Payments	

Information Only (No Data Entry)	
RMA (Crop Ins.) Indemnities	$ 15,000
Imputed CAT/NAP Amt:	$ 30,434

The following provides instructions for completing the "Other Payment Amounts" fields.

Field		Definition and Rule
DCP	Direct Payments 1/	Enter 100 percent of the total DCP direct payment, including peanuts, the producer received in all counties nationwide or administrative county for program year 2011. 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 Data Entry Worksheet will calculate the 15 percent.
	CC Payments 1/	Enter total DCP CC payments the producer received in all counties nationwide or administrative county for program year 2011.
ACRE	Direct Payments 1/	Enter 100 percent of the total ACRE direct payment, including peanuts, the producer received in all counties nationwide or administrative county for program year 2011. Only 15 percent of the total ACRE direct payment will apply against the revenue; however, the user shall enter 100 percent of the total ACRE direct payment; the Data Entry Worksheet will calculate the 15 percent.
	ACRE Payments 1/	Enter total ACRE ACRE payments the producer received in all counties nationwide or administrative county for program year 2011.
	CMA 2/	Enter total LDP payments, eLDP payments, marketing loan gain payments, marketing certificate loan gain benefits the CMA producer received in all counties nationwide or administrative county for program year 2011.
FSA Settlements		Enter total FSA settlement payments, **not** including FLP settlements, the producer received in the administrative county for program year 2011. 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.
RMA Settlements		Enter total RMA settlement payments the producer received in the administrative county for program year 2011. RMA settlements include payments to the producer because 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 2011.
Guaranteed Payment to Contract Growers		Enter total guaranteed payments to contract growers the producer received in the administrative county for program year 2011. The producer will have to certify to this payment amount, if applicable.

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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued)

Field	Definition and Rule
NAP Payments	Enter total NAP payments the producer received in all counties nationwide or by the administrative county for program year 2011.
RMA (Crop Ins.) Indemnities	RMA gross indemnities and producer premiums are included in the crop data entry with the result automatically entered here. Manual entry is **not** allowed in this cell. If the net indemnity is equal to or less than zero, a dash "-" will be displayed.
Imputed CAT/NAP Amt:	Imputed CAT/NAP payments are automatically calculated according to subparagraph 263 H, when applicable. Manual entry is **not** allowed in this cell.

1/ DCP Direct and DCP CC, ACRE Direct and ACRE-ACRE, and LDP payment amounts are found in the 2011 SIR. If disbursements and receivables are found for any of these program categories, subtract the receivable from the disbursement **before** entering payment amount into the SURE Workbook.

2/ Price Support - CMA payments are found in 2011 SIR.

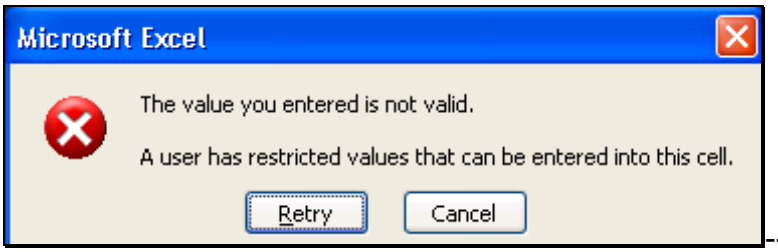
Notes: The 2011 SIR 2011 Payment Data Section referenced in paragraph 653 and the 2011 Detailed Payment Report for SURE referenced in paragraph 655 enables each County Office, whether administrative or recording county, to view all "other payment amounts' for a producer in all counties where they have an interest. The administrative county may enter the "other payment amounts" during the completion of the workbook for the producer in that administrative county, however, it will be the recording county's responsibility to ensure that all "other payment amounts" issued for all counties is entered accurately for the producer. The recording county shall ensure that there are no duplicate entries or missing payments.

If the only data that would be entered in a workbook for a producer in an administrative county is "Other Payment Amount", the administrative county will notify the recording county and the "Other Payment Amount" data for the administrative county will be entered in the recording county's workbook by the recording county. The administrative county will not complete a workbook for the producer in this case.**--***

*--664 Completing SURE 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 error message, “The value you entered is not valid. The user has restricted values that can be entered into this cell.”, will be displayed.



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*--664 Completing SURE 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)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice
	ALFALFA		FG	I	N
	CORN	YEL	GR	I	N
	OATS	SPR	GR	I	N
	SOYBEANS	COM	GR	I	N

After an entry has been made on a line, the color of the line will become brighter and the data will be bolded.

From 2011 SIR, enter crop data in yellow cells according to the following.

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 or slash; code entered as “01001” will be displayed as “01-001”. See 1-CM, Exhibit 101 for State and county codes.
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 11 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.
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 orange, 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 orange, continue with data entry.
Practice	Practice	Manually enter or select FSA practice from drop-down menu; irrigated (I), nonirrigated (N), or other (for value loss). Required for **all** entries.

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*--664 Completing SURE 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
19.10	1.0000
390.00	1.0000
29.00	1.0000
313.90	1.0000

From 2011 SIR, enter crop data in yellow cells according to the following.

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 (subject to tolerance according to paragraph 100), for all other types of coverage use FSA acres. Not required for value loss crops. See Part 4 for more information on acres. **Notes:** Do **not** load ineligible acres, such as *de minimis*, uninsured acres, etc. Similar to FSA, RMA does not require acres to be taken in hundredths which may cause a discrepancy. If the State has elected to report acres in hundredths and the SURE Data Query Tool is used to eliminate the data load process and the only difference in acres between FSA and RMA is hundredths, then the County Office is **not** required to change the FSA acres to match the RMA acres.
Prod. Share	Producer Share	Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available. If RMA and FSA shares differ (that is: 1.000 versus 0.5000), see subparagraph 292 B. RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (that is: 0.334 versus 0.3334), enter the RMA share. If the SURE Data Query Tool is used to eliminate the data load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place. A value is required for **all** entries.

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*--664 Completing SURE 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
R
P

Enter user determined SURE guarantee data in yellow cells according to the following.

Label	Full Name	Definition and Rule
RMPR Code	Risk Management Purchase Requirement Code	Manually enter or select 1 of the 3 following RMPR codes from the drop-down menu. Required for **all** entries. • "**P**", purchased coverage whether NAP or RMA policy. • "**R**", relief, whether NAP or CAT. • "**S**", SDA/LR/BF, without any purchased coverage or waivers. **Note:** The RMPR code (see Exhibit 12, subparagraph D, page 4) is an extremely important data entry; that drives the calculations in the Data Entry Worksheet. Different coverage types require different calculations and the codes dictate which calculations are used.

The following provides RMPR code special situations.

Special Situation 1: If Producer A **has** purchased coverage ("P") or is participating in relief ("R") **and** they have **also** certified as SDA, LR, or BF ("S"), then the user would enter the "**P**" 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 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, but is still eligible to participate in SURE.**--***

*--664 Completing SURE 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
NY
2
NY
2

Enter user determined SURE guarantee data in yellow cells according to the following.

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.

1	2	3	4	5	6	13	14	41
43	47	50N	50R	51	55	61	63	90

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, subparagraph D, page 4) data entry is extremely important; it drives the Data Entry 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".

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*--664 Completing SURE 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 Protection" type policy, the user could see on the 2011 SIR RMA Section and the Plan Code Chart that "Revenue Protection" policies have a plan code of "02". The user would select plan code "2" from the drop-down menu.

Example 2: Grapefruit is an insurable crop in County A, but the producer did **not** purchase crop insurance, they paid the fee for Relief. 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 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 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, 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, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be "NV" for the noninsurable value-based crop.--*

*--664 Completing SURE 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	
H UH PP	Adj. Fact. 1
H	
H	
H	
H	

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Stage Code: H, UH, PP	Stage Code: Harvested, Unharvested, Prevented Planted	• 2011 SIR RMA Data • 2011 SIR NAP Data • 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 Workbook as "**PP**".
Stage Code: Adj. Fact. 1	Stage Code: Adjustment Factor 1	• 2011 SIR RMA Data • 2011 NCT	Enter adjustment factor as determined by the State Office or provided by RMA, if applicable. For insured crops, data comes from SIR RMA Section and the following: • "**PP**" factor applies • NAP "**UH**" factor does **not** apply to crops with a guarantee basis (Exhibit 12, subparagraph D, page 4) • NAP "**UH**" factor applies to crops without a guarantee basis (Exhibit 12, subparagraph D, page 4). 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.

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*--664 Completing SURE 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 #	Plt Per.		Guarantee Adjustments				
		Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4
10000	01						
10200							
10200							

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Unit #	Unit Number	• 2011 SIR RMA Data • 2011 SIR NAP Data	Enter RMA or NAP unit number. Required for all crops with purchased coverage (NAP, RMA). **Note:** RMA net indemnity will not calculate properly for insured crops, unless unit numbers are entered accurately.
Plt Per.	Planting Period	• 2011 SIR NAP Data • Relief Data	Enter 2-digit FSA planting period (for example, “01”, “02”); required for all NAP coverable crops.
Guarantee Adjustments: Adj. Cd.	Guarantee Adjustment Codes	• 2011 SIR RMA Data • User Determined	Enter guarantee adjustment code, if applicable. For insured crops, this is required for crops with an RMA adjustment code and factor on SIR RMA Section, including guarantee, reduction, multiple-cropping, and option codes. For other types of coverage, this is required for late-planted crops. The Data Entry Worksheet can hold up to 3 adjustment codes.
Guarantee Adjustments: Adj. Fact. 2, 3, 4	Guarantee Adjustment Factors 2, 3, 4	• 2011 SIR RMA Data • 2011 NCT	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 Data Entry Worksheet can hold up to 3 adjustment factors. If any of the Guarantee Adjustment Factors are 0.000 or 1.000, enter 1.000 or leave blank.

Note: See Exhibit 4 for more information.--*

*--664 Completing SURE 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 Elect.
TON				
BU		297,022	.7500	1.0000
BU				
BU		177,923	.7500	1.0000

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Unit of Meas	Unit of Measure	• 2011 SIR RMA Data • 2011 SIR NAP Data • 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	• 2011 SIR RMA Data • 2011 SIR 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	2011 SIR 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	2011 SIR 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	2011 SIR 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.

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*--664 Completing SURE 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	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price ($)
4.22		4.22		4.7500
		147		11.5000
	78	51		84.0000
		43		3.8500

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Yield (APH)	Actual Production History	2011 SIR NAP Data	Enter NAP approved yield in hundredths, as applicable. Required for purchased NAP yield-based crops. **Note:** See paragraph 311 for avocados and pecans.
County Exp. Yield	County Expected Yield	2011 NCT	Enter 100 percent of CEY as determined by STC or COC, if applicable. Required for all "R", and "S" RMPR Code entries and purchased whole farm revenue policies (for example AGR and AGR-Lite), except for value loss. The SURE Workbook will factor 65 percent of the entered CEY for "R", and "S" types of coverage. **Note:** See paragraph 311 for avocados and pecans.
SURE Yield	SURE Yield	SURE Workbook Calculates	The SURE Workbook will determine the SURE Yield after all data entry is complete and all yield data is complete on the Yield Determination Tool.
Hist. Mrkt %	Historical Marketing Percentage	2011 NCT	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 or a message will display in the workbook saying "Warning: Total of HMP for all uses of the acres must equal 100 percent." Each county/crop/type/use must be the same or a message will be displayed in the workbook saying, "Warning: HMP should be the same for all crop/type/use in the county unless there are differences for specific acreages." 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. For **insured** multiple market crops, **only** applicable to plan codes 50R, 51, 55, 61, and 63. Do not enter HMP in cases described in subparagraph 65 F.
Price	Price	• 2011 SIR RMA Data • 2011 SIR NAP Data • 2011 NCT	For insured crops, where an RMA price is provided on SIR, 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.

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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data

The following is an example of the Data Entry Worksheet revenue data cells.

Production to Count	Prod Type	2011 NAMP ($)
31,600.00		$ 3.5000
15,695.00		$ 7.0000
76.40		$ 88.0000
2,320.00		$ 1.8000

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Production to Count	Production to Count	• 2011 SIR RMA Data • 2011 SIR NAP Data • Producer	Enter the production as provided by RMA, NAP or the producer. Required for all entries except value loss, do not enter for 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) • blank "_". "C" indicates to the user that maximum average loss applies. If maximum average loss applies, calculate the production outside of the SURE Workbook. **Only** if the maximum average production is **greater** than the producer's certified production to count, enter the maximum average loss production in the "COC Adjusted Production" field. **Not** applicable to value loss crops. **Note:** "Production Type" field **must** be blank when quality adjustment factor is being applied.
2011 NAMP ($)	2011 National Average Market Price	2011 NCT	Enter regional NAMP for the crop year, as determined by STC. Required for all crops except value loss. See paragraph 63.

--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet revenue data cells.

QA Factor
.8000
.8000
.8000
.8000

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
QA Factor	Quality Adjustment Factor	2011 NCT	Enter quality adjustment factor, as determined by STC, if applicable, according to paragraph 66. Required for crops with quality affected because of disaster, except value loss. Enter the value as a number with up to 4 decimal places. QA Factor will not be allowed to be entered if the Production Type code is "A". The calculation defaults to "1.000" if no value is entered.

Determine when to enter quality adjustment factor according to the following.

IF the crop …	AND the type of Approved Quality Adjustment Factor is…	THEN ENTER in the "QA Factor" field on the Data Entry Worksheet…	AND ENTER in the "Prod. QA Factor" field on the Crop Loss Tool or 10 Percent Loss Tool…
• is insured • has an "L" (Loss) Record present on SIR • is listed in Exhibit 17 with a "yes"	Excessive Moisture and Other	the **combined** Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	**only** the Excessive Moisture Quality Adjustment Factor.
	Total	the Total Quality Adjustment Factor	leave blank, not applicable.

• is listed in Exhibit 17 with a "no"
• is not listed in Exhibit 17
• **or**:
  • is insured
  • does **not** have an "L" (Loss) Record present on SIR
  • is listed in Exhibit 17 with a "yes"
	Excessive Moisture and Other	the **combined** Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	no entry required if QA Factor loaded on Data Entry.

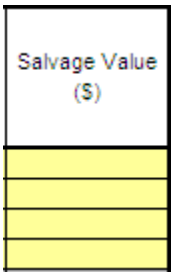
	Total	the Total Quality Adjustment Factor	no entry required if QA Factor loaded on Data Entry.

Note: The workbook does not allow QA Factors to be entered if the production type code is (A) appraised or if the stage code is (UH) unharvested.--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet revenue data cells.



Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Salvage Value ($)	Salvage Value in Dollars	• 2011 SIR RMA Data • 2011 SIR NAP Data • Producer	Enter salvage value in whole dollars, if applicable.

--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet, "RMA Net Indemnity" data cells.

RMA Net Indemnity	
Producer Premium	Gross Indemnity
$ 800.00	$ 10,800.00
$ 400.00	$ 5,400.00

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
RMA Net Indemnity 1/ 2/	Producer Premium	2011 SIR RMA Data	Enter the whole dollar amount as reported in the "A" (Acreage) Record of SIR. **Note:** If an indemnity is entered on a line of the SURE Workbook, but there is no premium for the line, "0" (zero) must be entered for the premium.
	Gross Indemnity	2011 SIR RMA Data	Enter the whole dollar amount as reported in the "L" (Loss) Record of SIR

1/ When SIR includes crops that are ineligible for SURE, and gross indemnities and producer premiums are included in the records for those crops, use 1 line to enter this data in the 2011 SURE Workbook. On this line, under the "Crop" column, select "Ineligible Crop Indemnity" and enter the total producer premiums for all crops administered by the county that are ineligible for SURE that have been paid an indemnity. The total gross indemnities for these crops would also be entered on this line. These will be the **only** entries allowed when "Ineligible Crop Indemnity" is selected as the crop for a line.

2/ For all eligible SURE crops, enter the premium and indemnity reported on SIR for each crop as reported. The SURE Workbook will include all indemnities and **only** the premium for crops where an indemnity has been paid for the net indemnity calculation.--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet, "Value Loss Crops Only" data cells.

Value Loss Crops Only	
Fld Mrkt Val A ($)	Fld Mrkt Val B ($)

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Value Loss Crops Only - Fld Mrkt A ($) **1/**	Field Market Value A in Dollars	• 2011 SIR RMA Data • 2011 SIR NAP Data • Producer	Enter FMV A in whole dollars, if applicable.
Value Loss Crops Only - Fld Mrkt B ($) **1/**	Field Market Value B in Dollars	• 2011 SIR RMA Data • 2011 SIR NAP Data • Appraised	Enter FMV B in whole dollars, if applicable.

1/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred, according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.**--***

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

H Entering COC Determination Data

The following is an example of the Data Entry Worksheet, "COC Determinations (only required for adjustments)" data cells.

COC Determinations (only required for adjustments)				
Adjusted Production (Overrides Production to Count)	Assigned Production (Added to Production to Count)	Salvage Value ($) (Overrides Salvage Value)	Value Loss Crops Only	
			Fld Mrkt A ($) (Overrides FMV A)	Fld Mrkt B ($) (Overrides FMV B)

Enter revenue data in light green cells according to the following.

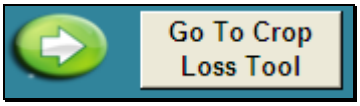
Label	Full Name	Source	Definition and Rule
COC Determinations - Adjusted Production	COC Adjusted Production	COC Determined	Enter COC adjusted production. This amount will override the producer's production to count.
COC Determinations - Assigned Production	COC Assigned Production	COC Determined	Enter 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 ($) **1/**	COC Field Market Value A in Dollars	COC Determined	Enter COC FMV A in whole dollars, for value loss crops **only**. This amount will override the producer's FMV A.
COC Determinations - Value Loss Crops Only - Fld Mrkt B ($) **1/**	COC Field Market Value B in Dollars	COC Determined	Enter COC FMV B in whole dollars, for value loss crops **only**. This amount will override the producer's FMV B.

1/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.**--***

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

I Crop Loss Tool

See subparagraph 666 B for information on the Crop Loss Tool.

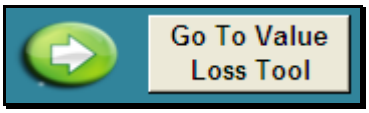


Note: Data will transfer from the Data Entry Worksheet to the Crop Loss Tool using the "Go To Crop Loss Tool" button.**--***

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

J Value Loss Tool

The SURE Workbook features a Value Loss Tool. The Value Loss Tool may be used for noninsurable or NAP value loss crops without CCC-576 on file and that have graduated prices. To navigate to the Value Loss Tool, from the Data Entry Worksheet, CLICK "**Go To Value Loss Tool**".



The SURE Workbook provides a Value Loss Tool Worksheet to assist users in calculating "Field Market Value A" and "Field Market Value B" fields for value loss crops. Users 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, and IU.

2011 Value Loss Tool
ANY PRODUCER
Admin. County: 11-001

Clear Entries

Go To Data Entry

Crop	Type	Int. Use	Graduated Price Code	Beginning Inventory	Ending Inventory	Ineligible Inventory	Graduated Price	Field Market Value A $ 1,350	Field Market Value B $ 1,151
MOLLUSK	MUS	FH	010	20,000	15,000	500	$ 0.0175	$ 350	$ 271
MOLLUSK	MUS	FH	012	40,000	35,000	200	$ 0.0250	$ 1,000	$ 880

Note: Screen capture for example purposes **only**.

FMV A and FMV B are calculated for each line item. The blue cells display the FMV A and FMV B totaled for all line items entered. Users manually enter the calculated FMV A and FMV 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 "Field Market Value B" fields **must** be manually transferred to the Data Entry Worksheet by the user. To return to the Data Entry Worksheet, CLICK "**Go To Data Entry**".

Note: The Value Loss Tool is optional. If users choose to use the Value Loss Tool, the page shall be printed and filed in the producer's SURE Program folder.--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool

The SURE Workbook features a Yield Determination Tool. When all crop data entry is complete, CLICK "**Go To Yield Determination Tool**". The SURE Workbook will navigate the user to the Yield Determination Tool to enter applicable yields, if necessary.

If any additional crop line entries are loaded into the Data Entry Worksheet, or the "Yield (APH)" or "County Exp. Yield" entries are changed in the SURE Workbook, the "SURE Yield" field will need to be recalculated.

Either of the following will reset the "**Go To Yield Determination Tool**" button, to re-run the Yield Determination Tool and Weighted Average Yield Tool, according to this subparagraph:

- changing the "Yield (APH)" or "County Exp. Yield" entries
- clicking "Go To Yield Determination Tool".

If the Yield Determination Tool is not applicable, then the user will not go to the Yield Determination Tool. The user will be redirected to the Weighted Average Yield Tool.

If the Weighted Average Yield tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

Weighted CC yields are provided in the 2011 SIR, 2011 CC Yield Section if the producer has established CC yield for the crop on any farm in the applicable SURE program year. The following is an example of the 2011 SIR, 2011 CC Yield Data.

10 2011 CC YIELD DATA

CROP	WTD CC YIELD	UOM
CORN	145	BU
SOYBN	43	BU
OATS	24	BU

*Crop was reported on 2011 FSA-578, Report of Acreage

The SURE Workbook has been designed to retrieve SURE crops that the user has loaded from the Data Entry Worksheet for which CC yields apply to the Yield Determination Tool. See Exhibit 30 for a list of SURE crops with CC yields.

In the following example, the Yield Determination Tool has identified the following as crops for which CC yields apply:

- insured corn, yellow, grain
- insured soybeans, common, grain
- waived-in oats, spring, grain.

The user has entered the Weighted CC Yield from the 2011 SIR, “2011 CC Yield Data” Section.

2011 Yield Determination Tool
ANY PRODUCER
Admin. County: 11-001

Counter-Cyclical Yields

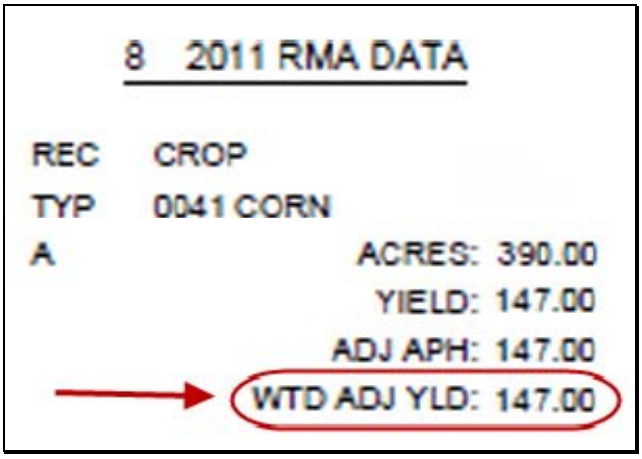
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield
	Insured Corn	YEL	gr	bu	145
	Insured Soybeans	COM	gr	bu	43
	Waived-in Oats	SPR	gr	bu	24

Note: If the producer does **not** have an established CC yield in the applicable SURE program year for the crop, the user shall leave the cell **blank**.--*

***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

RMA weighted adjusted yield is provided on the 2011 SIR, "2011 RMA Data" Section.



The SURE Workbook has been designed to identify SURE crops that the user has loaded from the Data Entry Worksheet for which the RMA weighted adjusted yield applies to the Yield Determination Tool, using the RMPR Code and Plan Code.

Note: Plan codes 4, 5, 6, 13PRF, 14PRF, 41, and 47 will **not** have an RMA weighted adjusted yield.--*****

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

In the following example, the Yield Determination Tool has identified the following as insured crops for which RMA weighted adjusted yield applies:

- insured corn, yellow, grain
- insured soybeans, common, grain.

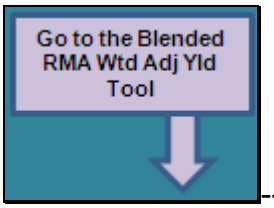
The user has entered the RMA weighted adjusted APH from the 2011 SIR, "2011 RMA Data" Section.

2011 Yield Determination Tool
ANY PRODUCER
Admin. County: 11-001

Counter-Cyclical Yields						RMA WTD ADJ YLD
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield	
	Insured Corn	YEL	gr	bu	145	147
	Insured Soybeans	COM	gr	bu	43	41
	Waived-in Oats	SPR	gr	bu	24	

Notes: If the producer has a CC yield, but no RMA weighted adjusted yield, no entries are required. If the producer has an RMA weighted adjusted yield, but no CC yield, no entries are required.

The SURE Workbook allows for entering only one RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for multiple RMA weighted adjusted yields. See paragraph 669 for instructions for using the "Blended RMA Weighted Adjusted Yield Tool," that can be accessed by the "Go to the Blended RMA Wtd Adj Yld Tool" button on the top of the "2011 Yield Determination Tool".



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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

If any crops are added or removed from the Data Entry Worksheet, any CC yields or RMA weighted adjusted yields that have been entered on the Yield Determination Tool will be deleted, the cells will turn orange, and the message, “Crop entries changed, review data.” will be displayed. This indicates that a crop has been added or removed from the Data Entry Worksheet and the CC yield and RMA weighted adjusted yield entries need to be re-entered.

After the CC yields and RMA weighted adjusted yields are re-entered, and the user either clicks “Go To Data Entry” or “Go To Weighted Average Yield Tool”, the orange coloring and message will no longer be displayed.**--***

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

NAP adjusted yield for NAP is provided on the 2011 SIR, "2011 NAP Approved Yield History File" Section.

3 2011 NAP APPROVED YIELD HISTORY

CROP YEAR	YIELD	YLD TYPE
2010	1.77	A
2009	1.68	R
2008	1.70	A
2007	1.60	O
2006	1.59	P
2005	1.79	A

The SURE Workbook has been designed to identify SURE crops that the user has loaded from the Data Entry Worksheet for which the NAP adjusted APH applies to the Yield Determination Tool, using the RMPR Code and Coverage Code.

In the following example, the Yield Determination Tool has identified NAP Alfalfa FG as a noninsured crop with purchased coverage for which NAP adjusted APH applies. The user has entered **all** of the annual yield data for NAP, including year, yield, and yield type from 2011 SIR, Section 3, "2011 NAP Approved Yield History File".

Clear Entries | Go To Data Entry | Go To Weighted Average Yield Tool | NAP Yield - Vertical Format: Enter x on a crop line and click here.

Crop Information for NAP Adjusted Yield									Vert	NAP Yields					
Unit	Crop	Crop Type	Use	Plnt Per	UOM	Pr	Acres	Message		Year	Yield	Yld Type	Year	Yield	Yld Type
10000	Alfalfa		Fg		Ton	N	19.10	Adj Yld: 1.69 Ton		2010	1.77	A	2009	1.68	R

Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Year	Yield	Yld Type	Adj NAP Yield
2008	1.70	A	2007	1.60	O	2006	1.59	P	2005	1.79	A	1.69

Note: The user will enter **every** year, yield, and yield type present in 2011 SIR, Section 3, "2011 NAP Approved Yield History File". The Yield Determination Tool has been designed to remove the applicable replacement yields.--*

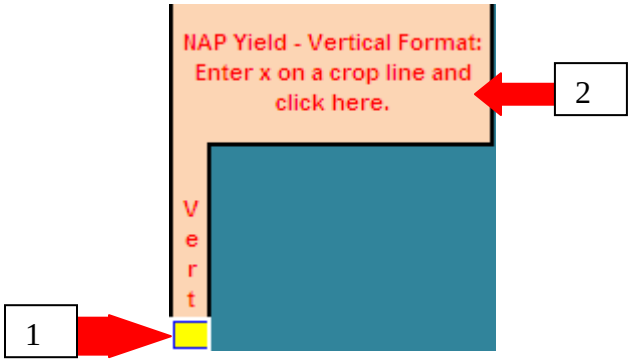
*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

The 2011 SURE Workbook features a NAP Yield Vertical Format, to assist in the loading of NAP Adjusted Yield Data.

To use the NAP Yield Vertical Format, do the following.

1. ENTER "**X**" in the 'Vert" cell.
2. CLICK "**NAP Yield-Vertical Format: Enter x on a crop line and click here.**"



After the user clicks the "NAP Yield-Vertical Format: Enter x on a crop line and click here." button, the NAP Yield-Vertical Format pop-up window will be displayed. The user can then enter the crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window.

NAP Yield Vertical Format

CROP YEAR	YIELD	YLD TYPE
2010	1.77	A
2009	1.68	R
2008	1.70	A
2007	1.60	O
2006	1.59	P
2005	1.79	A

After the user has entered all applicable crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window, the user shall click the "Return to Yield Determination Tool" button. This button will return the user to the Yield Determination Tool and the NAP Adjusted Yields the user entered in the NAP Yield-Vertical Format will be displayed in the tool.

--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

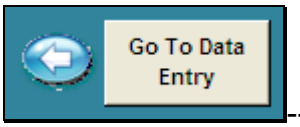
K Yield Determination Tool (Continued)

If any of the following NAP crop data; State and county code, crop, type, IU, status code, practice, acres, unit, planting period, or unit of measure changes, the cells will turn orange and the message, "Crop entries changed, review data.", will be displayed. This indicates 1 of these data entries has changed on the Data Entry Worksheet and the NAP yield data entries need to be reviewed. After the SURE Workbook is saved and retrieved, the orange coloring and message will no longer be displayed.

After all yield entry has been completed on the Yield Determination Tool, CLICK "**Go To Weighted Average Yield Tool**" to continue.

If the Weighted Average Yield Tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.

To go back to Data Entry Worksheet, CLICK **"Go to Data Entry".**



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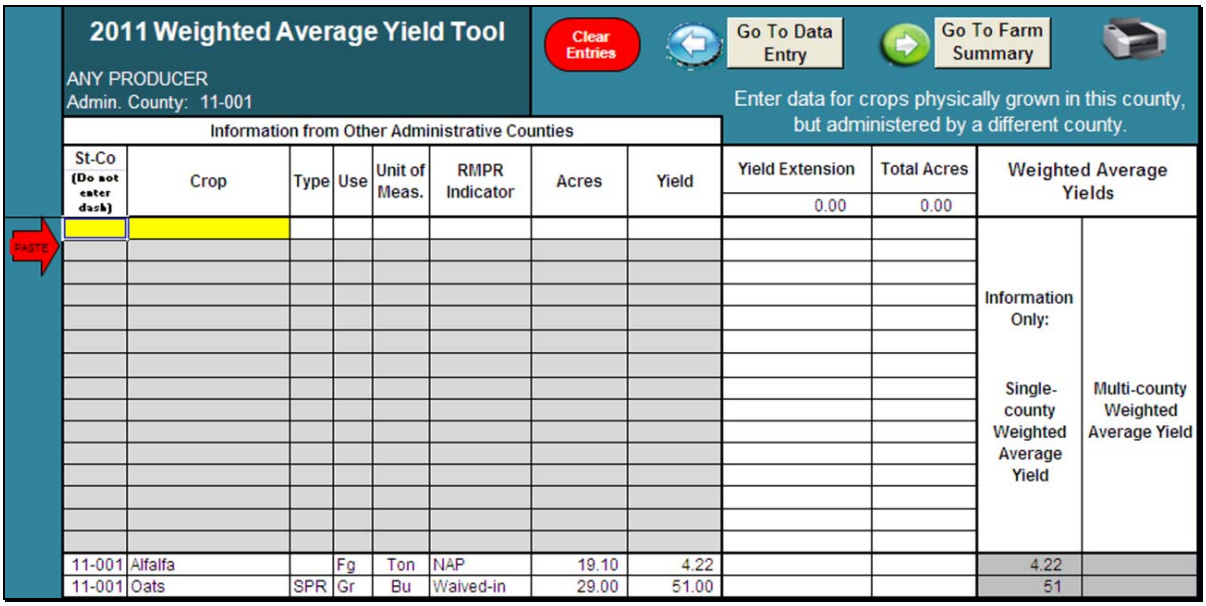
*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool

The SURE Workbook features a Weighted Average Yield Tool. When all crop data and yield entry is complete, and the user has clicked "Go To Weighted Average Yield Tool", the SURE Workbook will navigate the user to the Weighted Average Yield Tool.

If the Weighted Average Yield Tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.

The following is an example of the Weighted Average Yield Tool.



2011 Weighted Average Yield Tool

ANY PRODUCER
Admin. County: 11-001

Clear Entries | Go To Data Entry | Go To Farm Summary

Enter data for crops physically grown in this county, but administered by a different county.

Information from Other Administrative Counties											
St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	Weighted Average Yields	
								0.00	0.00		
11-001	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22	
11-001	Oats	SPR	Gr	Bu	Waived-in	29.00	51.00			51	

Information Only: Single-county Weighted Average Yield | Multi-county Weighted Average Yield

Entries will be required on the weighted average yield tool if the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties

In this case, the weighted average yield data from **1 administrative** county **must** be added to the other administrative county's Weighted Average Yield Tool for the yields to be weighted.

This action needs to be performed for multi county producers with NAP yield based crops, waived-in yield based crops, and insured crops with plan codes 13API, 14API, 50R, 51, 55, 61, 63.

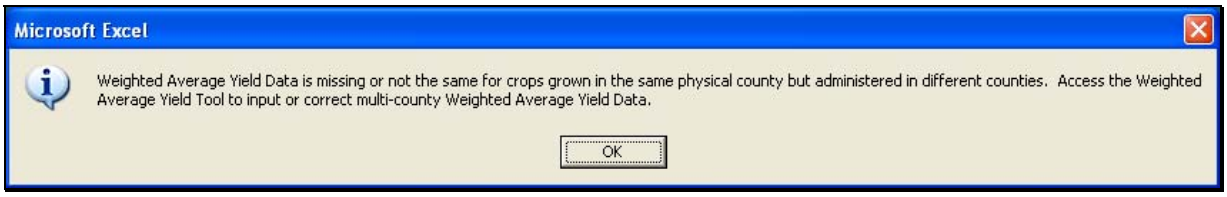
This action does **not** need to be performed for single county producers or multi county producers with insured crops with plan codes 1, 2, 3, 4, 5, 6, 13PRF, 14PRF, 41, 43, 47, 50N, 90, and NAP value loss crops.**--***

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

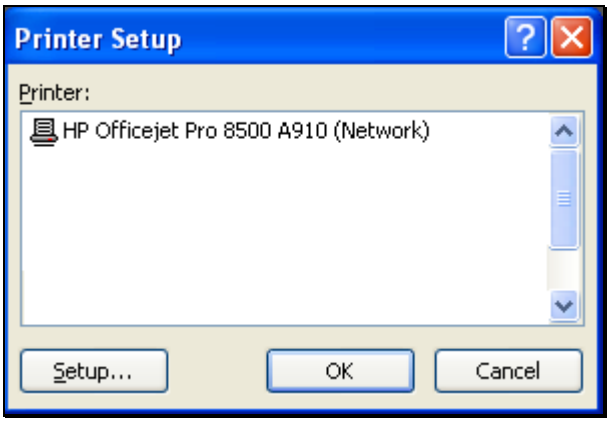
L Weighted Average Yield Tool (Continued)

Users will be notified if entries are required on the Weighted Average Yield Tool after the recording county summarizes the nonrecording county workbooks to the farm summary.

If the same crop is being grown in the same physical county, but is administered in multiple counties, then the following message will be displayed, “Weighted Average Yield Data is missing or not the same for crops grown in the same physical county but administered in different counties. Access the Weighted Average Yield Tool to input or correct multi-county Weighted Average Yield Data.” CLICK “OK”.



A Printer Setup dialog box will be displayed, select a printer and CLICK “OK”.



The 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields) will print. The following is an example of the 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields).

2011 Multi-County Weighted Average Yield Tool Report (Missing Yields)

Producer:	ANY PRODUCER
Recording Co:	District of Columbia DC

Multiple County Weighted Average Yields - If the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties, then a Weighted Average Yield must be determined according to the instructions provided in 1-SURE, par. 664L.

Note: *This Multiple County WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.*

Admin Co.	Phys. Co.	Crop / Type / Use
99-999	99-999	ALFALFA/ /FG
99-998	99-999	ALFALFA/ /FG

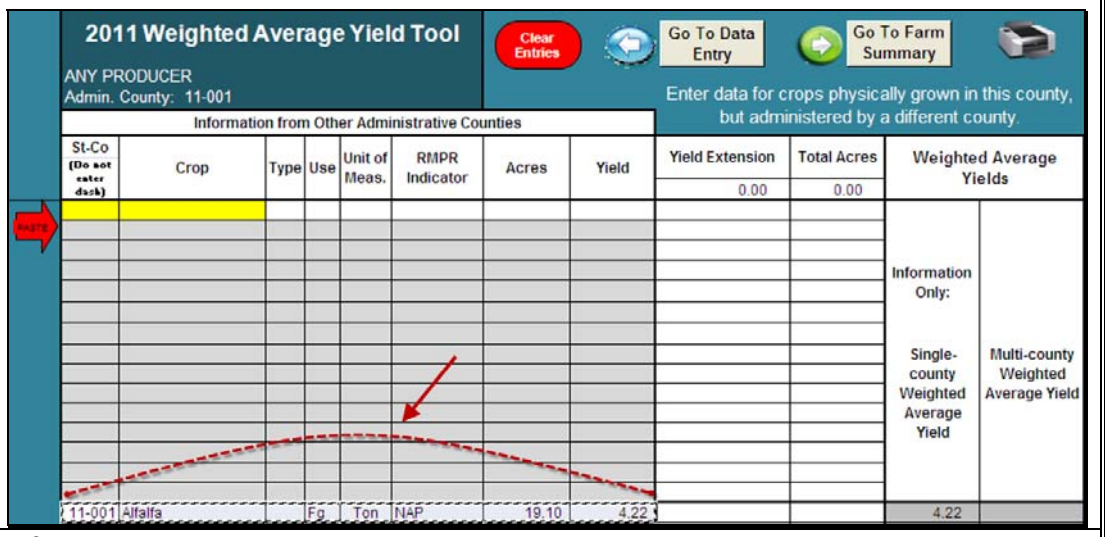
--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

After the user prints the 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields), it will be indicated on the Farm Summary that an action is required, by displaying the following.

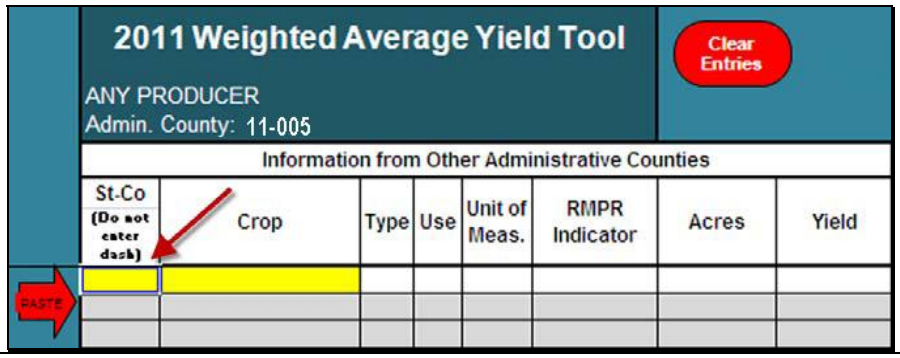
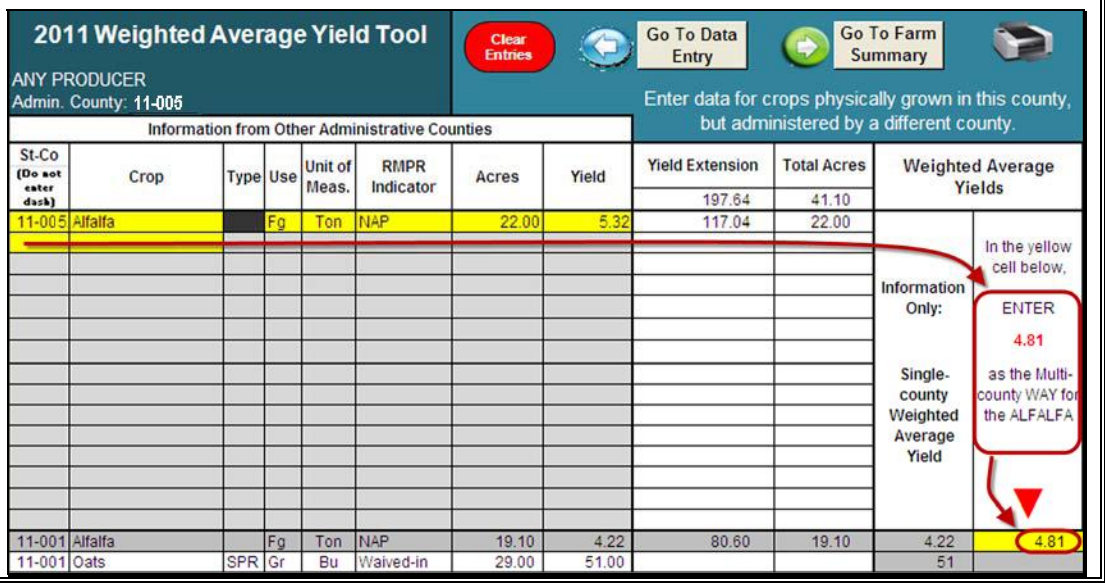
The user shall click "Go To WAY Tool" and add the weighted average yield data from 1 administrative county (listed on the 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields)) to the other administrative county's (listed on the 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields)) weighted average yield tool for the yields to be weighted, according to the following.

Step	Action
1	Open all applicable SURE Workbooks (listed on the 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields)) for the producer and navigate to the **"Weighted Average Yield Tool"** on **all** SURE Workbooks.
2	Click **1 administrative county's** SURE Workbook on the taskbar.
3	For the common crop that is grown in the same physical county, select the cells "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield", according to the following example. 
4	After the cells are selected, right-click the selected cells and LEFT-CLICK "**Copy**".
5	Click on the other administrative county's SURE Workbook.

--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
6	On the other administrative county's SURE Workbook, click the top left yellow cell in the "St-Co" column. 
7	CLICK red "**Paste**" arrow, the copied data will populate to the appropriate cells. The Weighted Average Yield calculation will be performed for **all** lines of the same physical county, crop, type, use, and unit of measure. After the "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield" data is entered, follow the instructions for "Data Entry for Multiple County Farms", shown on the right side of the following screen capture. The multiple county weighted average yield **must** be entered manually by the user, where the instructions indicate. **Note:** If the crop with the weighted average yield is a multiple market crop, the weighted average yield **must** be entered for **all** uses of the crop within the SURE Workbook. 

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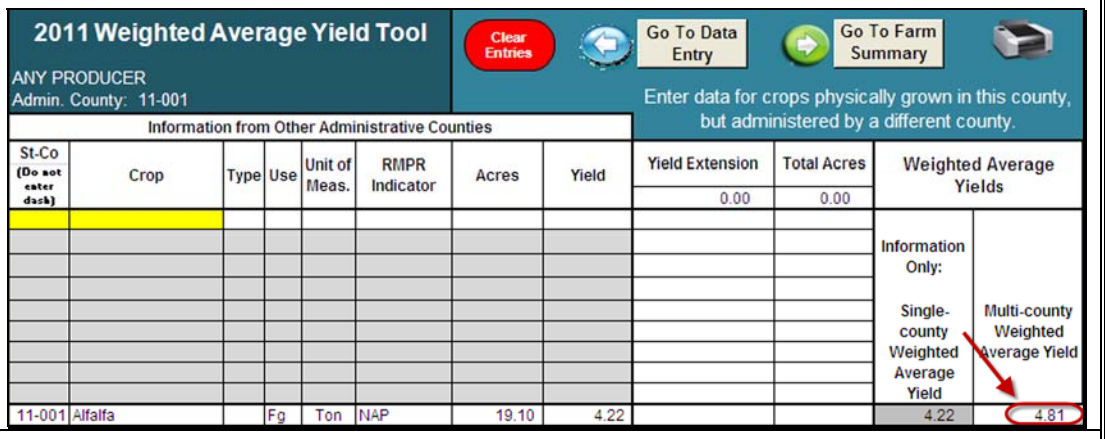
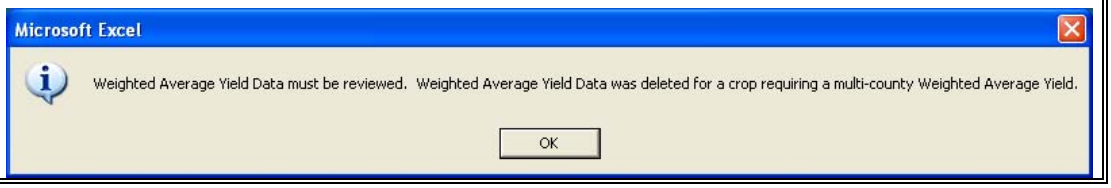
*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
8	The calculated Multi-County Weighted Average Yield must be entered into the other administrative county's workbook weighted average yield tool. 
9	The user will then have to re-summarize the admin county data into the recording county Farm Summary according to subparagraph 666 D.
10	To load the next crop, if necessary, CLICK "Clear Entries" and return to step 1.
11	If the user is prompted to print the 2011 Multi County Weighted Average Yield Tool Report (Deleted Yields) according to subparagraph 665 D. Users will be notified if entries on the Weighted Average Yield Tool need to be deleted or recalculated, when the following message is displayed, "Weighted Average Yield Data must be reviewed. Weighted Average Yield Data was deleted for a crop requiring a multi-county Weighted Average Yield." CLICK "OK" 

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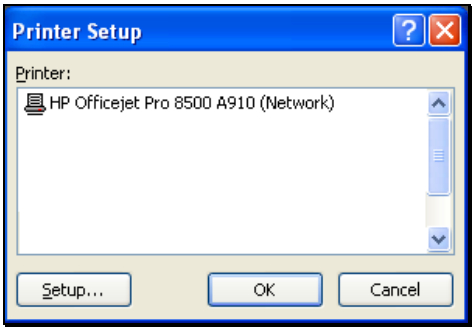
*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
11 (Cntd)	A Printer Setup dialog box will be displayed. Select a printer and CLICK "OK".  The 2011 Multi-County Weighted Average Yield Tool Report (Deleted Yields) will print. 2011 Multi-County Weighted Average Yield Tool Report (Deleted Yields) Producer: ANY PRODUCER Recording Co: District of Columbia DC *One or more counties have been deleted and the Multiple-county Weighted Average Yields must be recalculated for one or more crops according to the instructions provided in 1-SURE, par. 664L.* ***Note:*** *The recalculated Multiple-county WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.* Admin Co. / Phys. Co. / Crop / Type / Use 99-999 / 99-999 / ALFALFA/ /FG (Recalculate) ~~99-998 / 99-999 / ALFALFA/ /FG~~ The struck out crop indicates the admin county workbook has been deleted from the Farm Summary. On the Weighted Average Yield Tool, the user shall: • CLICK "Clear Entries" • manually delete the "Multi-Admin County WAY" (as indicated in step 8) by placing the cursor in the cell and pressing delete (for the struck out crop) • return to step 1 if the crops need to be recalculated. As indicated with "Recalculate".

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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

M Go To Farm Summary

After the basic producer information, other payment amounts, crop data, COC determinations, yields, and weighted average yields are entered and complete, the user can move to the Farm Summary Worksheet by clicking “Go To Farm Summary”. The SURE Workbook will navigate the user to the Farm Summary Worksheet.

After users click “Go to Farm Summary”, the 10% Loss Tool will run. See subparagraph 666 C for more information about the 10% Loss Tool.**--***

*--665 Completing SURE Workbook Farm Summary Worksheet

A Farm Summary Worksheets

Much of the Farm Summary Worksheet is automatically calculated for the user from the entries made throughout the SURE Workbook. The applicable items to be completed by the user are highlighted in yellow. The Farm Summary Worksheet includes:

- producer information
- farm data
- eligibility information
- payment information
- disclaimer statement
- FSA County Office Use Only portion.

Producer Name	2011 SURE Program Farm and Eligibility Summary	FSA County Office Use Only		
Any Producer		SURE Payment Amount		No Initials
Recording County			Initials	Date (mm/dd/yyyy)
District Of Columbia Dc		Data Loaded by:		
		2nd Party Rev:		
		Finalized by:		

Farm Data

County:	11-001
1. Program Guarantee	$ 595,692
2. Not Applicable for 2011	
3. Expected Revenue	$ 769,456
4. Estimated Crop Value	$ 185,092
5. Other Revenue	$ 46,634
6. Disaster Declaration ("x")	x

Eligibility Information

Farm Requirement	7. Located in a Disaster County?			Yes
	8. Production Loss % for the farm			59%
Crop Requirement	9. Does at least one crop have the required 10% loss? (yes = "x")			
	10. Crops with a 10% loss (List at least one crop, if applicable.)			

* Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

Payment Information

Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)	$ 595,692
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$ 692,510
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$ 595,692
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$ 231,726
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$ 0

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.

Version 1.0 September 17, 2012

Note: Screen capture for example purposes **only**.--*

*--665 Completing SURE 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 Any Producer
Recording County Anywhere, ST

C Farm Data

This following example portion contains farm data cells.

Farm Data	
County:	11-001
1. Program Guarantee	$ 595,692
2. Not Applicable for 2011	
3. Expected Revenue	$ 769,456
4. Estimated Crop Value	$ 185,092
5. Other Revenue	$ 46,634
6. Disaster Declaration ("x")	x

Item	Title	Content
1	Program Guarantee	SURE guarantee calculated from the data entered into the Data Entry Worksheet. Used to calculate the SURE payment amount.
2	Not Applicable for 2011	Stimulus is **not** available for 2011 SURE.
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.

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*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties

Only in cases where the producer is a multi-county producer and this SURE 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 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:	11-001	11-002
1. Program Guarantee	$ 595,692	$ 4,654
2. Not Applicable for 2011		
3. Expected Revenue	$ 769,456	$ 6,226
4. Estimated Crop Value	$ 185,092	$ 6,544
5. Other Revenue	$ 46,634	$ 750
6. Disaster Declaration ("x")	x	x

Note: Screen capture for example purposes **only**.--*

*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties (Continued)

For the recording county to complete the "copy and paste" process, follow the instructions on the top of the Farm Summary Worksheet on both the recording and administrative county's SURE Workbooks.

The following are the instructions for the **recording county** to follow on the **recording county's** SURE Workbook. The steps to be taken in each workbook are in white cells.

FARM SUMMARY	Instructions for the NON-RECORDING COUNTY Workbooks to transfer Farm Data onto the Farm Summary.			NON-RECORDING County Workbook		RECORDING County Workbook		
Non-Recording County Workbook:		1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Non-Recording 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, 5, and 6 for additional Non-Recording Counties.
Anywhere, ST			Use on Non-Recording County Workbook Only:	Copy Data				

The following are the instructions for the **recording county** to follow on the **administrative county's** SURE Workbook.

FARM SUMMARY	Instructions for the RECORDING COUNTY Workbook to transfer Farm Data onto the Farm Summary.			NON-RECORDING County Workbook		RECORDING County Workbook		
Recording County Workbook:		1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Non-Recording 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, 5, and 6 for additional Non-Recording Counties.
Anywhere, ST					Use on Recording County Workbook Only:		Paste Data	

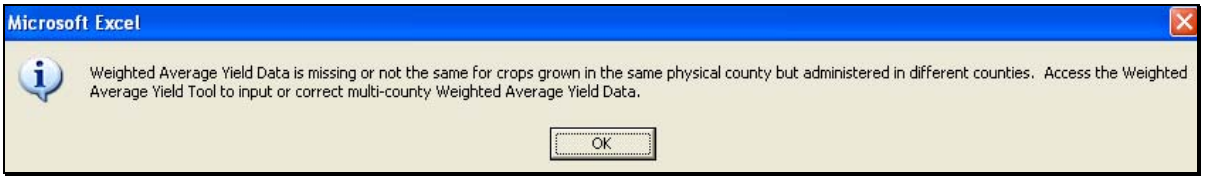
Step	Action
1	Open all SURE Workbooks for the producer and go to each Farm Summary Worksheet. **Note:** There will be a need for more than one SURE Workbook Template. See subparagraph 663 A, step 4.
2	On **administrative county's** workbook, click on the taskbar.
3	On **administrative county's** workbook, 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 Data Entry Worksheet Basic Information Section.--*

*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

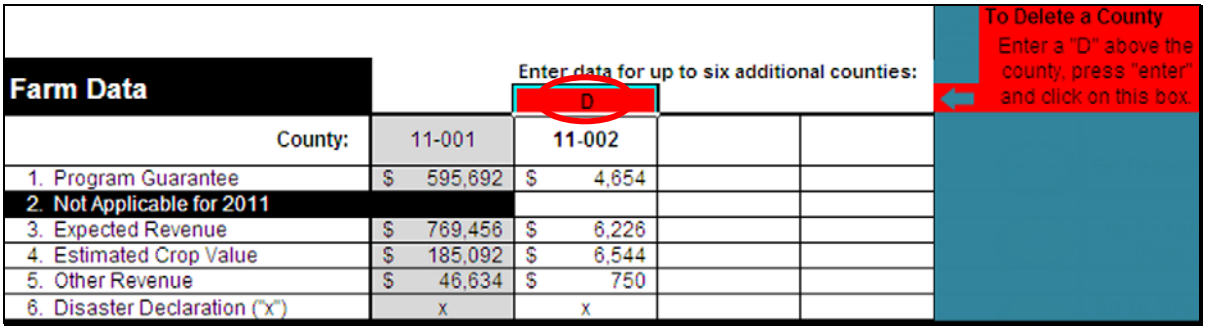
D Farm Data for Other Counties (Continued)

If the message, “Weighted Average Yield Data is missing or not the same for crops grown in the same physical county but administered in different counties. Access the Weighted Average Yield Tool to input or correct multi-county Weighted Average Yield Data.”, is displayed, see subparagraph 664 L.

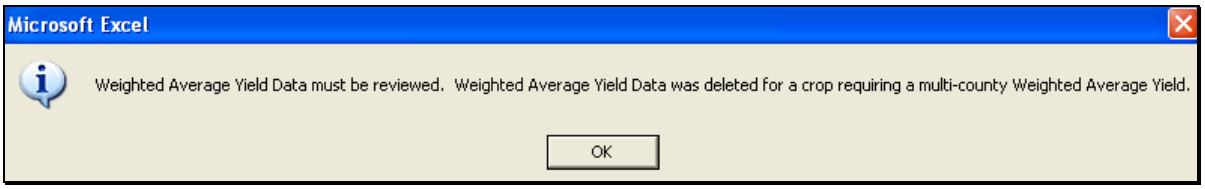


If the user needs to remove the pasted data, the user shall:

- ENTER “**D**” (for delete) in the cell above the pasted county data
- PRESS “**Enter**”
- CLICK “**To Delete a County Enter a “D” above the county, press “enter” and click on this box**”.



If the message, “Weighted Average Yield Data must be reviewed. Weighted Average Yield Data was deleted for a crop requiring a multi-county Weighted Average Yield.”, is displayed, see subparagraph 664 L.



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*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

D Farm Data for Other Counties (Continued)

Each SURE Workbook is only able to summarize 6 additional county workbooks. If a recording county has a producer with more than 6 additional workbooks to summarize, follow this table.

Step	Action
1	Complete the workbook with the maximum 6 additional workbooks.
2	Create a second workbook for the same recording county.
3	Only complete the "Basic Information" block on the Data Entry Worksheet showing the same recording county. Do **not** enter **any** crop or payment data.
4	Go to the Farm Summary page.
5	Add the remaining administrative counties.
6	Save the file adding a "2" at the end of the file name so it will not overwrite the first recording county workbook.
7	Send both .xml files to the National Office through the State Office by e-mail. The files will be merged and returned as 1 file.

Each SURE Workbook is only able to hold 100 lines of data. If a County Office has a producer with more than 100 lines of data, follow this table.

Step	Action
1	Complete the first SURE Workbook with the maximum 100 line entries.
2	Save the SURE Workbook .xml file, according to subparagraph 663 D.
3	Create a second SURE Workbook for the same county, giving the producer's name a "2". **Example:** The first workbook was saved with the producer's name, "Any Producer". The second workbook will be saved with the producer's name as, "Any Producer 2".
4	Complete the second SURE Workbook with the maximum 100 line entries.
5	Save the SURE Workbook .xml file, according to subparagraph 663 D.
6	Send **both** .xml files to the National Office through the State Office by e-mail. The files will be merged and returned as 1 file.

--*

*--665 Completing SURE 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	59%

Note: Screen capture for example purposes **only**.

If a producer is multi-county and the "copy and paste" process has been performed as described in subparagraph D, the percentage displayed in item 8 will represent the revenue loss for all counties included in the summarization.**--***

*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

E Eligibility Information (Continued)

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 message, "Farm requirement not met. Farm must be located in a disaster county or production loss must be greater than 50%.", will be displayed.

* Farm requirement not met. Farm must be located in a disaster county or production loss must be greater than 50%.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.

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% loss (List at least one crop, if applicable.)			corn

Note: Screen capture for example purposes **only**.

If at least 1 crop of economic significance has a 10 percent production loss, ENTER "**X**" in item 9. After this has been completed, the SURE payment amount will be displayed in the Payment Information portion.

Note: See paragraph 666 C to determine if 10 percent production loss has been met.

If no crops have a production loss of 10 percent or greater, leave item 9 blank. If left blank, the message, "Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.", will be displayed.

* Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.--*

*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

F SURE Information

The following data will be automatically calculated.

Item	Title and Rule
11	Program Farm Guarantee (total of item 1)
12	90 percent of Expected Revenue Cap (90 percent multiplied times the total of item 3)
13	SURE Guarantee (lesser of item 11 or item 12)
14	Total Farm Revenue (Total of item 4 plus total of item 5)
15	SURE Payment, Prior to PL (60 percent times (item 13 - item 14)). Zero if negative.

Payment Information			
Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)	$	595,724
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	$	692,558
	13. SURE Guarantee (lesser of Item 11 or Item 12)	$	595,724
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	$	231,726
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	$	218,399

Note: Screen capture for example purposes **only**.

G Disclaimer Statement

The following disclaimer will print on the bottom of the Farm Summary Worksheet.

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.

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*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

H FSA County Office Use Portion

The following data will be automatically calculated.

Item	Definition and Rule
SURE Payment Amount	Automatically calculated. This SURE payment amount will be entered into the payment software for SURE payment processing.
Data Loaded by	FSA employee that completed the SURE Workbook will enter their initials and date completed.
2nd Party Rev	FSA employee that completed the required second-party review of the SURE Workbook will enter their initials and date completed.
Finalized by	When **all** the following necessary summarization is done and FSA-682 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. **Notes:** "Finalized by" will only be displayed on recording county's SURE Workbook, regardless of whether the SURE Workbook is for a multi-county producer. For 2 person offices, the final review may be performed by either the person that loaded the data or the person that performed the 2nd party review.

FSA County Office Use Only		
SURE Payment Amount	$	218,399
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	aaa	11/11/2012
2nd Party Rev:	bbb	11/12/2012
Finalized by:	ccc	11/13/2012

Note: Screen capture for example purposes **only**.--*

*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

I Errors

If any cell on the Farm Summary Worksheet contains, "**#VALUE!**" or "**#N/A**", 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.

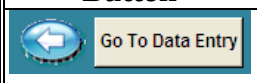
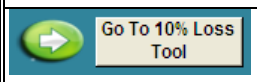
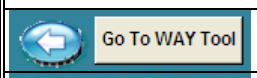
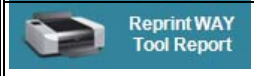
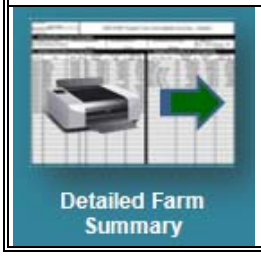
Do **not** enter any values in a cell that is grayed out. If a value is entered, it is displayed in white font and it may corrupt the calculation. To remove it, navigate to the cell and PRESS "**Delete**".

Note: See subparagraph 664 A for certified organic crops.**--***

*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

J Navigation Buttons

The following provides Farm Summary Worksheet navigation buttons and functions.

Button	Function
	Returns user to the Data Entry Worksheet.
	Navigates the user to the SURE Workbook-generated FSA-682, page 2. See paragraph 667.
	Navigates the user to the 10% Loss Tool.
	Returns user to the Weighted Average Yield Tool.
	Prints the following summaries: • Data Entry • Yield Determination Tool, if applicable • Loss Percentage Table for Multicounty Farms, if applicable (subparagraph K) • Farm Summary • 10% Loss Tool. • FSA-682, page 2 (paragraph 667). **Note:** The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.
	Prints the Farm Summary and FSA-682, page 2 **only**.
	Prints the Multi County Weighted Average Yield Tool Report (subparagraph 664 L)
	Prints a Detailed Farm Summary (subparagraph 664 L).

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*--665 Completing SURE Workbook Farm Summary Worksheet (Continued)

K Example of Loss Percentage Table for Multicounty Farms

The following is an example of a Loss Percentage Table for Multicounty Farms.

Producer Name	2011 Loss Percentage Table for Multicounty Farms
Any Producer	
Recording County	
District Of Columbia Dc	

Crop - Type - Use	Admin County Loss	Total Farm Loss
Alfalfa - Fg	No Loss	No Loss
Corn - YEL - Gr	54%	54%
Oats - SPR - Gr	95%	95%
Soybeans - COM - Gr	96%	96%

L Example of Detailed Farm Summary

The following is an example of a Detailed Farm Summary.

Producer Name	2011 SURE Program Farm and Eligibility Summary - Detailed
Any Producer	
Administrative County	
District Of Columbia Dc	

A. Administrative County Information

Information for Crops in this Administrative County	1. Total Crop Guarantees	2. Total Other Revenue	3. Total Estimated Crop Value	4. Difference
	$595,724	$46,634	$185,092	$363,998

B. Detailed Information by Line Entry / **C. Detailed Information by Crop/Type/Use**

5. St-Co	6. Crop	7. Acres	8. Unit	9. Guarantee	10. Crop Value	11. Difference (Items 9 - 10)	12. Crop - Type - Use	13. Guarantee	14. Crop Value	15. Difference (Items 13 - 14)
11-001	Alfalfa	19.10	10000	$ 262	$ 88,480	$ (88,218)	Alfalfa - Fg	$ 262	$ 88,480	$ (88,218)
11-001	Corn	390.00	10200	$ 341,575	$ 87,892	$ 253,683	Corn - YEL - Gr	$ 341,575	$ 87,892	$ 253,683
11-001	Oats	29.00		$ 39,290	$ 5,379	$ 33,911	Oats - SPR - Gr	$ 39,290	$ 5,379	$ 33,911
11-001	Soybeans	313.90	10200	$ 214,597	$ 3,341	$ 211,256	Soybeans - COM - Gr	$ 214,597	$ 3,341	$ 211,256

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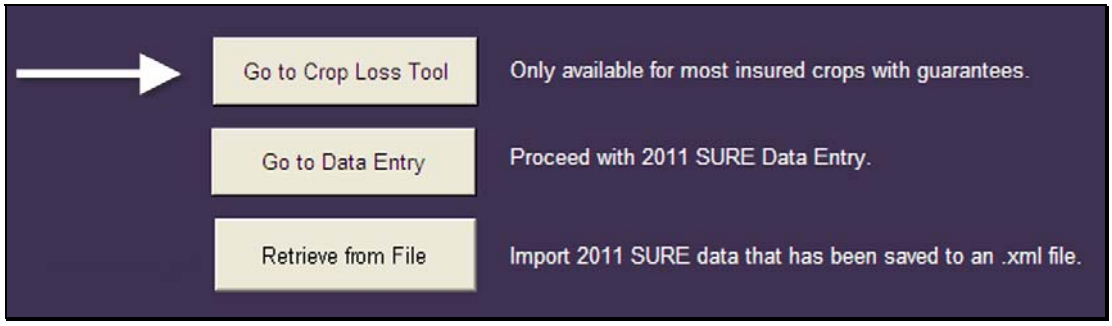
*--666 Completing SURE Workbook Crop Loss Tools

A Overview

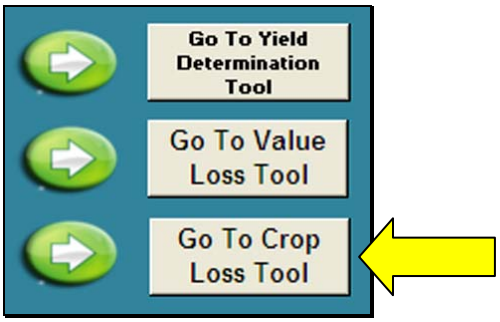
There are 2 crop loss tools in the SURE Workbook, accessible as follows:

- the optional preliminary crop loss tool titled, “2011 Crop Loss Tool” that is accessed by either of the following:

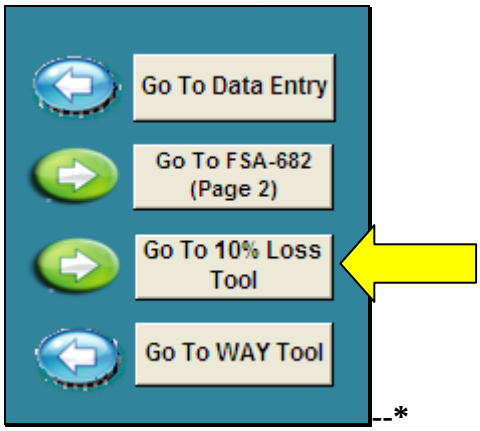
  - from the 2011 SURE Workbook Start Page, CLICK“**Go to Crop Loss Tool**”



  - from the data entry screen, CLICK “**Go to Crop Loss Tool**”



- the “10% Loss Tool” is accessed from the Farm Summary Page by clicking “**Go To 10% Loss Tool**”.



--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

B 2011 Crop Loss Tool

The 2011 Crop Loss Tool:

- is optional
- calculates a loss percentage **only** for insured crops that have a guarantee basis provided by RMA
- **requires** that only minimal data need to be entered
- provides a preliminary method for determining when a producer has met the 10 percent or 50 percent loss requirement for farms where all crops are as follows.

Each crop must be:

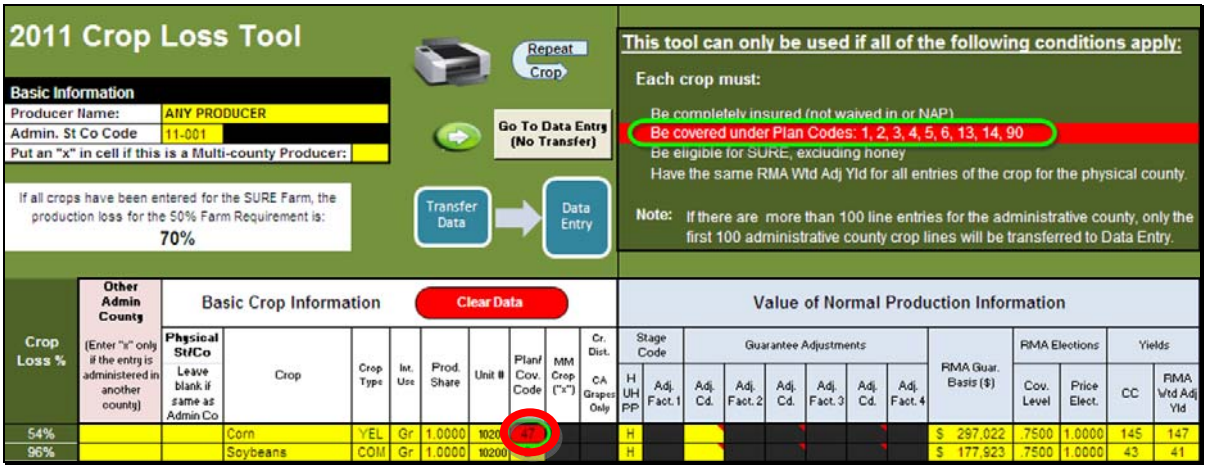
- completely insured (not waived-in or NAP)
- covered under plan code 1, 2, 3, 4, 5, 6, 13, 14, 90 (RMA guarantee provided)
- eligible for SURE, excluding honey
- have the same RMA Weighted Adjusted Yield for all acres of the same crop within a physical county.

If an entered crop does **not** meet these specifications, the requirement being violated will turn red in the blue box in the upper portion of the 2011 Crop Loss Tool, as well as the data in the Basic Crop Information. This **must** be corrected **before** work in the 2011 Crop Loss Tool may continue.**--***

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

B 2011 Crop Loss Tool (Continued)

In the following example, “47” has been entered in the column for “Plan/Cov. Code”. This has caused the cell to turn red with the following line of requirements turning red in the green box in the upper right hand corner, “Be covered under Plan Codes 1, 2, 3, 4, 5, 6, 13, 90.” This crop does **not** meet this requirement. The wheat crop insured under a “Plan Code 47” **cannot** be included in the Crop Loss Tool and **must** be removed.



When all crops on the farm do **not** fall under the requirements in this subparagraph, the entire SURE Workbook will need to be completed and the 10% Loss Tool will be used to determine eligibility based on crop losses.

When all crops on the farm have met requirements of the 2011 Crop Loss Tool, and a 2011 Crop Loss Tool has been completed; the tool may show that the producer is **not** eligible for SURE. In this case, the producer **must** be made aware of the results of the 2011 Crop Loss Tool. It is the producer’s responsibility to decide whether or not to proceed with the completion of the SURE Workbook.

The only way the 2011 Crop Loss Tool can be accurate is if **all** crops on the farm have met the 2011 Crop Loss Tool requirements, and **all** crops have been included in the 2011 Crop Loss Tool. The 2011 Crop Loss Tool only allows limited data and is only to be used as a preliminary determination of eligibility based on production loss. There is always a possibility that the results of the 10% Loss Tool will differ from those of the 2011 Crop Loss Tool after the entire SURE Workbook has been completed, especially when crop loss is close to the 10 percent or 50 percent level. The results of the 2011 Crop Loss Tool **must always** be verified with the Loss Percentage Table **after** the SURE Workbook is completed to ensure that a producer is eligible for SURE.

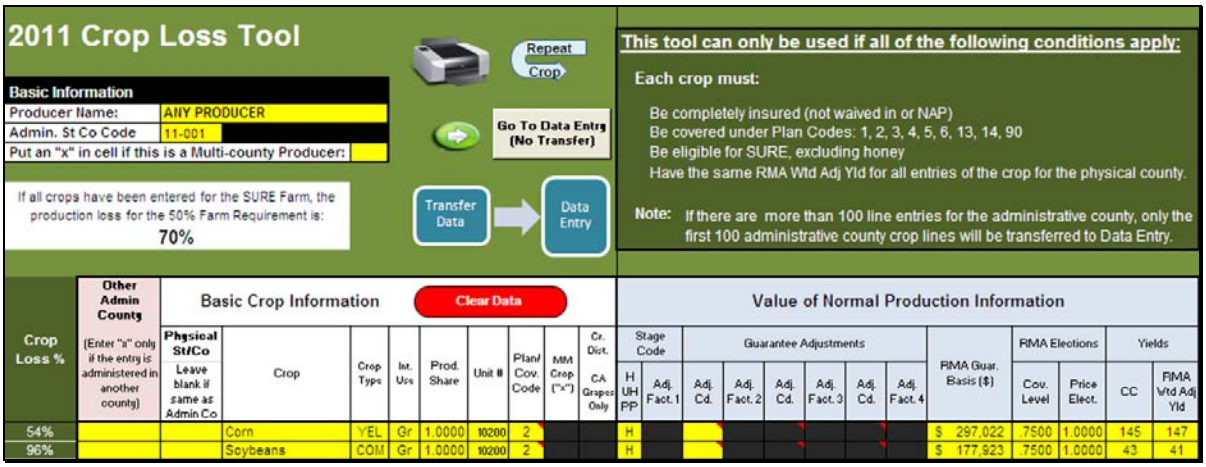
Minimum data is required to be entered in the 2011 Crop Loss Tool because only the loss is being calculated. Data from other counties may be entered to determine if the total farm meets the 50 percent production loss requirement or if similar crops in multiple counties will meet the 10 percent crop loss requirement.--*

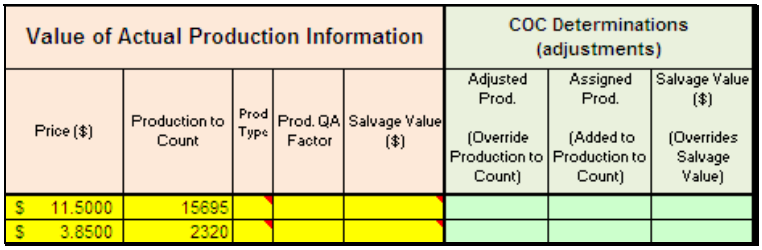
*--666 Completing SURE Workbook Crop Loss Tools (Continued)

B 2011 Crop Loss Tool (Continued)

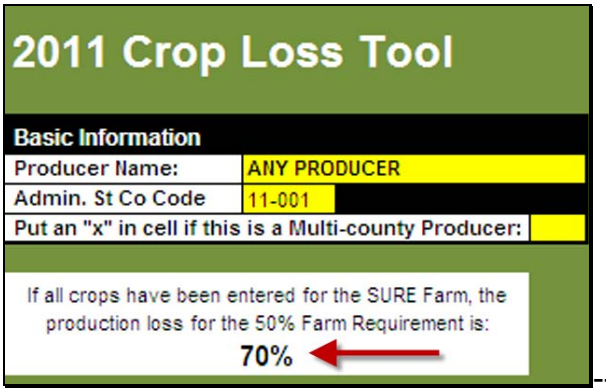
When data from other counties are entered, an "**X**" **must** be placed in the "Other Administrative county Indicator" column to the immediate left of the Basic Crop Information. If an "**X**" is **not** entered, that crop will be transferred to the Data Entry Worksheet when data is transferred to the Data Entry Worksheet.

See paragraph 664 for detailed instructions on entering data in all of the other columns of the 2011 Crop Loss Tool.





When completed, the 2011 Crop Loss Tool will show the total farm loss just below the Basic Information block in the upper left corner of the tool.



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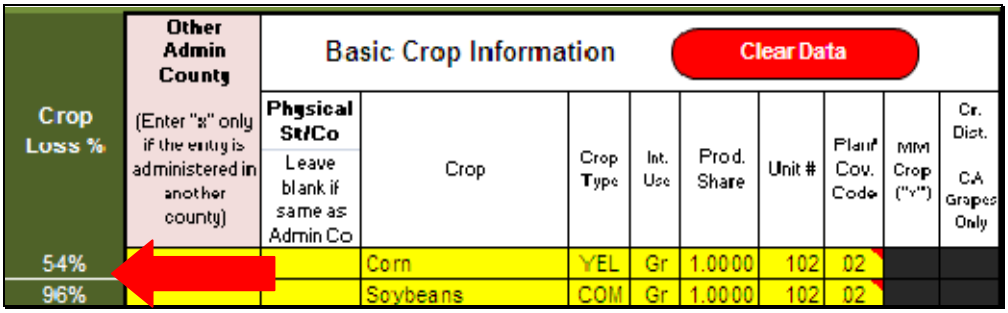
*--666 Completing SURE Workbook Crop Loss Tools (Continued)

B 2011 Crop Loss Tool (Continued)

For each individual crop, the tool will display the crop loss to the left in the Basic Crop Information Section.



Icon	Action
	Prints the 2011 Crop Loss Tool **only**.
	Copies the last crop, crop type, and intended use to the next row.
	Provides access to the Data Entry Worksheet of the SURE Workbook. Using this button, **no** data will transfer from the Crop Loss Tool to the Data Entry Worksheet.
	Transfers data from the 2011 Crop Loss Tool to Data Entry Worksheet and the 10% Loss Tool. Since the 2011 Crop Loss Tool only uses minimum data, each data line must be completed after data has been transferred to Data Entry Worksheet. After transferred, data will remain in the 2011 Crop Loss Tool.
	Clears all data in the 2011 Crop Loss Tool.

--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

B 2011 Crop Loss Tool (Continued)

Quality adjustment data from the 2011 Crop Loss Tool will only transfer to Data Entry Worksheet if the crop is **not** listed in Exhibit 17 with a "yes", indicating that the crop has already been adjusted by RMA. If the crop is listed in Exhibit 17 with a "yes", the quality adjustment data will **not** transfer to Data Entry Worksheet or the 10% Loss Tool. Quality adjustment data will have to be entered manually for these crops when applicable. See subparagraph 664 G, "QA Factor".

C 10% Loss Tool

The 10% 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, with all county workbooks merged into the recording county workbook, with counties having crops in common and no crops by county meeting the 10 percent loss requirement, the 10% Loss Tool will calculate the loss for each common crop for the total farm and display the results in the Loss Percentage Table.

The 10% 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 automatically populate in the lower portion (white cells) of the 10% Loss Tool.

10% Loss Tool — Clear All Loss Data

Any Producer
Admin. County: 11-001

St-Co	Crop	Type	IU	Acres	Value of Normal Production	Value of Actual Production	Additional Crop Loss Entries: Enter "X" if Crop is a Multiple Market Crop	Additional Crop Loss Entries: Enter Prod. QA Factor, if appl.	Loss % for District of Columbia DC
11-001	Alfalfa		Fg	19.10	$ 383	$ 150,100			No Loss
11-001	Corn	YEL	Gr	390.00	$ 396,029	$ 180,493			54%
11-001	Oats	SPR	Gr	29.00	$ 124,236	$ 6,418			94%
11-001	Soybeans	COM	Gr	313.90	$ 248,808	$ 8,932			96%

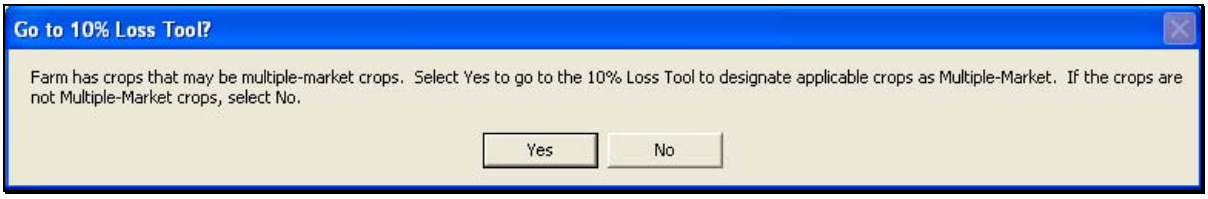
The only data that will be manually entered will be the 2 columns under "Additional Crop Loss Entries". The first column is for multiple market crops. ENTER "**X**" in this column for all multiple market crops. This allows for multiple market crops (with different IU) to be combined as 1 crop for the 10 percent loss calculation.

The second column that may need a manual entry is for quality adjustment. Crops that are not listed with a "yes" in Exhibit 17, and have a Quality Adjustment Factor entered on the Data Entry Worksheet, will have the Quality Adjustment Factor automatically pulled over from the Data Entry Worksheet. For crops in Exhibit 17 that have a "yes," see subparagraph 664 G, "QA Factor" for instructions on when to enter an applicable Quality Adjustment Factor.--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

C 10% Loss Tool (Continued)

The SURE Workbook can detect if potential multiple market crops have been entered into the workbook (that is: multiple lines of crops listed in subparagraph 65 D with different IU, such as FH, PR, and/or JU). If the workbook detects such crops, data entries might be needed in the Multiple Market Crop portion of the 10% Loss Tool. The SURE Workbook will display the following message, "Farm has crops that may be multi-market crops. CLICK "Yes" to go to the 10% Loss Tool to designate applicable crops as Multi-Market. If the crops are not Multiple-Market crops, CLICK "No"."



10% Loss Tool

Any Producer
Admin. County: 11-001

Clear All Loss Data

St-Co	Crop	Type	IU	Acres	Value of Normal Production	Value of Actual Production	Additional Crop Loss Entries: Enter "x" if Crop is a Multiple Market Crop	Additional Crop Loss Entries: Enter Prod. QA Factor, if appl.	Loss % for District of Columbia DC
11-001	Alfalfa		Fg	19.10	$ 383	$ 150,100			No Loss
11-001	Corn	YEL	Gr	390.00	$ 396,029	$ 180,493			54%
11-001	Oats	SPR	Gr	29.00	$ 124,236	$ 6,418			94%
11-001	Soybeans	COM	Gr	313.90	$ 248,808	$ 8,932			96%
11-001	Apples	COM	Fh	150.00	$ 20,267	$ 3,094	x	.8500	89%
11-001	Apples	COM	Pr	125.00	$ 18,667	$ 1,102	x	.8500	89%

Whenever changes are made to crop data, a tan block will be displayed in the 10% Loss Tool title block with the following text, "Crop changes. Review data." Any blocks that have turned tan in the data entry portion of the 10% Loss Tool should be reviewed for accuracy.

The last column of the 10% Loss Tool shows the loss percentage for the county for each crop/type/IU. For multiple market crops that have an "X" entered, loss is calculated by crop/type.--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

C 10% Loss Tool (Continued)

Actions that can be taken from this tool are as follows.

Icon	Action
Clear All Loss Data	Clears all manually entered data. Only data in the columns under "Additional Crop Loss Entries" can be entered manually.
Go To Farm Summary	Farm Summary Page will be displayed.
Go To Data Entry	Data Entry Worksheet will be displayed.

If the 10% Loss Tool shows "**#N/A**" or "**#VALUE!**", CLICK "**Clear All Loss Data**." This will clear any manual entries in the 10% Loss Tool and reset the 10% Loss Tool calculator.**--***

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table

After any needed additional data has been entered and the 10% Loss Tool is complete, access the Farm Summary Page to review the 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 will show crop losses for the administrative county as well as the total farm.

On the Farm Summary Page, the Loss Percentage Table will be displayed in the lower right of the screen.

The Loss Percentage Table calculates the crop loss percentage for the crops loaded in the Data Entry Worksheet for the administrative county. For multiple county producers, the SURE Workbook will calculate crop losses for similar crops in different counties that have been merged with the workbook and show the total loss under "Total Farm Loss" in the Loss Percentage Table.

In the following example for a single county, apples, corn, oats, and soybeans meet the 10 percent loss requirement, alfalfa does not. On the Farm Summary Page, item:

- 9 (subparagraph 665 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 of economic significance that meets the 10 percent loss requirement (in this example, the user could enter apples, corn, oats, or soybeans); only 1 crop is required to meet the 10 percent loss requirement to qualify.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	
Apples	COM	Fh	89%	
Apples	COM	Pr	89%	
Corn	YEL	Gr	54%	
Oats	SPR	Gr	94%	
Soybeans	COM	Gr	96%	

--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table (Continued)

In the following example, no crops meet the 10 percent loss requirement. On the Farm and Summary page, item:

- 9 (subparagraph 665 E) the user shall leave the entry blank to indicate that no crops meet the 10 percent loss requirement
- 10 shall be left blank.

No crops meet the 10% Loss Requirement.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	
Apples	COM	Fh	No Loss	
Apples	COM	Pr	No Loss	
Corn	YEL	Gr	No Loss	
Oats	SPR	Gr	No Loss	
Soybeans	COM	Gr	No Loss	

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 at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

D Loss Percentage Table (Continued)

For multiple county producers, the SURE Workbook will use crop data for similar crops from counties that have been merged into the workbook to determine a total farm loss for the crop. This will be shown in the last column of the Loss Percentage Tool.

In this example, corn, oats, and soybeans show the losses for this administrative county. The total loss shows the losses for corn, oats, and soybeans for all counties merged with this administrative county workbook. For multiple county farms, the "Total Farm Loss" must be used for determining if a crop meets the 10 percent loss requirement.

Loss Percentage Table

Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	No Loss
Apples	COM	Fh	No Loss	No Loss
Apples	COM	Pr	No Loss	No Loss
Corn	YEL	Gr	53%	74%
Oats	SPR	Gr	94%	94%
Soybeans	COM	Gr	96%	97%

--*

*--667 Completing SURE Workbook FSA-682, Page 2

A FSA-682, Page 2

FSA-682, page 2 is generated from the SURE Workbook. When the SURE Workbook 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 Workbook from the county with which the producer is associated.

No data entry is required on 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 (09-11-12) Page ___ of ___ (Page 2)

14. Producer Name	15. Administrative County and State	16. Crop Year
Any Producer	District Of Columbia Dc	2011

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 ($)	Field Market Value 34A. A	34B. B	COC Use Only Production 35. Adjusted	36. Assigned	37. Salvage Value ($)	Field Market Value 38A. A	38B. B
11-001	Alfalfa		Fg	19.10	100%	H	Purchased	Non-ins.		31,600.00								
11-001	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		15,695.00								
11-001	Oats	SPR	Gr	29.00	100%	H	Relief	Insurable		76.40								
11-001	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		2,320.00								

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		

--*

*--668 Factoring RMA Data

A Overview

There may be situations where the RMA data that is received on SIR must be factored or split before it is loaded into the SURE 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 a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may need to be split by stage.

If the RMA and FSA shares differ for insured crops:

- **with** an RMA Guarantee Basis and it is determined that FSA shares are correct and the FSA share **is lower**, the RMA Guarantee Basis will need to be adjusted downward using the FSA share

- **without** an RMA Guarantee Basis and it is determined that the FSA shares are correct and the FSA shares are **higher**, a Share Adjustment Factor (SAF) will need to be calculated.

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. Access the SURE Intranet web site according to subparagraph 651 C.

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”
- “Factoring RMA Data by Share Differences”.--*

*--668 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 RMA Guarantee Basis need to be split by share, according to subparagraph 292 C.

To split or factor the RMA Indemnity, RMA Producer Premium, and 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 in the following.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU 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 SURE Workbook.
	Producer Premium	Resulting factored RMA Producer Premium to be entered into the SURE Workbook.
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the SURE Workbook.

The following is an example of the Factoring RMA Data by Share Tool.

Factoring RMA Data by Share

	FSA Crop Name	Type	IU	Share	Gross Indemnity	Producer Premium	Guarantee Basis
Enter RMA Data here	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**.--*

*--668 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.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU 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 in the preceding cells.
	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 SURE Workbook.
	Production to Count	Resulting factored **RMA Production to Count** to be entered into the SURE 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**.--*

*--668 Factoring RMA Data (Continued)

E Factoring RMA Data by Stage

If a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may 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 according to the following.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU.
	Stage	Stage code, no entry required.
	Reported Acres	Enter RMA acres from the “L” (Loss) Record by stage, next to the corresponding stage code.
	Guarantee Basis	Enter RMA Guarantee Basis from the “A” (Acreage) Record.
RMA Guarantee for SURE Program Purposes	Crop	Entries carried down from data entered in the preceding cells.
	Type	
	IU	
	Stage	
	Acres	
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the SURE 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	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 10,000
				UH	9.75	

RMA Guarantee for SURE Program Purposes	Crop	Type	IU	Stage	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	$ 7,821
				UH	9.75	$ 2,179

Note: Screen capture for example purposes **only**.--*

***--668 Factoring RMA Data (Continued)**

F Factoring RMA Data by Share Differences

If the share provided by RMA differs from the FSA shares and it is determined that the difference does not meet 1 of the exceptions in subparagraph 35 I, then follow the procedure in this table.

IF…	AND it is determined that FSA shares are…	AND FSA shares are…	AND there is…	THEN…
RMA shares differ from FSA shares	correct	lower than the RMA shares	an RMA Guarantee Basis	the RMA Guarantee Basis will need to be adjusted downward using the Factoring RMA Data by Share Differences for an Insured Crop **With** an RMA Guarantee Basis Tool.
			not an RMA Guarantee Basis (Plan Codes 43, 50N, 50R, 51, 55, 61, 63)	no adjustment is required.
		higher than the RMA shares	an RMA Guarantee Basis	no adjustment is required.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	SAF will need to be determined using the Factoring RMA Data by Share Differences for an Insured Crop **Without** an RMA Guarantee Basis Tool.
	incorrect according to subparagraph 292 B			see subparagraph 292 B.

The following are the 2 components to the Factoring RMA Data by Share Differences Tool:

- calculating an adjusted RMA Guarantee Basis for an insured crop **with** an **RMA Guarantee Basis**

- determining SAF for an insured crop **without** an **RMA Guarantee Basis**.**--***

***--668 Factoring RMA Data (Continued)**

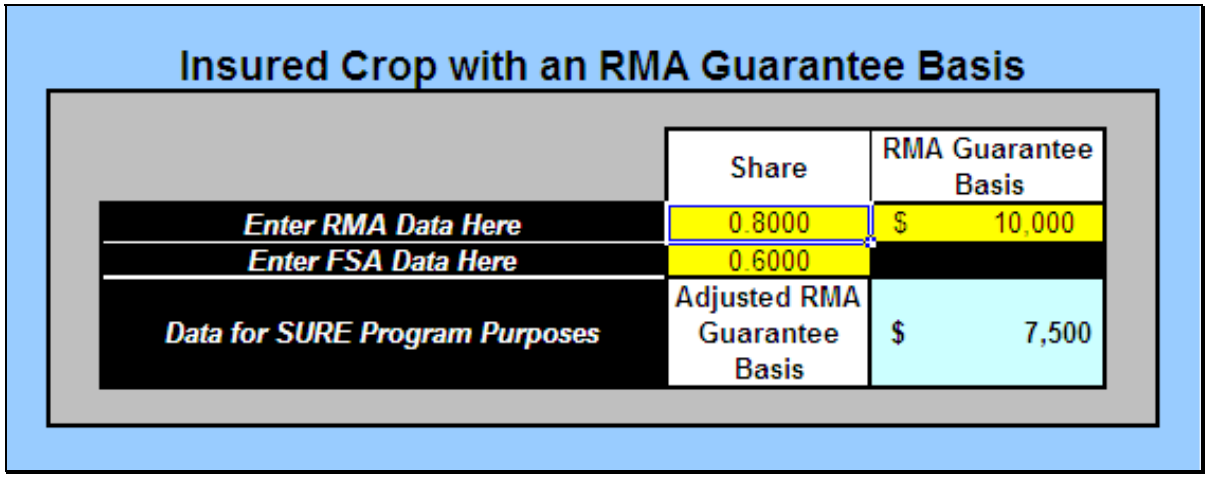
G Adjusted RMA Guarantee Basis for an Insured Crop With an RMA Guarantee Basis

To calculate an adjusted RMA Guarantee Basis for an insured crop with an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
	RMA Guarantee Basis	Enter RMA Guarantee Basis for the crop/unit from the applicable "A" (Acreage) Record.
Enter FSA Data Here	Share	Enter FSA share for the crop. **Must** be determined as the correct share for the producer.
Data for SURE Program Purposes	Adjusted RMA Guarantee Basis	Calculated adjusted RMA Guarantee Basis to be entered into the "RMA Guarantee Basis" field in the SURE Workbook for the line entry.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.**--***

***--668 Factoring RMA Data (Continued)**

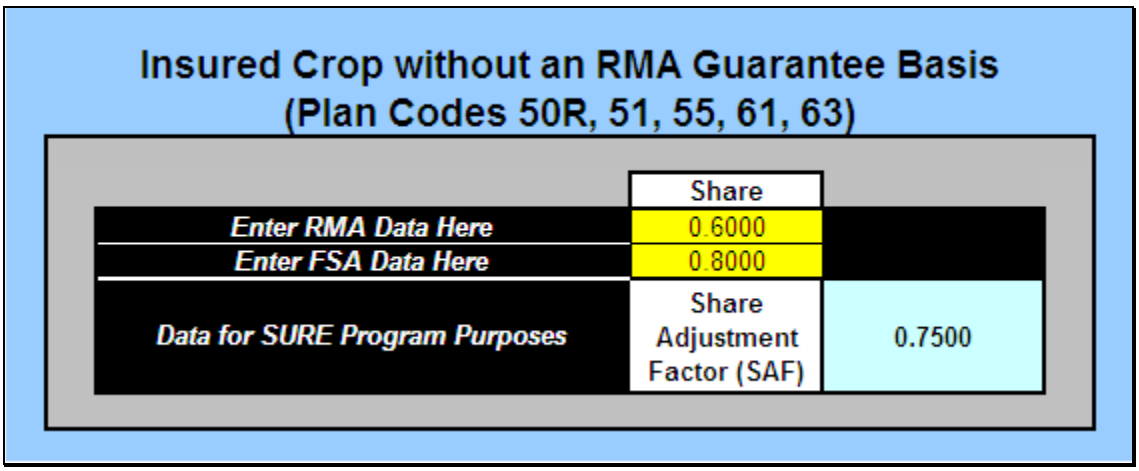
H SAF for an Insured Crop Without an RMA Guarantee Basis

To determine SAF for an insured crop without an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis 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.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured's RMA share for the crop/unit.
Enter FSA Data Here	Share	Enter FSA share for the crop. **Must** be determined as the correct share for the producer.
Data for SURE Program Purposes	Share Adjustment Factor (SAF)	Calculated SAF. In the SURE Workbook: • "Guarantee Adjustment Code" field, ENTER "**SAF**" • "Guarantee Adjustment Factor" field, enter the calculated SAF value.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis Tool.



Note: The screen capture is for example purposes **only**.**--***

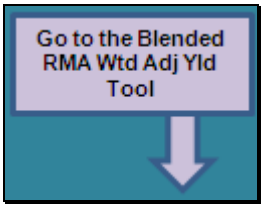
*--669 Blending Multiple RMA Weighted Adjusted Yields

A Overview

The SURE Workbook allows entering only **one** RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for a producer having multiple RMA weighted adjusted yields.

B Accessing RMA Weighted Adjusted Yield Tool

From the Yield Determination Tool, CLICK "**Go to the Blended RMA Wtd Adj Yld Tool**".



If the RMA Weighted Adjusted Yield Tool is not applicable, the following message will be displayed.

--*

*--669 Blending Multiple RMA Weighted Adjusted Yields (Continued)

B Accessing RMA Weighted Adjusted Yield Tool (Continued)

If the RMA Weighted Adjusted Yield Tool is applicable, the 2011 RMA Weighted Adjusted Yield Tool will be displayed.

2011 RMA Weighted Adjusted Yield Tool

ANY PRODUCER
Admin. County: 11-001

Clear Entries | Return To Yield Determination Tool

Phys. St/Co (if not Admin)	Crop	Crop Type	Int Use	Unit Number	Coverage Level	Price Election	RMA Acres	RMA Weighted Adjusted Yield	Blended RMA Weighted Adjusted Yield
	Corn	YEL	gr	10200	0.7500	1.0000	21.00	140.00	138.19
	Corn	YEL	gr	10300	0.5000	0.5500	32.00	137.00	138.19

Enter the RMA Acres and RMA Weighted Adjusted Yield data from 2011 SIR RMA Data.

Label	Definition and Rule
RMA Acres	Enter the RMA acres from the “A” (Acreage) Record in tenths or hundredths, as applicable. Acres will display in hundredths.
RMA Weighted Adjusted Yield	Enter the RMA weighted adjusted yield from the acreage, “A”, record in whole numbers, tenths, or hundredths, as applicable. The yield will display in hundredths.

As acres and yields are entered, the blended yield will be displayed in the “Blended RMA Weighted Adjusted Yield” field.

To clear entered data, CLICK “**Clear Entries**”.**--***

*--669 Blending Multiple RMA Weighted Adjusted Yields (Continued)

C Yield Determination Tool

After entering all RMA acres and RMA weighted adjusted yields, continue with the workbook by clicking "**Go to Yield Determination Tool**". The 2011 Yield Determination Tool will be displayed.

2011 Yield Determination Tool
ANY PRODUCER
Admin. County: 11-001

Go to the Blended RMA Wtd Adj Yld Tool

Counter-Cyclical Yields						RMA WTD ADJ YLD	Blended RMA WAY
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	UOM	CC Yield		
	Insured Corn	YEL	gr	bu	145	147	138.19
	Insured Soybeans	COM	gr	bu	43	41	
	Waived-in Oats	SPR	gr	bu	24		

The blended weighted adjusted yield will be displayed in the "Blended RMA WAY" field. The workbook will compare this value to the CC yield, if applicable, to determine the SURE yield for the farm. Continue with completing the workbook.**--***

*--670 Tolerance Tool

A Overview

According to paragraph 100, SURE benefits for insured crops are based on RMA acres. SURE eligible RMA planted acres will be compared to SURE eligible FSA planted acres. If RMA and FSA planted acres differ, a tolerance applies according to subparagraph 100 B. When the difference has been determined, the guarantee basis may need to be reduced.

The Tolerance Tool has been developed to assist County Office users in calculating the difference between SURE eligible RMA planted acres and SURE eligible FSA planted acres and to reduce the guarantee basis by this difference, when applicable.

The Tolerance Tool is available on the SURE Intranet web site. Access the SURE Intranet web site according to subparagraph 652 C.

B Using the Tolerance Tool

From 2011 SIR "RMA Data" Section, enter data for all yellow cells according to the following.

Label	Definition and Rule
State and County	Enter the administrative State and county.
Producer Name	Enter the producer's name.
Crop	Enter the crop for which tolerance is being determined.
Type	Enter the 3-character FSA crop type. Entry **must** be a valid crop type for the crop entered.
Use	Enter IU for the crop and crop type entered. Entry **must** be a valid IU for the crop and crop type entered.

--*

***--670 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

The Summarized Tolerance Information Section of the Tolerance Tool is for informational purposes **only**. This section summarizes the information entered in the Acreage Information Section, displays the Tolerance Determination, and provides, if applicable, the guarantee basis reduction used in reducing the RMA Guarantee Basis. The resulting entries are based solely on the entries made in the Acreage Information Section of the Tolerance Tool. All data entered in the Tolerance Tool is required, as applicable.

Acreage Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
RMA Acreage\Loss	SURE eligible acres are taken from SIR "A" (Acreage) Record and entered under the "Acreage" column unless an "L" (Loss) Record exists. If there is an "L" (Loss) Record on SIR, SURE eligible acres are taken from the "L" (Loss) Record and entered under the "Loss" column. **Note:** Paragraph 100 instructs users to total all RMA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in the "Acreage" cell, the "Loss" cell will be grayed out. If acres are entered in the "Loss" cell, the "Acreage" cell will be grayed out. Only enter acres once per line entry, either in "Acreage" or "Loss" cell, as applicable.
FSA Reported/ Determined	Enter the reported acreage from SIR under the "Reported" column unless determined acres are available. If determined acres are available, enter the applicable acres under the "Determined" column. **Note:** Paragraph 100 instructs users to total all FSA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in "Reported" cell, the "Determined" cell will be grayed out. If acres are entered in "Determined" cell, the "Reported" cell will be grayed out. Only enter acres once per line entry, either in "Reported" or "Determined" cell, as applicable.

--*

***--670 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

Guarantee Basis Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
Original	Enter the RMA Guarantee Basis from SIR for the applicable acreage line entry entered in the Acreage Information Section.
Reduced	If the Tolerance Tool determines tolerance has been exceeded, and determines that the RMA Guarantee Basis must be reduced, the Tolerance Tool will calculate and display the reduced RMA Guarantee Basis in this column for the applicable acreage based on the calculated reduction found in the "Guarantee Basis Reduction" field in the Summarized Tolerance Information Section of the Tolerance Tool. This **reduced** RMA Guarantee Basis **must** be entered in the SURE Workbook in the "RMA Guarantee Basis" field for the applicable acreage line entry. This **reduced** RMA Guarantee Basis supersedes the RMA Guarantee Basis provided on SIR. If the Tolerance Tool does **not** calculate a reduced RMA Guarantee Basis, **no** further action is required for tolerance. Use the RMA Guarantee Basis as provided on SIR.

--*

*--670 Tolerance Tool (Continued)

B Using the Tolerance Tool (Continued)

The following are examples of the Tolerance Tool.

Example 1:

SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere ST
Producer Name	Any Producer
Crop	CORN
Type	YEL
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	348.50	321.50	27.00	17.43	17.43	Exceeds	Yes	0.9225

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	115.30			109.50
		159.70		141.00
	348.5		321.5	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced
	$ 83,359	$ 76,899
	$ 111,566	$ 102,920

Example 2:

SURE Program

Reducing Guarantee Basis for Tolerance

State and County	Anywhere ST
Producer Name	Any Producer
Crop	SOYBN
Type	COM
Use	GR

Summarized Tolerance Information (Informational Only)

Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	229.00	276.70	47.70	11.45	11.45	Exceeds	No	

Acreage Information

Identifier (optional)	RMA Acreage	RMA Loss	FSA Reported	FSA Determined
	123.90			151.50
		39.60		53.50
	65.50		71.70	
	229.0		276.7	

Guarantee Basis Information

Identifer (opt.)	Original	Reduced

Note: The screen captures are for example purposes **only**.--*

*--671 Peanut Tool

A Overview

As provided in paragraph 134, the RMA Weighted Adjusted Yield for peanuts is **not** printed on SIR and the guarantee basis provided for peanuts is not correct for producers with multiple "A" (Acreage) Records. RMA is not able to provide the requested data for peanut producers with multiple "A" (Acreage) Records because of multiple contract prices. Since the correct information is not available for peanut producers in this situation, County Offices will calculate the RMA Weighted Adjusted Yield and Guarantee Basis with the assistance of the Peanut Tool.

The Weighted Adjusted Yield and Guarantee Basis will be calculated **only** for peanut records that do **not** contain an RMA Weighted Adjusted Yield.

The Peanut Tool:

- was developed to assist Field Offices in calculating the RMA Weighted Adjusted Yield and Guarantee Basis for peanuts
- is available for download on the SURE Intranet web site. Access the SURE Intranet web site according to subparagraph 652 C.

B Using the Peanut Tool

The following is an example of the Peanut Tool.

Producer Name: Any Producer

Peanut Tool

Phys. St/Co (if not Admin)	Crop Type	Unit	RMA Plan Code	RMA Acres	Adjusted APH Yield	Current RMA Guarantee	RMA Weighted Adjusted Yield	Guarantee Basis
	RUN	201	90	87.10	3802.00	$ 11,878	2,897.99	$ 9,054
	RUN	201	90	51.70	1375.00	$ 3,141	2,897.99	$ 6,620
	SPW	201	90	42.10	850.00	$ 1,407	973.86	$ 1,612
	SPW	201	90	51.30	1075.50	$ 2,168	973.86	$ 1,963
99-999	RUN	101	90	35.80	875.70	$ 1,248	915.88	$ 1,305
99-999	RUN	101	90	62.50	938.90	$ 2,105	915.88	$ 2,053

From SIR, enter data in all yellow cells as follows. All data entered in the Peanut Tool is required with the exception of the physical State and county if it is **not** applicable. Multiple types and/or counties may be loaded in the tool at the same time. The Peanut Tool will calculate the RMA Weighted Adjusted Yield and Guarantee Basis by county/crop/type.--*

***--671 Peanut Tool (Continued)**

B Using the Peanut Tool (Continued)

Label	Definition and Role
Producer Name	Enter the producer's name.
Phys. St/Co (if not Admin)	Enter the physical location for the county if multiple counties are administered in 1 county.
Crop Type	Enter or select the 3-character FSA crop type code. Entry **must** be a valid peanut crop type code.
Unit	Enter the RMA unit number.
RMA Plan Code	Enter the RMA insurance plan code.
RMA Acres	Enter the RMA acres from the "A" (Acreage) Record. Acres will display in hundredths.
Adjusted APH Yield	Enter the adjusted APH yield from the "A" (Acreage) Record. The yield will display in hundredths.
Current RMA Guarantee	Enter the RMA Guarantee Basis in whole dollars.

As each row of data is entered, the RMA Weighted Adjusted Yield and Guarantee Basis will be calculated and displayed in the applicable fields.

C Navigation Buttons

The following provides navigation buttons and functions.

Button	Function
	Click and the "Confirmation for Clearing the Data" box will be displayed. Click either of the following: • "**OK**" to clear the data • "**Cancel**" to return to the tool.
	Print the document.

--*

***--671 Peanut Tool (Continued)**

D Loading Data in the SURE Workbook

After all RMA Weighted Adjusted Yields and Guarantee Basis have been calculated, follow paragraph 303 to combine remaining data as applicable and load the data in the SURE Workbook.

E Printing and Filing Peanut Tool Document

Print the document and file in the producer's program folder.**--***

672-700 (Reserved)

Part 20 * * * 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

*** * *** 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.

*** * ***

701 Web-Based SURE Payment Process (Continued)

C High-Level Overview of the Payment Process

*** * *** The following is a high-level overview of the SURE Payment Process.

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>1</td><td colspan="3">Payment data is recorded and the payment process is triggered.</td></tr>
<tr><td rowspan="4">2</td><td colspan="3">**--System determines the producer level payment amount for the SURE payment.--**</td></tr>
<tr><td>IF the amount is…</td><td>AND a payment was…</td><td>THEN…</td></tr>
<tr><td>greater than $0</td><td></td><td rowspan="2">go to step 3 for the applicable amount recorded.</td></tr>
<tr><td>$0</td><td>previously issued</td></tr>
<tr><td></td><td>not previously issued</td><td>the payment process is discontinued for the applicable payment amount.</td></tr>
<tr><td rowspan="5">3</td><td colspan="3">System reads SCIMS to obtain information for the payment entity.</td></tr>
<tr><td>IF the payment entity is…</td><td>AND the resident alien field is...</td><td>THEN…</td></tr>
<tr><td rowspan="2">an individual</td><td>• “Unknown” or “N/A”
• “Yes”</td><td>go to step 4.</td></tr>
<tr><td>“No”</td><td>the payment entity is not eligible for payment.</td></tr>
<tr><td>any business type other than individual</td><td></td><td>go to step 4.</td></tr>
<tr><td rowspan="4">4</td><td colspan="2">System determines whether there is a SURE payment for the payment entity in NPS.</td></tr>
<tr><td colspan="2">IF a payment…</td><td>THEN…</td></tr>
<tr><td colspan="2">has not already been sent to NPS for the payment entity</td><td rowspan="2">go to step 5.</td></tr>
<tr><td colspan="2">• has been sent to NPS for the payment entity
• is signed</td></tr>
<tr><td></td><td colspan="2">• has been sent to NPS for the payment entity
• is not signed</td><td>• the payment in NPS is canceled and the new payment transaction is processed
• go to step 5.</td></tr>
</table>

***--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 * * * 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 * * * 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 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 * * * SURE benefits.
5	Ensure that all * * * eligibility certifications and determinations have been recorded in the web-based eligibility system according to 3-PL.
6	Ensure that the * * * entity and joint operation files are updated correctly according to 2-PL for the year for producers are seeking benefits.
* * *	* * *
7	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.
8	Ensure that the payment amount calculated through the SURE Workbook is recorded in the web-based SURE payment software according to paragraph 712.

*--703 Authorized Payment Processing

A 2008 SURE Payment Processing

2008 SURE payment processing has been disabled. PECD authorization is required to issue these payments through the online payment web-based application.

To receive authorization to issue a 2008 SURE payment, State Offices shall submit a request through a SharePoint web site. The SharePoint web site provides for the following:

- submitting documentation for the original request
- submitting additional documentation, when applicable
- tracking the status of the request
- obtaining a copy of the authorization or denial
- notifying the applicable National Office Program Specialist of the submitted request.

Note: Although the authorization or denial will be updated to the case documentation on the SharePoint web site by the applicable National Office specialist, the official response will also be e-mailed to SED. and the requesting State program specialist.

B SharePoint Site and User Guide

A User Guide is available for the SharePoint web site. State Offices may access the User Guide according to the following:

- access the SharePoint web site at **https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/payment_auth/default.aspx**

- CLICK "Shared Documents" on the left-hand side and then CLICK "**SharePoint User Guide**"

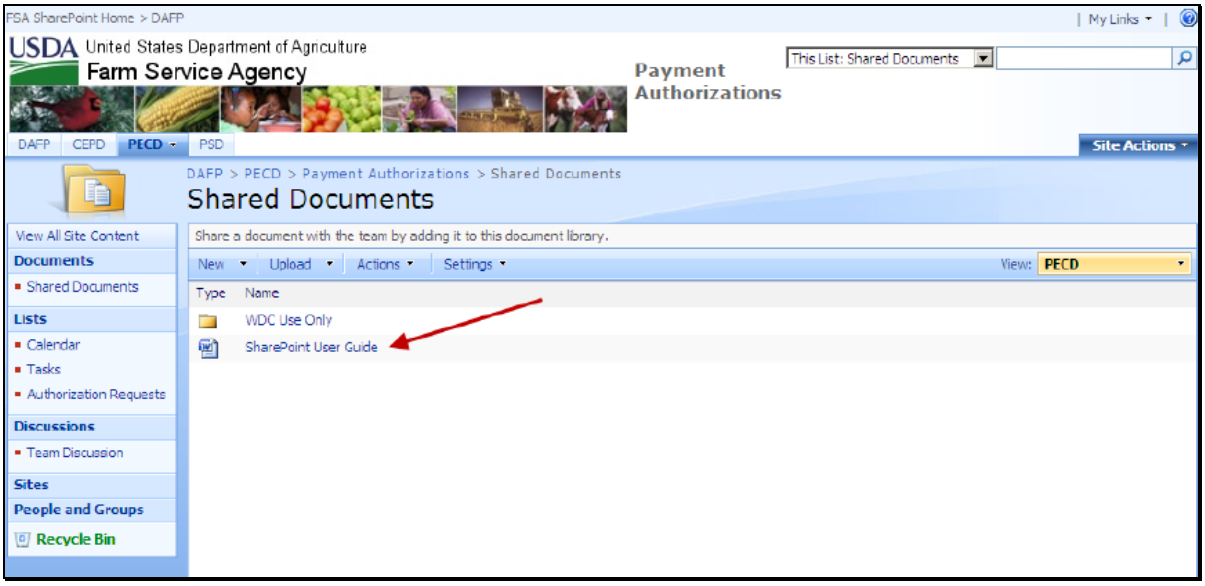
Important: The SharePoint User Guide will provide instructions on how to use the web site effectively, as well as what areas are to be updated and those areas meant for National Office use only.**--***

*--703 Authorized Payment Processing (Continued)

B SharePoint Site and User Guide (Continued)

It is advised that **all** applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint web site is being used as effectively as possible.

The following is an example of the SharePoint User Guide location.



C Authorized Users

State Office specialists who are responsible for SURE have been granted access to the SharePoint web site.

Note: The current distribution lists maintained by PECD will be used to add authorized users to the SharePoint web site.

To request access or to provide State Office specialist personnel changes, the name of the specialist should be provided in an e-mail to **all** of the following:

- **tina.nemec@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov**
- **tracey.smith@wdc.usda.gov**.--*

***--703 Authorized Payment Processing (Continued)**

D Documentation for 2008 SURE Payment Request

The following documentation will be required for 2008 SURE payments that are due the producer, but were not issued before payment software was disabled:

Note: Before uploading the case file to the SharePoint web site, the State Office shall ensure that the updated SURE Workbook has been uploaded to SWIMS according to Part 21.

- explanation about why the 2008 SURE payment was **not** issued before payment software was disabled
- amount requested to be paid
- SIR for the applicable producers
- FSA-682 and FSA-682A, as applicable
- 2008 SURE Payment History Report – Summary for the producer

Reminders: If the producer is a joint operation, Payment History Report – Summary **must** be submitted for **each** member of the joint operation.

Payment History Report – Summary **must** be submitted for **each** combined producer, if applicable.

- 2008 MABDIG for **each**:
  - producer
  - affected member of the joint operation
- 2008 Subsidiary Print for **each**:
  - producer
  - affected member of the joint operation
- other documentation pertinent to the case, such as NAD decisions, FSA-321's, or receivable reports, if applicable.**--***

704 (Reserved)

705 Payment Limitation

A Rule

Producers applying for 2008 SURE payments are subject to person provisions. See 1-PL for additional information.

Producers applying for 2009 and subsequent year SURE benefits are subject to direct *--attribution provisions. See subparagraph 705 D.--*

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 for 2008 only--*
- SURE.

* * *

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. *** * ***

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.

*--D Direct Attribution Provisions

2009 and subsequent year SURE payments are subject to direct attribution provisions according to the following:

- amounts payable to a joint operation or entity will be attributed to the members based on each member's ownership interest in the farming operation

- payment limitation provisions will be applied to the members of joint operations and entities, thereby potentially affecting the payment amount that can be issued to the joint operation or entity.**--***

706 Payment Eligibility

A Introduction

Producers applying for SURE benefits must be in compliance with certain *** * *** 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 2008 Payment Eligibility Requirements

For certification/determination eligibility values, see 9-CM:

- Exhibit 6, subparagraph A for 2008 SURE
- Exhibit 6, subparagraphs B and C for 2009 SURE and future years.--*

*** * ***

--

707 Funds Control

A eFunds Accounts

***--**The following eFunds accounts have been established for the SURE program:

- Account 2746 - 2009-2011 Original SURE
- Account 2762 - 2008 Original SURE (Authorized)
- Account 2763 - 2008 Stimulus SURE (Authorized).

Note: Account 2754 - Stimulus is no longer active.

B State Office Access to the eFunds Application

SURE eFunds allotments are maintained at the national level. Therefore, allocation to State or County Offices is not required. State Office employees may be able to view SURE eFunds accounts, but can no longer move funds within the eFunds accounts.

The National Office will advise the State Office if the national allocation is exhausted and once additional funds are received.

Notes: When eFunds are exhausted, SURE payments will appear on the Insufficient Funds Report. See 9-CM, Part 5.**--***

* * *

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:

- ***--**"XXSURETF", for SURE payments
- "XXSURERA", for stimulus payments (2008 only).--*

C Bankruptcy

SURE *** * *** 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.

708 Financial System Provisions (Continued)

E Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs. The SURE payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed FSA-682
- date information was provided to FSA by RMA
- date policy decision was made increasing the amount payable to the producer, such as the decision to include the comparison of the CC payment yield when determining the SURE yield
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-502
  - CCC-526
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to compute or process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.

* * *

709, 710 (Reserved)

711 * * * SURE Web-Based Software

A Introduction

*--An automated application process is **not** available, therefore, the amounts calculated through the SURE 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://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Under Production Adjustment & Disaster Programs, CLICK "**SURE Payment Process**".

Note: Internet Explorer shall be used when accessing the SURE Payment Process.--*

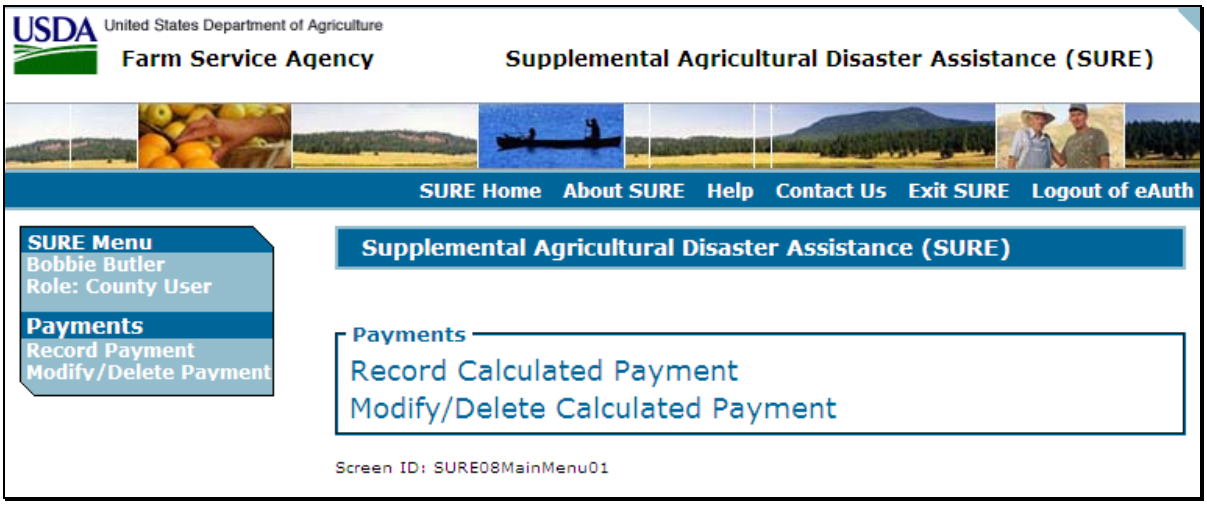
Users will be prompted to login through the USDA eAuthentication Login Screen. On the USDA eAuthentication Login Screen, users **must**:

- 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 * * * SURE * * * payment process.
*--



--*

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

The following provides the steps for recording SURE payment amounts.
*--

Step	Action	Result
1	On the Select Program Year Page, select the applicable program year and CLICK "Continue" to continue the process.	The SURE Payment Main Menu will be displayed.
2	On the SURE Payment Process Main Menu, CLICK "Record Calculated Payment".	The SCIMS Search Page will be displayed.
3	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.
4	On Record Calculated Payment Page, users shall record the amount computed by the SURE Workbook process. 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.
5	On the Record Calculated Payment Confirmation Page, CLICK "Confirm" to record the payment amounts entered. **Note**: See paragraph 714 for additional information.	The SURE Payment Main Menu will be redisplayed.

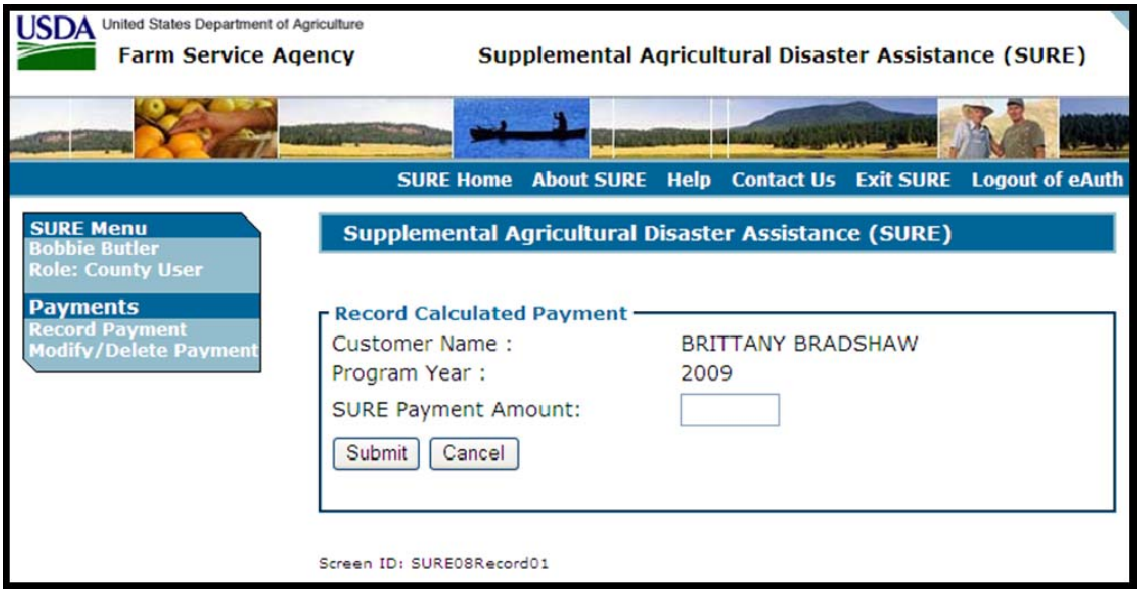
--*

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.

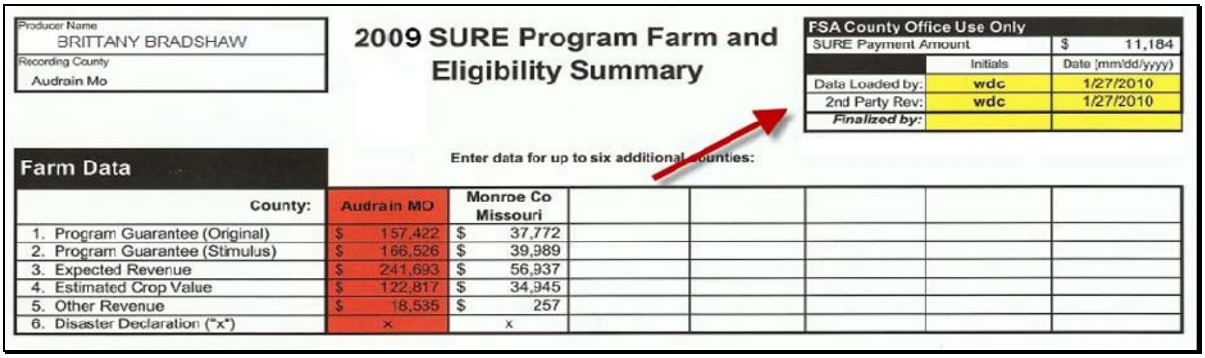
*--



--*

B Information from the SURE Workbook

Calculated payment amounts from the 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

2009 SURE Program Farm and Eligibility Summary

FSA County Office Use Only		
SURE Payment Amount		$ 11,184
	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 Select Program Year and Record Calculated Payment Pages.

Option	Action
"Submit"	Continues the process of recording SURE payment data after the amount has been recorded in the "SURE Payment Amount" field.
"Cancel"	Discontinues the process and returns to the SURE Payment Process Main Menu **without** updating the payment amount.--*

D Error Messages

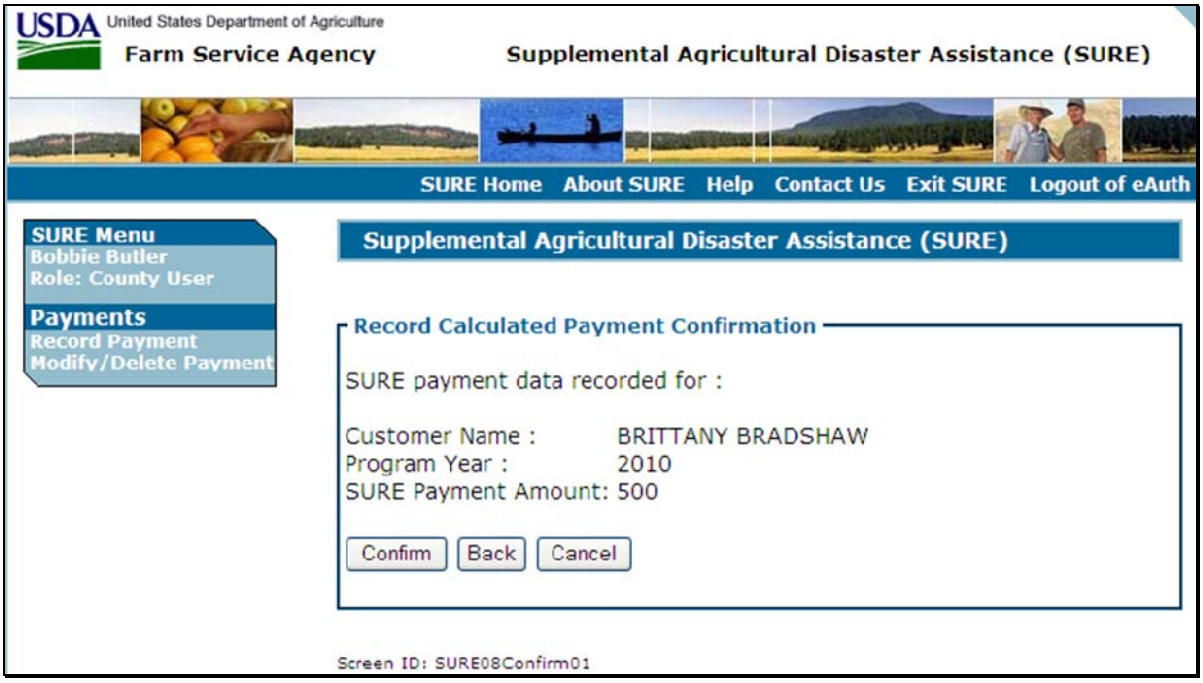
The following error messages may be displayed depending on the data recorded.

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. * * * • 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.
--SURE payment amount cannot be 0 for this year. Please enter a value greater than 0.--	User attempted to record $0 in each payment amount field. If the calculated payment amounts from the SURE Workbook is $0 for the SURE payment, * * * 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 Payment Process Main Menu 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 Payment Process Main Menu **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 Payment Process Main Menu, CLICK "Modify/Delete Calculated Payment".

Note: 2008 SURE payments cannot be modified or deleted. See paragraph 703.--*

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	*--After selecting the program year, CLICK "Modify/Delete Calculated Payment" on the SURE Payment Process Main Menu.--*	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 Payment Process Main Menu will be redisplayed.--*

D Deleting Payment Amounts

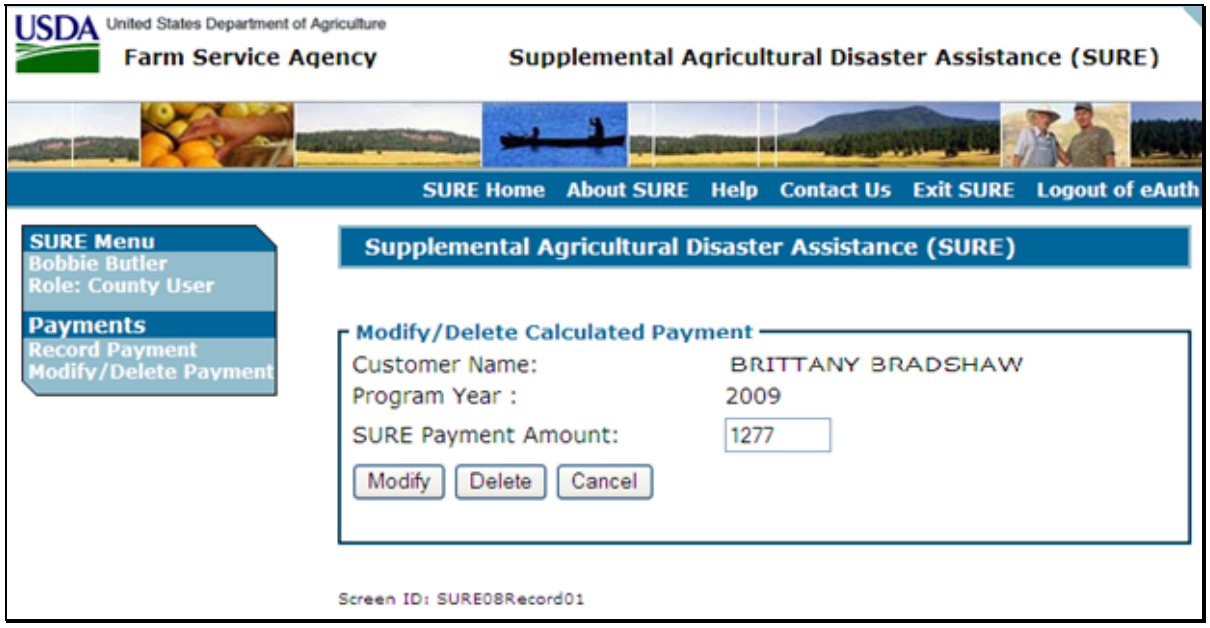
This table provides the steps for deleting SURE payment amounts.

Step	Action	Result
1	*--After selecting the program year, CLICK "Modify/Delete Calculated Payment" on the SURE Payment Process Main Menu.--*	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 Payment Process Main Menu 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 the SURE payment amount.
"Delete"	Deletes the previously recorded SURE payment data.
"Cancel"	Discontinues the process and returns to the SURE Payment Process Main Menu **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.

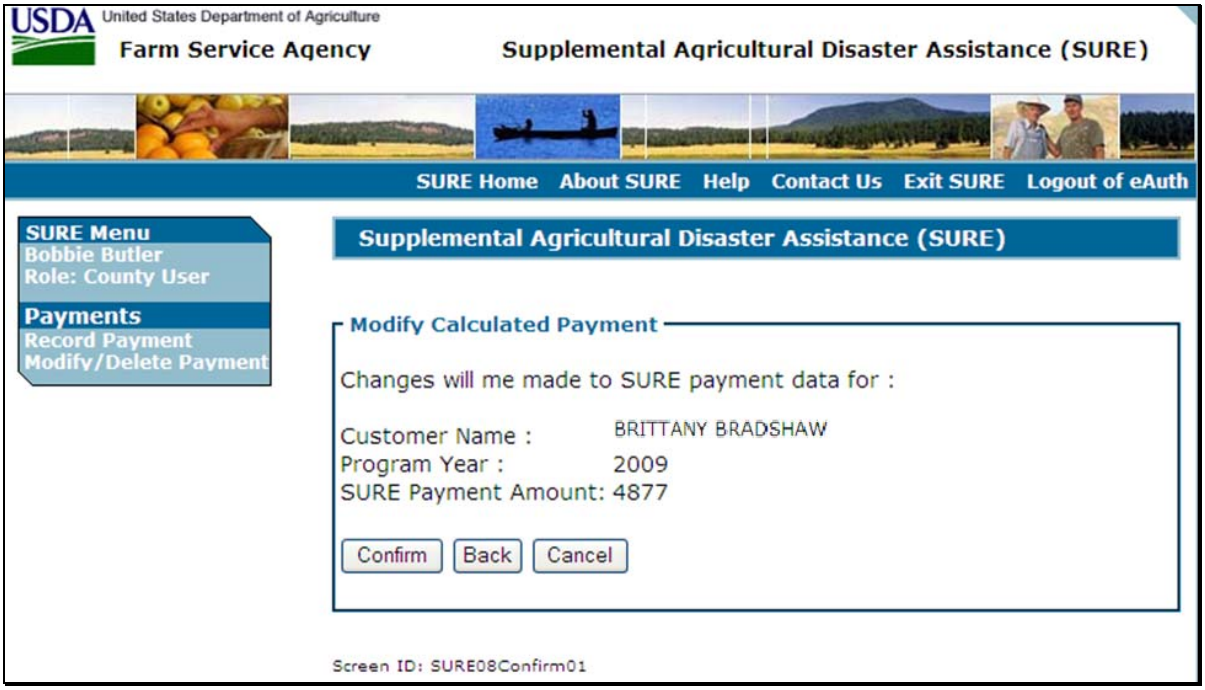
Error Message	Description of Problem	Corrective Action
You are not authorized to modify or delete payment requests for the recording county of producer (producer name).	User attempting to modify or delete the SURE payment data is not an authorized user for the producer's designated recording county.	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

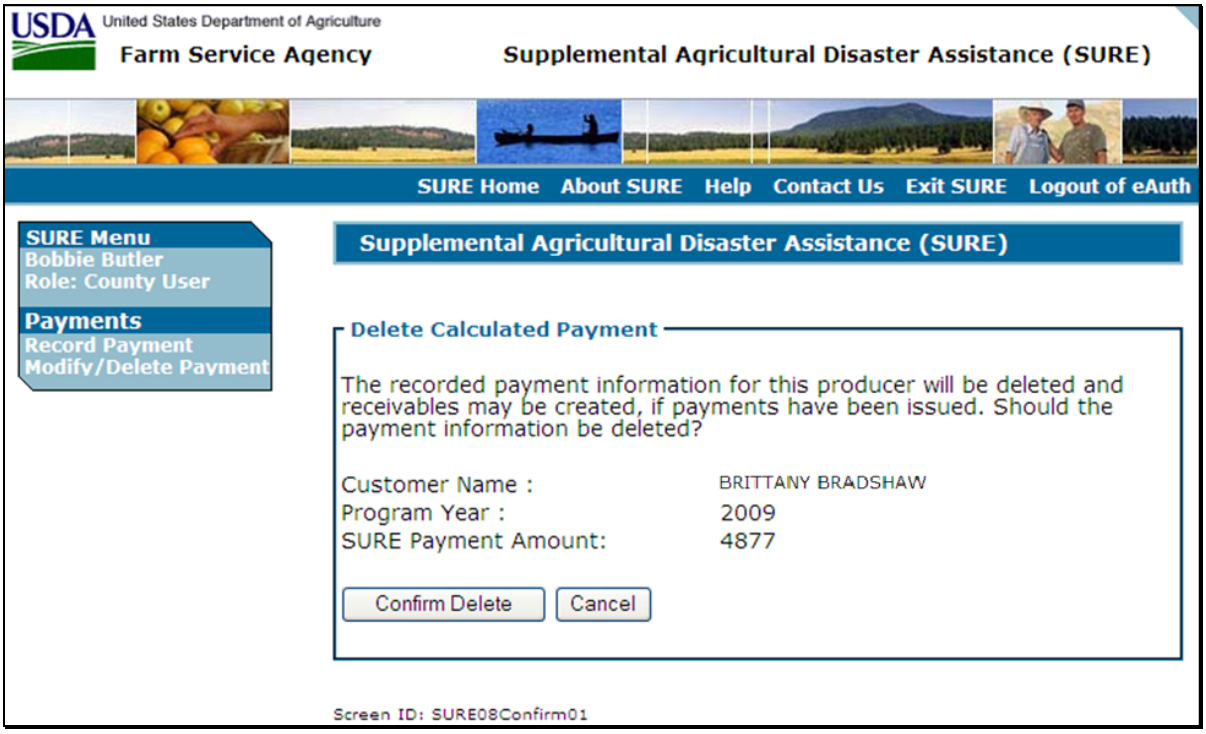
The following options are available on the Modify Calculated Payment Confirmation Page.

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 Payment Process Main Menu **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 Payment Process Main Menu **without** updating the payment amounts.--*

719 Handling Overpayments

A Introduction

The SURE Payment Process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include:

- *** * *** SURE Payment Process where payment amounts from the SURE Workbook are recorded
- subsidiary system including data about eligibility, combined producer, and entity file data
- SCIMS.

If something changes in any of these systems, the SURE Payment Process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

--Note:** 2008 SURE overpayments are handled manually. See subparagraph F.**--

B Transferring Overpayment Amounts to NRRS

For any overpayment amount calculated as $1 or greater, the system will automatically transfer the overpayment to NRRS. Users do **not** have the option of "holding" the overpayment to correct a condition that caused an erroneous overpayment to be computed.

Warning: * * * The system is integrated with other systems, therefore, it is critical that County Offices do **not** make unnecessary changes to producer information that could cause an overpayment to be computed. County Offices are required to update the system properly, but removing flags or deleting data to "trigger" the system to function could worsen the situation.

C Handling Debts Less than $100

County Offices shall follow 58-FI for handling receivables less than $100.

*--719 Handling Overpayments (Continued)

D Debt Basis Codes

The system automatically assigns the debt basis code to the receivable when it is transferred to NRRS, based on the type of condition that generated the overpayment. The following are the debt basis codes used for SURE payments.

IF the reason the payment entity/member is overpaid is because of…	THEN the discovery/debt basis reason sent to NRRS is…
payment eligibility because of fraud	10-423.
payment limitation issues	10-426.
payment eligibility, except fraud	10-427.
prior payments exceed the current payment	10-428.

E Charging Interest

Interest shall be charged on receivables from the date the original payment was disbursed if COC determines the producer is ineligible because of the following reasons:

- producer signed to information on FSA-682 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following:
  - "person" determination requirements not being met
  - certification to AGI provisions
  - violation of conservation compliance provisions
  - violation of controlled substance provisions
- producer knowingly adopted a scheme or device that tended to defeat the purposes of the SURE Program.**--***

719 Handling Overpayments (Continued)

E Charging Interest (Continued)

Interest shall **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would not have had reason to know was invalid, such as the calculation of the **RMA Guarantee Basis**
- FSA National, State, or County Office erred
- producer voluntarily refunds the payment that was issued and COC has not determined that the producer is ineligible.

Note: Software does not currently support charging interest from the date of disbursement. Any receivable established is sent to NRRS with the current system date. If the receivable is not repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC determines that the producer is ineligible and interest should be charged from the date of disbursement:

- County Offices shall contact their State Office for assistance
- State Offices shall contact OBF for guidance.

*--F Overpayment Processing for 2008 SURE Payment Request

The overpayment processing for 2008 SURE is a manual process. If an overpayment is determined for a 2008 SURE payment, County Offices must establish a manual receivable using the Common Receivables Function in the Accounting application.

County Offices shall follow instructions in 64-FI to establish the manual receivable.**--***

720 (Reserved)

Section 4 Payment Reports

721, 722 (Withdrawn--Amend. 24)

*--723 SURE Payment Reports

A Reports

SURE Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas so information about these reports are accessed from the Common Payment Report System. See 9-CM, paragraph 52 for complete instructions on accessing the Common Payment Report System.

The following SURE Payment reports are available from the Common Payment

- Submitted Payments Report
- Submitted Overpayments Report
- Pending Overpayments Report
- Nonpayment/Reduction Report
- Insufficient Funds Report
- Payment History Report – Summary
- Payment History Report – Detail Report

Note: The Payment History Report – Summary is the only report available for 2008 SURE Payments.**--***

723-800 (Reserved)

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*--Part 21 SWIMS

801 Accessing Software

A Basic Information

SWIMS is:

- designed to provide an automated process to manage the storage and retrieval of the SURE Workbook .xml files

- a shared database accessible to a limited number of all FSA National, State, and County Office employees.

B Overview

A producer's recording county shall be responsible for uploading the recording county SURE Workbook .xml file and all associated nonrecording county SURE Workbook .xml files for that producer. This does not include incomplete or withdrawn workbooks, according to subparagraph 802 A.

The recording county shall also be responsible for resolving errors associated with any of the SURE Workbooks for that producer according to subparagraphs 803 F and 806 F.

Note: The recording county, in this case, is the county that made or would have made the SURE payment in the applicable program year.

C Accessing SWIMS

Access the SWIMS Home Page from the FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Under "Production Adjustment and Disaster Programs", CLICK "**SWIMS**".

Note: Internet Explorer shall be used when accessing the SWIMS software.**--***

***--801 Accessing Software (Continued)**

D USDA eAuthentication

After users click "SWIMS Login", the USDA eAuthentication Warning Screen will be displayed. CLICK "**I Agree**" to proceed or "**Cancel**" to end the process.

The eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK "**Login**".

The SWIMS Import SURE Workbook XML File Screen will be displayed.

E Identifying SWIMS Users

SWIMS access is limited to:

- 2 County Office employees per county
- 2 State Office employees per State.

To grant or revoke access, the State Office must submit the following to the National Office:

- State and county code
- State abbreviation
- county name
- office phone number
- e-mail address
- location (State or County Office)
- user type (employee)
- eAuthentication user ID
- action (remove, modify, or add user).**--***

*--802 Preparing Files for SWIMS

A Incomplete SURE Workbook XML Files

There are many incomplete SURE Workbook .xml files and many hours of data entry was used to create these workbooks. However, because the producer did not complete the application process, the files are incomplete.

Some SURE Workbook .xml files are incomplete because SURE applications were initiated, but **not** signed by the producer.

Incomplete files do **not** include SURE Workbook .xml files that:

- are currently being processed or awaiting data to finalize the application
- were completed and signed, but earned a zero payment.

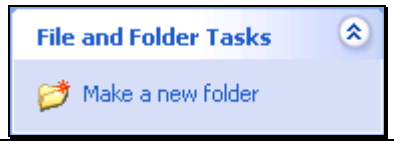
Notes: If:

- the incomplete SURE Workbook .xml files are available, they shall be maintained

- County Offices did not maintain the incomplete SURE Workbook .xml files, the National Office does not expect these files to be recreated.

B Creating a Subfolder

County Offices shall save and maintain the incomplete 20XX SURE Workbook .xml files, by creating a subfolder within the "S:\Service_Center\FSA\20XX_SURE" folder. This subfolder shall be named, "Incomplete". The following provides instructions for creating the subfolder.

Step	Action
1	Navigate to S:\Service_Center\FSA\20XX_SURE.
2	CLICK "**File and Folder Tasks**" and "**Make a New Folder**". 
3	A new folder will be displayed named, "New Folder".
4	Rename this "New Folder" to "**Incomplete**".

Note: Under **no** other conditions, unless instructed by the National Office, shall subfolders be created within the "S:\Service_Center\FSA\20XX_SURE" folder structure.**--***

*--802 Preparing Files for SWIMS

C Moving the XML Files

After the “Incomplete” subfolder has been created, the user shall move the SURE Workbook .xml files considered incomplete, according to subparagraph A, to the “Incomplete” folder.

The incomplete SURE Workbook .xml files, in the “Incomplete” folder will **not** be imported into SWIMS.

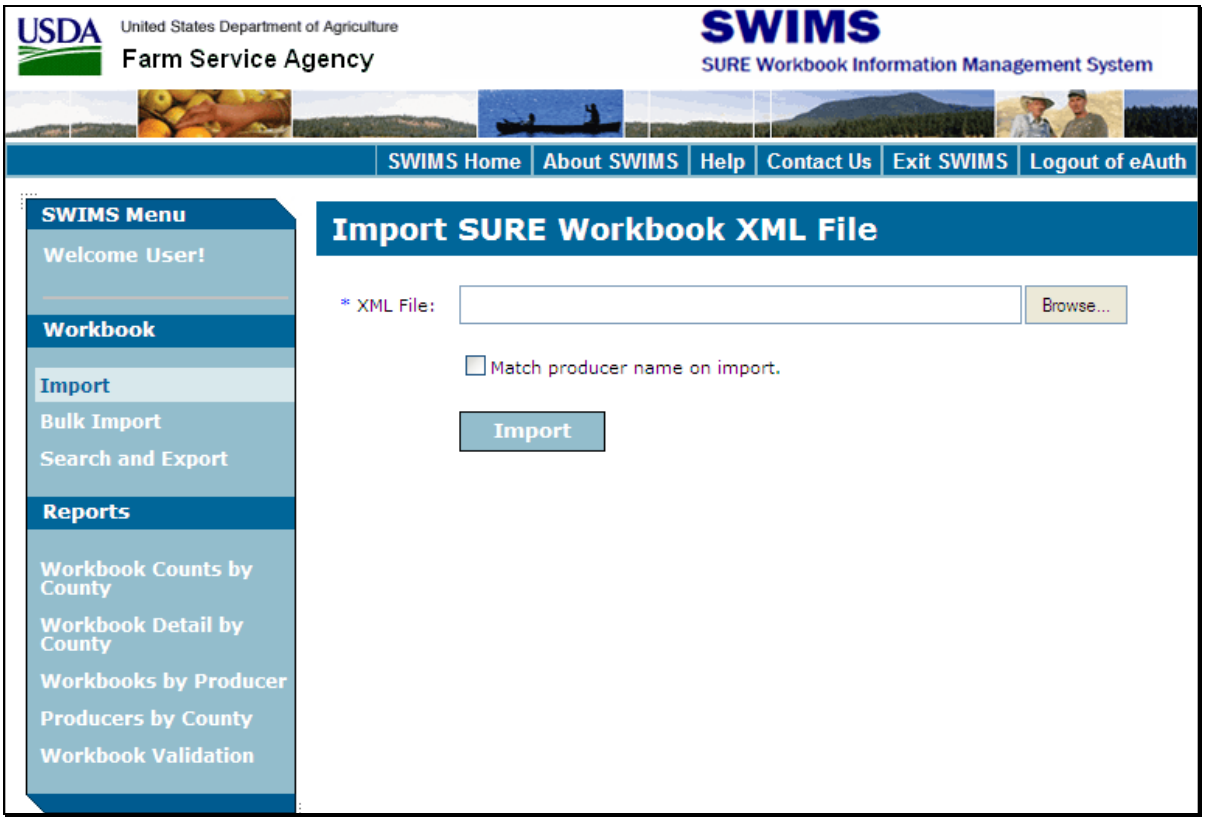
803 Import SURE Workbook XML File

A Overview

After users are logged in and have been authenticated, the Import SURE Workbook XML File Screen will be displayed that allows users to import a single SURE Workbook .xml file. See subparagraph 801 B.

B Example of Import SURE Workbook XML File Screen

The following is an example of the Import SURE Workbook XML File Screen.

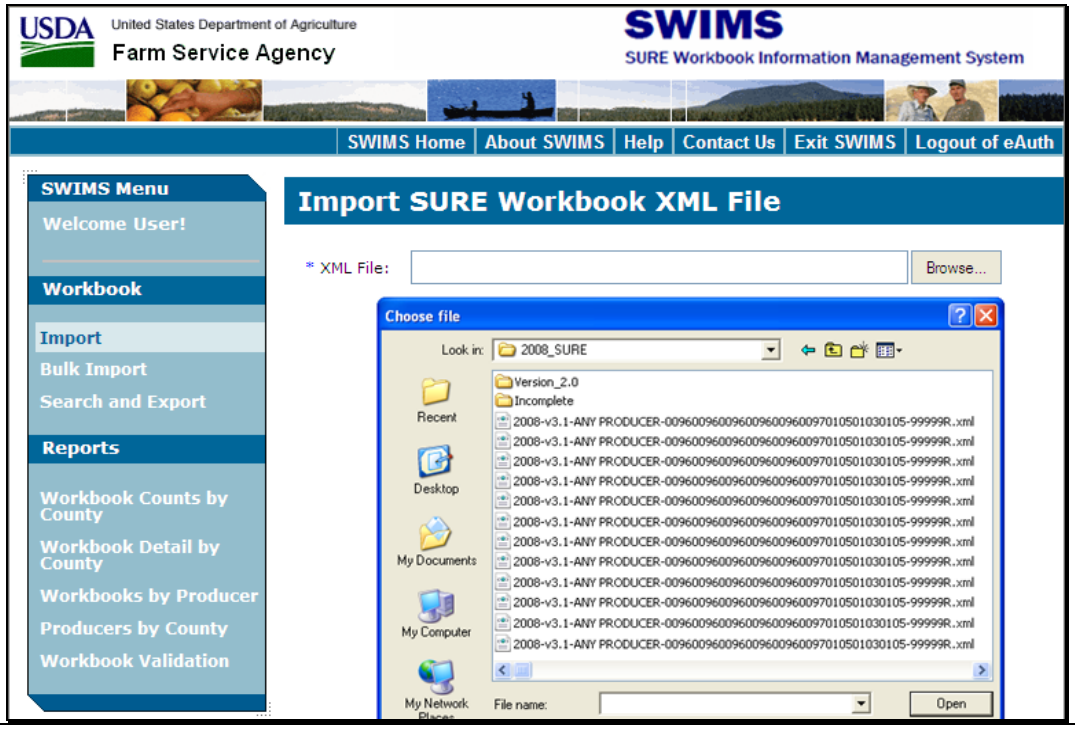


--*

803 Import SURE Workbook XML File (Continued)

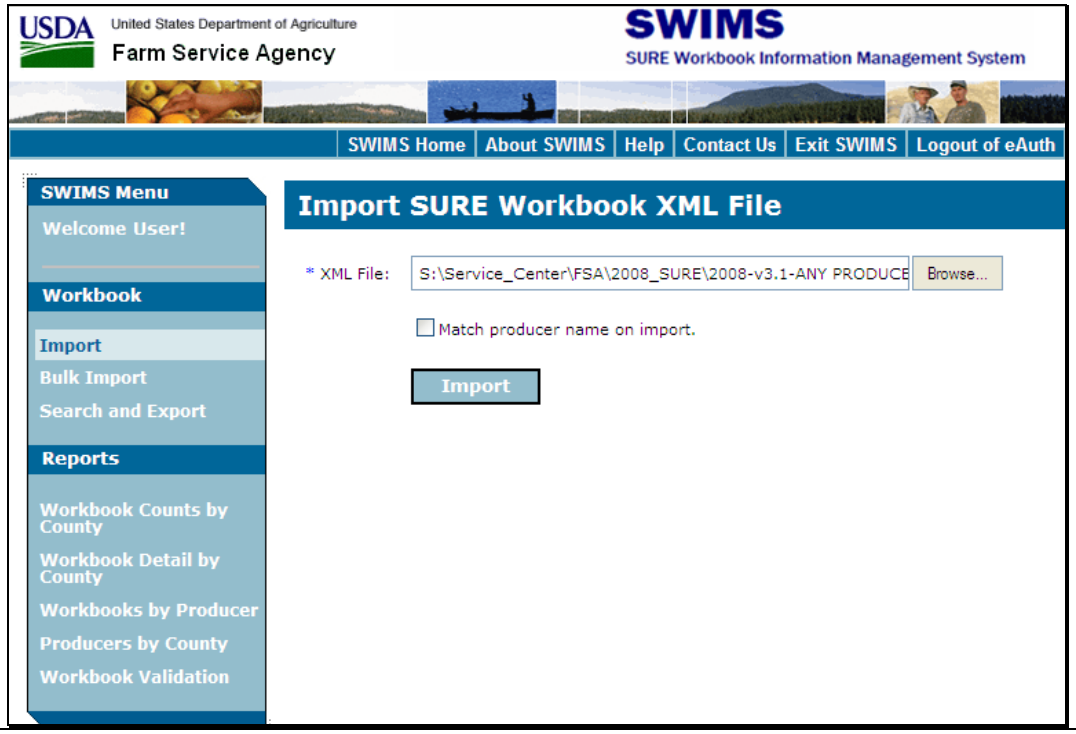
C Importing a Single SURE Workbook XML File

Import a single SURE Workbook .xml file into SWIMS according to the following.

Step	Action
1	To import a single .xml file, on the Import SURE Workbook XML File Screen, CLICK "**Browse**".
2	The Choose File dialog box will be displayed. Navigate to the "**S:\Service_Center\FSA\20XX_SURE**" folder.
3	The user shall **select the file** to import according to subparagraph 801 B and CLICK "**Open**". The following is an example of the Choose File dialog box. 
4	After the user clicks "Open" on the "Choose File" dialog box, the "XML File" field will populate with the name of the file selected.
5	The option to match producer name on import is available by checking (✓) the box for "**Match producer name on import**". **Note:** If the option to match producer name is **not** selected, then SWIMS will search for duplicates in the system based on TIN and TIN type **only**. Selecting the option to match by producer name upon import shall be used in the case of workbooks that have exceeded the 100 line limit, where the tax ID number and State and county code is the same but the producer name has been deliberately made different. See ***--**subparagraphs 515 C, 575 C, 614 C, and 664 C. Selecting this option prompts**--*** SWIMS to search for duplicate workbooks by TIN, TIN type, and producer name, and prevents overwriting workbooks.

*--803 Import SURE Workbook XML File (Continued)

C Importing a Single SURE Workbook XML File (Continued)

Step	Action
6	The user shall CLICK "**Import**". 
7	After the user clicks "Import", either the Import Successful Screen or Import Failed Screen will be displayed. If import: • was successful, proceed to step 8 • failed, see subparagraphs E and F. **Note:** If a message window is displayed with the following message, "The workbook with matching crop year, state/county code and producer already exist in the system. Do you want to replace the existing workbook?", see subparagraph G.
8	CLICK "**Import Another Workbook**" to return to the Import SURE Workbook XML File Screen.

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*--803 Import SURE Workbook XML File (Continued)

D Import Successful Screen

If the import was successful, the Import Successful Screen will be displayed with the following data populated by the SURE Workbook .xml file that the user imported.

Field/Button	Description
A message stating the import was successful.	Workbook was successfully imported.
"XML File"	.xml file name.
"Crop Year"	SURE program year.
"State/County"	State and county code, county name, State name, and recording county indicator.
"Producer Name"	Name of the producer.
"TIN"	TIN, ID type, and multi-county indicator.
"Data Loaded By"	Initials and date of the employee that data loaded the workbook.
"Reviewed By"	Initials and date of the employee that 2nd party reviewed the workbook.
"Finalized By"	Initials and date of the employee that finalized the workbook.
Workbook by Producer TIN (X)	This table lists all of the workbooks that have been loaded into SWIMS for this producer, nationwide, matched by TIN. In parentheses is the count of workbooks for this producer, nationwide, that have been loaded into SWIMS.
State County Code	State and county code.
Recording County	"Yes" or "No".
Producer Name	Name of the producer.
Import Date	Date the .xml file was imported into SWIMS.

The following is an example of the Import Successful Screen.

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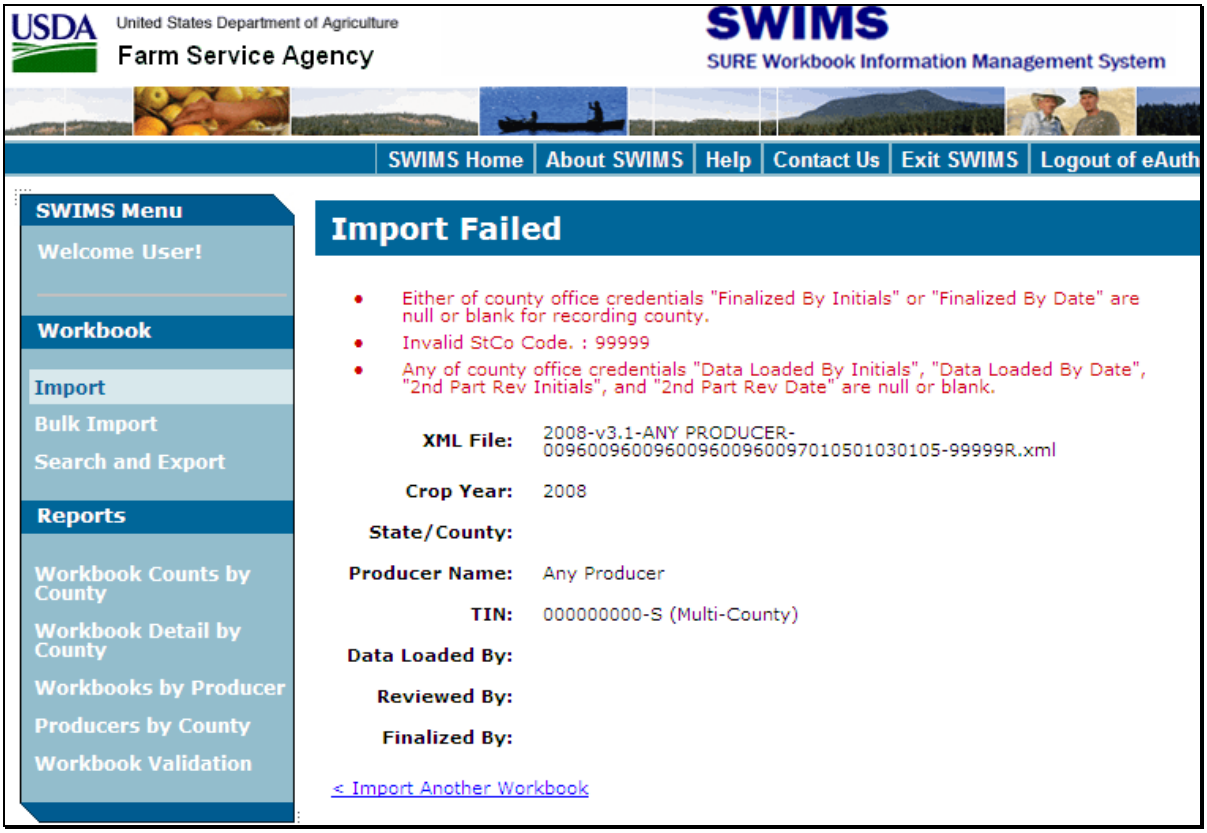
*--803 Import SURE Workbook XML File (Continued)

E Import Failed Screen

If the import was unsuccessful, SWIMS will display the Import Failed Screen. Users shall resolve the errors displayed according to subparagraph F.

The following is an example of the Import Failed Screen.



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803 Import SURE Workbook XML File (Continued)

F Error Messages

Users shall resolve the error messages displayed on the Import Failed Screen according to the following.

Error Message	Reason	Resolution
Invalid StCo Code.: 00-000	State and county code combination is not found in 1-CM. Not a valid State and county code combination.	• Retrieve the 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X • Re-enter the valid State and county code without a dash. • Save to file. • Re-import 20XX SURE Workbook .xml file into SWIMS.
	If the State and county code is in 1-CM, the code contains a dash that must be removed before import.	
Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Party Rev Initials", and "2nd Party Rev Date" are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Enter applicable initials according to *--subparagraphs 516 H, 576 H, 615 H, and 665 H.--* • Save to file. • Re-import 20XX SURE Workbook .xml file into SWIMS.
Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.	On Farm Summary of the recording county workbook, the finalized by initials and date are missing.	

Invalid XML File Format	There is some missing or invalid data in the workbook.	• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.
		• Check for missing or invalid entries in:
		  • Producer Name
		  • TIN.
		  Note: The file must be a 20XX SURE Workbook .xml.
		• Save to file.
		• Re-import 20XX SURE Workbook .xml file into SWIMS.

803 Import SURE Workbook XML File (Continued)

F Error Messages (Continued)

Error Message	Reason	Resolution

Invalid TIN Type	The TIN type in the Basic Producer Information on data entry is missing or invalid.	• Retrieve the 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.
		• Check for missing or invalid entries in:
		  • Producer Name
		  • TIN.
		• Save to file.
		• Re-import 20XX SURE Workbook .xml file into SWIMS.

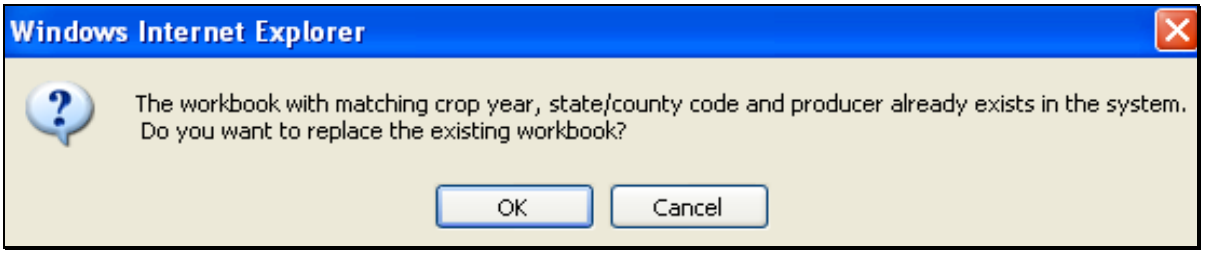
Invalid State/County Code in Farm Summary	A summarized nonrecording county workbook has an invalid State/county code on the Farm Summary page.	• Retrieve the nonrecording county 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Save to file. • Re-summarize nonrecording and recording county 20XX SURE Workbooks according to *****--subparagraphs 516 D, 576 D, 615 D, and 665 H.--***** • Re-import nonrecording and recording county 20XX SURE Workbook .xml files into SWIMS.

***--803 Import SURE Workbook XML File (Continued)**

G Duplicate Workbooks

After the user selects "Import", if a message window is displayed with the following message, "The workbook with matching crop year, state/county code and producer already exists in the system. Do you want to replace the existing workbook?", then a duplicate workbook for the same year, State and county code, and producer already exists in the SWIMS database.

The following is an example of the Windows Internet Explorer message window.



CLICK:

- "**OK**" to replace the workbook that is already in SWIMS with the workbook that the user is attempting to load
- "**Cancel**" to keep the workbook that is already in SWIMS and to cancel the upload of the workbook that the user is attempting to load.**--***

*--804 Bulk Import

A Overview

The bulk import option allows users to import multiple SURE Workbook .xml files, according to subparagraph 801 B, by uploading a compressed file. Before using the Bulk Import option, the user must create a compressed file according to subparagraph B.

B Creating a Compressed File

To use the Bulk Import option, the user will first have to compress the files in the "S:\Service_Center\FSA\20XX_SURE" folder. Complete the following to compress the files.

Step	Action
1	Navigate to the "S:\Service_Center\FSA\20XX_SURE" folder
2	Select all of the files to be bulk imported into SWIMS according to subparagraph 801 B. **Note:** To select multiple files, single left click the first file until it is highlighted, scroll down pressing the "**Ctrl**" key while selecting each file to import according to subparagraph 801 B.

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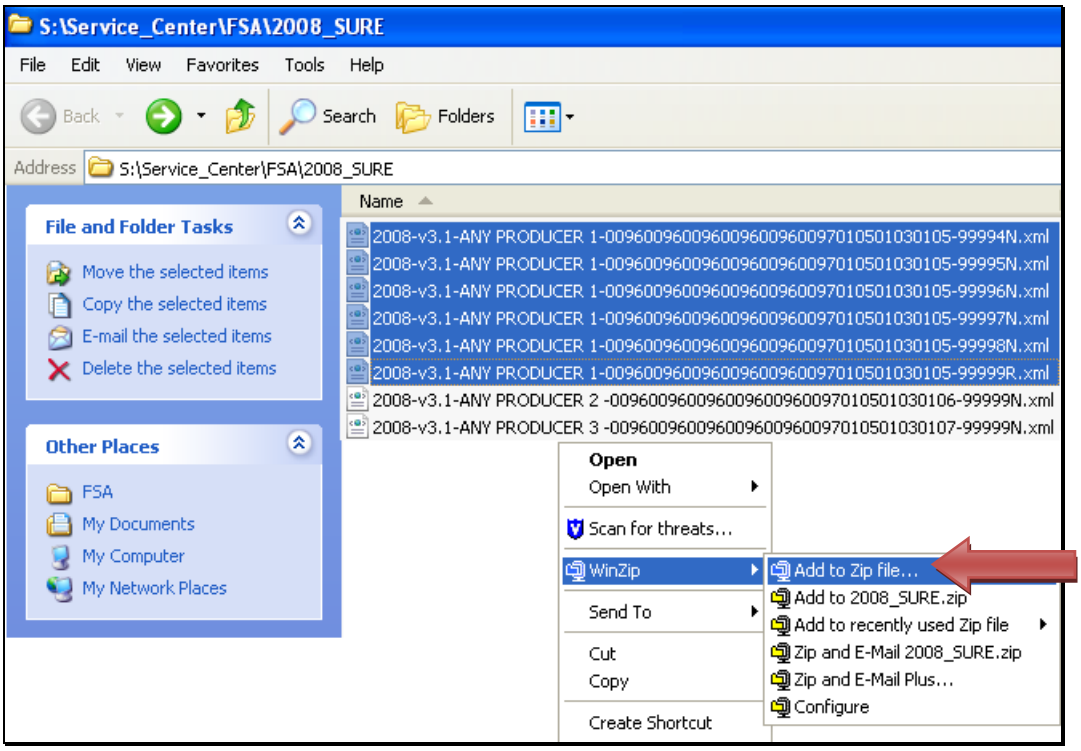
*--804 Bulk Import (Continued)

B Creating a Compressed File (Continued)

Step	Action
3	Right click the selected group of files, left CLICK "**WinZip**", and left CLICK "**Add to Zip file…**".  In this example, county 99999 is the recording county for Any Producer 1. The user in county 99999 will import Any Producer 1's recording and nonrecording county workbooks. County 99999 is also the nonrecording county for Any Producer 2 and Any Producer 3. County 99999 will not import these workbooks according to subparagraph 801 B.

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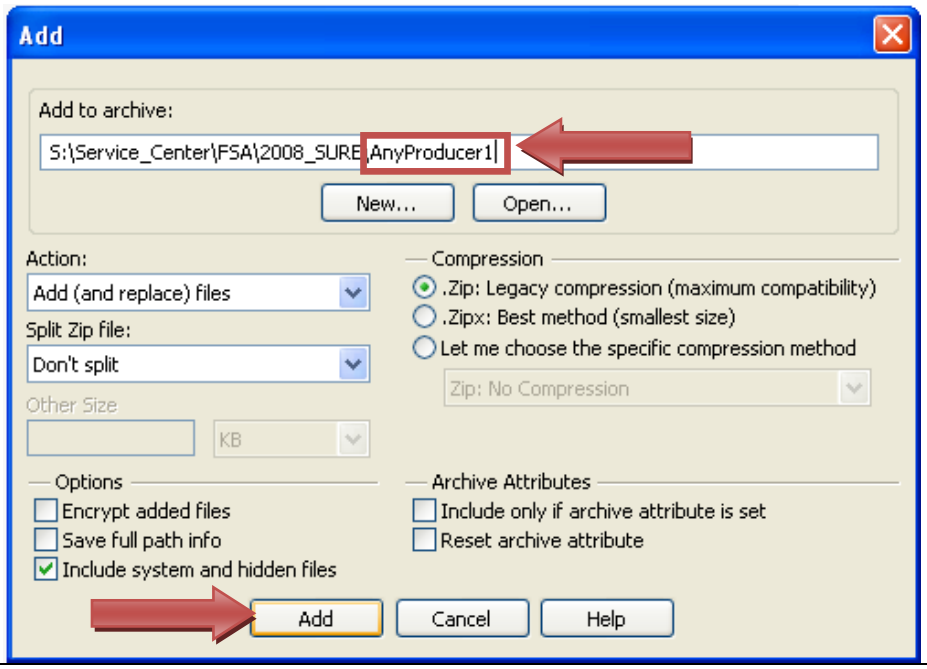
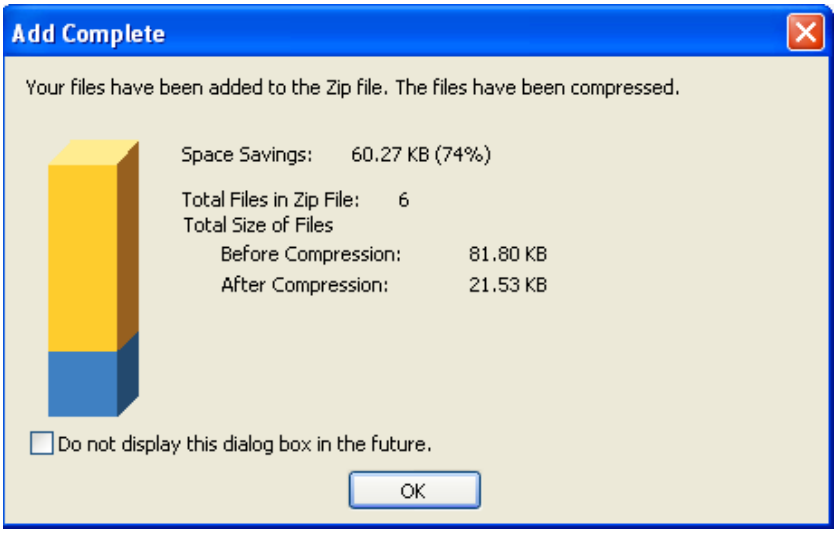
***--804 Bulk Import (Continued)**

B Creating a Compressed File (Continued)

Step	Action
4	An Add dialog box will be displayed. In the "Add to archive:" field, "S:\Service_Center\FSA\20XX_SURE" will pre-populate. Add a unique file name to this. In this example, "AnyProducer1". Use default settings as depicted and CLICK "**Add**". 
5	After the user selects "Add", an Add Complete dialog box will be displayed, CLICK "**OK**".  **Note:** The user may choose to check (□) "Do not display this dialog box in the future."

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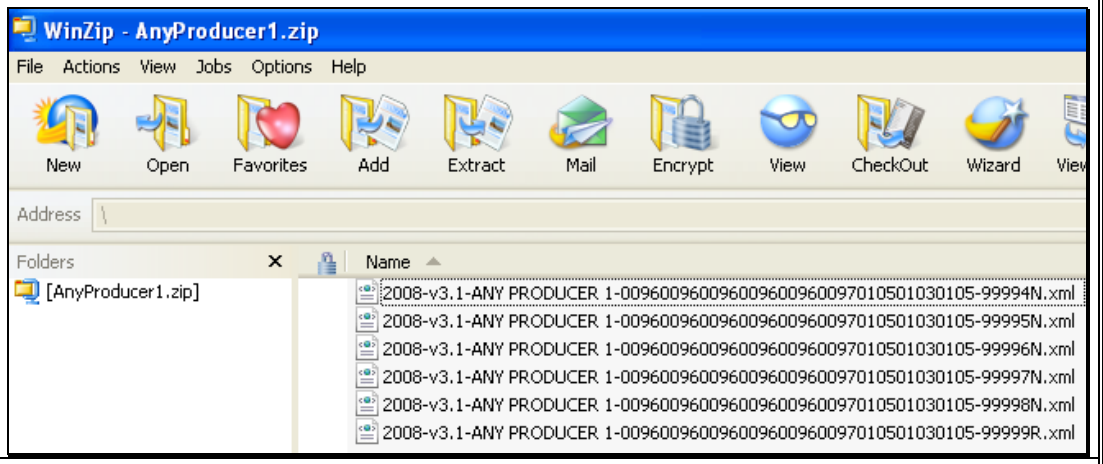
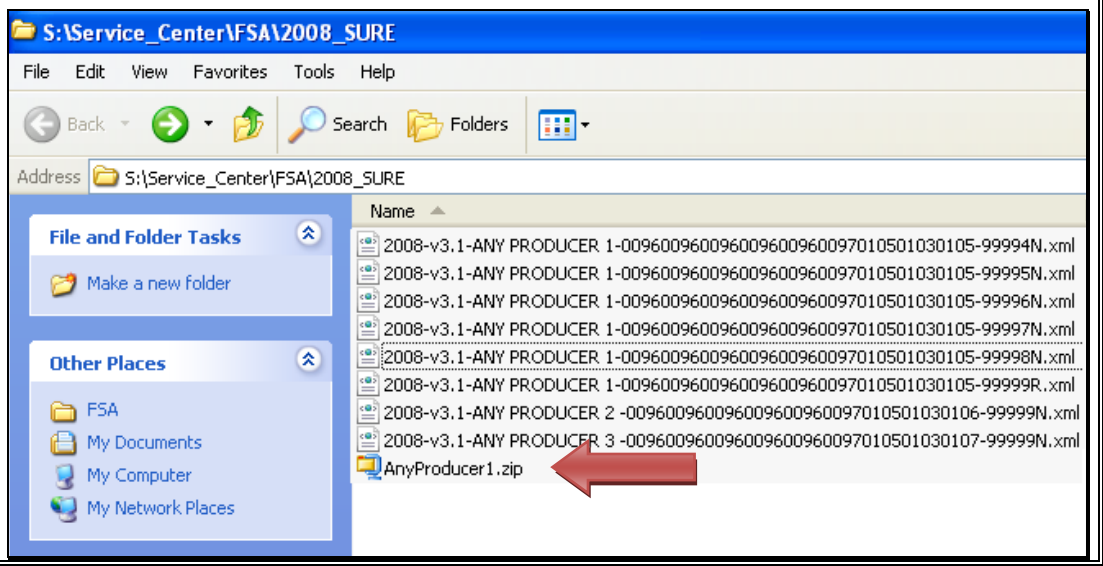
*--804 Bulk Import (Continued)

B Creating a Compressed File (Continued)

Step	Action
6	After the user clicks “OK”, a WinZip window will be displayed. 
7	The user may close the WinZip window.
8	Within the “S:\Service_Center\FSA\20XX_SURE” folder, the compressed file just created will be displayed. 

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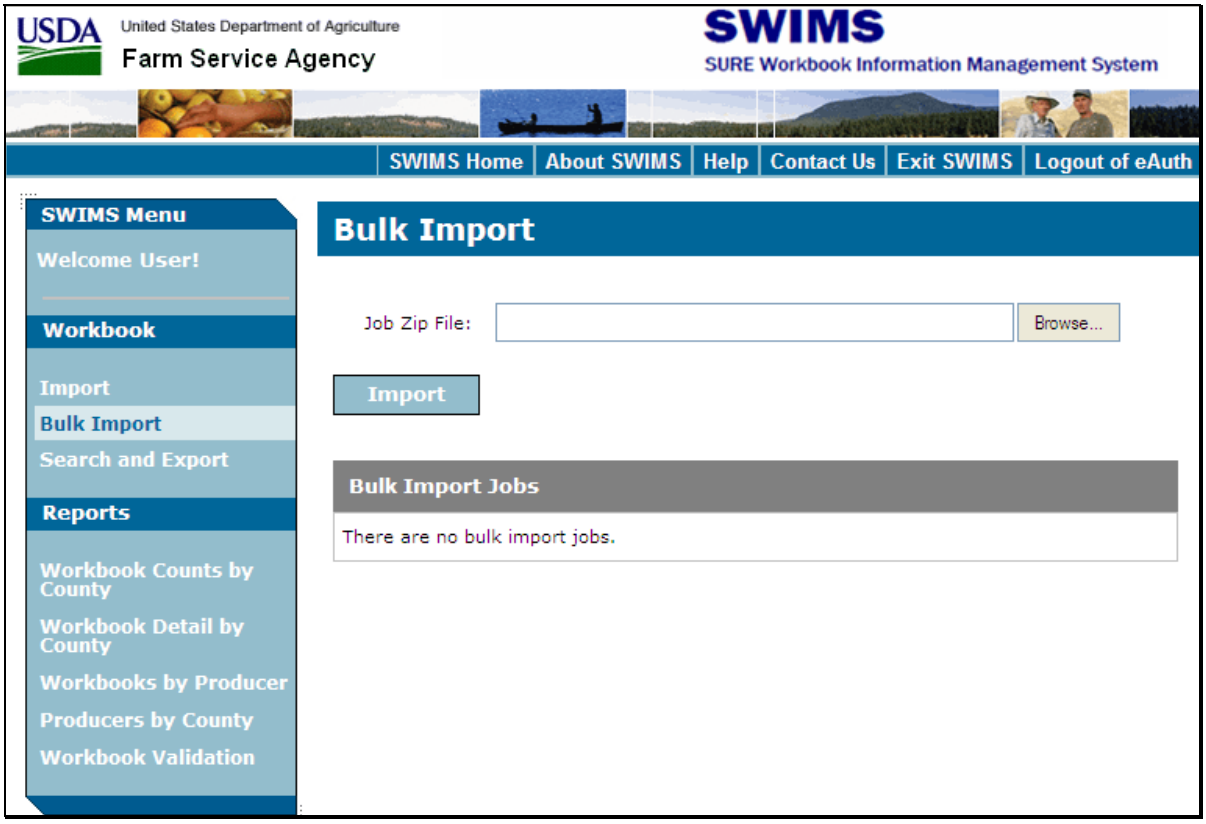
*--804 Bulk Import (Continued)

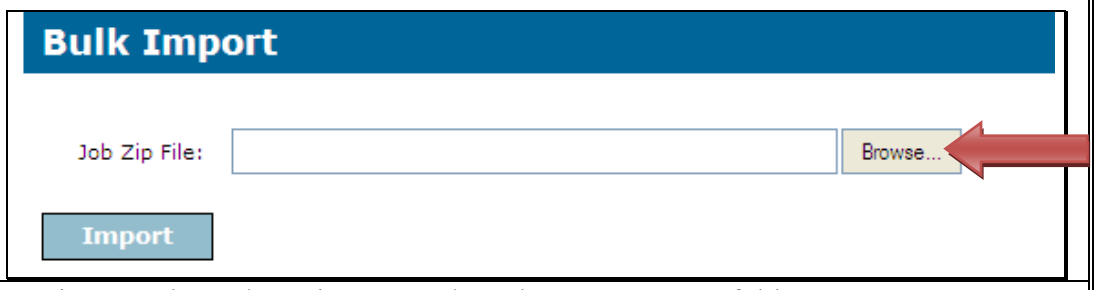
C Importing a Compressed File

After the user has created a compressed file according to subparagraph B, the file is ready to be imported into SWIMS, using the Bulk Import option.

From the left margin, CLICK "**Bulk Import**". The Bulk Import Screen will be displayed.

The following is an example of the Bulk Import Screen.



Step	Action
1	On the Bulk Import Screen, CLICK "**Browse**". 
2	Navigate to the "S:\Service_Center\FSA\20XX_SURE" folder.

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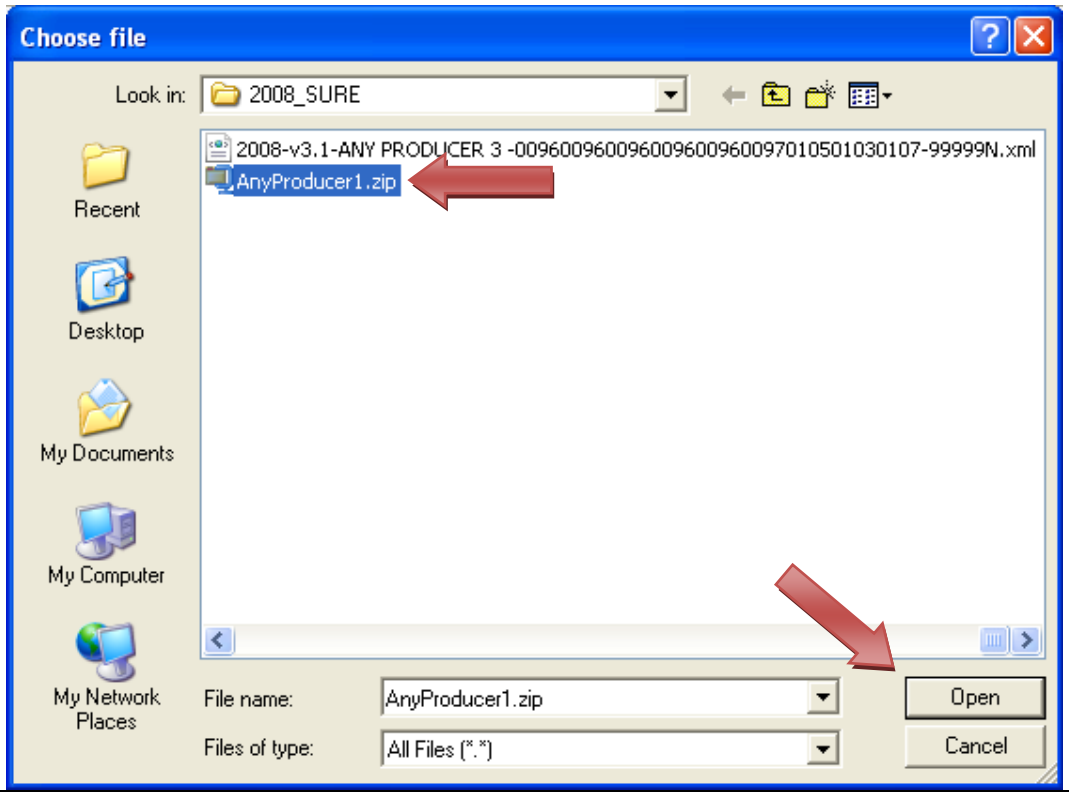
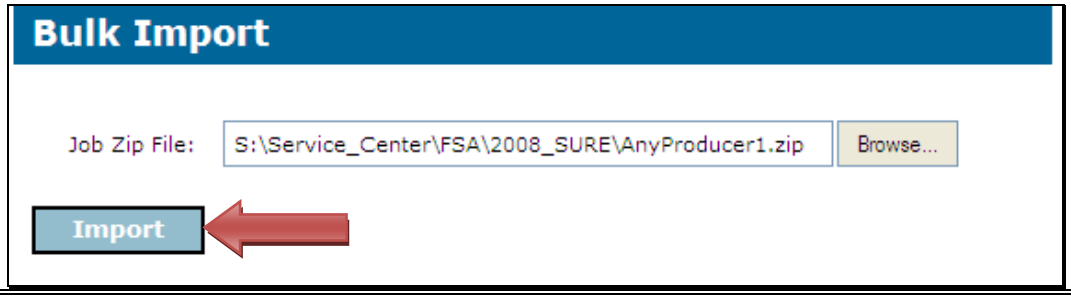
*--804 Bulk Import (Continued)

C Importing a Compressed File (Continued)

Step	Action
3	Select the compressed file created using the instructions in subparagraph C and CLICK "**Open**". 
4	On the Bulk Import Screen, CLICK "**Import**". 

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*--804 Bulk Import (Continued)

C Importing a Compressed File (Continued)

Step	Action
5	Upon import, the Bulk Import Jobs table may indicate a status of "Not Started" or "Processing". **Bulk Import Jobs** File Name | Submitted Date ▼ | Total No. of files | No. of files not imported | Status | Error Report 2008_SURE_99999.zip | 5/2/2011 | 0 | 0 | Not started **Note:** If the Bulk Import Jobs table needs refreshed, CLICK "**Status**". Do **not** click the "Refresh" button the browser, as it will only replicate the jobs, slowing down the system.
6	SWIMS features an e-mail notification system. The user that imported the compressed file will receive an e-mail when the import is complete. The following is an example of the e-mail notification. ******* SWIMS Notification Message ******* User The bulk import job you submitted has completed. Job File Name: AnyProducer1.zip Submitted Date: 5/25/2011 Number of files added or updated: 0 Number of files not imported: 6 Total number of files in job: 6 To see the bulk import error report, login to SWIMS by clicking here. **Questions or Concerns?** Contact the EMSO Help Desk by e-mail at FSA.EMSO@wdc.usda.gov or by phone at 202-690-2256.
7	When the user receives the e-mail that the bulk import job is complete, the user may return to SWIMS and review the bulk import job and the status report. **Bulk Import Jobs** File Name | Submitted Date ▼ | Total No. of files | No. of files not imported | Status | Status Report AnyProducer1.zip | 5/25/2011 | 6 | 6 | Completed | View Report
8	The user may delete the compressed file from the "S:\Service_Center\FSA\20XX_SURE" folder After the Bulk Import Jobs Status is displayed as "Completed".

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*--804 Bulk Import (Continued)

D Bulk Import Jobs Table

After a user has completed importing a compressed file, the Bulk Import Jobs table will be displayed.

Bulk Import Jobs

File Name	Submitted Date	Total No. of files	No. of files not imported	Status	Status Report
AnyProducer1.zip	5/25/2011	6	6	Completed	View Report

Field/Button	Description
File Name	File name of the compressed file that was uploaded.
Submitted Date	Date the compressed file was uploaded.
Total No. of Files	Total number of files contained within the compressed file that was uploaded.
No. of files not imported	Total number of files contained within the compressed file that was uploaded that did **not** import successfully into SWIMS.
Status	"Not Started", "Processing", or "Completed".
Status Report	User shall CLICK "**View Report**" to resolve errors. **Note:** If the user clicks, "View Report" and the following message is displayed, "The file you are trying to open, 'JobErrorReport[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?", CLICK "**Yes**". Microsoft Office Excel The file you are trying to open, 'JobErrorReport[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now? Yes No Help

Note: Users shall resolve all errors on the Bulk Import Status Report **before** attempting to resolve errors on the Workbook Validation Report.**--***

***--804 Bulk Import (Continued)**

E Status Report

After the user has clicked "View Report", the report will open in an Excel document and the following information will be displayed.

Field/Button	Description
Bulk Import Status Report	Title.
FSA Internal Use Only: This report shall not be distributed	Disclaimer stating that the report shall not be shared with anyone that is **not** an FSA employee.
Job File Name	Name of the compressed file that was uploaded.
Submitted Date	Date the compressed file was uploaded.
User	Name of the user that uploaded the compressed file.
Number of files added or updated	Number of SURE Workbook .xml files successfully imported.
Number of files not imported	Number of SURE Workbook .xml files that did **not** import.
Total number of files in job	Total number of SURE Workbook .xml files in the compressed file that was uploaded.
Job Status	"Not Started", "Processing", or "Completed".
Report Generated On	Date the report was created.
File Name	Name of the SURE Workbook .xml file.
Status	"Updated", "Failed to Import", or "Added".
Message	Message about the status of the import. See subparagraph F.

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*--804 Bulk Import (Continued)

E Status Report (Continued)

The following is an example of the Bulk Import Status Report.

Bulk Import Status Report

FSA Internal Use Only: This report shall not be distributed.

Job File Name: AnyProducer1.zip

Submitted Date: 6/29/2011

User: User

Number of files added or updated: 0

Number of files not imported: 6

Total number of files in job: 6

Job Status: Completed

Report Generated On: June 29, 2011

File Name	Status	Message
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99994N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99994N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99995N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99996N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99996N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99997N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99997N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99998N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99998N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99999R.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960096009701050103010 5-99999R.xml	Failed to import	Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.

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804 Bulk Import (Continued)

F Status Report – Messages

Resolve messages on the Bulk Import Status Report according to the following.

Message	Reason	Resolution
Workbook successfully replaced an existing workbook.	The workbook imported was a duplicate and replaced a workbook already in database.	Not applicable.
Invalid StCo Code.	State and county code combination is **not** found in 1-CM. Not a valid State and county code combination.	• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Re-enter the valid State county code without a dash. • Save to file. • Re-import SURE Workbook .xml file into SWIMS.
	If the State and county code is in 1-CM, then the code contains a dash that must be removed before import.	
Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Party Rev Initials", and "2nd Party Rev Date" are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	• Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Enter applicable initials according to *****--subparagraphs 516 H, 576 H, 615 H, and 665 H.--***** • Save to file. • Re-import SURE Workbook .xml file into SWIMS.
Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.	On Farm Summary of the recording county workbook, the finalized by initials and date are missing.	

Invalid TIN Type	The TIN type in the Basic Producer Information on data entry is missing or invalid.	• Retrieve the 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X.
		• Check for missing or invalid entries in:
		  • Producer Name
		  • TIN.
		• Save to file.
		• Re-import 20XX SURE Workbook .xml file into SWIMS.

*--805 Search and Export

A Overview

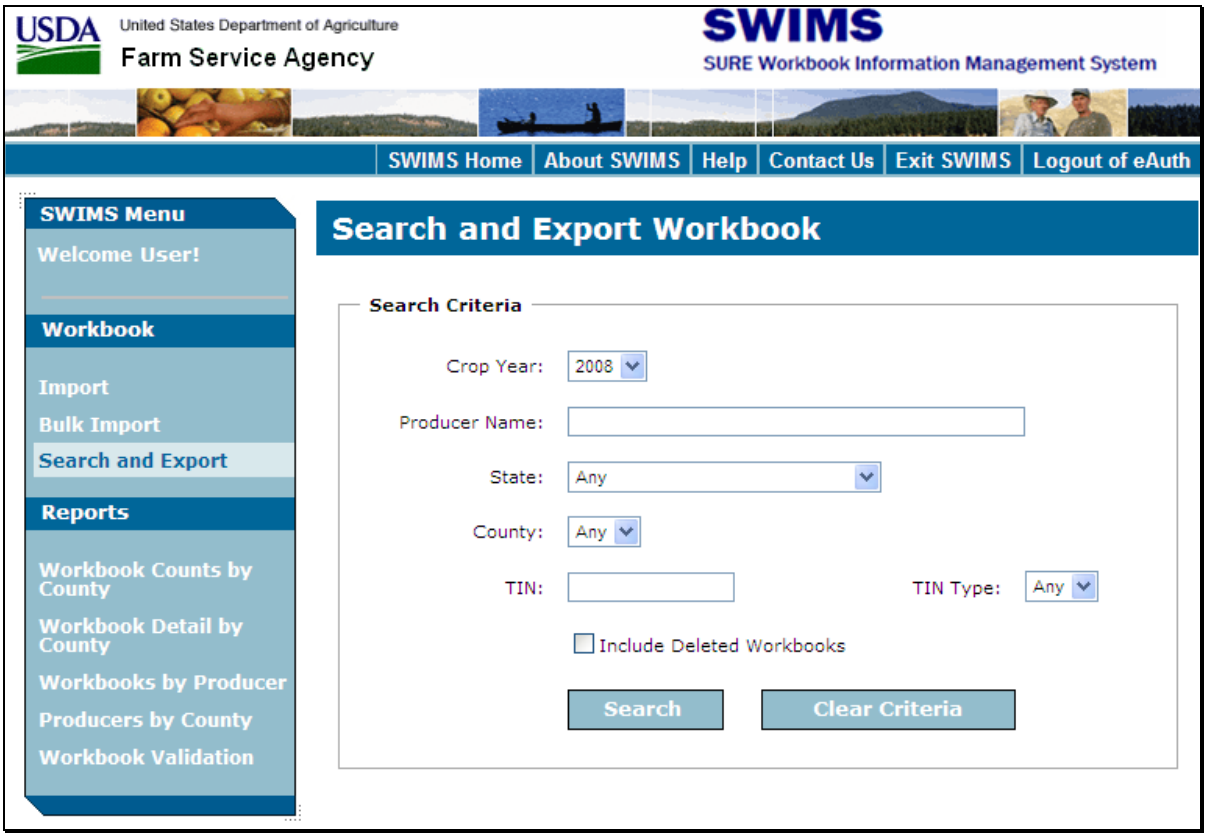
The Search and Export Screen allows users to find a single SURE Workbook .xml file from the SWIMS database, to save and retrieve into the workbook template to make additions/corrections and for summarization into the recording county workbook.

Search and Export also allows users to delete SURE Workbook .xml file from the SWIMS database and to restore deleted SURE Workbook .xml file to the SWIMS database.

From the left margin, CLICK "**Search and Export**". The Search and Export Workbook Screen will be displayed.

B Example of Search and Export Workbook Screen

The following is an example of the Search and Export Workbook Screen.



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*--805 Search and Export (Continued)

C Searching and Exporting a Single SURE Workbook XMLFile

To search for a SURE Workbook .xml file for export, users may enter **any** of the following search criteria:

- Crop Year
- Producer Name
- State
- County
- TIN
- TIN Type.

The option to search for workbooks that have been deleted from SWIMS is available by clicking the check box "Include Deleted Workbooks".

After the desired search criteria has been entered, the user shall CLICK "**Search**".

SWIMS will display a table that lists the workbooks that match the criteria entered.

The following is an example of the Search and Export Workbook Screen with the displayed search results.

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***--805 Search and Export (Continued)**

C Searching and Exporting a Single SURE Workbook XML File (Continued)

The Search and Export Workbook Screen will display the search results with the following information.

Field/Button	Description
Producer Name	CLICK "**Producer Name**" to sort the table by producer name.
(x) Errors (if applicable)	If validation errors are found within the workbook, the number of errors will be displayed in parentheses. User may place their cursor over "Errors" and a box will be displayed, with the error messages listed. See subparagraph 803 F to resolve errors. **Note:** If no validation errors are found within the workbook, this will not be displayed.
State and County Code	CLICK "**State County Code**" to sort the table by State and county code.
Recording County	"**Yes**" or "**No**". CLICK "**Recording County**" to sort the table by recording county (yes) and nonrecording county (no).
TIN	CLICK "**TIN**" to sort the table by TIN.
Export	CLICK "**Export**" to download the SURE Workbook .xml file, save to "S:\Service_Center\FSA\20XX_SURE" folder structure, and make applicable changes, if necessary.
Delete/Restore	CLICK "**Delete**" to delete the SURE Workbook .xml file from SWIMS. **Note:** There is no confirmation message when "Delete" is selected. If a workbook is inadvertently deleted, the user may search for the SURE Workbook .xml file by choosing the option to "Include Deleted Workbooks" in the search criteria. CLICK "**Restore**" to restore the SURE Workbook .xml file in SWIMS.

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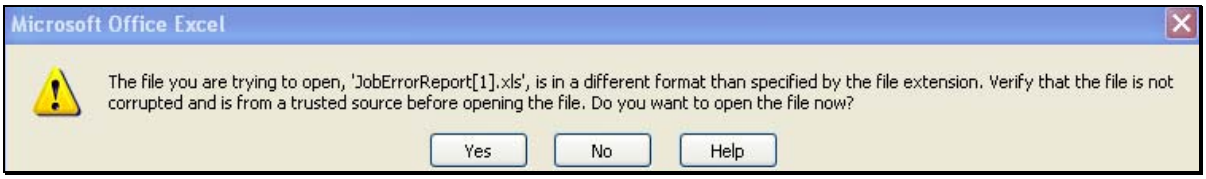
*--806 Reports

A Overview

There are multiple reports available in SWIMS. In the left hand margin, under "Reports", CLICK 1 of the following reports:

- Workbook Counts by County
- Workbook Detail by County
- Workbooks by Producer
- Producers by County
- Workbook Validation.

When opening these reports, users may receive the message, "The file you are trying to open, 'JobErrorReport[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?". CLICK "**Yes**".



Note: These reports shall **not** be distributed, because they are for FSA Internal Use **Only**. These reports may be saved, e-mailed, and printed. Any report that contains PII **must** be encrypted **before** e-mailing. Modifications to the report can be made. For example, column widths may be changed for more efficient printing, or additional columns may be added for remarks to be typed into the report. Modifications to the pre-populated data in the report shall **not** be changed.--*

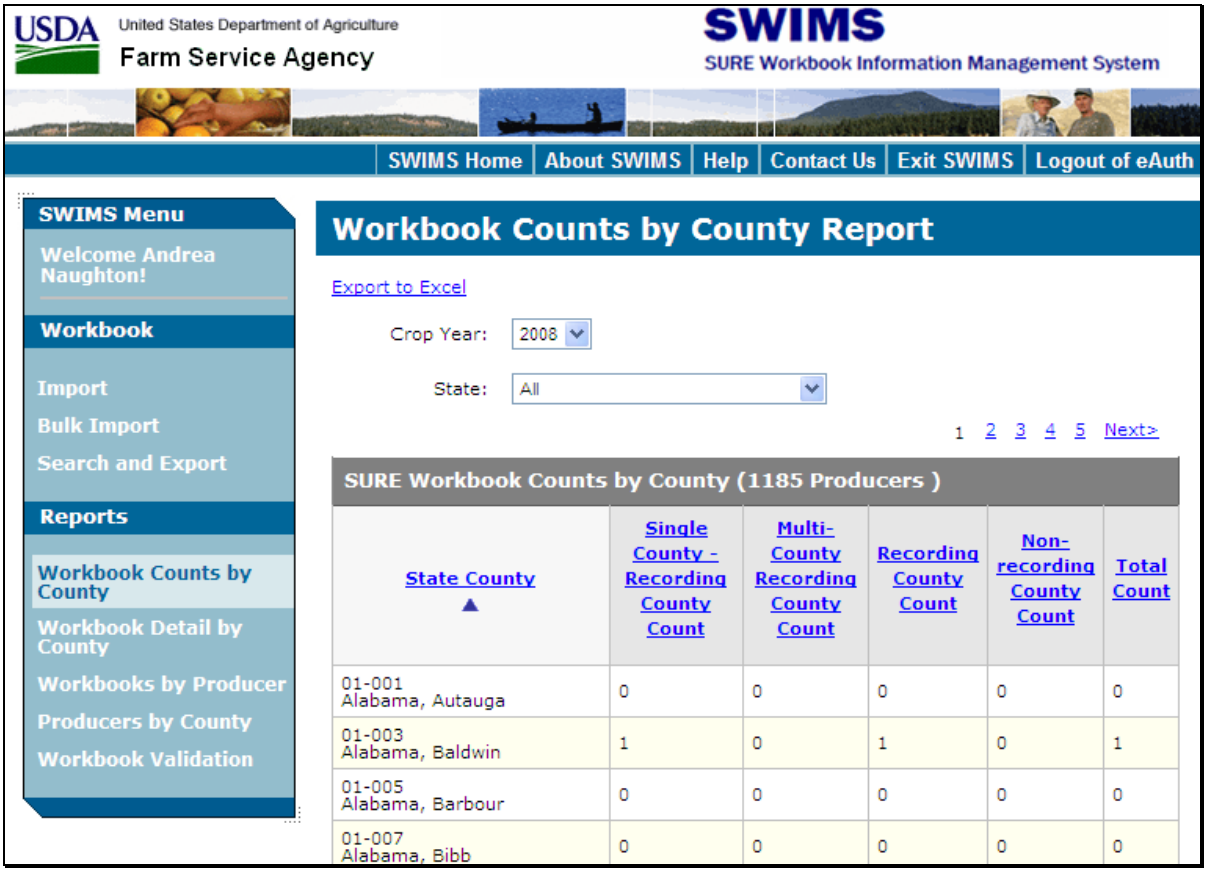
*--806 Reports (Continued)

B Workbook Counts by County

The Workbook Counts by County Report will provide the total number of workbooks in the following categories.

Field/Button	Description
State and County	State and county for which the workbooks have been loaded.
Single County - Recording County Count	Number of recording county workbooks where the producer is only in 1 county.
Multi-County Recording County Count	Number of recording county workbooks where the producer is in multiple counties.
Recording County Count	Number of recording county workbooks.
Non-Recording County Count	Number of nonrecording county workbooks.
Total Count	Total number of workbooks that have been imported into SWIMS for this State and county.

The Workbook Counts by County Report can be generated by crop year and State and can be exported to Excel by clicking "Export to Excel".



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*--806 Reports (Continued)

C Workbook Detail by County

The Workbook Detail by County Report will provide a report in Excel format by crop year, State, and county of specific details from within each of the workbooks, for a county or all counties that have been imported into SWIMS.

Field/Button	Description
Producer Name	Name of the producer.
State County Code	State and county code.
State	State name.
County	County name.
Recording County	“Yes” or “No”.
Multi-County	Multiple or single.
SDA/LR/BF	SDA/Limited Resource/Beginning Farmer: “Yes” or “No”.
Data Loaded By	Data loaded by initials.
Data Loaded Date	Data loaded by date.
Reviewed By	2nd party review initials.
Reviewed Date	2nd party review date.
Finalized By	Finalized by initials.
Finalized Date	Finalized by date.
Created By	Name of the user that first imported the SURE Workbook .xml file.
Creation Date	Date the SURE Workbook .xml file was created.
Last Updated By	Name of the user that last uploaded the SURE Workbook .xml file.
Last Updated Date	Date the SURE Workbook .xml file was last uploaded.
Last Downloaded By	Name of the user that last downloaded the SURE Workbook .xml file.
Last Download Date	Date the SURE Workbook .xml file was last downloaded.
Last Deleted By	Name of the user that last deleted the SURE Workbook .xml file.
Last Deletion Date	Date the SURE Workbook .xml file was last deleted.
Last Restored By	Name of the user that last restored a deleted SURE Workbook .xml file.
Last Restoration Date	Date the deleted SURE Workbook .xml was last restored.
File Name	SURE Workbook .xml file name.
Status	“Active” or “Inactive”.

The following is an example of the Workbook Detail by County Report search screen.

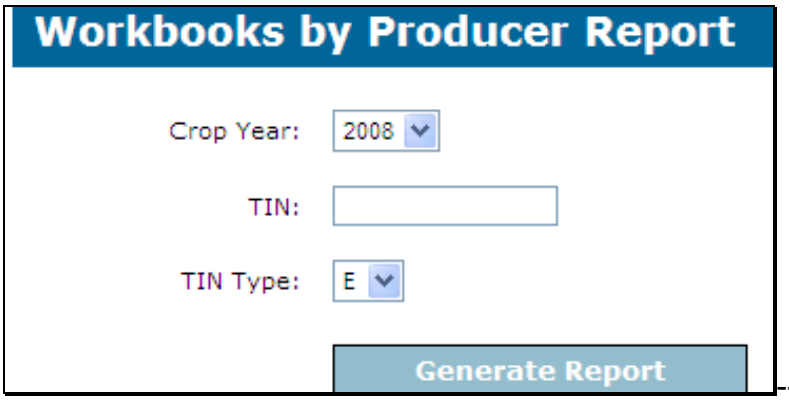
--*

***--806 Reports (Continued)**

D Workbooks by Producer

The Workbook by Producer Report will provide a report in Excel format by crop year, producer TIN, and TIN type of specific details from within each of the workbooks for that producer that has been imported into SWIMS. See subparagraph C for more information on the data elements in this report. This report also includes validation errors. For a list of validation errors and resolutions, see subparagraph F.

Following is an example of the Workbooks by Producer Report search screen.



--*

***--806 Reports (Continued)**

E Producers by County

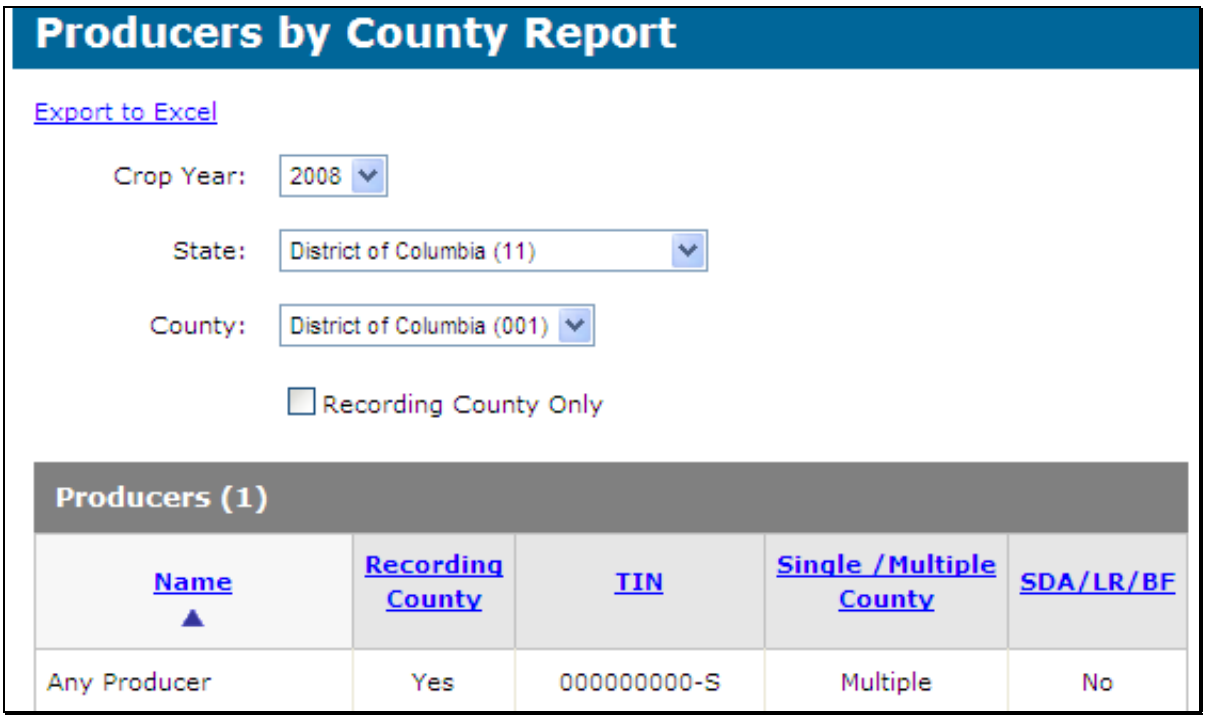
The Producers by County Report will provide a list of all the workbooks that have been imported into SWIMS by crop year, State, and county. The details that are listed in the report for these workbooks include the following.

Field/Button	Description
Name	Producer's name.
Recording County	"Yes" or "No".
TIN	Producer's tax ID number.
Single/Multiple County	Single or multiple county producer.
SDA/LR/BF	Socially Disadvantaged/Limited Resource/Beginning Farmer: "Yes" or "No".

This report can be generated by crop year and State and can be exported to Excel by clicking "Export to Excel".

This report can also be generated by recording county only. By clicking "Recording County Only", SWIMS will list workbooks for which the selected county is the recording county.

The following is an example of the Producer by County Report search screen.



--*

***--806 Reports (Continued)**

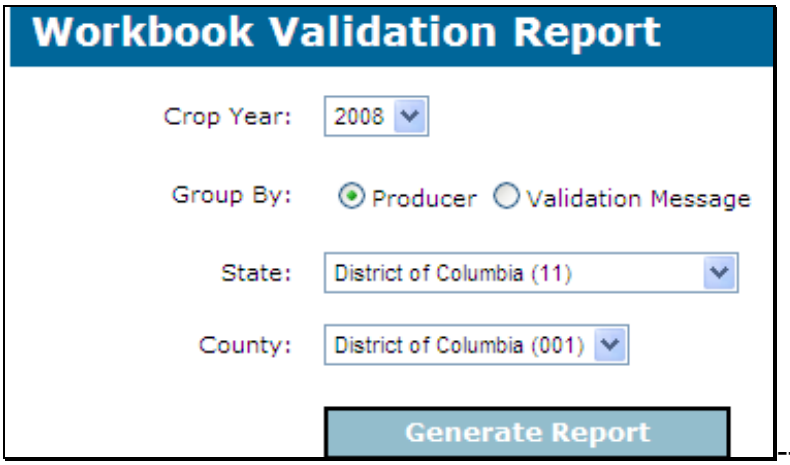
F Workbook Validation

The Workbook Validation Report will:

- list any validation errors found in any of the workbooks that have been imported into SWIMS based on the search criteria

- provide the user a report in Excel format by crop year, State, and county that can be grouped by "Producer" or "Validation Message", by selecting either radio button on the search criteria.

The following is an example of the Workbook Validation Report search screen.



--*

806 Reports (Continued)

F Workbook Validation (Continued)

The following includes the potential validation errors and resolutions.

Validation Error	Description	Resolution
Producer is multi-county and combination of Crop Year, StCo Code, and Producer ID match at least one existing instance in the database.	There is a duplicate workbook for the same crop year, State and county code, and producer TIN in the database.	The recording county shall review the workbooks in SWIMS for the same year, State and county, and producer and delete the duplicate workbook.
For any producer, more than 1 workbook is marked as the recording county.	There is more than 1 workbook in the database that is marked as the recording county workbook.	This is a valid situation if the County Office created multiple workbooks for the same recording county for workbooks exceeding 100 line entries according to subparagraphs 511 A, 515 C, 571 A, 575 C, *****--611 A, 614 C, 661 A, and 664 C, as--***** applicable. If the County Office did not intend for there to be more than 1 recording county workbook, determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as nonrecording county.
A non-recording county workbook present in the database is not present in the Farm Summary of the producer's recording county workbook.	An administrative or nonrecording county workbook is present in the database but has not been summarized to the recording county workbook.	The recording county shall ensure all of a producer's administrative county's workbooks have been correctly summarized to the recording county workbook.
For multi-county producer and recording county workbook, a nonrecording county workbook identified in the Farm Summary is not present in the database.	An administrative or nonrecording county workbook has been summarized to the recording county workbook but is not present in the database.	This is a valid situation if the County Office created multiple workbooks for the same recording county for workbooks exceeding 100 line entries according to subparagraphs 511 A, 515 C, 571 A, 575 C, *****--611 A, 614 C, 661 A, and 664 C, as--***** applicable. The recording county shall ensure that all administrative county workbooks have been imported into the database.
For the producer, no workbook is marked as the recording county.	There is no workbook in the database that is marked as the recording county workbook.	Determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as *****--nonrecording county. See note in subparagraph 611 C or 661 C for more information.--*****

806 Reports (Continued)

F Workbook Validation (Continued)

Validation Error	Description	Resolution
Producer Name is not the same for a group of the same Producer IDs.	For a group of SURE Workbooks with the same producer TIN, the producer's name is not consistent.	This is a valid situation if the County Office used a unique identifier in the producer's name for SURE Workbooks exceeding 100 line entries according to ***--**subparagraphs 511 A, 515 C, 571 A, 575 C, 611 A, 614 C, 661 A, and 664 C, as applicable.**--*** If the County Office did not intend for the producer's name to be different, the recording county shall ensure that the producer's name is correct in all SURE Workbooks. The user shall delete the file from SWIMS with the incorrect name, fix the SURE Workbook .xml file to have the correct name, and re-import the file with the correct name. **Note:** The correct producer's name is the producer's name as it appears in SCIMS.
For the producer marked as multi-county, the count of workbooks in the database is not greater than one or is greater than seven.	The recording county workbook for multi-county producers can hold summarized data for 7 total counties. The recording county and 6 additional administrative counties. This validation error indicates that there are 8 or more SURE Workbooks in SWIMS.	This is a valid situation if the producer does indeed participate in more than 7 counties and the SURE Workbooks were sent to the National Office for manual ***--**summarization according to subparagraph 516 D, 576 D, 615 D, and 665 D.**--*** **Note:** If the County Office is receiving this validation message and the SURE Workbooks were sent to the National Office for manual summarization, the State Office shall send the following to the National Office for an exception to be created in SWIMS: • the State and county code • producer name • producer TIN • TIN type. If the producer does not participate in more than 7 counties, the recording county shall review the SURE Workbooks that have been loaded in SWIMS to delete any SURE Workbooks that are causing the error.

806 Reports (Continued)

F Workbook Validation (Continued)

Validation Error	Description	Resolution
For any producer, workbooks with the same StCo Code are present more than once.	There is more than 1 SURE Workbook in the database with the same State and county code for the same producer.	This is a valid situation if the County Office created multiple SURE Workbooks for the same producer for workbooks exceeding 100 line entries according to subparagraph 511 A, 515 C, 571 A, 575 C, 611 A, 614 C, ***--**661 A, and 664 C, as applicable.**--*** If the County Office did not intend for there to be more than 1 SURE Workbook with the same State and county code, the recording county shall ensure there is 1 workbook per county with which the producer is associated.

G Recording County Office Action

The producer's recording county shall be responsible for uploading the recording county SURE Workbook .xml file and all associated nonrecording county SURE Workbook .xml files for that producer. This does **not** include incomplete or withdrawn workbooks.

H Nonrecording County Office Action

Nonrecording counties shall **not** attempt to resolve errors that the recording counties are responsible for resolving, this could result in incorrectly overwriting workbooks in SWIMS.

806 Reports (Continued)

I State Office Action

State Offices shall ensure Recording County Offices are generating reports and resolving errors on a regular basis.

For:

- 2008, State Offices shall ensure that the County Offices have imported all applicable 2008 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **September 30, 2011**

- 2009, State Offices shall ensure that the County Offices have imported all applicable 2009 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **June 1, 2012**

- 2010, State Offices shall ensure that the County Offices have imported all applicable 2010 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **November 30, 2012**

- ***--**2011, State Offices shall ensure that the County Offices have imported all applicable 2011 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **November 29, 2013**.**--***

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, 706, 708, 721
AD-1026A	Supplemental to AD-1026 (Continuation)		391, 512, 572, 612
AD-2007	FSA/RMA Compliance Referral Form		1, 92, 100, 201, 292, 392
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, 708
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, 708
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		Text
CCC-770 ELIG 2002	Eligibility Checklist - 2002 Farm Bill		21
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill		21
CCC-902	Farm Operating Plan		31
FSA-217	Socially Disadvantaged, Limited Resource, and Beginning Farmer or Rancher Certification		4, 321, 515, 575, 614, 664
FSA-321	Finality Rule and Equitable Relief		35, 37
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

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-682	Supplemental Revenue Assistance Program Application	342, 354, 518, 578, 617, 667	Text, Ex. 21-23
FSA-682	Supplemental Revenue Assistance Program Application for 2011	342, 354	Text, Ex. 21-23
FSA-682A	Continuation Sheet for Supplemental Revenue Assistance Program Application	352	326, 351, Ex. 21-23
FSA-682A	Continuation Sheet for Supplemental Revenue Assistance Program Application for 2011	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	
FSA-778	SURE Compliance Worksheet	391	
I-551	Permanent Resident Card or Resident Alien Card		31, Ex. 2

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGR	adjusted gross revenue	Text, Ex. 4
ARH	Actual Revenue History	162, 201, 313
ARRA	American Recovery and Reinvestment Act (Pub. L. 111-005) (Stimulus)	Text
BF	beginning farmer or rancher	Text, Ex. 2, 12
CC	counter-cyclical	Text, Ex. 8
CEY	county expected yield	Text, Ex. 12
DBA	doing business as	35
FMV	Field Market Value	Text, Ex. 4
FWADM	Financial Web Application Data Mart	263, 583
GRIP	Group Risk Income Protection	121, 162, 201, 308, Ex. 2, 4
HMP	historical marketing percentages	Text
HRW	hard red winter	100, Ex. 6
IU	intended use	Text, Ex. 2, 4
LR	limited resource farmer or rancher	Text, Ex. 2, 12

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
MPCI	Multiple Peril Crop Insurance	91, 162, 202, 304, Ex. 4
NAMP	national average market price	Text, Ex. 5
PRF	pasture, rangeland, forage	Text, Ex. 2, 12, 51
RI	rainfall index	162, 201, 263, 304
RMPR	Risk Management Purchase Requirement	Text, Ex. 2, 12
SAF	share adjustment factor	519, 579
SBI	Substantial Beneficial Interest	35, 513, 573, Ex. 4
SIR	SURE Information Report **Note:** For 2008, SIR stood for SURE Interim Report.	Text, Ex. 4
SWIMS	SURE Workbook Information Management System	Part 21
SY	subsequent year	Text, Ex. 4
VI	vegetation index	130, 162, 201, 304

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 on the Farm

Actual production on the farm 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.

--Note:** This is the actual production that is used in both 10 percent and 50 percent eligibility calculations.**--

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 meets 7 CFR 760.103 requirements 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.

Notes: 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.

--**Federal, State, and local Governments, including public schools, do not meet 7 CFR 760.103 eligible producer criteria and are; therefore, ineligible for SURE, even if the Governmental body or school has insurance on NAP or otherwise meets RMPR or other program requirements.**--

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 FMV 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.

***--FMV A**

FMV A is the dollar value of the crop immediately **before** the eligible disaster event.

FMV B

FMV B is the dollar value of inventory immediately **after** the eligible disaster event.**--***

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.

Imputed Insurance Indemnity and NAP Payment

Imputed Insurance Indemnity and NAP Payment means the amount a producer would have been paid if a plan of insurance had been obtained (CAT level coverage) or if a fee had been paid and paperwork filed for NAP for a crop and the producer would have been paid an indemnity or NAP payment for that crop. This applies **only** to producers that became eligible for SURE under the second buy-in or equitable relief and is added to the total farm value instead of an actual indemnity or NAP payment.

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.

Definitions of Terms Used in This Handbook (Continued)

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.

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 a county, crop/crop type/IU that:

- is insured, the higher of 100 percent of the weighted CC yield, or:
  - weighted adjusted APH yield
  - weighted CEY for crops with no RMA established yield
- is covered by NAP, the higher of 100 percent of the weighted CC yield or weighted adjusted yield
- met RMPR by requesting a waiver as SDA, LR, or BF, paid a buy-in fee, or relief was

--**granted, the higher of 65 percent of the weighted CC yield or 65 percent weighted CEY.**--

Meeting more than 1 of the conditions in this subparagraph would allow the eligible crop to have more than 1 SURE yield if insurance is not provided for all farming practices or growing stages of the crop (paragraph 121.5).

--Note:** RMA will provide a guarantee basis for Group Risk Plan, GRIP, and PRF policies.**-- These policies do **not** have an RMA weighted adjusted yield provided by RMA; therefore, the comparison to the weighted CC yield does **not** apply and SURE yield will **not** be determined.

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
	SCIMS Customer Search Screen	553
	Supplemental Revenue Assistance Payments Program (SURE) Screen	600, 651
	SURE All RMA Producers - Select County Screen	608, 658
	SURE Data Query Tool Screen	609, 659
	SURE Program Year Screen	602, 653
	SURE RMA Data Change - Select Producer Screen	606, 656
	SURE RMA Producer Data Change - Select County Screen	606, 656
	SURE RMA Producers Not in SCIMS - Select County Screen	607, 657
	SURE RMA Producers Not in SCIMS - Select Producer Screen	607, 657
	SURE Select County Screen	603, 605, 654, 655, 609, 659
	SURE Select Program Year Screen	601, 652
	SWIMS Bulk Import Screen	804
	SWIMS Import Failed Screen	803
	SWIMS Import Successful Screen	803
	SWIMS Import SURE Workbook XML File Screen	803
	SWIMS Search and Export Workbook Screen	805
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CQT 100	Compliance Query Tool (CQT) Screen	551
CQT 201	Search Selection Screen	552
CQT 202	Farm Selection Screen	554
CQT 203	Producer Selection Screen	555
CQT 204	State/County Selection Screen	556
CQT 205	Producers Crop Data	557
SURE08Confirm01	Record Calculated Payment Confirmation Page	714
SURE08Confirm01	Modify Calculated Payment Confirmation Page	717
SURE08Confirm01	Delete Calculated Payment Confirmation Page	718
SURE08MainMenu01	Supplemental Agricultural Disaster Assistance (SURE) Home Page	711
SURE08Record01	Record Calculated Payment Page	713
SURE08Record01	Modify/Delete Calculated Payment Page	716

SIR RMA Data

This table provides information to be used from SIR that may be used to complete the SURE 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 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.	
CROP	Crop Code	Crop	RMA crop code and crop name.	Compare RMA crop/type/practice to FSA crop/type/IU/practice from SIR, 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.	

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
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. See 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. **Notes:** RMA uses the lesser of the reported or determined acres to calculate the guarantee basis. RMA determined acres are informational only. For raisins, see paragraph 309. RMA data provided in SIR "ACRES" field represents the total tons of raisins insured, **not** acres. ***--**Similar to FSA, RMA does not require acres to be taken in hundredths which may cause a discrepancy. If the State has elected to report acres in hundredths and the SURE Data Query Tool is used to eliminate the data load process and the only difference in acres between FSA and RMA is hundredths, then the County Office is **not** required to change the FSA acres to match the RMA acres.--*
SHR	Insured Share	Producer Share	RMA producer's share is displayed on SIR in 3 decimal places. The SURE Workbook entry can be up to 4 decimal places.	Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available. If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B. RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share. If the SURE Data Query Tool is used to eliminate the data load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place. A value is required for **all** entries.
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.
COVERAGE CAT	Coverage Category		• "C", CAT • "A", Buy-Up.	No action required.

SIR 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 the "A" (Acreage) Record, code that indicates that the crop is insured with a written agreement. **Note:** The balance of the Written Agreement Codes may be found in RMA Manual 13, FCIC Appendix III, Exhibit 11-8 by applicable year.	***--**See paragraph 308.**--***	
				For crops with the following Written Agreement Codes, it is necessary for County Offices to compare the "A" (Acreage) Record acreage and crop/type to FSA-578 data to determine which crop is included in the written agreement. Comparing the crop/type and acreage may be the only way to identify the crop and acreage. See paragraph 308 for more details.	
				IF the Written Agreement Code is…	**THEN load…**
				"SC", the producer has a "Special Purpose Corn" (such as Blue Corn, for example) and the **crop code must equal corn (0041) and applies to any plan code where present**	**all** corn included in the written agreement according to **subparagraph 162 C**. County Offices assign a yield and price, use RMA policy coverage level and price election, **and** apply all adjustment factors used for NAP crops. **Note:** This is an insured crop and NAMP is **not** capped at the NAP price to calculate revenue.
				"GP", the producer has a Group Risk Plan or GRIP with hybrid grain sorghum, hybrid corn seed, popcorn, sweet corn, or any other specialty corn or grain sorghum. The **plan code must be either 12 or 73**	the crop and acreage included in the written agreement according to **paragraph 308 and subparagraph 162 C**. County Offices assign a yield and price, use RMA policy coverage level percent and price election percent, **and** apply all adjustment factors used for NAP crops. **Note:** This is treated as an insured crop and NAMP is **not** capped at the NAP price to calculate revenue.
				"TP", the producer has a variety, type, or practice of a crop for which a standard policy or plan of insurance is not available without a written agreement. The coverage may be based on a more standard variety or practice and type, rather than the actual crop insured under the written agreement. **Code "TP" may be used with multiple plan codes**.	the crop and acreage included in the written agreement according to **paragraph 308 and subparagraph 162 C**. County Offices assign a yield and price, use RMA policy coverage level percent and price election percent, **and** apply all adjustment factors used for NAP crops. **Note:** This is treated as an insured crop and NAMP is **not** capped at the NAP price to calculate revenue.

SIR 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 – Stage of plant growth • "2", Unharvested – Stage of plant growth • "2G", Unharvested – Stage of plant growth, gleaned • "3", Unharvested – Stage of plant growth • "3G", Unharvested – Stage of plant growth, gleaned • "4", Unharvested – Stage of plant growth • "4G", Unharvested – Stage of plant growth, gleaned • "C", Harvested – Certified for seed • "DC", Denied Claim • "FL", Unharvested – Final loss, check with producer to see if acreage was harvested or unharvested • "H", Harvested • "HD", Harvested – Harvested dry • "HG", Harvested – Gleaned acreage • "I", Unharvested – Immature • "M", Unharvested – Mature, 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. **Notes:** If the Guarantee Reduction Code is "P" or "E", in the SURE Workbook, "Stage Code" field, select "PP" code. Stage Code "DC" applies to any claim inspected by the adjuster and denied, resulting in no indemnity payment. Ask the producer why the claim was denied to determine SURE eligibility. Reasons span a wide range.

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
STAGE (Cntd)	Stage Code (Cntd)	Stage Code (Cntd)	•*--"NC", Unharvested – Not certified because of insured causes • "NR", not replanted, check with producer to see if acreage was harvested or unharvested • "P", uninsured loss, check with--* producer to see if acreage was harvested or unharvested • "P2", Prevented •*--"PB", bypassed because of uninsured cause of loss, check with producer--* to see if acreage was harvested or unharvested • "PF", Prevented • "PT", Prevented •*-- "S", Harvested – Spring seeded acreage • "UA", Unharvested – With production adjustment (plan 47 only) • "UB", Unharvested – bypassed because of insured cause of loss--* • "UG", Unharvested • "UH", Unharvested • "US", Unharvested •*--"W1", Unharvested – Acreage to be paid under winter coverage option • "W2" , Unharvested – Acreage under winter coverage option • "W3", Unharvested – Acreage under winter coverage option--* • "_", (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. **Notes:** If the Guarantee Reduction Code is "P" or "E", in the SURE Workbook, "Stage Code" field, select "PP" code. For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.

SIR 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 0.000 or 1.000, enter 1.000 or leave blank. 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 SURE Workbook, "Adjustment Factor #1" field, this factor supersedes the stage code factor provided by RMA. **Note:** For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.
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 * * * SURE Workbook as provided, if applicable.

SIR 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
			•*--"Y", When an overplant factor may apply--*
			• "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 SURE Workbook, "Stage Code" field.
				
				Notes: Do **not** enter the Guarantee Reduction Code in the "Guarantee Adjustment Code" field if the Guarantee Reduction Code is "P" or "E".
				
				For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.

SIR 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 0.000 or 1.000, enter 1.000 or leave blank. If the Guarantee Reduction Code is "P" or "E", enter the factor in the SURE Workbook, "Adjustment Factor #1" field; this factor supersedes the Stage Code factor provided by RMA. **Notes:** Do not enter the Guarantee Reduction factor in the "Guarantee Adjustment Factor" field if the Guarantee Reduction Code is "P" or "E". ***--**For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.**--***

SIR RMA Data (Continued)

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 an "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 an "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**", 65 percent reduction to prevented planting payment on first crop • "**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. ***--Note:** For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.**--***
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.	

SIR 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 SIR. If 0.000 or 1.000, enter 1.000 or leave blank. ***--Note:** For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.**--***
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. ***--Note:** For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.**--***
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. If 0.000 or 1.000, enter 1.000 or leave blank. **Note:** This factor may be lesser than or greater than 1.0. ***--**For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do **not** load this entry into the SURE Workbook.**--***

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
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 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.	

SIR 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 Workbook data entry. **Notes:** For the price to load into the SURE Workbook for: • **Avocados**, see paragraph 310 • **Pecans**, see paragraph 311 ***--**Beginning in crop year 2011, some "A" (Acreage) Records for crops insured under a written agreement will **not** include a price. County Offices **must** contact the State Office SURE specialist who will obtain the price from RO.**--***
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 Workbook data entry, as applicable, according to Part 7.
FMV-A	FMV-A	FMV-A	Listed in "L" (Loss) Record, for value-loss crops (nursery and clams only), FMV-A represents the value of the crop immediately before the disaster.	Enter FMV-A as displayed.
FMV-B	FMV-B	FMV-B	Listed in "L" (Loss) Record, for value-loss crops (nursery and clams only), FMV-B represents the value of the crop immediately after the disaster.	Enter FMV-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.

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
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-YIELD TYPE	SY Yield Type		Listed in "Y" (Subsequent Year Yield) Record, yield type indicator from the subsequent year's APH record.	If blank, no action required. If equal to "PW", see subparagraph 201 D.
SKIP-ROW	Skip-Row Code		Listed in "Y" (Subsequent Year Yield) Record, lists indicates skip-row cotton.	If code is present (**only for cotton**) see subparagraph 201 D.
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
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 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	Grapes	Table--*
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
*--Oregon	Grapes	Processed--*
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

--A 2008 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
	FCB	Tobacco, Flue-Cured	Flue-Cured (013)		LBS	1.757
	FCC	Tobacco, Flue-Cured	Flue-Cured (014)		LBS	1.757
	FCD	Tobacco, Flue-Cured	Flue-Cured (11a)		LBS	1.757
	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
	FRB	Tobacco, Fire-Cured	Fire-Cured (023)		LBS	2.460
0005	DAA	Tobacco, Dark Air-Cured	Dark Air-Cured (035)		LBS	2.246
	DAB	Tobacco, Dark Air-Cured	Dark Air-Cured (036)		LBS	2.246
	CFB	Tobacco, Cigar Filler Binder	Cigar Filler Binder (055)		LBS	3.495
0008	CBA	Tobacco, Cigar Binder	Cigar Binder (051)		LBS	5.805
	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
	HRW	Wheat	Hard Red Winter Wheat	GR	BU	6.57
	HWR	Wheat	Hard White Winter Wheat	GR	BU	6.57
	HWS	Wheat	Hard White Spring Wheat	GR	BU	7.31
	SRW	Wheat	Soft Red Winter Wheat	GR	BU	6.57
	SWS	Wheat	Soft White Spring Wheat	GR	BU	7.31
	SWW	Wheat	Soft White Winter Wheat	GR	BU	6.57
0016	SPR	Oats	Spring	GR	BU	3.15
	WTR	Oats	Winter	GR	BU	3.15
0018	LGR	Rice	Long Grain		LBS	0.168
	MGR	Rice	Medium Grain		LBS	0.168
	SGR	Rice	Short Grain		LBS	0.168
0022		Cotton, ELS			LBS	0.989
0031	COM	Flax	Common	SD	BU	12.70
	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)

--A 2008 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
	YEL	Corn	Yellow	SD	BU	4.06
0051	GRS	Sorghum	Grain	GR	BU	3.20
	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	3.20
	HIG	Sorghum	Hybrid	SD	BU	3.20
	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	3.20
	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	3.20
	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	3.20
0058		Cranberries		FH	BBL	57.70
		Cranberries		PR	BBL	57.70
0067	AUS	Peas	Austrian Peas	DE	LBS	0.224
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.230
	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.230
	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.230
	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.230
	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.230
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	0.313
	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
	LER	Soybeans	Lerado	GR	BU	9.97
0091	SPR	Barley	Spring Barley	GR	BU	3.82
	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
	SPR	Canola	Spring Canola	SD	LBS	0.187

NASS U.S. Prices (Continued)

B 2009 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	2009 NAMP
0001		Tobacco Burley			LBS	1.709
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.754
0002	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.754
0002	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.754
0002	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.754
0002	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.754
0003		Tobacco Virginia Fire Cured			LBS	2.100
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.468
0004	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.468
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.242
0005	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.242
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	5.039
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.700
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	5.23
0011	HRW	Wheat	Hard Red Winter Wheat	GR	BU	4.71
0011	*--HWR--*	Wheat	Hard White Winter Wheat	GR	BU	4.71
0011	HWS	Wheat	Hard White Spring Wheat	GR	BU	5.23
0011	SRW	Wheat	Soft Red Winter Wheat	GR	BU	4.71
0011	SWS	Wheat	Soft White Spring Wheat	GR	BU	5.23
0011	SWW	Wheat	Soft White Winter Wheat	GR	BU	4.71
0016	SPR	Oats	Spring	GR	BU	2.02
0016	WTR	Oats	Winter	GR	BU	2.02
0018	LGR	Rice	Long Grain		LBS	0.140
0018	MGR	Rice	Medium Grain		LBS	0.140
0018	SGR	Rice	Short Grain		LBS	0.140
0022		Cotton, ELS			LBS	1.170
0031	COM	Flax	Common	SD	BU	8.15
0031	LIN	Flax	Linola	SD	BU	8.15
0038		Sugarcane		PR	LBS	0.171
0039		Sugar Beets		PR	TON	46.70

NASS U.S. Prices (Continued)

***--B 2009 NASS U.S. Prices (Continued)**

Crop Code	Type Abbr	Crop Name	Type Name	Use	Unit of Measure	2009 NAMP
0041	YEL	Corn	Yellow	GR	BU	3.55
0041	YEL	Corn	Yellow	SD	BU	3.55
0051	GRS	Sorghum	Grain	GR	BU	3.22
0051	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	3.22
0051	HIG	Sorghum	Hybrid	SD	BU	3.22
0051	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	3.22
0051	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	3.22
0051	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	3.22
0058		Cranberries		FH	BBL	49.30
0058		Cranberries		PR	BBL	49.30
0067	AUS	Peas	Austrian Peas	DE	LBS	0.227
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.217
0075	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.217
0075	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.217
0075	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.217
0075	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.217
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	0.2210
0078	OIL	Sunflowers	Sunflower Oil	GR	LBS	0.1380
0080	DOP	Millet	Dove Proso	GR	BU	2.90
0081	COM	Soybeans	Common	GR	BU	9.59
0081	EDA	Soybeans	Edamame Soybeans	GR	BU	9.59
0081	LER	Soybeans	Lerado	GR	BU	9.59
0091	SPR	Barley	Spring Barley	GR	BU	2.61
0091	WTR	Barley	Winter Barley	GR	BU	2.61
0094		Rye		GR	BU	4.93
0129		Rapeseed		SD	LBS	0.263
0469		Macadamia Nuts			LBS	0.700
0711	FAL	Canola	Fall Seeded	SD	LBS	0.162
0711	SPR	Canola	Spring Canola	SD	LBS	0.162

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NASS U.S. Prices (Continued)

C 2010 NASS U.S. Prices

The following provides NASS U.S. prices for determining NAMP.

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2010 Price *--(Dollars)--*
0001		Tobacco Burley			LBS	1.549
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.690
	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.690
	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.690
	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.690
	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.690
0003		Tobacco Virginia Fire Cured			LBS	2.000
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.467
	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.467
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.242
	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.242
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	6.188
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.750
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	6.49
	HRW	Wheat	Hard Red Winter Wheat	GR	BU	5.37
	HWR	Wheat	Hard White Winter Wheat	GR	BU	5.37
	HWS	Wheat	Hard White Spring Wheat	GR	BU	6.49
	SRW	Wheat	Soft Red Winter Wheat	GR	BU	5.37
	SWS	Wheat	Soft White Spring Wheat	GR	BU	6.49
	SWW	Wheat	Soft White Winter Wheat	GR	BU	5.37
0016	SPR	Oats	Spring	GR	BU	2.52
	WTR	Oats	Winter	GR	BU	2.52
0018	LGR	Rice	Long Grain		LBS	0.127
	MGR	Rice	Medium Grain		LBS	0.127
	SGR	Rice	Short Grain		LBS	0.127
0022		Cotton, ELS			LBS	1.790
0031	COM	Flax	Common	SD	BU	12.20
	LIN	Flax	Linola	SD	BU	12.20
0038		Sugarcane		PR	LBS	*--0.1693--*
0039		Sugar Beets		PR	TON	66.70

NASS U.S. Prices (Continued)

C 2010 NASS U.S. Prices

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2010 Price
0041	YEL	Corn	Yellow	GR	BU	5.18
	YEL	Corn	Yellow	SD	BU	5.18
0051	GRS	Sorghum	Grain	GR	BU	5.02
	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	5.02
	HIG	Sorghum	Hybrid	SD	BU	5.02
	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	5.02
	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	5.02
	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	5.02
0058		Cranberries		FH	BBL	46.50
		Cranberries		PR	BBL	46.50
0067	AUS	Peas	Austrian Peas	DE	LBS	0.171
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.225
	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.225
	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.225
	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.225
	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.225
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	*--0.2660
	OIL	Sunflowers	Sunflower Oil	GR	LBS	0.2260
0080	DOP	Millet	Dove Proso	GR	BU	4.54--*
0081	COM	Soybeans	Common	GR	BU	11.30
	EDA	Soybeans	Edamame Soybeans	GR	BU	11.30
	LER	Soybeans	Lerado	GR	BU	11.30
0091	SPR	Barley	Spring Barley	GR	BU	3.22
	WTR	Barley	Winter Barley	GR	BU	3.22
0094		Rye		GR	BU	5.03
0129		Rapeseed		SD	LBS	*--0.234
0469		Macadamia Nuts			LBS	0.750
0711	FAL	Canola	Fall Seeded	SD	LBS	0.193
	SPR	Canola	Spring Canola	SD	LBS	0.193--*

Note: For all price entries with “NA”, prices are not currently available and will be updated when the price becomes available.

NASS U.S. Prices (Continued)

D 2011 NASS U.S. Prices

This table provides NASS U.S. prices for determining NAMP.

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2011 Price
0001		Tobacco Burley			LBS	1.751
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.682
	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.682
	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.682
	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.682
	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.682
0003		Tobacco Virginia Fire Cured			LBS	2.030
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.557
	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.557
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.278
	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.278
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	6.200
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.750
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	8.24
	HRW	Wheat	Hard Red Winter Wheat	GR	BU	6.81
	HWR	Wheat	Hard White Winter Wheat	GR	BU	6.81
	HWS	Wheat	Hard White Spring Wheat	GR	BU	8.24
	SRW	Wheat	Soft Red Winter Wheat	GR	BU	6.81
	SWS	Wheat	Soft White Spring Wheat	GR	BU	8.24
	SWW	Wheat	Soft White Winter Wheat	GR	BU	6.81
0016	SPR	Oats	Spring	GR	BU	3.49
	WTR	Oats	Winter	GR	BU	3.49
0018	LGR	Rice	Long Grain		LBS	*--0.1450
	MGR	Rice	Medium Grain		LBS	0.1450
	SGR	Rice	Short Grain		LBS	0.1450--*
0022		Cotton, ELS			LBS	1.45
0031	COM	Flax	Common	SD	BU	13.90
	LIN	Flax	Linola	SD	BU	13.90
0038		Sugarcane		PR	LBS	0.1881
0039		Sugar Beets		PR	TON	69.50

NASS U.S. Prices (Continued)

D 2011 NASS U.S. Prices (Continued)

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2011 Price
0041	YEL	Corn	Yellow	GR	BU	6.22
	YEL	Corn	Yellow	SD	BU	6.22
	YEL	Corn	Yellow (Certified Organic)	GR	BU	10.55
0051	GRS	Sorghum	Grain	GR	BU	5.99
	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	5.99
	HIG	Sorghum	Hybrid	SD	BU	5.99
	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	5.99
	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	5.99
	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	5.99
0058		Cranberries		FH	BBL	44.60
		Cranberries		PR	BBL	44.60
0067	AUS	Peas	Austrian Peas	DE	LBS	0.195
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.318
	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.318
	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.318
	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.318
	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.318
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	*--0.338
	OIL	Sunflowers	Sunflower Oil	GR	LBS	0.280
0080	DOP	Millet	Dove Proso	GR	BU	6.01--*
0081	COM	Soybeans	Common	GR	BU	12.50
	COM	Soybeans	Common (Certified Organic)	GR	BU	18.90
	EDA	Soybeans	Edamame Soybeans	GR	BU	12.50
	EDA	Soybeans	Edamame (Certified Organic)	GR	BU	18.90
	LER	Soybeans	Lerado	GR	BU	12.50
	LER	Soybeans	Lerado (Certified Organic)	GR	BU	18.90
0091	SPR	Barley	Spring Barley	GR	BU	4.91
	WTR	Barley	Winter Barley	GR	BU	4.91
0094		Rye		GR	BU	7.76
0129		Rapeseed		SD	LBS	*--0.270
0469		Macadamia Nuts			LBS	0.780
0711	FAL	Canola	Fall Seeded	SD	LBS	0.240
	SPR	Canola	Spring Canola	SD	LBS	0.240--*

Note: All prices entries with "NA," prices are not currently available and will be updated when the price becomes available.

SURE RMA Adjustments

A 2008 SURE RMA Adjustments

The following crops, States, and areas within States, are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district **must** be consistent with *****--NAMP established according to subparagraph 63 D.--*****

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Blueberries	0012	90	Alabama	All	All	Fresh	$(0.27)	lb
						Processing	$(0.20)	lb
			All Other States (Excluding FL, GA, OR, WA)	All	All	Fresh	$(0.53)	lb
			All Other States (Excluding GA, ME) (Including OR, WA)	All	All	Processing	$(0.20)	lb
			FL	All	Rabbiteye	Fresh	$(0.27)	lb
					Southern Highbush	Fresh	$(1.35)	lb
			GA	All	Rabbiteye	Fresh	$(0.27)	lb
					Rabbiteye	Processing	$(0.20)	lb
					Southern Highbush	Fresh	$(0.27)	lb
			ME	All	Lowbush	Processing	$(0.13)	lb
			OR	All	All	Fresh	$(0.32)	lb
			WA	All	All	Fresh	$(0.49)	lb
Onions	0013	90	CO	Multiple	Reds	All	$(6.35)	cwt.
					Whites	All	$(6.00)	cwt.
					Yellows	All	$(5.75)	cwt.
			GA	Multiple	Yellows	All	$(4.85)	cwt.
			ID, OR, WA	Multiple	Whites, Reds	All	$(5.35)	cwt.
					Yellows	All	$(4.85)	cwt.
			KS	Multiple	Reds	All	$(6.35)	cwt.
					Whites	All	$(6.00)	cwt.
					Yellows	All	$(5.75)	cwt.
			MI	Multiple	Yellows, Whites, Reds	All	$(4.50)	cwt.
			NV	Multiple	Yellows, Whites, Reds	All	$(3.10)	cwt.
			NM	Multiple	Whites, Reds	All	$(8.00)	cwt.
					Yellows	All	$(4.55)	cwt.
			NY	Multiple	Whites, Reds	All	$(4.15)	cwt.
					Yellows	All	$(2.05)	cwt.
			OR, WA	Multiple	Yellows/ White	All	$(4.85)	cwt.
			TX	Multiple	Red	All	$(6.00)	cwt.
					White	All	$(6.00)	cwt.
					Whites, Reds	All	$(8.00)	cwt.
					Yellows	All	$(5.00)	cwt.
					Yellows	All	$(4.55)	cwt.
			UT	Multiple	Yellows, Whites, Reds	All	$(3.10)	cwt.

***--SURE RMA Adjustments (Continued)**

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Avocados	0019	90	CA	All	Hass Varieties	All	$(0.10)	lb
			FL	All	Green Varieties	All	$(2.65)	55 lb bu
Peaches	0034	90	AL, AR, FL, MD, MO	Multiple	All	Fresh	$(5.25)	50 lb bu
			All Other Insured States	Multiple	All	Processing	$(1.40)	50 lb bu
			CO, NJ	Multiple	All	Fresh	$(5.50)	50 lb bu
			CT, MA, NH, RI, VT	Multiple	All	Fresh	$(7.10)	50 lb bu
			FL, GA, MI, SC	Multiple	All	Processing	$(1.55)	50 lb bu
			GA	Northern	All	Fresh	$(4.85)	50 lb bu
				Southern	All	Fresh	$(5.25)	50 lb bu
			IL, MS	Multiple	All	Fresh	$(5.75)	50 lb bu
			KY, TN	Multiple	All	Fresh	$(6.00)	50 lb bu
			LA	Multiple	All	Fresh	$(6.75)	50 lb bu
			MI, NY, PA, VA, WV	Multiple	All	Fresh	$(4.75)	50 lb bu
			NC, SC	Multiple	All	Fresh	$(4.85)	50 lb bu
			NY	Multiple	All	Processing	$(1.80)	50 lb bu
			OK	Multiple	All	Fresh	$(6.25)	50 lb bu
			TX	All Others	All	Fresh	$(7.00)	50 lb bu
				Hildago	All	Fresh	$(7.10)	50 lb bu
Prunes	0036	90	CA	Multiple	All	All	$(500.00)	$/per dried ton
Processing Beans	0046	90	All	All	Lima	All	$(100.00)	ton
			DE	All	Snap	All	$(48.00)	ton
			IL	All	Snap	All	$(33.00)	ton
			IN	All	Snap	All	$(46.00)	ton
			MD	All	Snap	All	$(48.00)	ton
			MI	All	Snap	All	$(41.00)	ton
			MN	All	Snap	All	$(30.00)	ton
			NJ	All	Snap	All	$(48.00)	ton
			NM	All	Snap	All	$(48.00)	ton
			NY	All	Snap	All	$(51.00)	ton
			NC	All	Snap	All	$(48.00)	ton
			OR	All counties except Malhuer	Snap	All	$(47.00)	ton
			PA	All	Snap	All	$(55.00)	ton
			TN	All	Snap	All	$(48.00)	ton
			TX	All	Snap	All	$(48.00)	ton
			VA	All	Snap	All	$(48.00)	ton
			WA	All	Snap	All	$(47.00)	ton
			WI	All	Snap	All	$(30.00)	ton

***--SURE RMA Adjustments (Continued)**

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Beans (Dry Edible)	0047	90	CA	All	Baby Lima	All	$(0.04)	lb
					Black-Eyed	All	$(0.04)	lb
					Garbanzo (Large Kabuli)	All	$(0.04)	lb
					Large Lima	All	$(0.05)	lb
Table Grapes	0052	90	CA	All	All	All	$(4.58)	lug (21-22 lb)
Grapes	0053	90	AR	All	All	All	$(100.00)	ton
			CA	Crush District 1	Multiple	All	$(175.00)	ton
				Crush District 2	Multiple	All	$(125.00)	ton
				Crush District 3	Multiple	All	$(175.00)	ton
				Crush District 4	Multiple	All	$(175.00)	ton
				Crush District 5	Multiple	All	$(70.00)	ton
				Crush District 6	Multiple	All	$(125.00)	ton
				Crush District 7	Multiple	All	$(70.00)	ton
				Crush District 8	Multiple	All	$(125.00)	ton
				Crush District 9	Multiple	All	$(35.00)	ton
				Crush District 10	Multiple	All	$(175.00)	ton
				Crush District 11	Multiple	All	$(70.00)	ton
				Crush District 12	Multiple	All	$(35.00)	ton
				Crush District 13	Multiple	All	$(35.00)	ton
				Crush District 14	Multiple	All	$(35.00)	ton
				Crush District 16	Multiple	All	$(125.00)	ton
				Crush District 17	Multiple	All	$(70.00)	ton
			CO	All	All	All	$(162.00)	ton
			ID	All	Juice Grapes	All	$(78.00)	ton
					Wine Grapes	All	$(78.00)	ton
			MI	All	Juice Grapes	All	$(50.00)	ton
					Wine Grapes	All	$(50.00)	ton
			MS	All	All	All	$(100.00)	ton
			MO	All	All	All	$(100.00)	ton
			NY	All	Juice Grapes	All	$(78.00)	ton
					Wine Grapes	All	$(78.00)	ton
			NC	All	All	All	$(100.00)	ton
			OH	All	All	All	$(100.00)	ton

***--SURE RMA Adjustments (Continued)**

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Grapes (Continued)	0053	90	OR	Benton	All	All	$(142.00)	ton
				Clackamas	Wine Grapes	All	$(142.00)	ton
				Douglas	Wine Grapes	All	$(142.00)	ton
				Hood River	Juice Grapes	All	$(78.00)	ton
					Wine Grapes	All	$(78.00)	ton
				Jackson	Wine Grapes	All	$(142.00)	ton
				Josephine	Wine Grapes	All	$(142.00)	ton
				Lane	Wine Grapes	All	$(142.00)	ton
				Linn	Wine Grapes	All	$(142.00)	ton
				Marion	Wine Grapes	All	$(142.00)	ton
				Morrow	Juice Grapes	All	$(78.00)	ton
					Wine Grapes	All	$(78.00)	ton
				Polk	Wine Grapes	All	$(142.00)	ton
				Umatilla	Juice Grapes	All	$(78.00)	ton
					Wine Grapes	All	$(78.00)	ton
				Wasco	Juice Grapes	All	$(78.00)	ton
					Wine Grapes	All	$(78.00)	ton
				Washington	Wine Grapes	All	$(142.00)	ton
				Yamhill	Wine Grapes	All	$(142.00)	ton
			PA	All	Juice Grapes	All	$(100.00)	ton
					Wine Grapes	All	$(100.00)	ton
			TX	All	All	All	$(100.00)	ton
			WA	All	Juice Grapes	All	$(78.00)	ton
					Wine Grapes	All	$(78.00)	ton

***--SURE RMA Adjustments (Continued)**

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Apples	0054	90	**Regions -** **West:** AZ, CA, UT, CO, NM; **Central:** IL, IN, MI, MN, MO, OH, WI; **Northwest:** ID, OR, WA; **South Central:** AR, GA, TN; **Southeastern:** NC, SC, VA; **Northeast I:** MD, NJ, NY, PA, WV; **Northeast II:** CT. MA, RI; **Northeast III:** ME, NH, VT	Multiple	All	Fresh, Varietal Group A, Varietal Group B	$(0.03)	**Region Units -** **West:** AZ, CA, UT: box/35 lb CO: bu/40 lb NM: bu/42 lb; **Central:** IL, IN, MI, MN, MO, OH, WI: bu/42 lb; **Northwest:** ID, OR, WA: box/35 lb **South Central:** AR, GA, TN: bu/42 lb **Southeastern:** NC, SC, VA: bu/42 lb **Northeast I:** MD, NJ, NY, PA, WV: bu/42 lb **Northeast II:** CT. MA, RI: bu/42 lb **Northeast III:** ME, NH, VT: bu/42 lb
Apples	0055	90	**Regions -** **West:** AZ, CA, UT CO NM **Central:** IL, IN, MI, MN, MO, OH, WI **Northwest:** ID, OR, WA **South Central:** AR, GA, TN **Southeastern:** NC, SC, VA **Northeast I:** MD, NJ, NY, PA, WV **Northeast II:** CT, MA, RI **Northeast III:** ME, NH, VT	Multiple	All	Processing	$(0.02)	**Region Units -** **West:** AZ, CA, UT: box/35 lb CO: bu/40 lb NM: bu/42 lb **Central:** IL, IN, MI, MN, MO, OH, WI: bu/42 lb **Northwest:** ID, OR, WA: box/35 lb **South Central:** AR, GA, TN: bu/42 lb **Southeastern:** NC, SC, VA: bu/42 lb **Northeast I:** MD, NJ, NY, PA, WV: bu/42 lb **Northeast II:** CT, MA, RI: bu/42 lb **Northeast III:** ME, NH, VT: bu/42 lb

***--SURE RMA Adjustments (Continued)**

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Cabbage	0072	90	IL, MI, NY, OH, WI	All	All	Processing	$(0.20)	cwt.
			VA, WI	All	All	Fresh	$(1.50)	cwt.
			All Other States	All	All	Fresh	$(3.00)	cwt.
Potatoes	0084	90	CA	San Joaquin	All	All	$(3.50)	cwt.
			CO, ID, ME, MI, MN, MT, NE, NY, ND, OH, OR, PA, WA, WI	All	All	CO (Fall)	-7.0%	cwt.
			FL	All	Table Stock	All	$(1.60)	cwt.
			TX	All	All	Spring	$(0.90)	cwt.
					All	Summer	$(3.50)	cwt.
Tomatoes (Fresh Market)	0086	90	AL, GA, Northern FL, SC	All	All	All	$(4.26)	25 lb box
			AR	All	All	All	$(3.30)	20 lb box
			CA	All	All	All	$(3.91)	25 lb box
			MD, VA	All	All	All	$(4.86)	25 lb box
			PA	All	All	All	$(5.19)	25 lb box
			TN	All	All	All	$(3.72)	25 lb box
Tomatoes	0087	90	*--All States except CA--*	All	All	All	-11.9%	not applicable
Pears	0089	90	CA	All	Bartlett	All	$(75.00)	ton
					All Other Types	All	$(75.00)	ton
			OR, WA	All	Anjou/Bosc	All	$(75.00)	ton
					Bartlett	All	$(75.00)	ton
					Comice	All	$(75.00)	ton
					All Other Types	All	$(75.00)	ton
			PA	All	All	All	$(75.00)	ton
Plums	0092	90	CA	Multiple	All	All	$(1.34)	$/per 28-lb lug
Fresh Apricots	0218	90	CA	All	All	All	$(2.29)	24 lb lug
			ID	All	All	All	$(1.40)	24 lb lug
			OR	All	All	All	$(1.40)	24 lb lug
			WA	All	All	All	$(1.40)	24 lb lug
Processing Apricots	0219	90	CA	All	All	All	$(146.00)	ton

***--SURE RMA Adjustments (Continued)**

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Fresh Nectarines	0220	90	CA	All	All	Early	$(1.60)	25 lb lug
						Late	$(1.60)	25 lb lug
						Mid	$(1.60)	25 lb lug
Processing Cling Peaches	0221	90	CA	All	All	Extra Early	$(75.00)	ton
						Nonextra Early	$(75.00)	ton
Processing Freestone	0222	90	CA	All	All	All	$(59.00)	ton
Fresh Freestone Peaches	0223	90	CA	All	All	Early	$(1.34)	22 lb lug
						Late	$(1.34)	22 lb lug
						Mid	$(1.34)	22 lb lug
			ID	All	All	All	$(2.53)	22 lb lug
			OR	All	All	All	$(2.53)	22 lb lug
			UT	All	All	All	$(2.13)	22 lb lug
			WA	All	All	All	$(2.53)	22 lb lug
Coffee	0256	90	HI	Hawaii	All	All	$(0.45)	lb
				Honolulu	All	All	$(0.16)	lb
				Kauai	All	All	$(0.16)	lb
				Maui	All	All	$(0.16)	lb

SURE RMA Adjustments (Continued)

B 2009 SURE RMA Adjustments (Continued)

The following crops, States, and areas within States, are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district must be consistent with ***--**NAMP established according to subparagraph 63 D.**--***

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Blueberries	0012	AL	All	All	Fresh	$ (0.35)	lb
					Processing	$ (0.15)	lb
		All Other States (Excluding OR and WA)	All	All	Fresh	$ (0.55)	lb
		All Other States (Including OR and WA)	All	All	Processing	$ (0.21)	lb
		FL	All	Rabbiteye	Fresh	$ (0.28)	lb
				Southern Highbush	Fresh	$ (1.35)	lb
		GA	All	Rabbiteye	Fresh	$ (0.28)	lb
				Rabbiteye	Processing	$ (0.21)	lb
				Southern Highbush	Fresh	$ (0.28)	lb
		ME	All	Lowbush	Processing	$ (0.15)	lb
		OR	All	All	Fresh	$ (0.34)	lb
		WA	All	All	Fresh	$ (0.51)	lb
Onions	0013	CO	All	Red	All	$ (6.35)	cwt.
				White	All	$ (6.00)	cwt.
				Yellow	All	$ (5.75)	cwt.
		GA	All	Yellow	All	$ (5.10)	cwt.
		ID, OR, WA	All	White & Red	All	$ (5.35)	cwt.
				Yellow	All	$ (4.85)	cwt.
		KS	All	Red	All	$ (6.35)	cwt.
				White	All	$ (6.00)	cwt.
				Yellow	All	$ (5.75)	cwt.
		MI	All	Yellow, White, & Red	All	$ (4.50)	cwt.
		NV, UT	All	Yellow, White, & Red	All	$ (3.45)	cwt.
		NM	All	White & Red	All	$ (8.20)	cwt.
				Yellow	All	$ (4.90)	cwt.
		NY	All	White & Red	All	$ (4.15)	cwt.
				Yellow	All	$ (2.05)	cwt.
		OR, WA	All Others	Yellow & White	All	$ (5.10)	cwt.
		TX	All	Red	All	$ (6.35)	cwt.
			All	White	All	$ (6.35)	cwt.
			All	White & Red	All	$ (8.20)	cwt.
			All Others	Yellow	All	$ (4.90)	cwt.
			141, 371, 389	Yellow	All	$ (4.90)	cwt.
Avocados	0019	CA	All	Hass Varieties	All	$ (0.10)	lb
		FL	All	Green Varieties	All	$ (2.80)	55 lb bu

***--SURE RMA Adjustments (Continued)**

B 2009 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Peaches	0034	AL, FL, GA, NC, SC	All	All	Fresh	$ (5.00)	50 lb bu
		All Other States	All	All	Processing	$ (1.50)	50 lb bu
		CO	All	All	Fresh	$ (6.10)	50 lb bu
		CT, MA, NH, RI, VT	All	All	Fresh	$ (7.25)	50 lb bu
		FL, GA, SC	All	All	Processing	$ (1.70)	50 lb bu
		MI	All	All	Processing	$ (1.55)	50 lb bu
		AR, MD, MO	All	All	Fresh	$ (5.50)	50 lb bu
		MI	All	All	Fresh	$ (4.35)	50 lb bu
		MS, NJ, OK	All	All	Fresh	$ (5.70)	50 lb bu
		KY	All	All	Fresh	$ (6.25)	50 lb bu
		LA	All	All	Fresh	$ (7.10)	50 lb bu
		IL, NY	All	All	Fresh	$ (5.60)	50 lb bu
		NY	All	All	Processing	$ (2.10)	50 lb bu
		LA	All	All	Fresh	$ (7.10)	50 lb bu
		VA	All	All	Fresh	$ (4.75)	50 lb bu
		TN	All	All	Fresh	$ (5.90)	50 lb bu
		TX	All Others	All	Fresh	$ (7.20)	50 lb bu
			Hildago	All	Fresh	$ (7.60)	50 lb bu
Processing Beans	0046	All	All	Lima	All	$ (100.00)	ton
		DE	All	Snap	All	$ (51.00)	ton
		IL	All	Snap	All	$ (29.00)	ton
		IN	All	Snap	All	$ (36.00)	ton
		MD	All	Snap	All	$ (51.00)	ton
		MI	All	Snap	All	$ (36.00)	ton
		MN	All	Snap	All	$ (29.00)	ton
		NJ	All	Snap	All	$ (51.00)	ton
		NM	All	Snap	All	$ (51.00)	ton
		NY	All	Snap	All	$ (51.00)	ton
		NC	All	Snap	All	$ (51.00)	ton
		OR	All Others	Snap	All	$ (48.00)	ton
		PA	All	Snap	All	$ (57.00)	ton
		TN	All	Snap	All	$ (51.00)	ton
		TX	All	Snap	All	$ (51.00)	ton
		VA	All	Snap	All	$ (51.00)	ton
		WA	All	Snap	All	$ (48.00)	ton
		WI	All	Snap	All	$ (29.00)	ton
Beans (Dry Edible)	0047	CA	All	Baby Lima	All	$ (0.04)	lb
			All	Blackeye	All	$ (0.04)	lb
			All	Garbanzo (Large Kabuli)	All	$ (0.04)	lb
			All	Large Lima	All	$ (0.05)	lb

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***--SURE RMA Adjustments (Continued)**

B 2009 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Table Grapes	0052	CA	All	All	All	$ (5.12)	lug (21-22 lb)
Grapes	0053	AR	All	All	All	$ (100.00)	ton
		CA	Crush District 1	Multiple	All	$ (175.00)	ton
			Crush District 2	Multiple	All	$ (125.00)	ton
			Crush District 3	Multiple	All	$ (175.00)	ton
			Crush District 4	Multiple	All	$ (175.00)	ton
			Crush District 5	Multiple	All	$ (70.00)	ton
			Crush District 6	Multiple	All	$ (125.00)	ton
			Crush District 7	Multiple	All	$ (70.00)	ton
			Crush District 8	Multiple	All	$ (125.00)	ton
			Crush District 9	Multiple	All	$ (35.00)	ton
			Crush District 10	Multiple	All	$ (175.00)	ton
			Crush District 11	Multiple	All	$ (70.00)	ton
			Crush District 12	Multiple	All	$ (35.00)	ton
			Crush District 13	Multiple	All	$ (35.00)	ton
			Crush District 14	Multiple	All	$ (35.00)	ton
			Crush District 16	Multiple	All	$ (125.00)	ton
			Crush District 17	Multiple	All	$ (70.00)	ton
		CO	All	All	All	$ (162.00)	ton
		ID	All	Juice Grapes	All	$ (78.00)	ton
				Wine Grapes	All	$ (78.00)	ton
		MI	All	Juice Grapes	All	$ (50.00)	ton
				Wine Grapes	All	$ (50.00)	ton
		MS	All	All	All	$ (100.00)	ton
		MO	All	All	All	$ (100.00)	ton
		NY	All	Juice Grapes	All	$ (78.00)	ton
				Wine grapes	All	$ (78.00)	ton
		NC	All	All	All	$ (100.00)	ton
		OH	All	All	All	$ (100.00)	ton

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***--SURE RMA Adjustments (Continued)**

B 2009 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Grapes (Continued)	0053	OR	Benton	All	All	$ (142.00)	ton
			Clackamas	Wine grapes	All	$ (142.00)	ton
			Douglas	Wine grapes	All	$ (142.00)	ton
			Hood River	Juice Grapes	All	$ (78.00)	ton
				Wine grapes	All	$ (78.00)	ton
			Jackson	Wine grapes	All	$ (142.00)	ton
			Josephine	Wine grapes	All	$ (142.00)	ton
			Lane	Wine grapes	All	$ (142.00)	ton
			Linn	Wine grapes	All	$ (142.00)	ton
			Marion	Wine grapes	All	$ (142.00)	ton
			Morrow	Juice Grapes	All	$ (78.00)	ton
				Wine grapes	All	$ (78.00)	ton
			Polk	Wine grapes	All	$ (142.00)	ton
			Umatilla	Juice Grapes	All	$ (78.00)	ton
				Wine grapes	All	$ (78.00)	ton
			Wasco	Juice Grapes	All	$ (78.00)	ton
				Wine grapes	All	$ (78.00)	ton
			Washington	Wine grapes	All	$ (142.00)	ton
			Yamhill	Wine grapes	All	$ (142.00)	ton
		PA	All	Juice Grapes	All	$ (100.00)	ton
				Wine grapes	All	$ (100.00)	ton
		TX	All	All	All	$ (100.00)	ton
		WA	All	Juice Grapes	All	$ (78.00)	ton
				Wine Grapes	All	$ (78.00)	ton

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***--SURE RMA Adjustments (Continued)**

B 2009 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Apples	0054	**Regions - West:** CA, AZ, UT, CO, NM **Central:** IL, IN, MI, MN, MO, OH, WI **Northwest:** WA, OR, ID **South Central**: AR, TN, GA **Southeastern:** NC, SC, VA **Northeast I**: MD, PA, NJ, WV, NY **Northeast II:** MA, CT, RI **Northeast III:** ME, NH, VT	All	All	Fresh, Varietal Group A, Varietal Group B	$ (0.03)	**Region Units - West:** CA, AZ, UT: box/35 lb CO: bu/40 lb NM: bu/42 lb **Central:** IL, IN, MI, MN, MO, OH, WI: bu/42 lb **Northwest:** WA, OR, ID: box/35 lb **South Central:** AR, TN, GA: bu/42 lb **Southeastern**: NC, SC, VA: bu/42 lb **Northeast I**: MD, NJ, NY, PA, WV: bu/42 lb **Northeast II:** MA, CT, RI bu/42 lb **Northeast III:** ME, NH, VT bu/42 lb
Apples	0055	**Regions – West:** CA, AZ, UT, CO, NM **Central:** IL, IN, MI, MN, MO, OH, WI **Northwest:** WA, OR, ID **South Central:** AR, TN, GA **Southeastern:** NC, SC, VA **Northeast I:** MD, PA, NJ, WV, NY **Northeast II:** MA, CT, RI **Northeast III:** ME, NH, VT	All	All	Processed	$ (0.02)	**Region Units – West:** CA, AZ, UT box/35 lb CO bu/40 lb NM bu/42 lb **Central:** IL, IN, MI, MN, MO, OH, WI bu/42 lb **Northwest:** WA, OR, ID box/35 lb **South Central:** AR, TN, GA bu/42 lb **Southeastern:** NC, SC, VA bu/42 lb **Northeast I:** MD, NJ, NY, PA, WV bu/42 lb **Northeast II:** MA, CT, RI bu/42 lb **Northeast III:** ME, NH, VT bu/42 lb

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***--SURE RMA Adjustments (Continued)**

B 2009 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Cabbage	0072	All Other States	All	All	Fresh	$ (2.95)	cwt.
		IL, MI, NY, OH, WI	All	All	Processing	$ (0.20)	cwt.
		VA, WI	All	All	Fresh	$ (1.48)	cwt.
Potatoes	0084	CA	San Joaquin	All	All	$ (3.50)	cwt.
		CO, ID, ME, MI, MN, MT, NE, NY, ND, OH, OR, PA, WA, WI	All	All	CO (Fall)	-8.0%	cwt.
		FL	All	Table Stock	All	$ (1.60)	cwt.
		TX	All	All	Spring	$ (0.90)	cwt.
			All	All	Summer	$ (3.50)	cwt.
Tomatoes (Fresh Market)	0086	AL, GA, SC, Northern FL	All	All	All	$ (4.14)	25 lb box
		AR	All	All	All	$ (3.47)	20 lb box
		CA	All	All	All	$ (3.73)	25 lb box
		PA	All	All	All	$ (5.46)	25 lb box
		TN	All	All	All	$ (3.91)	25 lb box
		VA, MD	All	All	All	$ (5.11)	25 lb box
Tomatoes	0087	Other States	All	All	All	-13.2%	N/A
Pears	0089	CA	All	All Other Types	All	$ (77.00)	ton
			All	Bartlett	All	$ (77.00)	ton
		OR, WA	All	All Other Types	All	$ (83.00)	ton
			All	Anjou/Bosc	All	$ (83.00)	ton
			All	Bartlett	All	$ (83.00)	ton
			All	Comice	All	$ (83.00)	ton
		PA	All	All	All	$ (80.00)	ton
Clams	0107	FL	All	All	All	$ (0.10)	per clam
		MA	All	All	All	$ (0.08)	per clam
		SC	All	All	All	$ (0.04)	per clam
		VA	All	All	All	$ (0.06)	per clam
Fresh Apricots	0218	CA	All	All	All	$ (2.29)	24 lb lug
		ID	All	All	All	$ (1.40)	24 lb lug
		OR	All	All	All	$ (1.40)	24 lb lug
		WA	All	All	All	$ (1.40)	24 lb lug
Processing Apricots	0219	CA	All	All	All	$ (146.00)	ton

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***--SURE RMA Adjustments (Continued)**

B 2009 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Fresh Nectarines	0220	CA	All	All	Early	$ (1.60)	25 lb lug
			All	All	Late	$ (1.60)	25 lb lug
			All	All	Mid	$ (1.60)	25 lb lug
Processing Cling Peaches	0221	CA	All	All	Extra-Early	$ (75.00)	ton
			All	All	Non-Extra-Early	$ (75.00)	ton
Processing Freestone	0222	CA	All	All	All	$ (59.00)	ton
Fresh Freestone Peaches	0223	CA	All	All	Early	$ (1.34)	22 lb lug
			All	All	Late	$ (1.34)	22 lb lug
			All	All	Mid	$ (1.34)	22 lb lug
		ID	All	All	All	$ (2.53)	22 lb lug
		OR	All	All	All	$ (2.53)	22 lb lug
		UT	All	All	All	$ (2.13)	22 lb lug
		WA	All	All	All	$ (2.53)	22 lb lug
Coffee	0256	HI	Hawaii	All	All	$ (0.45)	lb
			Honolulu	All	All	$ (0.16)	lb
			Kauai	All	All	$ (0.16)	lb
			Maui	All	All	$ (0.16)	lb
Prunes	0036	CA	All	All	All	$ (500.00)	dried ton
Plums	0092	CA	All	All	All	$ (1.34)	28 lb lug

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments**

The following crops, States, and areas within States, are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district must be consistent with NAMP established according to subparagraph 63 D.

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Blueberries	0012	AL	All	All	Fresh	$ (0.35)	lb
			All	All	Processing	$ (0.15)	lb
		All Other States (excluding FL, GA, OR, WA)	All	All	Fresh	$ (0.51)	lb
		All Other States (excluding GA, ME, including OR, WA)	All	All	Processing	$ (0.20)	lb
		FL	All	Rabbiteye	Fresh	$ (0.35)	lb
		FL	All	Southern Highbush	Fresh	$ (1.65)	lb
		GA	All	Rabbiteye	Fresh	$ (0.35)	lb
		GA	All	Rabbiteye	Processing	$ (0.15)	lb
		GA	All	Southern Highbush	Fresh	$ (0.35)	lb
		ME	All	Lowbush	Processing	$ (0.15)	lb
		OR	All	All	Fresh	$ (0.31)	lb
		WA	All	All	Fresh	$ (0.47)	lb
Onions	0013	CO	All	Red	All	$ (7.00)	cwt.
			All	White	All	$ (6.70)	cwt.
			All	Yellow	All	$ (6.35)	cwt.
		GA	All	Yellow	All	$ (8.00)	cwt.
		ID, OR, WA	All	White & Red	All	$ (5.00)	cwt.
			All	Yellow	All	$ (4.65)	cwt.
		KS	All	Red	All	$ (7.00)	cwt.
			All	White	All	$ (6.70)	cwt.
			All	Yellow	All	$ (6.35)	cwt.
		MI	All	Yellow, White, & Red	All	$ (2.95)	cwt.
		NV, UT	All	Yellow, White, & Red	All	$ (4.85)	cwt.
		NM	All	White & Red	All	$ (8.70)	cwt.
			All	Yellow	All	$ (4.85)	cwt.

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Onions	0013	NY	All	White & Red	All	$ (4.15)	cwt.
		NY	All	Yellow	All	$ (1.95)	cwt.
		OR, WA	All Others	Yellow & White	All	$ (5.00)	cwt.
		TX	All	White & Red	All	$ (9.25)	cwt.
		TX	All	White & Red	All	$ (8.70)	cwt.
		TX	All Others	Yellow	All	$ (7.75)	cwt.
		TX	141, 371, 389	Yellow	All	$ (4.85)	cwt.
Avocados	0019	CA	All	Hass Varieties	All	$ (0.10)	lb
		FL	All	Green Varieties	All	$ (2.80)	55 lb bu.
Peaches	0034	WV	All	All	Fresh	$ (5.25)	50 lb bu.
		MI, NJ, NY, VA	All	All	Fresh	$ (5.50)	50 lb bu.
		AR, IL, MD, PA	All	All	Fresh	$ (5.75)	50 lb bu.
		NC	All	All	Fresh	$ (5.85)	50 lb bu.
		MS	All	All	Fresh	$ (5.90)	50 lb bu.
		Al	All	All	Fresh	$ (6.10)	50 lb bu.
		CO, OK	All	All	Fresh	$ (6.25)	50 lb bu.
		FL, GA, MO, SC	All	All	Fresh	$ (6.65)	50 lb bu.
		TN	All	All	Fresh	$ (7.25)	50 lb bu.
		KY, LA	All	All	Fresh	$ (7.75)	50 lb bu.
		CT, MA, NH, RI, VT	All	All	Fresh	$ (8.00)	50 lb bu.
		TX	All Others	All	Fresh	$ (8.50)	50 lb bu.
		TX	Hildago	All	Fresh	$ (8.65)	50 lb bu.
		All Other States	All	All	Processing	$ (1.60)	50 lb bu.
		FL, GA, SC	All	All	Processing	$ (1.70)	50 lb bu.
		MI	All	All	Processing	$ (1.55)	50 lb bu.
		NY	All	All	Processing	$ (2.20)	50 lb bu.
Prunes	0036	CA	All	All	All	$ (500.00)	dried ton
Processing Beans	0046	All	All	Lima	All	$ (100.00)	ton
		DE	All	Snap	All	$ (48.00)	ton
		IL	All	Snap	All	$ (33.00)	ton
		IN	All	Snap	All	$ (46.00)	ton

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Processing Beans	0046	MD	All	Snap	All	$ (48.00)	ton
		MI	All	Snap	All	$ (41.00)	ton
		MN	All	Snap	All	$ (30.00)	ton
		NJ	All	Snap	All	$ (48.00)	ton
		NM	All	Snap	All	$ (48.00)	ton
		NY	All	Snap	All	$ (51.00)	ton
		NC	All	Snap	All	$ (48.00)	ton
		OR	All Others	Snap	All	$ (47.00)	ton
		PA	All	Snap	All	$ (55.00)	ton
		TN	All	Snap	All	$ (48.00)	ton
		TX	All	Snap	All	$ (48.00)	ton
		VA	All	Snap	All	$ (48.00)	ton
		WA	All	Snap	All	$ (47.00)	ton
		WI	All	Snap	All	$ (30.00)	ton
Beans (Dry Edible)	0047	CA	All	Baby Lima	All	$ (0.04)	lb
		CA	All	Blackeye	All	$ (0.04)	lb
		CA	All	Garbanzo (Large Kabuli)	All	$ (0.04)	lb
		CA	All	Large Lima	All	$ (0.05)	lb
Table Grapes	0052	CA	All	All	All	$ (5.12)	21/22 lb Lug
Grapes	0053	AR	All	All	All	$ (100.00)	ton
		CA	Crush District 1	multiple	All	$ (175.00)	ton
		CA	Crush District 10	multiple	All	$ (175.00)	ton
		CA	Crush District 11	multiple	All	$ (70.00)	ton
		CA	Crush District 12	multiple	All	$ (35.00)	ton

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Grapes	0053	CA	Crush District 13	multiple	All	$ (35.00)	ton
		CA	Crush District 14	multiple	All	$ (35.00)	ton
		CA	Crush District 16	multiple	All	$ (125.00)	ton
		CA	Crush District 17	multiple	All	$ (70.00)	ton
		CA	Crush District 2	multiple	All	$ (125.00)	ton
		CA	Crush District 3	multiple	All	$ (175.00)	ton
		CA	Crush District 4	multiple	All	$ (175.00)	ton
		CA	Crush District 5	multiple	All	$ (70.00)	ton
		CA	Crush District 6	multiple	All	$ (125.00)	ton
		CA	Crush District 7	multiple	All	$ (70.00)	ton
		CA	Crush District 8	multiple	All	$ (125.00)	ton
		CA	Crush District 9	multiple	All	$ (35.00)	ton
		CO	All	All	All	$ (162.00)	ton
		ID	All	Juice Grapes	All	$ (78.00)	ton
		ID	All	Wine Grapes	All	$ (78.00)	ton
		MI	All	Juice Grapes	All	$ (50.00)	ton
		MI	All	Wine Grapes	All	$ (50.00)	ton
		MS	All	All	All	$ (100.00)	ton
		MO	All	All	All	$ (100.00)	ton
		NY	All	Juice Grapes	All	$ (78.00)	ton
		NY	All	Wine grapes	All	$ (78.00)	ton
		NC	All	All	All	$ (100.00)	ton
		OH	All	All	All	$ (100.00)	ton
		OR	Benton	All	All	$ (142.00)	ton
		OR	Clackamas	Wine grapes	All	$ (142.00)	ton
		OR	Douglas	Wine grapes	All	$ (142.00)	ton
		OR	Hood River	Juice Grapes	All	$ (78.00)	ton
		OR	Hood River	Wine grapes	All	$ (78.00)	ton
		OR	Jackson	Wine grapes	All	$ (142.00)	ton
		OR	Josephine	Wine grapes	All	$ (142.00)	ton
		OR	Lane	Wine grapes	All	$ (142.00)	ton

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Grapes	0053	OR	Linn	Wine grapes	All	$ (142.00)	ton
		OR	Marion	Wine grapes	All	$ (142.00)	ton
		OR	Morrow	Juice Grapes	All	$ (78.00)	ton
		OR	Morrow	Wine grapes	All	$ (78.00)	ton
		OR	Polk	Wine grapes	All	$ (142.00)	ton
		OR	Umatilla	Juice Grapes	All	$ (78.00)	ton
		OR	Umatilla	Wine grapes	All	$ (78.00)	ton
		OR	Wasco	Juice Grapes	All	$ (78.00)	ton
		OR	Wasco	Wine grapes	All	$ (78.00)	ton
		OR	Washington	Wine grapes	All	$ (142.00)	ton
		OR	Yamhill	Wine grapes	All	$ (142.00)	ton
		PA	All	Juice Grapes	All	$ (100.00)	ton
		PA	All	Wine grapes	All	$ (100.00)	ton
		TX	All	All	All	$ (100.00)	ton
		WA	All	Juice Grapes	All	$ (78.00)	ton
		WA	All	Wine Grapes	All	$ (78.00)	ton

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Apples	0054	Regions: **WEST:** CA, AZ, UT, CO, NM **CENTRAL:** IL, IN, MI, MN, MO, OH, WI **NORTHWEST:** WA, OR, ID **SOUTHCENTRAL:** AR, TN, GA **SOUTHEASTERN:** NC, SC, VA **NORTHEAST I:** MD, PA, NJ, WV, NY **NORTHEAST II:** MA, CT, RI **NORTHEAST III:** ME, NH, VT	All	All	Fresh, Varietal Group A, Varietal Group B	$ (0.025)	Region Units: **WEST:** CA, AZ, UT Box/35 lbs CO bu./40 lbs NM bu./42 lbs **CENTRAL:** IL, IN, MI, MN, MO, OH, WI bu./42 lbs **NORTHWEST:** WA,OR,ID Box/35 lbs **SOUTHCENTRAL:** AR,TN,GA bu./42 lbs **SOUTHEASTERN:** NC,SC,VA bu./42 lbs **NORTHEAST I:** MD,PA,NJ,WV,NY bu./42 lbs **NORTHEAST II:** MA,CT,RI bu./42 lbs **NORTHEAST III:** ME,NH,VT bu./42 lbs

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Apples	0054	Regions: **WEST:** CA, AZ, UT, CO, NM **CENTRAL:** IL, IN, MI, MN, MO, OH, WI **NORTHWEST:** WA, OR, ID **SOUTHCENTRAL:** AR, TN, GA **SOUTHEASTERN:** NC, SC, VA **NORTHEAST I:** MD, PA, NJ, WV, NY **NORTHEAST II:** MA, CT, RI **NORTHEAST III:** ME, NH, VT	All	All	Processed	$ (0.020)	Region Units **WEST:** CA, AZ, UT Box/35 lbs CO bu./40 lbs NM bu./42 lbs **CENTRAL:** IL, IN, MI, MN, MO, OH, WI bu./42 lbs **NORTHWEST:** WA,OR,ID Box/35 lbs **SOUTHCENTRAL:** AR, TN, GA bu./42 lbs **SOUTHEASTERN:** NC, SC, VA bu./42 lbs **NORTHEAST I:** MD, PA, NJ, WV, NY bu./42 lbs **NORTHEAST II:** MA, CT, RI bu./42 lbs **NORTHEAST III:** ME, NH, VT bu./42 lbs

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Cabbage	0072	IL, MI, NY, OH, WI	All	All	Processing	$ (0.20)	cwt.
		VA, WI	All	All	Fresh	$ (1.50)	cwt.
		All Other States	All	All	Fresh	$ (3.00)	cwt.
Potatoes	0084	CA	San Joaquin	All	All	$ (4.00)	cwt.
		CO, ID, ME, MI, MN, MT, NE, NY, ND, OH, OR, PA, WA, WI	All	All	CO (Fall)	-4.0%	cwt.
		FL	All	Table Stock	All	$ (2.80)	cwt.
		TX	All	All	Spring	$ (0.90)	cwt.
		TX	All	All	Summer	$ (4.00)	cwt.
Tomatoes (Fresh Market)	0086	AL, GA, SC, Northern FL	All	All	All	$ (4.00)	25 lb box
		AR	All	All	All	$ (3.35)	20 lb box
		CA	All	All	All	$ (3.23)	25 lb box
		PA	All	All	All	$ (5.26)	25 lb box
		TN	All	All	All	$ (3.77)	25 lb box
		VA, MD	All	All	All	$ (5.26)	25 lb box
Tomatoes	0087	Other States	All	All	All	-12.0%	N/A
Pears	0089	CA	All	All Other Types	All	$ (79.00)	ton
		CA	All	Bartletts	All	$ (79.00)	ton
		OR, WA	All	All Other Types	All	$ (85.00)	ton
		OR, WA	All	Anjou/Bosc	All	$ (85.00)	ton
		OR, WA	All	Bartletts	All	$ (85.00)	ton
		OR, WA	All	Comice	All	$ (85.00)	ton
		PA	All	All	All	$ (80.00)	ton
Plums	0092	CA	All	All	All	$ (1.34)	28 lb Lug
Clams	0107	FL	All	All	All	$ (0.10)	per clam
		MA	All	All	All	$ (0.08)	per clam
		SC	All	All	All	$ (0.04)	per clam
		VA	All	All	All	$ (0.06)	per clam

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SURE RMA Adjustments (Continued)

***--C 2010 SURE RMA Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Fresh Apricots	0218	CA	All	All	All	$ (2.29)	24 lb Lug
		ID	All	All	All	$ (1.40)	24 lb Lug
		OR	All	All	All	$ (1.40)	24 lb Lug
		WA	All	All	All	$ (1.40)	24 lb Lug
Processing Apricots	0219	CA	All	All	All	$ (146.00)	ton
Fresh Nectarines	0220	CA	All	All	Early	$ (1.60)	25 lb Lug
		CA	All	All	Late	$ (1.60)	25 lb Lug
		CA	All	All	Mid	$ (1.60)	25 lb Lug
Processing Cling Peaches	0221	CA	All	All	Extra-Early	$ (75.00)	ton
		CA	All	All	Non-Extra-Early	$ (75.00)	ton
Processing Freestone	0222	CA	All	All	All	$ (59.00)	ton
Fresh Freestone Peaches	0223	CA	All	All	Early	$ (1.34)	22 lb Lug
		CA	All	All	Late	$ (1.34)	22 lb Lug
		CA	All	All	Mid	$ (1.34)	22 lb Lug
		ID	All	All	All	$ (2.53)	22 lb Lug
		OR	All	All	All	$ (2.53)	22 lb Lug
		UT	All	All	All	$ (2.13)	22 lb Lug
		WA	All	All	All	$ (2.53)	22 lb Lug
Coffee	0256	HI	Hawaii	All	All	$ (0.45)	lb
		HI	Honolulu	All	All	$ (0.16)	lb
		HI	Kauai	All	All	$ (0.16)	lb
		HI	Maui	All	All	$ (0.16)	lb

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SURE RMA Adjustments (Continued)

***--D 2011 SURE Adjustments**

The following crops, States, and areas within States, are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district must be consistent with NAMP established according to subparagraph 63 D.

Crop	Crop Code	State	County	Type	Practice	2011 Adjustment	Unit
Blueberries	0012	AL	All	All	Fresh	$(0.35)	lb
					Processing	$(0.15)	lb
		All Other States (Excluding FL, GA, OR, WA)	All	All	Fresh	$(0.52)	lb
		All Other States (excluding GA, ME, including OR & WA)	All	All	Processing	$(0.20)	lb
		FL	All	Rabbiteye	Fresh	$(0.45)	lb
				Southern Highbush	Fresh	$(1.65)	lb
		GA	All	Rabbiteye	Fresh	$(0.45)	lb
				Rabbiteye	Processing	$(0.20)	lb
				Southern Highbush	Fresh	$(0.45)	lb
		ME	All	Lowbush	Processing	$(0.13)	lb
		OR	All	All	Fresh	$(0.30)	lb
		WA	All	All	Fresh	$(0.45)	lb
Onions	0013	CO	All	Red	All	$(7.00)	cwt.
				White	All	$(6.60)	cwt.
				Yellow	All	$(5.80)	cwt.
		GA	All	Yellow	All	$(8.50)	cwt.
		ID, OR, WA	All	White & Red	All	$(5.30)	cwt.
				Yellow	All	$(4.30)	cwt.
		KS	All	Red	All	$(7.00)	cwt.
				White	All	$(6.60)	cwt.
				Yellow	All	$(5.80)	cwt.
		MI	All	Yellow, White & Red	All	$(3.00)	cwt.
		NV, UT	All	Yellow, White & Red	All	$(5.25)	cwt.
		NM	All	Red	All	$(8.80)	cwt.
				White	All	$(8.50)	cwt.
				Yellow	All	$(4.85)	cwt.
		NY	All	White & Red	All	$(4.20)	cwt.
				Yellow	All	$(1.90)	cwt.

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SURE RMA Adjustments (Continued)

***--D 2011 SURE Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	2011 Adjustment	Unit
Onions (Continued)	0013	OR, WA	All Others	Yellow & White	All	$(5.15)	cwt.
		TX	All	Red &White	All	$(9.75)	cwt.
				Red	All	$(8.80)	cwt.
				White	All	$(8.50)	cwt.
			141, 371, 389	Yellow	All	$(4.85)	cwt.
			All Others (except 141, 371, 389)	Yellow	All	$(8.15)	cwt.
Avocados	0019	CA	All	Hass Varieties	All	$(0.10)	lb
		FL	All	Green Varieties	All	$(2.80)	55 lb bu
Peaches	0034	AL	All	All	Fresh	$(6.50)	50 lb bu
		All Other States	All	All	Processing	$(1.60)	50 lb bu
		AR, MS	All	All	Fresh	$(6.15)	50 lb bu
		CO, MO	All	All	Fresh	$(7.35)	50 lb bu
		CT, MA, NH, RI, TX, VT	All	All	Fresh	$(8.35)	50 lb bu
		FL, GA, KY, OK, SC, TN	All	All	Fresh	$(7.00)	50 lb bu
		FL, GA, SC	All	All	Processing	$(1.75)	50 lb bu
		IL, MD, NC	All	All	Fresh	$(6.00)	50 lb bu
		LA	All	All	Fresh	$(8.00)	50 lb bu
		MI, NJ, NY, PA,VA	All	All	Fresh	$(5.75)	50 lb bu
		NY	All	All	Processing	$(2.00)	50 lb bu
		WV	All	All	Fresh	$(5.50)	50 lb bu
Prunes	0036	CA	All	All	All	$(482.00)	dried ton
Sweet Corn, Processed	0042	DE, ID, IL, IA, MD, MN, NY, OR, PA, WA, WI	All	All	All	-3%	ton
Processing Beans	0046	All	All	Lima	All	$(120.00)	ton
		DE	All	Snap	All	$(61.00)	ton
		IL	All	Snap	All	$(38.00)	ton
		IN	All	Snap	All	$(57.00)	ton
		MD	All	Snap	All	$(61.00)	ton
		MI	All	Snap	All	$(52.00)	ton
		MN	All	Snap	All	$(57.00)	ton
		NJ	All	Snap	All	$(61.00)	ton
		NM	All	Snap	All	$(61.00)	ton
		NY	All	Snap	All	$(53.00)	ton

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SURE RMA Adjustments (Continued)

***--D 2011 SURE Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	2011 Adjustment	Unit
Processing Beans (Continued)	0046	NC	All	Snap	All	$(61.00)	ton
		OR	All	Snap	All	$(58.00)	ton
		PA	All	Snap	All	$(68.00)	ton
		TN	All	Snap	All	$(61.00)	ton
		TX	All	Snap	All	$(61.00)	ton
		VA	All	Snap	All	$(61.00)	ton
		WA	All	Snap	All	$(58.00)	ton
		WI	All	Snap	All	$(38.00)	ton
Beans (Dry Edible)	0047	CA	All	Baby Lima	All	$(0.04)	lb
				Blackeye	All	$(0.04)	lb
				Garbanzo (Large Kabuli)	All	$(0.04)	lb
				Large Lima	All	$(0.05)	lb
Table Grapes	0052	CA	All	All	All	$(5.33)	21/22 lb Lug
Grapes	0053	AR	All	All	All	$(100.00)	ton
		CA	Crush District 1	multiple	All	$(175.00)	ton
			Crush District 2	multiple	All	$(125.00)	ton
			Crush District 3	multiple	All	$(175.00)	ton
			Crush District 4	multiple	All	$(175.00)	ton
			Crush District 5	multiple	All	$(70.00)	ton
			Crush District 6	multiple	All	$(125.00)	ton
			Crush District 7	multiple	All	$(70.00)	ton
			Crush District 8	multiple	All	$(125.00)	ton
			Crush District 9	multiple	All	$(35.00)	ton
			Crush District 10	multiple	All	$(175.00)	ton
			Crush District 11	multiple	All	$(70.00)	ton
			Crush District 12	multiple	All	$(35.00)	ton
			Crush District 13	multiple	All	$(35.00)	ton
			Crush District 14	multiple	All	$(35.00)	ton
			Crush District 16	multiple	All	$(125.00)	ton
			Crush District 17	multiple	All	$(70.00)	ton
		CO	All	All	All	$(162.00)	ton
		ID	All	Juice Grapes	All	$(78.00)	ton
				Wine Grapes	All	$(78.00)	ton
		MI	All	Juice Grapes	All	$(50.00)	ton
				Wine Grapes	All	$(50.00)	ton
		MS	All	All	All	$(100.00)	ton
		MO	All	All	All	$(100.00)	ton
		NY	All	Juice Grapes	All	$(78.00)	ton
				Wine grapes	All	$(78.00)	ton
		NC	All	All	All	$(100.00)	ton
		OH	All	All	All	$(100.00)	ton

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SURE RMA Adjustments (Continued)

***--D 2011 SURE Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	2011 Adjustment	Unit
Grapes (Continued)	0053	OR	Benton	All	All	$(142.00)	ton
		OR	Clackamas	Wine grapes	All	$(142.00)	ton
		OR	Douglas	Wine grapes	All	$(142.00)	ton
		OR	Hood River	Juice Grapes	All	$(78.00)	ton
		OR	Hood River	Wine grapes	All	$(78.00)	ton
		OR	Jackson	Wine grapes	All	$(142.00)	ton
		OR	Josephine	Wine grapes	All	$(142.00)	ton
		OR	Lane	Wine grapes	All	$(142.00)	ton
		OR	Linn	Wine grapes	All	$(142.00)	ton
		OR	Marion	Wine grapes	All	$(142.00)	ton
		OR	Morrow	Juice Grapes	All	$(78.00)	ton
		OR	Morrow	Wine grapes	All	$(78.00)	ton
		OR	Polk	Wine grapes	All	$(142.00)	ton
		OR	Umatilla	Juice Grapes	All	$(78.00)	ton
		OR	Umatilla	Wine grapes	All	$(78.00)	ton
		OR	Wasco	Juice Grapes	All	$(78.00)	ton
		OR	Wasco	Wine grapes	All	$(78.00)	ton
		OR	Washington	Wine grapes	All	$(142.00)	ton
		OR	Yamhill	Wine grapes	All	$(142.00)	ton
		PA	All	Juice Grapes	All	$(100.00)	ton
		PA	All	Wine grapes	All	$(100.00)	ton
		TX	All	All	All	$(100.00)	ton
		WA	All	Juice Grapes	All	$(78.00)	ton
		WA	All	Wine Grapes	All	$(78.00)	ton

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SURE RMA Adjustments (Continued)

*--D 2011 SURE Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	2011 Adjustment	Unit
Apples	0054	Regions: **WEST:** CA, AZ, UT, CO, NM **CENTRAL:** IL, IN, MI, MN, MO, OH, WI **NORTHWEST:** WA, OR, ID **SOUTHCENTRAL:** AR, TN, GA **SOUTHEASTERN:** NC, SC, VA **NORTHEAST I:** MD, PA, NJ, WV, NY **NORTHEAST II:** MA, CT, RI **NORTHEAST III:** ME, NH, VT	All	All	Fresh, Varietal Group A, Varietal Group B	$(0.025)	Region Units **WEST:** CA,AZ,UT Box/35 lbs CO Bu./40 lbs NM Bu./42 lbs **CENTRAL:** IL,IN,MI,MN,MO, OH,WI Bu./42 lbs **NORTHWEST:** WA,OR,ID Box/35 lbs **SOUTHCENTRAL:** AR,TN,GA Bu./42 lbs **SOUTHEASTERN:** NC,SC,VA Bu./42 lbs **NORTHEAST I:** MD,PA,NJ,WV,NY Bu./42 lbs **NORTHEAST II:** MA,CT,RI Bu./42 lbs **NORTHEAST III:** ME,NH,VT Bu./42 lbs
Apples	0054	Regions: **WEST:** CA, AZ, UT, CO, NM **CENTRAL:** IL, IN, MI, MN, MO, OH, WI **NORTHWEST:** WA, OR, ID **SOUTHCENTRAL:** AR, TN, GA **SOUTHEASTERN:** NC, SC, VA **NORTHEAST I:** MD, PA, NJ, WV, NY **NORTHEAST II:** MA, CT, RI **NORTHEAST III:** ME, NH, VT	All	All	Processed	$(0.020)	Region Units **WEST:** CA,AZ,UT Box/35 lbs CO Bu./40 lbs NM Bu./42 lbs **CENTRAL:** IL,IN,MI,MN,MO,OH,WI Bu./42 lbs **NORTHWEST:** WA,OR,ID Box/35 lbs **SOUTHCENTRAL:** AR,TN,GA Bu./42 lbs **SOUTHEASTERN**: NC,SC,VA Bu./42 lbs **NORTHEAST I:** MD,PA,NJ,WV,NY Bu./42 lbs **NORTHEAST II:** MA,CT,RI Bu./42 lbs **NORTHEAST III:** ME,NH,VT Bu./42 lbs

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SURE RMA Adjustments (Continued)

***--D 2011 SURE Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	2011 Adjustment	Unit
Cabbage	0072	All Other States	All	All	Fresh	$(3.20)	cwt.
		IL, MI, NY, OH, WI	All	All	Processing	$(0.20)	cwt.
		VA, WI	All	All	Fresh	$(1.60)	cwt.
Potatoes	0084	CA	San Joaquin	All	All	$(4.00)	cwt.
		CO, ID, ME, MI, MN, MT, NE, NY, ND, OH, OR, PA, WA, WI	All	All	CO (Fall)	-7.0%	cwt.
		FL	All	Table Stock	All	$(1.60)	cwt.
		TX	All	All	Spring	$(0.90)	cwt.
					Summer	$(4.00)	cwt.
Tomatoes (Fresh Market)	0086	AL, GA, SC, Northern FL	All	All	All	$(4.29)	25 lb box
		AR	All	All	All	$(3.59)	20 lb box
		CA	All	All	All	$(3.48)	25 lb box
		PA	All	All	All	$(5.64)	25 lb box
		TN	All	All	All	$(4.05)	25 lb box
		VA, MD	All	All	All	$(4.39)	25 lb box
Tomatoes	0087	Other States	All	All	All	-12.0%	N/A
Pears	0089	CA	All	All Other Types	All	$(79.00)	ton
				Bartletts	All	$(79.00)	ton
		OR, WA	All	All Other Types	All	$(85.00)	ton
				Anjou/Bosc	All	$(85.00)	ton
				Bartletts	All	$(85.00)	ton
				Comice	All	$(85.00)	ton
		PA	All	All	All	$(80.00)	ton
Plums	0092	CA	All	All	All	$(1.16)	28 lb Lug
		ID, OR, WA	All	All	All	$(1.17)	28 lb Lug
Clams	0107	FL	All	All	All	$(0.10)	per clam
		MA	All	All	All	$(0.08)	per clam
		SC	All	All	All	$(0.04)	per clam
		VA	All	All	All	$(0.06)	per clam
Grass Seed	0102	MN, ND	All	All	All	$(78.00)	ton
Fresh Apricots	0218	CA	All	All	All	$(2.36)	24 lb Lug
		ID	All	All	All	$(1.45)	24 lb Lug
		OR	All	All	All	$(1.45)	24 lb Lug
		WA	All	All	All	$(1.45)	24 lb Lug
Processing Apricots	0219	CA	All	All	All	$(150.00)	ton
Fresh Nectarines	0220	CA	All	All	Early	$(1.67)	25 lb Lug
					Late	$(1.67)	25 lb Lug
					Mid	$(1.67)	25 lb Lug

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SURE RMA Adjustments (Continued)

***--D 2011 SURE Adjustments (Continued)**

Crop	Crop Code	State	County	Type	Practice	2011 Adjustment	Unit
Processing Cling Peaches	0221	CA	All	All	Extra-Early	$(78.00)	ton
					Non-Extra-Early	$(78.00)	ton
Processing Freestone	0222	CA	All	All	All	$(61.00)	ton
Fresh Freestone	0223	CA	All	All	Early	$(1.58)	25 lb Lug
					Late	$(1.58)	25 lb Lug
					Mid	$(1.58)	25 lb Lug
		ID	All	All	All	$(3.04)	25 lb Lug
		OR	All	All	All	$(3.04)	25 lb Lug
		UT	All	All	All	$(2.49)	25 lb Lug
		WA	All	All	All	$(3.04)	25 lb Lug
Coffee	0256	HI	Honolulu	All	All	$(0.16)	lb
			Kauai	All	All	$(0.16)	lb
			Maui	All	All	$(0.16)	lb
			Hawaii	All	All	$(0.45)	lb

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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 Charts

A 2008 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 * * * 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 * * * Workbook Coverage Code	**SURE * * * 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 RMA Guarantee Basis as provided and multiply times the SURE multiplier of 115 percent for insured crops.	
SURE Guarantee Calculation Code for 12, 13, 14, 41, 46, 73: Calculate the SURE crop guarantee using RMA Guarantee Basis as provided and multiply times the SURE multiplier of 115 percent for insured crops.	
SURE Guarantee Calculation Code for 50R, 51, 55, 61, 63: Calculate the SURE crop guarantee by assigning 100 percent of CEY, after weighting according to 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 FMV A times coverage level times price election provided by RMA times the SURE multiplier of 115 percent for insured crops.	

***--SURE Plan/Coverage Code Charts**

B 2009 SURE Plan/Coverage Code Chart

RMPR Code	RMPR Code Name
P	Purchased
B	Buy-In
R	Relief
S	SDA/LR/BF
Plan Code	**RMA Plan Code Name**
12	Group Risk Plan
13	PRF Rainfall Index
13	Apiculture Rainfall Index
14	PRF Vegetation Index
14	Apiculture 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
47	Actual Revenue History
50	*SEE SPLIT BELOW FOR SURE 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
90	Actual Production History
92	APH - Alternatively Rated
96	Indexed APH
SURE Workbook Coverage Code	**SURE 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, 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. Group A (subparagraph 162 A).

SURE Guarantee Calculation Code for 12, 13 PRF, 14 PRF, 41, 46, 47, 73: Calculate the SURE crop guarantee using RMA Guarantee Basis as provided and multiply times the SURE multiplier of 115 percent for insured crops. Group B – no RMA WTD ADJ YLD, no CC Yield (subparagraph 162 B).

SURE Guarantee Calculation Code for 13 Api, 14 Api, 50R, 51, 55, 61, 63: Calculate the SURE crop guarantee by assigning 100 percent of the CEY, after weighting according to 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. Group C, no RMA Guarantee Basis (subparagraph 162 C).

SURE Guarantee Calculation Code for 43, 50N and IV: Calculate the SURE crop guarantee by multiplying FMV A times coverage level times price election times the SURE multiplier of 115 percent for insured crops.

--*

***--SURE Plan/Coverage Code Charts (Continued)**

C 2010 SURE Plan/Coverage Code Chart

RMPR Code	RMPR Code Name
P	Purchased
R	Relief
S	SDA/LR/BF
Plan Code	**RMA Plan Code Name**
12	Group Risk Plan
13	PRF Rainfall Index
13	Apiculture Rainfall Index
14	PRF Vegetation Index
14	Apiculture Vegetation Index
25	Revenue Assurance
41	Pecan Revenue
42	Income Protection
43	Aquaculture Dollar
44	Crop Revenue Coverage
45	Indexed income Protection
47	Actual Revenue History
50	*SEE SPLIT BELOW FOR SURE 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
90	Actual Production History
SURE Workbook Coverage Code	**SURE 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, 90, 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. Group A (subparagraph 162 A).	
SURE Guarantee Calculation Code for 12, 13 PRF, 14 PRF, 41, 47, 73: Calculate the SURE crop guarantee using RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops. Group B – no RMA WTD ADJ YLD, no CC Yield (subparagraph 162 B).	
SURE Guarantee Calculation Code for 13 Api, 14 Api, 50R, 51, 55, 61, 63: Calculate the SURE crop guarantee by assigning 100 percent of the CEY, after weighting according to 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. Group C, no RMA Guarantee Basis (subparagraph 162 C).	
SURE Guarantee Calculation Code for 43, 50N and IV: Calculate the SURE crop guarantee by multiplying FMVA times coverage level times price election times the SURE multiplier of 115 percent for insured crops.	

--*

SURE Plan/Coverage Code Charts (Continued)

***--D 2011 SURE Plan/Coverage Code Chart**

RMPR Code	RMPR Code Name
P	Purchased
R	Relief
S	SDA/LR/BF
Plan Code	**RMA Plan Code Name**
01 *see Note below	Yield Protection
02 *see Note below	Revenue Protection
03 *see Note below	Revenue Protection with Harvest Price Exclusion
04	Group Risk Plan
05	Group Risk Income Protection - Harvest Rev Option
06	Group Risk Income Protection
13	PRF Rainfall Index
13	Apiculture Rainfall Index
14	PRF Vegetation Index
14	Apiculture Vegetation Index
41	Pecan Revenue
43	Aquaculture Dollar
47	Actual Revenue History
50	*SEE SPLIT BELOW FOR SURE 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
90	Actual Production History
SURE Workbook Coverage Code	**SURE 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 01, 02, 03, 90, 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. Group A (subparagraph 162 A).	
SURE Guarantee Calculation Code for 04, 05, 06, 13 PRF, 14 PRF, 41, 47: Calculate the SURE crop guarantee using RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops. Group B – no RMA WTD ADJ YLD, no CC Yield (subparagraph 162 B).	
SURE Guarantee Calculation Code for 13 Api, 14 Api, 50R, 51, 55, 61, 63: Calculate the SURE crop guarantee by assigning 100 percent of CEY, after weighting according to 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. Group C, no RMA Guarantee Basis (subparagraph 162 C).	
SURE Guarantee Calculation Code for 43, 50N and IV: Calculate the SURE crop guarantee by multiplying FMVA times coverage level times price election times the SURE multiplier of 115 percent for insured crops.	

Note: For 2011 and succeeding crop years, only for barley, malting barley, canola/rapeseed, corn, cotton, grain sorghum, rice, soybeans, sunflowers, and wheat, **--***

RMA Quality Adjustments Table

***--**The following provides insurable crops and indicates whether a policy provides for quality adjustments.

Crop	Is there a Quality Adjustment?		
	2008/2009	**2010**	**2011**
Almonds	No	No	
Apples	Yes	Yes	
Avocado (CA)	No	Yes	
Avocado (FL)	No	No	
Banana (HI)	N/A	No	
Barley	Yes	Yes	
Beans, Dry	Yes	Yes	
Beans, Processing	No	No	
Blueberries	Yes	Yes	
Buckwheat (new program for 2010)	Yes	Yes	
Cabbage	Yes	Yes	
Canola	Yes	Yes	
Cherries	Yes	Yes	
Citrus Fruit (AZ and CA)	Yes	Yes	
Citrus Fruit, Dollar (CA)	No	No	
Citrus Fruit (FL)	Yes	Yes	
Citrus Fruit (TX)	Yes	No	
Coffee (HI)	N/A	No	
Corn	Yes	Yes	
Cotton, ELS	Yes	Yes	
Cotton, Upland	Yes	Yes	
Cranberries	Yes	Yes	
Cucumbers	Yes	N/A	
Figs	Yes	Yes	
Flax	Yes	Yes	
Forage	No	No	
Grapes	Yes	Yes	
Grapes, Table	Yes	Yes	
Hybrid Seed, Corn	Yes	No	
Hybrid Seed, Sorghum	Yes	No	
Macadamia Nuts	No	No	
Millet	Yes	Yes	
Mint	No	Yes	
Mustard	Yes	Yes	
Oats	Yes	Yes	
Onions	Yes	Yes	
Papaya (HI)	N/A	No	
Pasture, Rangeland, Forage	No	No	
Peanuts	Yes	Yes	
Pears	Yes	Yes	

--*

RMA Quality Adjustments Table (Continued)

Crop	Is there a Quality Adjustment?		
	2008/2009	2010	2011
Peas, Dry	Yes	Yes	
Peas, Green	Yes	Yes	
Pecans	Yes	No	
Peppers, Chile	No	No	
Peppers, Fresh Market	Yes	Yes	
Plums	Yes	Yes	
Popcorn	Yes	Yes	
Potatoes, Central and Southern	Yes	Yes	
Potatoes, Northern	Yes	Yes	
Processing Pumpkins	No	No	
Prunes	Yes	Yes	
Raisins	Yes	Yes	
Rapeseed	No	No	
Rice	Yes	Yes	
Rice, Wild	No	No	
Rye	Yes	Yes	
Safflower	Yes	Yes	
Sorghum, Grain	Yes	Yes	
Soybeans	Yes	Yes	
Squash, Winter	Yes	N/A	
Stonefruit: • Apricots, Fresh • Apricots, Processing • Nectarines, Fresh • Peaches, Clingstone, Processing • Peaches, Freestone, Fresh • Peaches, Freestone, Processing • Plums, Fresh	Yes	Yes	
Strawberries (2008 only, no program in 2009)	Yes	Yes	
Sugar Beets	Yes	Yes	
Sugarcane	No	No	
Sunflowers	Yes	Yes	
Sweet Corn, Fresh Market	Yes	Yes	
Sweet Corn, Processed	Yes	Yes	
Sweet Potatoes	Yes	Yes	
Tobacco	Yes	Yes	
Tomatoes, Fresh Market	Yes	Yes	
Tomatoes, Processed	Yes	Yes	
Walnuts	Yes	Yes	
Wheat	Yes	Yes	

--*

***--PRF Price and Yield Charts**

A 2008 Crop Year PRF Price and Yield Data--*

The following prices and yields were received from RMA and relate to the County Base Value for PRF hay land policies.

Commodity	State	2008 PRF Yield Ton Per Acre	2008 PRF Price/Ton
Hay All (Dry)	Alabama (01)	2.47	$ 61.0000
Hay All (Dry)	Colorado (08)	2.64	$105.6667
Hay All (Dry)	Idaho (16)	3.73	$111.6667
Hay All (Dry)	New York (36)	1.91	$116.6667
Hay All (Dry)	North Dakota (38)	1.45	$ 58.1667
Hay All (Dry)	Oklahoma (40)	1.61	$ 87.1667
Hay All (Dry)	Oregon (41)	3.15	$115.3333
Hay All (Dry)	Pennsylvania (42)	2.53	$132.0000
Hay All (Dry)	South Carolina (45)	2.33	$ 63.6667
Hay All (Dry)	South Dakota (46)	1.67	$ 67.0000
Hay All (Dry)	Texas (48)	1.93	$ 99.6667
Hay All (Dry)	Wyoming (56)	2.04	$ 79.3333

***--PRF Price and Yield Charts (Continued)**

B 2009 Crop Year PRF Price and Yield Data

The following prices and yields were received from RMA and relate to the county base value for 2009 PRF hay land policies.

Commodity	State	2009 PRF Yield Ton Per Acre	2009 PRF Price/Ton
Hay All (Dry)	Alabama	2.13	$ 66.3333
Hay All (Dry)	Colorado	2.78	$123.0000
Hay All (Dry)	Georgia	2.20	$ 66.3333
Hay All (Dry)	Idaho	3.73	$123.0000
Hay All (Dry)	Kansas	2.22	$ 92.3333
Hay All (Dry)	Missouri	1.74	$ 82.6667
Hay All (Dry)	Montana	1.96	$ 75.0000
Hay All (Dry)	Nebraska	2.29	$ 76.5000
Hay All (Dry)	New York	1.81	$113.6667
Hay All (Dry)	North Carolina	2.10	$ 75.1667
Hay All (Dry)	North Dakota	1.63	$ 57.1667
Hay All (Dry)	Oklahoma	1.70	$102.6667
Hay All (Dry)	Oregon	3.07	$132.3333
Hay All (Dry)	Pennsylvania	2.46	$146.3333
Hay All (Dry)	South Carolina	2.10	$ 84.3333
Hay All (Dry)	South Dakota	1.74	$ 79.0000
Hay All (Dry)	Texas	2.12	$121.6667
Hay All (Dry)	Utah	3.70	$107.6667
Hay All (Dry)	Virginia	2.29	$103.3333
Hay All (Dry)	Wyoming	2.07	$ 95.1667

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***--PRF Price and Yield Charts (Continued)**

C 2010 Crop Year PRF Price and Yield Data

The following prices and yields were received from RMA and relate to the county base value for 2010 PRF hay land policies.

Commodity	State	2010 PRF Yield Ton Per Acre	2010 PRF Price/Ton
Hay All (Dry)	Alabama	2.00	$ 87.6667
Hay All (Dry)	Arizona	7.71	$155.0000
Hay All (Dry)	Arkansas	2.01	$ 88.3333
Hay All (Dry)	California	5.75	$153.3333
Hay All (Dry)	Colorado	2.75	$143.3333
Hay All (Dry)	Connecticut	2.02	$200.0000
Hay All (Dry)	Delaware	2.50	$184.3333
Hay All (Dry)	Florida	2.77	$117.0000
Hay All (Dry)	Georgia	1.97	$ 79.6667
Hay All (Dry)	Idaho	3.80	$154.6667
Hay All (Dry)	Illinois	3.04	$122.5000
Hay All (Dry)	Indiana	2.95	$131.5000
Hay All (Dry)	Iowa	3.52	$111.1667
Hay All (Dry)	Kansas	2.29	$106.5000
Hay All (Dry)	Kentucky	2.01	$105.6667
Hay All (Dry)	Louisiana	2.57	$ 76.3333
Hay All (Dry)	Maine	1.74	$158.6667
Hay All (Dry)	Maryland	2.67	$184.6667
Hay All (Dry)	Massachusetts	2.00	$194.6667
Hay All (Dry)	Michigan	2.59	$123.6667
Hay All (Dry)	Minnesota	2.60	$105.6667
Hay All (Dry)	Mississippi	2.33	$ 64.0000
Hay All (Dry)	Missouri	1.88	$ 96.0000
Hay All (Dry)	Montana	1.86	$ 91.1667
Hay All (Dry)	Nebraska	2.26	$ 89.8333
Hay All (Dry)	Nevada	3.46	$150.6667
Hay All (Dry)	New Hampshire	1.99	$191.0000
Hay All (Dry)	New Jersey	1.97	$143.3333
Hay All (Dry)	New Mexico	4.28	$172.3333
Hay All (Dry)	New York	1.96	$123.3333
Hay All (Dry)	North Carolina	1.97	$ 87.1667
Hay All (Dry)	North Dakota	1.44	$ 66.1667

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***--PRF Price and Yield Charts (Continued)**

C 2010 Crop Year PRF Price and Yield Data (Continued)

Commodity	State	2010 PRF Yield Ton Per Acre	2010 PRF Price/Ton
Hay All (Dry)	Ohio	2.57	$128.0000
Hay All (Dry)	Oklahoma	1.74	$100.6667
Hay All (Dry)	Oregon	2.96	$165.6667
Hay All (Dry)	Pennsylvania	2.48	$162.3333
Hay All (Dry)	Rhode Island	2.10	$199.0000
Hay All (Dry)	South Carolina	1.83	$101.6667
Hay All (Dry)	South Dakota	1.78	$ 92.1667
Hay All (Dry)	Tennessee	1.98	$ 84.8333
Hay All (Dry)	Texas	2.17	$129.3333
Hay All (Dry)	Utah	3.68	$131.5000
Hay All (Dry)	Vermont	1.80	$155.3333
Hay All (Dry)	Virginia	2.11	$126.0000
Hay All (Dry)	Washington	3.98	$167.3333
Hay All (Dry)	West Virginia	1.72	$ 88.6667
Hay All (Dry)	Wisconsin	2.43	$ 85.0000
Hay All (Dry)	Wyoming	2.09	$109.0000

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PRF Price and Yield Charts (Continued)

D 2011 Crop Year PRF Price and Yield Data

The following prices and yields were received from RMA and relate to the county base value for 2011 PRF hay land policies.

Commodity	State	*--2011 PRF Yield Ton Per Acre	2011 PRF Price/Ton--*
Hay All (Dry)	Alabama	2.13	$90.6667
Hay All (Dry)	Alaska	1.20	$298.3333
Hay All (Dry)	Arizona	7.89	$152.0000
Hay All (Dry)	Arkansas	2.18	$84.1667
Hay All (Dry)	California	5.76	$150.6667
Hay All (Dry)	Colorado	2.79	$145.0000
Hay All (Dry)	Connecticut	2.08	$208.0000
Hay All (Dry)	Delaware	2.54	$174.0000
Hay All (Dry)	Florida	2.90	$129.6667
Hay All (Dry)	Georgia	2.13	$85.6667
Hay All (Dry)	Idaho	3.77	$151.3333
Hay All (Dry)	Illinois	3.04	$129.0000
Hay All (Dry)	Indiana	2.75	$140.6667
Hay All (Dry)	Iowa	3.43	$116.0000
Hay All (Dry)	Kansas	2.51	$106.1667
Hay All (Dry)	Kentucky	1.99	$107.0000
Hay All (Dry)	Louisiana	2.67	$89.3333
Hay All (Dry)	Maine	1.71	$169.0000
Hay All (Dry)	Maryland	2.65	$173.6667
Hay All (Dry)	Massachusetts	1.93	$205.0000
Hay All (Dry)	Michigan	2.47	$139.6667
Hay All (Dry)	Minnesota	2.54	$112.6667
Hay All (Dry)	Mississippi	2.60	$65.0000
Hay All (Dry)	Missouri	2.01	$97.1667
Hay All (Dry)	Montana	1.86	$96.6667
Hay All (Dry)	Nebraska	2.35	$84.0000
Hay All (Dry)	Nevada	3.49	$147.6667
Hay All (Dry)	New Hampshire	1.83	$201.0000
Hay All (Dry)	New Jersey	1.99	$139.6667
Hay All (Dry)	New Mexico	4.37	$167.3333
Hay All (Dry)	New York	1.95	$127.3333
Hay All (Dry)	North Carolina	1.94	$94.6667
Hay All (Dry)	North Dakota	1.65	$67.1667

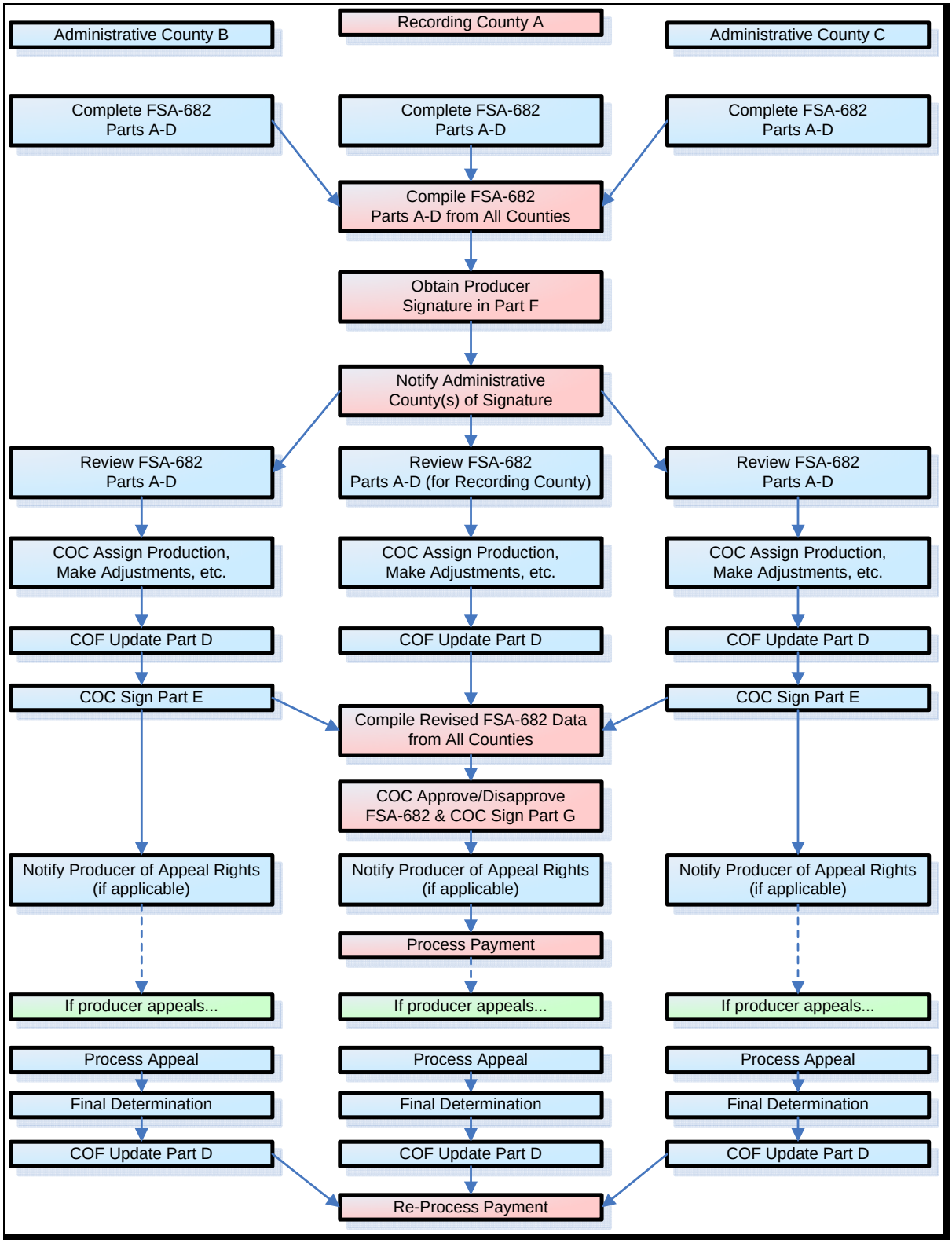
PRF Price and Yield Charts (Continued)

D 2011 Crop Year PRF Price and Yield Data (Continued)

Commodity	State	*--2011 PRF Yield Ton Per Acre	2011 PRF Price/Ton--*
Hay All (Dry)	Ohio	2.55	$134.3333
Hay All (Dry)	Oklahoma	1.91	$92.8333
Hay All (Dry)	Oregon	2.98	$162.3333
Hay All (Dry)	Pennsylvania	2.29	$160.3333
Hay All (Dry)	Rhode Island	1.96	$208.3333
Hay All (Dry)	South Carolina	2.00	$115.0000
Hay All (Dry)	South Dakota	2.01	$89.3333
Hay All (Dry)	Tennessee	1.94	$90.1667
Hay All (Dry)	Texas	2.21	$126.0000
Hay All (Dry)	Utah	3.73	$136.3333
Hay All (Dry)	Vermont	1.84	$162.0000
Hay All (Dry)	Virginia	2.09	$135.6667
Hay All (Dry)	Washington	3.99	$170.0000
Hay All (Dry)	West Virginia	1.75	$93.0000
Hay All (Dry)	Wisconsin	2.36	$94.8333
*--Hay All (Dry)	Wyoming	2.09	$110.3333--*

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 * * * Workbook.

Administrative County (B)

FSA-682, page 1.
FSA-682A pages, as needed.
FSA-682, page 2's from the SURE * * * Workbook.

Recording County (C)

FSA-682, page 1.
FSA-682A pages, as needed.
FSA-682, page 2's from the SURE * * * 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: _____
_____
_____
_____
_____

SURE Crops With CC Yields

This table provides a list of SURE crops with CC yields.

Crop Name	Type Name	Type Abbrev	2-CP Crop Code	IU	Unit of Measure	Conversion Factor
Barley	Hulless Spring Waxy Winter	HUL SPR WXY WTR	0091	GR, GS, SD	BU	
Beans 1/	Garbanzo, Small Desi Garbanzo, Large Kabuli Garbanzo, Small Kabul	GAD GAR GAS	0047	DE, FH, SD	LBS	
Canola	Fall Seeded Spring	FAL SPR	0711	SD	LBS	
Corn	White Yellow	WHE YEL	0041	GR, SD	BU	
				FG (silage)	TON	7.94 2/
Cotton, Upland			0021		LBS	
Crambe			0714	SD	LBS	
Flax	Common Linola	COM LIN	0031	SD	BU	
Lentils 1/			0401	DE	LBS	
Mustard	Brown Oriental Yellow	BWN ORN YEL	0130	SD	LBS	
Oats	Hulless	HUL	0016	GR, GS	BU	
	Spring Winter	SPR WTR		GR, GS, SD		
Peanuts	Runner Southeast Spanish Southwest Spanish Valencia Virginia	RUN SPE SPW VAL VIR	0075	NP	LBS	
Peas 1/	Austrian Green Umatilla Wrinkled Yellow	AUS GRN UMA WSD YEL	0067	DE, SD	LBS	
Rapeseed			0129	SD	LBS	
Rice	Long Grain Medium Grain Small Grain	LGR MGR SGR	0018		LBS	
Safflower			0079	SD	LBS	
Sesame			0396	SD	LBS	

1/ Crops do not have a CC yield for 2008.

2/ For IU of silage, convert the CC yield from BU to TON by dividing CC yield by the conversion factor. Conversion factors are from 1-DCP, subparagraph 141 A.

SURE Crops With CC Yields (Continued)

Crop Name	Type Name	Type Abbrev	2-CP Crop Code	IU	Unit of Measure	Conversion Factor
Sorghum	Grain Hybrid	GRS HIG	0051	GR, SD	BU	
				SG	TON	5.56 2/
Sorghum, Dual Purpose			0052	GR	BU	
				SG	TON	5.56 2/
Soybeans	Common Lerado	COM LER	0081	GR, SD	BU	
Sunflowers	Confectionary Oil	NON OIL	0078	GR, SD	LBS	
Wheat	Hard Amber Durum Hard Red Spring Hard Red Winter Hard White Winter Hard White Spring Soft Red Winter Soft White Spring Soft White Winter	HAD HRS HRW HWR HWS SRW SWS SWW	0011	GR, GS, SD	BU	

1/ Crops do not have a CC yield for 2008.

2/ For IU of silage, convert the CC yield from BU to TON by dividing CC yield by the conversion factor. Conversion factors are from 1-DCP, subparagraph 141 A.

***--Eligible 2009 Buy-In Crops**

The following crops are the only crops eligible for 2009 Buy-In, if insured.

State Name	RMA Crop Code	Crop Name
All States	0073	Nursery
Arizona	0201	Grapefruit
	0202	Lemons
	0205	Mandarins
	0206	Minneola Tangelos
	0215	Navel Oranges
	0216	Sweet Oranges
	0217	Valencia Oranges
	0237	Orlando Tangelos
California	0019	Avocados
	0201	Grapefruit
	0202	Lemons
	0205	Mandarins
	0206	Minneola Tangelos
	0215	Navel Oranges
	0216	Sweet Oranges
	0217	Valencia Oranges
	0237	Orlando Tangelos
Florida	0044	Fresh Market Sweet Corn
	0083	Peppers
	0086	Fresh Market Tomatoes
	0245	Citrus I – Early and Midseason Oranges
	0246	Citrus II – Late Oranges (Ju)
	0247	Citrus III – Grapefruit (Ju) for Freeze
	0248	Citrus IV – Tangelos and Tangerines
	0249	Citrus V – Murcott Honey Oranges
	0250	Citrus VI – Lemons and Limes
	0251	Citrus VII – Grapefruit (Fh) and Oranges (Ju) for Freeze
	0252	Citrus VIII – Navel Oranges
Georgia	0044	Fresh Market Sweet Corn
	0072	Cabbage
Hawaii	0023	Macadamia Nuts
Texas	0072	Cabbage
	0224	Early and Midseason Oranges
	0225	Late Oranges
	0226	All Other Grapefruit
	0228	Ruby Red Grapefruit
	0238	Rio Red and Star Ruby

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