

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Noninsured Crop Disaster Assistance
Program for 2001 and Subsequent Years
1-NAP (Revision 1)**

Amendment 42

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 1110 has been amended to update reconciliation report messages.

Part 10, Section 8 has been withdrawn since special gross revenue process is no longer required since all producers and members must have an eligibility record.

Paragraph 1276 has been amended to update eligibility language.

Paragraph 1277 has been added to provide written instructions for NAP E-FC access and allotments.

Paragraph 1278 and 1280 have been amended to update information on CCC-576A-1.

Paragraph 1282 has been amended to provide updated instructions on preparing CCC-576C.

Paragraph 1283 has been amended to provide updated instructions on preparing CCC-576A.

Paragraph 1284 has been amended to provide updated instructions on preparing CCC-576B.

Paragraph 1315 has been amended to provide instructions for requesting authorization to issue 2006 payments since the automated software has been disabled.

Paragraph 1321 has been amended to provide updated instructions.

Paragraph 1322 has been amended to update screens and remove outdated error messages.

Paragraph 1324 has been amended to update the Informational Screen.

Paragraph 1351 has been amended to provide updated instructions.

Paragraph 1352 has been amended to remove outdated error messages.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 1365 F has been added for 2001 and 2006 overpayments.

Paragraphs 1372, 1373, 1377, 1385, and 1386 have been amended to provide updated instructions.

Paragraph 1389 has been amended to update overpayment register messages.

Paragraph 1407 has been amended to update instructions for printing PPH.

Paragraphs 1413 and 1414 have been amended to update instructions and screens for printing CCC-576E.

Paragraph 1432 has been amended to update nonpayment register messages.

Page Control Chart		
TC	Text	Exhibit
7-10	10-321 through 10-326 10-326.5, 10-326.6 10-329 through 10-400 10-401 through 10-406 (remove) 10-407 (remove) 11-3 through 11-6 11-9, 11-10 11-25 through 11-34 11-37 through 11-44 11-45, 11-46 11-49 through 11-200 11-203 through 11-224 11-227 through 11-294 11-299, 11-300 11-303 through 11-306 11-333 through 11-346 11-349, 11-350 11-359, 11-360 11-379 through 11-384 11-389 through 11-440 11-455 through 11-464 11-468.5, 11-468.6 11-469, 11-470 11-481 through 11-502 11-517 through 11-542	1, pages 1-4 3, page 3

Table of Contents (Continued)

Page No.

Part 10 County Office Software Operations (Continued)

Section 4 CCC-471

881	Accessing NAP CCC-471 Software	10-151
881.5	Informational Screen MHACA013	10-152.5
882	Producer Selection Screen MHACAA01	10-153
882.5	Verification Screen MHACAA02	10-154.5
883	Processing CCC-471's	10-155
883.5	Processing CCC-471's for Continuous Coverage Applications, 2005 and Future Years	10-156
884	Crop Selection Screen MHACAB01	10-156.5
885	Coverage Screen MHACAC01	10-158
885.5	Coverage Screen MHACAC01 As Applicable to Continuous Coverage Applications	10-160
886	Determination Screen MHACAC1A	10-160.9
887	Fees Screen MHACAC1B	10-161
888	Collection Screen MHACAC1C	10-164
889	CCC-471 Print Process	10-166
890	Canceling an Application for Coverage	10-167
891	Continuous Coverage Reminder Notification Letters	10-169
892-900	(Reserved)	

**Section 5 CCC-576, Notice of Loss/Application for Payment Noninsured Crop
Disaster Assistance Program**

901	Accessing CCC-576 Software	10-191
902	Producer Selection Screen MHACL101	10-193
903	(Reserved)	
904	Processing CCC-576	10-197
905	NAP Unit Selection Screen MHACL201	10-198
906	NAP Crop Selection Screen MHACL301	10-199
907	Type Selection Screen MHACL401	10-200
908	Disaster Event Screen MHACL601	10-201
909	Loss Claims Selection Screen MHACL501	10-204
910-914	(Reserved)	
915	Updating Approval/Disapproval Dates	10-217
916-1000	(Reserved)	

Section 6 Application for Payment

1001	Accessing Application for Payment Software	10-261
1002	Producer Selection Screen MHACWA01	10-262
1003	Processing CCC-576, Application for Payment	10-263

Table of Contents (Continued)

Page No.

Part 10 County Office Software Operations (Continued)

Section 6 Application for Payment (Continued)

1004	Unit Selection Screen MHACWB01	10-264
1005	Pay Crop Selection Screen MHACWC01	10-265
1006	Crop Selection Screen MHACWC02	10-266
1007	Producer Share Selection MHACWE0A	10-267
1008	Forage Question Screen MHACWD0B	10-268
1009	Date of Loss Selection Screen MHACWL01	10-269
1010	Carrying Capacity Selection Screen MHACWD02	10-272
1011	Value Loss Screen MHACWE01	10-275
1012	Yield Based Crops	10-279
1012.5	Approved Yield Adjustment Screen MHACWD0Y	10-282.5
1013	Forage Intended for Grazing Screen MHACWD03	10-283
1014	Record More Data Question Screen MHACWD0C	10-286
1014.5	Additional Acres to Plant or Harvest Screen MHACWD0E	10-288
1015	Record Enrollment Data Screen MHACWD0F	10-288.6
1016	Entering Enrollment/Approval/Disapproval Dates	10-289
1017-1100	(Reserved)	

Section 7 NAP Reports

1101	NAP Reports Menu MHACR0	10-301
1102	Producer CCC-471 Summary	10-303
1103	County Office Application for Coverage Summary Report	10-304
1104	State Office Application for Coverage Summary Report	10-305
1105-1109	(Reserved)	
1110	Reconciliation Report	10-321
1111	NAP Applications Needing Update Because of Crop Table Changes	10-327
1112	Approved Yield Review Register	10-328
1113-1150	(Reserved)	

Section 8 (Withdrawn--Amend. 42)

1151-1153	(Withdrawn--Amend. 42)	
1154-1275	(Reserved)	

Table of Contents (Continued)

Page No.

Part 11 Payment Processing

Section 1 NAP Payment Provisions

1276	General Payment Provisions	11-1
1277	Funds Control for NAP Payments	11-5
1278	NAP Payment Groupings	11-7
1279	Manual Payment Calculations	11-9
1280	Manual Payment Calculations for NAP Yield-Based Crops	11-10
1281	Manual Payment Calculations for NAP Value Loss Crops	11-21
1282	Manual Payment Calculations for Grazing Crops	11-25
1283	Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years	11-33
1283.5	Manual Payment Calculations for NAP Yield-Based Crops With Multiple Crop Types Having Prevented Planted Acres.....	11-44.5
1284	Manual Payment Calculations for NAP Value Loss Crops - 2002 and Future Years	11-45
1285-1309 (Reserved)		

Section 2 Issuing NAP Payments

1310	Overview	11-201
1311	Prerequisites for Issuing Payments	11-202
1312	Applying Payment Limitation	11-203
1313	Accessing the NAP Payment Software	11-204
1314	Payment Processing	11-205
1315	NAP Payment Processing for Crop Years 2001 Through 2006	11-208
1316-1320 (Reserved)		
1321	Issuing Payments	11-219
1322	Payment Selection Screen MHACPA01	11-222
1323	Batch Check and Printing Control Screen MHACPN01	11-224
1324	NAP Funds Control Verification	11-228
1325-1349 (Reserved)		

Section 3 Canceling Payables

1350	Canceling Erroneous Payables	11-295
1351	Canceling Payables Through the NAP Payment Application	11-298
1352	Cancellation Screen MHACPA02	11-304
1353	Payable Cancellation Screen MHACOA01	11-307
1354	Canceling NAP Payment Process	11-310
1355-1364 (Reserved)		

Table of Contents (Continued)

Page No.

Part 11 Payment Processing (Continued)

Section 4 Overpayment Processing

1365	General Overpayment Provisions	11-333	
1366	Charging Interest	11-335	
1367	Debt Basis Codes	11-336	
1368-1370 (Reserved)			
1371	Accessing Overpayment Software	11-345	
1372	Computing Overpayments	11-346	
1373	Transferring Overpayment Amount to CRS	11-348	
1374-1376 (Reserved)			
1377	Overpayment Selection Screen MHACPA01	11-359	
1378	Overpayment Transfer Selection MHACOE02	11-361	
1379	Overpayment Transfer Confirmation Screen MHACOF01	11-363	
1380	Batch Overpayment Printing Control Screen MHACON01	11-369	
1381-1384 (Reserved)			
1385	Canceling Overpayments	11-379	
1386	Cancellation Selection Screen MHACPA02	11-382	
1387	Overpayment Cancellation Screen MHACOS01	11-385	
1388	Overpayment Register	11-387	
1389	Overpayment Register Messages	11-389	
1390-1399 (Reserved)			11-391

Section 5 Payment Registers and Reports

1400	Overview	11-441
1401-1405 (Reserved)		
1406	PPH Print	11-451
1407	Printing PPH	11-455
1408-1412 (Reserved)		
1413	CCC-576E, NAP Estimated Calculated Payment Report.....	11-465
1414	Printing CCC-576E's	11-482
1415-1424 (Reserved)		
1425	Pending Payment Registers	11-503
1426-1430 (Reserved)		
1431	Nonpayment Register	11-515
1432	Nonpayment Register Messages	11-515
1433-1444 (Reserved)		

Section 6 Recovery Process

1445	Using the Recovery Process	11-543
1446	Diagnostic Report	11-544

***--1110 Reconciliation Report**

A Introduction

The reconciliation report is provided for County Offices to identify possible problems or errors with a producer's Application for Coverage, Application for Payment, and eligibility.

The reconciliation report:

- identifies producers whose status in the system will prevent a payment from being issued
- provides County Offices with information that will enable the user to take corrective action, when applicable, to ensure that producer payments are issued properly.

Not all conditions on the reconciliation report will require County Office action. Some of the messages are provided for informational purposes to assist County Offices in determining whether there is a problem with a producer's Application for Coverage, Application for Payment, and/or eligibility.

B When to Run the Reconciliation Report

The reconciliation report shall be run:

- at least weekly to identify possible error conditions
- before issuing NAP payments.--*

1110 Reconciliation Report (Continued)

C Printing the Reconciliation Report

Follow the steps in this table to print the reconciliation report from NAP Reports Menu MHACR0.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	*--ENTER "11", "PFC/DCP Compliance".--*
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER, "2", "Non-insured Assistance Program".
6	MHB0YR	Enter appropriate Crop Year for processing.
7	MHB000	ENTER, "7", "Reports".
8	MHACR0	ENTER "9", "Reconciliation Report".

D Reconciliation Report Messages

The messages on the reconciliation report shall be used to identify corrective action that may need to be taken. This table identifies the error messages on the reconciliation report.

Note: Only 8 crops and crop types will be identified at a time for messages listing the crop name and crop type. Additional crops and crop types will be identified when previous listings have been corrected.

Message	Reason For Message	County Office Action
Person Determination Flag * * * is Invalid	Person determination flag * * * is invalid for the applicable year. See paragraph 1276 to determine valid flags.	Determine whether the flag is correct in the specified county for the applicable year and update, if necessary.

1110 Reconciliation Report (Continued)

D Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
AD-1026 Flag * * * is Invalid	AD-1026 flag * * * is invalid for the applicable year. See paragraph 1276 to determine valid flags.	Determine whether the flag is correct * * * for the applicable year and update, if necessary.
NAP Gross Income Flag * * * is Invalid	NAP Gross Income flag * * * is invalid for the applicable year. See paragraph 1276 to determine valid flags.	Determine whether the flag is correct * * * for the applicable year and update, if necessary.
6-CP Flag * * * is Invalid	6-CP flag * * * is invalid for the applicable year. See paragraph 1276 to determine valid flags.	Determine whether the flag is correct * * * for the applicable year and update, if necessary.
Controlled Substance Flag * * * is Invalid	Controlled Substance flag * * * is invalid for the applicable year. See paragraph 1276 to determine valid flags.	Determine whether the flag is correct * * * for the applicable year and update, if necessary.
NAP Non-Compliance Flag * * * is Invalid	NAP Non-Compliance flag * * * is invalid for the applicable year. See paragraph 1276 to determine valid flags.	Determine whether the flag is correct * * * for the applicable year and update, if necessary.
Multiple Invalid Eligibility Flags	The individual or entity being paid has multiple invalid eligibility flags for the applicable year.	Print Report MABDIG to determine the invalid flags for the applicable year.
--Fraud, Including FCIC Fraud is Invalid	FCIC flag is invalid for the applicable year. See paragraph 1276 to determine valid flags.	Determine whether the flag is correct for the applicable and update, if necessary.--

1110 Reconciliation Report (Continued)

D Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
Appl. for Payment Has Ineligible Notice of Loss for “Crop Name and Crop Type *--for Unit No.”	Application for Payment has an Ineligible Notice of Loss.	Access Application for Payment, and PRESS “Cmd5” to update Screen MHACWE01. Example: Notice of Loss crop group and crop type was approved and Application for Payment was completed. Later, the Notice of Loss crop group and crop type was disapproved or had the approval date removed.
Ineligible Disaster Events Recorded for Notice of Loss for “Crop Name and Crop Type for Unit No.”	Notice of Loss does not have an eligible disaster event recorded.	Determine whether the recorded disaster events are correct and update according to paragraph 908, if necessary.
Appl. for Payment Is Not Approved or Disapproved for “Crop Name and Crop Type for Unit No.”	Application for Payment has not been approved or disapproved.	Approve or disapprove the Application for Payment according to paragraph 1016, if applicable. Note: Approval date shall not be entered until COC approval has been obtained.
Appl. for Payment Has Been Disapproved for “Crop Name and Crop Type for Unit No.”--*	Application for Payment has been disapproved for the pay group.	Determine whether the pay group on the Application for Payment was disapproved in error; if so, update the record properly. If the pay group on the Application for Payment should have been disapproved, no action is necessary.

1110 Reconciliation Report (Continued)

D Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
Appr. Notice of Loss Without Appl. for Payment for "Crop Name and *--Crop Type for Unit No."	Approved Notice of Loss is on file; however, Application for Payment has not been completed.	Complete Application for Payment according to Section 5, if applicable.
Appl. for Coverage Has Ineligible Pay Group for "Crop Name and Crop Type for Unit No."	Application for Coverage has a pay group for which there is not a matching pay group on the National Crop Table.	Access and update Application for Coverage to ensure that the correct pay group is used.
Appl. for Payment Has Ineligible Pay Group for "Crop Name and Crop Type for Unit No."--*	Application for Payment has a pay group for which there is not a matching pay group on the National Crop Table.	Access and update Application for Payment to ensure that the correct pay group is used.
***	***	***
Final Use Entered Does Not Have a National Crop Table Record for "Crop Name and Crop *--Type for Unit No."--*	Final use entered for crop and crop type does not have a matching record on the National Crop Table.	Determine whether the correct final use was entered on the Application for Payment; and, if so, follow procedure according to paragraph 751 to obtain a National Crop Table record.
Application for Payment Has Been Deleted	County Office has deleted all pay groups associated with the Application for Payment.	Determine whether the Application for Payment was deleted in error; if so, update the applicable records. If all pay groups on the Application for Payment should have been deleted, no action is necessary.

1110 Reconciliation Report (Continued)

D Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
Selected Producer Not Loaded in the Entity File	The producer is loaded as an 02 or 03 in the name and address file, but is not active in the entity file for the applicable year.	The joint operation shall be loaded in the entity file for the applicable year according to 2-PL.
***	***	***
Producer Has Temporary ID Number, NAP Payment Cannot Be Issued	Producer is loaded in the name and address file with a temporary ID number.	Producer must have a permanent ID number to receive NAP payments.
Adjusted yield present for "Crop Name, Planting Period, Crop Type, Practice, and Final Use"	APH was adjusted through the Application for Payment.	Determine whether the APH adjustment is correct; if so, no action is necessary. If APH should not have been adjusted, access the Application for Payment and indicate correct APH or adjusted APH.
All acres have not been recorded for pay group "Crop name and Type" on the Appl. for Payment *--for Unit No.--*	County Office indicated that all acres for the pay group have not been recorded on the Application for Payment.	Determine whether all acres for the pay group have been recorded on the Application for Payment. If all acres have not been recorded for the pay group, access the Application for Payment according to subparagraph 1001 B and answer the question on Screen MHACWD03 accordingly. If all acres have been recorded for the pay group, no action is necessary.

1110 Reconciliation Report (Continued)

D Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
*--PP Payment Factor on Appl. for Payment does match the NCT for "Abbr. CROP NAME" and "CROP TYPE" for Unit Number"	Application for Payment with a stage of "PP" has a different prevented planted payment factor in the application for payment file compared to the prevented planted payment factor in the national crop table record.	Access the Application for Payment, and PRESS "Cmd5" on Load Acres/Production Screen MHACWD01 to update the record.
Payment Rate on Appl. for Payment does match the NCT for "Abbr. CROP NAME" and "CROP TYPE" for Unit Number"	A crop type with a stage of "PP" has a different payment rate in the Application for Payment File compared to the prevented planted payment factor in the national crop table record.	Access the Application for Payment, and PRESS "Cmd5" on Load Acres/Production Screen MHACWD01 to update the record.
Appl. for Payment does not contain the current status of the Notice of Loss File for "Abbr. CROP NAME and CROP TYPE" for Unit Number"--*	Application for Payment does not reflect the current status of the notice of loss.	Access the Application for Payment and PRESS "Cmd5" on Load Acres/Production Screen MHACWD01 to update the record.

1112 Approved Yield Review Register

A Overview

NAP approved yields are subject to annual reviews. These reviews include only required spot checks as determined by subparagraph 600 A.

B Report Option

The option to print the NAP Approved Yield Review Register is on NAP Reports Menu MHACR0 as option 12.

C Register Example

The following is an example of the approved yield spot check register.

CALIFORNIA							USDA-FSA				Prepared: 12-06-2005		
A TULARE							2005 NAP				10:33 AM		
Report ID: MHACYR-R001							Approved Yield Review Register				Page: 1		
Req	Unit Number	Crop Abrv	Crop Type	Int Use	Prac	Plnt Pd	Req	Unit Number	Crop Abrv	Crop Type	Int Use	Prac	Plnt Pd
*	526	WHEAT	HRW	GR	N	01							
	526	PEARS	BLT	FH	N	01							
End of Report													
* Required Review - Approved Yield exceeds 150 percent of County Average													

D Required Reviews

Because of the change in the compliance review selection process, not all units on the approved Yield Review Register will be reviewed. Only the records with an asterisk (*) in the "Req" column shall be reviewed. These reviews shall be in addition to the reviews determined according to the National Compliance Review list.

1113-1150 (Reserved)

Section 8 (Withdrawn--Amend. 42)

1151-1153 (Withdrawn--Amend. 42)

1154-1275 (Reserved)

1276 General Payment Provisions (Continued)

J Determining Payment Eligibility

The payment process reads the eligibility and multi-county files to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, the individual or entity will be listed on the nonpayment register with the applicable message. Eligibility conditions must be updated before the producer or member can be paid. These conditions should accurately reflect COC determinations.

This table identifies:

- eligibility conditions applicable to 2001 and future years NAP
- which conditions are used to determine producer eligibility in which County Office
- condition values that reflect producer or member eligibility or ineligibility.

County	Eligibility Condition	Eligible Determination	Ineligible Determination	Conditions Requiring Other Determinations
Control County	Person Determination	Y	N, P, Blank	
	NAP Gross Income	Y	N	
Home County	Controlled Substance	Y	N	
	6-CP	Y	N	B
	AD-1026	Y	N, A, F	
	FCIC Fraud	Y	N	
	NAP Non-Compliance	Y	N	
Other County	Controlled Substance	Y	N	
	6-CP	Y	N	
	FCIC Fraud	Y	N	
	NAP Non-Compliance	Y	N	

1276 General Payment Provisions (Continued)

***--K “B” Condition in the Home County**

A “B” condition in the home county indicates that the producer is associated with a farm--* that is in violation of HEL, but has been determined to meet the Landlord/Tenant exception established in 6-CP. The producer is ineligible to receive a loss payment on that farm. A message will display when an application is taken on the application screen that “Producer is ineligible for payment on FSN XXX”. However, NAP coverage is based on units and not FSN’s. The County Office shall be responsible to ensure that CCC-471 is not taken on the unit from the HEL farm or payments made on the unit from the HEL farm. The producer would be eligible for benefits on any complying farm.

--1277 Funds Control for NAP Payments*A Funds Control for NAP**

NAP funds are subject to E-FC. E-FC provides real-time funds control for NAP and allows for the monitoring of program disbursements.

B State Office Access to NAP E-FC Program Group

As a rule, the National Office has granted authority to the NAP E-FC Program Group to no more than 2 State Office employees. This authority allows the State employees to control the State reserve and move funds between County Offices.

As a result of changes in personnel, State Offices may require a change to the employees with NAP E-FC authority. State Offices should by e-mail, submit requests to add and remove employees to **all** of the National Office contacts listed in subparagraph D. The e-mail request should include the following information for each employee:

- user's name
- e-Authentication user ID.

Note: If the request increases the number of employees to more than 2, be sure to include an employee whose authority should be removed.

C Allotment of NAP Funds

At the beginning of each FY, an initial allotment of NAP funds will be provided to all County Offices through the funds control process. Additionally, the State will be provided with an allotment amount in the State reserve. If additional funds are required, County Offices should contact the appropriate State Office specialist. The State Office specialist should either:

- move funds from the State reserve to the County Office requesting funds
- reallocate funds from 1 or more County Offices and allocate those funds to the requesting County Office
- contact the National Office to request additional funds, if funds are not available within the existing allocation for the State.

Notes: The additional funds will be sent from the National Office to the State Office, and then the State Office will send the funds to the County Office.

If the specialists responsible for NAP E-FC are not in the State Office and are not able to assist the County Office with an additional funds request, the State Office should contact 1 of the National Office contacts listed in subparagraph C to request additional funds be moved within the State.--*

*--1277 Funds Control for NAP Payments (Continued)

D Submitting Request for Additional NAP Funds to the National Office

State Office specialists shall submit an e-mail to **all** of the following National Office contacts to request a specific amount of NAP funds required:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov.**

Note: Before requesting additional funds, State Office specialists shall ensure funds from other County Offices within the State are distributed equitably according to program activity. County Offices having excess funds shall always be reallocated before requesting funds from the National Office.--*

1278 NAP Payment Groupings (Continued)

F Example 2

Producer B has the following loss data.

Unit	Crop	Type	Pay Crop Code	Pay Type Code	Planting Period	Int Use	Disaster Level	Production	Net Production for Payment	Calculated Payment
1.00	Peas	PHL	0067	003	01	FH	8,200.50	10,000	-1,799.50	(\$193)
	Peas	SNA	0067	003	01	FH	4,000	0	4,000	\$428

In this example:

- Purple Hull Peas have a “0067” 2-CP crop code
- Snap Peas have a “0067” 2-CP crop code.

For NAP payment purposes, both crops have a “0067” payment crop code. As a result, Producer B’s loss on Snap Peas will be reduced by \$193 because of the high yield on Purple Hull Peas.

1279 Manual Payment Calculations

A Introduction

County Offices shall use the following table to determine which manual calculation form to use when manually calculating NAP payments.

IF calculating a payment for a...	THEN use...
yield-based crop	CCC-576A.
value loss crop	CCC-576B.
grazing loss	CCC-576C.
--yield based crop when there are multiple crop types within a pay group	CCC-576A-1.--

1279 Manual Payment Calculations (Continued)**B When to Manually Calculate Payments**

County Offices are not required to manually calculate payments for each producer that applies for NAP benefits. However, it is recommended that at least some of the payments are verified before CCC-184's are issued to producers and EFT's are transmitted to producer's financial institutions.

Manual payment calculation worksheets are provided to assist County Offices in reconciling system-calculated payment amounts. County Offices shall use the applicable manual payment calculation form as described in subparagraph A to manually calculate NAP payments.

1280 Manual Payment Calculations for NAP Yield-Based Crops**A Introduction**

CCC-576A is:

- used for yield-based crops only
- the loss calculation worksheet used to determine whether a specific type and intended use of a defined crop has incurred a qualifying loss for payment
- for harvested, unharvested, and prevented planted acreage.

Complete a separate line entry on CCC-576A for all crop types and intended uses for the specified crop (pay group) for the producer's unit. All acres and production from all types of the crop must be accounted for.

***--Note:** Use CCC-576A-1 when there are multiple crop types within a pay group.--*

***--1282 Manual Payment Calculations for Grazing Crops**

A Introduction

CCC-576C is the payment calculation worksheet used for grazing crops.

Complete a separate line entry on CCC-576C for all crops and crop types for the producer's unit. All acres and production from all types of the crop must be accounted for.--*

1282 Manual Payment Calculations for Grazing Crops (Continued)

B Completing CCC-576C

Complete CCC-576C according to the following.

Note: All calculations should be rounded to whole numbers, unless otherwise specified.

Item	Instructions
1 and 2	Enter the State and county code from CCC-576, item 1B.
3 and 4	*--Enter the producer's name and 4-digit ID number from CCC-576, items 23--* and 24.
5	Enter the unit number for the producer and crop from CCC-576, item 2.
6	Enter the AUD value for the applicable crop year. See subparagraph 503 C for additional information on AUD value.
7	Payment level is 55 percent.
8	Enter the payment crop code from CCC-576, item 7B for the specified crop, crop type, intended use, and practice. See paragraph 1278 for additional information on payment groupings.
9	Enter the payment type code from CCC-576, item 7D for the specified crop,--* crop type, intended use, and practice. See paragraph 1278 for additional information on payment groupings.
10	Enter the planting period for the specified crop from CCC-576, item 7D.
11	Enter the name of the crop from CCC-576, item 8A.
12	Enter the crop type name or abbreviation from CCC-576, item 48 for the specified crop type.
13	Enter the practice from CCC-576, item 51 for the specified crop type and intended use. Note: A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.

1282 Manual Payment Calculations for Grazing Crops (Continued)

B Completing CCC-576C (Continued)

Item	Instructions
14	<p>Enter the planted acreage, as applicable for the specified crop code and crop type from CCC-576, item 50.</p> <p>The acres entered should be the planted acreage in the unit. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the planted acres corresponding to the share in item 15.</p> <p>Example: Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for alfalfa are 60/40. On the other farm, the shares are 50/50. A separate line entry shall be completed for the acres attributable to each share relationship.</p>
15	Enter the producer's share from CCC-576, item 49 for specified crop type. Enter up to 4 decimal places.
16	<p>Calculate the acreage attributable to the producer by multiplying the following:</p> <ul style="list-style-type: none"> • planted acreage recorded in item 14, times • producer share recorded in item 15.
17	Enter the carrying capacity from the crop table for the specified crop, crop type, and planting period.

1282 Manual Payment Calculations for Grazing Crops (Continued)

B Completing CCC-576C (Continued)

Item	Instructions
18	Calculate the animal unit by dividing the following: <ul style="list-style-type: none"> • producer acres recorded in item 16, by • carrying capacity recorded in item 17. <p>Note: Round to 4 decimal places.</p>
19	Enter the grazing period days from the crop table for the specified crop, crop type, and planting period.
20	Calculate the animal unit day by multiplying the following: <ul style="list-style-type: none"> • animal unit recorded in item 18, times • grazing period days in item 19.
21	Enter the AUD adjustment factor determined by COC from CCC-576, item 56. <p>Note: Round to 2 decimal places.</p>
22	Calculate the AUD adjustment by multiplying the following: <ul style="list-style-type: none"> • animal unit day recorded in item 20, times • AUD adjustment factor determined by COC in item 21.
23	Calculate the expected AUD by adding the following: <ul style="list-style-type: none"> • animal unit day recorded in item 20, plus • AUD adjustment recorded in item 22. <p>Note: If there is not an approved Notice of Loss for this line item, the calculation will not continue beyond expected AUD. This ensures that production for all crops and crop types are included in the calculation for the crop.</p>

1282 Manual Payment Calculations for Grazing Crops (Continued)

B Completing CCC-576C (Continued)

Item	Instructions
24	Enter the AUD loss factor determined by COC from CCC-576, item 57. Note: Round to 4 decimal places.
25	Calculate the AUD loss by multiplying the following: <ul style="list-style-type: none"> • expected AUD recorded in item 23, times • AUD loss factor determined by COC recorded in item 24.
26	Enter the assigned AUD determined by COC from CCC-576, item 58.
27	Calculate producer share assigned AUD by multiplying the following: <ul style="list-style-type: none"> • share recorded in item 15, times • assigned AUD determined by COC recorded in item 26.
28	Calculate the adjusted AUD loss by subtracting the following: <ul style="list-style-type: none"> • AUD loss recorded in item 25, minus • producer share assigned AUD recorded in item 27.
29	Calculate the total expected AUD by adding all entries recorded in item 23.
30	Calculate the total adjusted AUD loss by adding all entries recorded in item 28.
31	Calculate AUD covered by NAP by multiplying the following: <ul style="list-style-type: none"> • total expected AUD recorded in item 29, times • 50 percent.

1282 Manual Payment Calculations for Forage Intended for Grazing (Continued)

B Completing CCC-576C (Continued)

Item	Instructions
32	<p>Calculate the net AUD for payment by subtracting the following:</p> <ul style="list-style-type: none"> • total adjusted AUD loss recorded in item 30, minus • AUD covered by NAP recorded in item 31.
33	<p>Calculate the AUD producer payment by multiplying the following:</p> <ul style="list-style-type: none"> • net AUD for payment recorded in item 32, times • AUD value recorded in item 6, times • payment level of 55 percent recorded in item 7. <p>Note: Round to a whole number.</p> <p>If there is:</p> <ul style="list-style-type: none"> • a payment calculation for a yield-based crop in the same pay group as the grazing crop, refer to instructions for completing CCC-576A, item 40 • not a payment calculation for a yield based crop in the same pay group, the unit total is the result of the AUD producer payment. <p>Note: If the AUD producer payment is negative, the unit total will be zero.</p>

1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years

A Introduction

CCC-576A is used:

- for yield-based crops only
- to determine whether a specific type and final use of a defined crop has incurred a qualifying loss for payment
- for harvested, unharvested, and prevented planted acreage.

***--Note:** CCC-576A-1 will also be used when there are multiple crop types within a pay group with prevented planted acreage.--*

Complete a separate line entry on CCC-576A for each crop type and final use for the specified crop (pay group) for the producer's unit. All acres and production from all types of the crop must be accounted for.

1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years (Continued)

B Completing CCC-576A

Follow the instructions in this table to complete CCC-576A.

Note: Unless otherwise specified, all calculations should be rounded to 2 decimal places.

Item	Instructions
1 and 2	Enter the State and county codes from CCC-576, item 1B.
3	Enter the producer's name from CCC-576, item 23.
4	*--Enter the producer's 4-digit ID number from CCC-576, item 24.--*
5	Enter the unit number for the producer and crop from CCC-576, item 2.
6	Payment level is 55 percent.
7	Enter the name of the crop from CCC-576, item 8 A.
8	Enter the crop code corresponding with the crop name from CCC-576, item 8 A.
9	*--Enter the payment crop code from CCC-576, item 7B for the crop, crop type, final use, and practice. See paragraph 1278 for additional information on payment groupings.
10	Enter the payment type code from CCC-576, item 7C for the crop, crop type,--* final use, and practice. See paragraph 1278 for additional information on payment groupings.
11	Enter the planting period for the crop and crop type from CCC-576, item 7D.
Parts A and B - Items 12 through 25 are for harvested and unharvested acreage only.	
12	Enter the crop type name or abbreviation for the crop from CCC-576, item 29.
13	Enter the final use for the crop from CCC-576, item 37.
14	Enter the practice from CCC-576, item 33 for the crop type and final use. Note: A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.
15	Enter the producer's share from CCC-576, item 31 for the crop type. Enter up to 4 decimal places.

1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years
(Continued)

B Completing CCC-576A (Continued)

Item	Instructions		
23	Enter the payment factor for the applicable crop and harvest stage.		
	IF the acreage was...	AND the result of item 21 is...	THEN...
	harvested		1.0000 will be defaulted as the harvested payment factor.
	unharvested	greater than or equal to zero	enter the approved payment factor for the crop code, crop type, and final use from the crop table.
	negative	enter 1.0000 as the payment factor.	
24	Determine the salvage value attributable to the producer by multiplying the following: <ul style="list-style-type: none"> • total salvage value for the unit from CCC-576, item 38 or 40B, as applicable, for the crop type, times • producer share recorded in item 15. Round the result to whole dollars.		

1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years
(Continued)

B Completing CCC-576A (Continued)

Item	Instructions
25	<p>Determine the calculated payment for each harvested and unharvested line item by multiplying the following:</p> <ul style="list-style-type: none"> • net production for payment determined in item 21, times • payment rate recorded in item 22, times • payment factor recorded in item 23, times •*-payment level of 55 percent recorded in item 6, minus • salvage value record in item 24.--* <p>Round the result to whole dollars * * * .</p> <p>Notes: If the result is a negative, enter a negative dollar amount in this field.</p> <p>If the Notice of Loss is not approved or is not on file for the crop and crop type, and the calculated payment results in a positive amount, the calculated payment shall equal zero.</p>

1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years
(Continued)

B Completing CCC-576A (Continued)

Item	Instructions
Part C - Items 26 through 40 are for prevented planted acreage only.	
26	Enter the crop type name or abbreviation from CCC-576, item 29 for the crop type.
27	Enter the final use for the crop from CCC-576, item 37.
28	Enter the practice from CCC-576, item 33 for the crop type and final use. Note: A separate line entry shall be completed if the producer has both irrigated and nonirrigated acres.
29	Enter the producer's share from CCC-576, item 31 for the crop type. Enter up to 4 decimal places.
30	Enter the approved yield according to paragraph 254.
31	Enter the total planted acres for the crop from CCC-576, item 15 B.
32	Enter the prevented planted acres for the crop from CCC-576, item 15 A.
33	Calculate the intended acres by adding the following: <ul style="list-style-type: none"> • planted acres recorded in item 31, plus • prevented planted acres recorded in item 32. Note: Planted acres recorded in item 31 shall be the total planted acres for all crop types in the pay group with the exception of planted acres meeting the criteria in paragraph 25.
34	Calculate the disaster level by multiplying the following: <ul style="list-style-type: none"> • result of item 33, times • 35 percent.

1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years
(Continued)

B Completing CCC-576A (Continued)

Item	Instructions
35	<p>Calculate the eligible prevented planted acres by subtracting the following:</p> <ul style="list-style-type: none"> • prevented planted acres recorded in item 32, minus • disaster level determined in item 34. <p>Note: See paragraph 1283.5 for determining eligible prevented planted acres when there are multiple crop types within a pay group.</p>
36	<p>Enter the assigned production for the crop from CCC-576, item 40A.</p>
37	<p>Calculate the net production for payment by completing the following:</p> <ul style="list-style-type: none"> • share recorded in item 29, times • approved yield recorded in item 30, times • eligible prevented planted acres determined in item 35, minus • assigned production in item 36.
38	<p>Enter the payment rate for the crop code, crop type, and final use from the crop table.</p>
39	<p>Enter the approved prevented planted payment factor from the crop table for the crop and crop type.</p>
40	<p>Determine the calculated payment for each prevented planted line item by multiplying the following:</p> <ul style="list-style-type: none"> • net production for payment determined in item 37, times • payment rate recorded in item 38, times • payment factor recorded in item 39, times • payment level of 55 percent from item 6. <p>Round the result to whole dollars.</p> <p>Note: If the Notice of Loss is not approved or is not on file for the crop and crop type, and the calculated payment results in a positive amount, the calculated payment shall equal zero.</p>

*--1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years
(Continued)

B Completing CCC-576A (Continued)

Item	Instructions
<p>Items 41 through 43 are the loss calculations for all acreage and production in the unit for the specified crop.</p>	
41	<p>Determine the total calculated payment for harvested and unharvested acreage by adding the result of item 25 for each line item.</p> <p>Note: If a continuation page is needed to accommodate all acreage in the unit, then ensure that this total includes the calculated payment amounts from item 25 on the continuation page.</p>
	<p>IF the result is... THEN enter...</p>
negative	<p>zero.</p> <p>Exceptions: For 2002, if the crop is Ginseng, Floriculture, Alfalfa, Grass, or Mixed Forage and the calculated payment amount is negative, then enter the negative amount. This amount offsets a calculated payment if the producer also has a value loss Ginseng, Floriculture, Alfalfa, Grass, or Mixed Forage calculated payment.</p> <p>For 2003, if the crop is Ginseng, Floriculture, Alfalfa, Grass, Mixed Forage, or is a crop with the final use of RS or SE and the calculated payment amount is negative, then enter the negative amount. This amount offsets a calculated payment if the producer also has a yield-based Ginseng, Floriculture, crop within a pay group that could have the final use of RS or SE, Alfalfa, Grass, or Mixed Forage calculated payment.</p>
positive	<p>result of adding the calculated payment for each line item for item 25.</p>

--*

*--1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years
(Continued)

B Completing CCC-576A (Continued)

Item	Instructions
42	Determine the total calculated payment for prevented planted acreage by adding the calculated payment for each line item for item 40.
43	<p>Determine the total unit payment by adding the following:</p> <ul style="list-style-type: none"> • total calculated payment for harvested and unharvested acreage determined in item 41, plus • total calculated payment on prevented planted acres, plus the following, as applicable: <ul style="list-style-type: none"> • amount from CCC-576C determined in item 33, if the harvested/unharvested total payment is being completed for a crop that also has a grazing final use for the pay group computed on CCC-576C • amount from CCC-576B determined in item 26, if the total payment is being calculated for Ginseng, Floriculture, or starting in 2003 crops with the final use of “RS” or “SE”, if the calculation on CCC-576B resulted in a negative payment. <p>Note: If the total calculated harvested/unharvested payment resulted in a negative amount, the harvested/unharvested payment will be zero.--*</p>

1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years (Continued)

C Example of CCC-576A

The following is an example of CCC-576A.

*--

This form is available electronically.															
CCC-576A (06-18-08)						U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation			1. State Code 38	2. County Code 073	3. Producer's Name ABC Farms				
2002 and Future Years NONINSURED CROP DISASTER ASSISTANCE PROGRAM MANUAL PAYMENT CALCULATION WORKSHEET Yield Based Crops															
4. Producer's ID Number/Type (last 4 digits) 1234 S								5. Unit Number 190			6. Payment Level 55%				
7. Crop Name Beans			8. Crop Code 0047		9. Payment Crop Code 0047		10. Payment Type Code C01		11. Planting Period 01						
PART A - HARVESTED ACRES (See Page 2 for additional entries.)															
12. Crop Type	13. Final Use	14. Prac.	15. Share	16. Acres	17. Producer Acres (Item 15 X Item 16)	18. Yield	19. Disaster Level (Item 17 X Item 18 X 50%)	20. Net Production	21. Net Production for Payment (Item 19 minus Item 20)	22. Payment Rate	23. Payment Factor	24. Salvage Value	25. Calculated Payment (Item 21 X Item 22 X Item 23 X Item 6) minus Item 24		
GRN	FH	I	1.0000	6.5	6.5	1,800	5,850	750	5,103	.3200	1.0000	270	\$ 623		
											1.0000		\$		
											1.0000		\$		
											1.0000		\$		
											1.0000		\$		
											1.0000		\$		
PART B - UNHARVESTED ACRES (See Page 2 for additional entries.)															
GRN	FH	I	4.0000	2.0	2.0	1,800	0	1,800	.3200	.4000			\$ 127		
													\$		
													\$		
													\$		
													\$		
													\$		
PART C - PREVENTED PLANTED ACRES (See Page 2 for additional entries.)															
26. Crop Type	27. Final Use	28. Practice	29. Share	30. Yield	31. Planted Acres	32. Prevented Planted Acres	33. Intended Acres (Item 31 plus Item 32)	34. Disaster Level (Item 33 X 35%)	35. Eligible Prevented Planted Acres (Item 32 minus Item 34)	36. Assigned Production	37. Net Production for Payment (Item 29 X Item 30 X Item 35 minus Item 36)	38. Payment Rate	39. Payment Factor	40. Calculated Payment (Item 37 X Item 38 X Item 39 X Item 6)	
														\$	
														\$	
														\$	
														\$	
														\$	
41. Total Calculated Payment on Harvested and Unharvested Acres (Total of Item 25 (front and Page 2) for harvested and unharvested acres. If negative, enter zero.)													\$ 750		
42. Total Calculated Payment on Prevented Planted Acres (Total of Item 40 (front and Page 2) for prevented planted acres. If negative, enter zero.)													\$		
43. Total Unit Payment (Sum of Items 41 and 42.)													\$ 750		

--*

1284 Manual Payment Calculations for NAP Value Loss Crops - 2002 and Future Years

A Introduction

CCC-576B is the payment calculation worksheet used:

- for value loss crops only
- to determine whether a specific type and final use of a defined crop has incurred a qualifying loss for payment.

Complete a separate line entry on CCC-576B for each crop type and final use for the specified crop (pay group) for the producer’s unit. All values for all types of the crop must be accounted for.

B Completing CCC-576B

Follow the instructions in this table to complete CCC-576B.

Item	Instructions
1 and 2	Enter the State and county codes from CCC-576, item 1B.
3	Enter the producer’s name from CCC-576, item 23.
4	*--Enter the producer’s 4-digit ID number from CCC-576, item 24.--*
5	Enter the unit number for the producer and crop from CCC-576, item 2.
6	Payment level is 55 percent.
7	Enter the name of the crop from CCC-576, item 8 A.
8	Enter the crop code corresponding with the crop name from CCC-576, item 8 A.
9	*--Enter the payment crop code from CCC-576, item 7B for the crop, crop type, final use, and practice. See paragraph 1278 for additional information on payment groupings.
10	Enter the payment type code from CCC-576, item 7C for the crop, crop type,--* final use, and practice. See paragraph 1278 for additional information on payment groupings.
11	Enter the planting period for the crop and crop type from CCC-576, item 7D.
12	Enter the crop type name or abbreviation for the crop from CCC-576, item 7A.
13	Enter the final use for the crop from CCC-576, item 37.

*--1284 Manual Payment Calculations for NAP Value Loss Crops - 2002 and Future Years
(Continued)

B Completing CCC-576B (Continued)

Item	Instructions
14	Enter the producer's share from CCC-576, item 42 or crop type. Enter up to 4 decimal places.
15	Enter the Field Market Value A from CCC-576, item 43.
16	Compute the disaster level by multiplying the following: <ul style="list-style-type: none"> • Field Market Value A recorded in item 15, times • 50 percent.
17	Enter the Dollar Value of Inventory After Disaster for the crop and crop type from CCC-576, item 44. Note: If any portion of the eligible crop identified in item 15 is determined to have any dollar value after disaster, or may re-establish a dollar value for the portion of the crop and crop type, that portion of the crop and type must be counted as having the dollar value assigned in item 15.
18	Enter the Dollar Value of Ineligible Causes of Loss from CCC-576, item 45.
19	Determine Field Market Value B by adding the following: <ul style="list-style-type: none"> • Dollar Value of Inventory After Disaster determined in item 17, plus • Dollar Value of Ineligible Causes of Loss determined in item 18.
20	Determine the crop loss by subtracting the following: <ul style="list-style-type: none"> • disaster level determined in item 16, minus • Field Market Value B determined in item 19.

--*

--1312 Applying Payment Limitation*A Rule**

The payment limitation for NAP benefits is \$100,000 per “person”. For additional information on payment limitation provisions, see paragraph 34.

B Applying the \$100,000 Payment Limitation

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed an application. The payment process will limit the payment to effective limitation in the payment limitation file. See 2-PL for additional information on payment limitation allocations.

C When Payment Limitation is Reached

When the sum of payments in the payment history file or pending payment file exceeds the effective payment limitation for the “person”, the following messages will be printed on the nonpayment register:

- “Producer Has Reached Payment Limitation”
- “Payment Limitation Has Been Exceeded”.

Refer to paragraph 1432 for additional information on nonpayment register messages.

1313 Accessing the NAP Payment Software

A Accessing Menu MHACP0

Access payment processing for NAP according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "11", "PFC/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "2", "Non-insured Assistance Program".
6	MHB0YR	Enter appropriate crop year for processing.
7	MHB000	ENTER "6", "Payment Processing".

B Example of Menu MHACP0

The following is an example of Menu MHACP0.

*--

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COMMAND                                MHACP0                                E0
2001 NAP Payment Processing Main Menu
-----
      1. Issue Payments
      2. Cancel Payables
      3. Overpayment Processing

      5. Reports

      8. Continue Suspended Payment Batch

     20. Return to Application Primary Menu
     21. Return to Application Selection Screen
     22. Return to Office Selection Screen
     23. Return to Primary Selection Menu
     24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

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1314 Payment Processing

A Computing Payments

The automated payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued
- calculate the amount that should be issued.

The following describes the system processing sequence to calculate a NAP payment for producers through the payment process.

Step	Action Performed by the System
1	Reads the Application for Payment file to ensure that COC has approved the producer's application for payment.
2	Reads the crop table to determine the payment rate, unharvested and prevented planted payment factors, carrying capacity, and grazing period days, if applicable, for each crop and crop type for the selected producer.
3	<p>Calculates the loss amount for each crop and crop type for the selected producer. The loss amounts are "totaled" for the crop by the payment grouping.</p> <p>Rounds the result to whole dollars.</p> <p>The following forms can be used to verify gross payment amounts:</p> <ul style="list-style-type: none"> • CCC-576A according to paragraph 1280 or 1283 for yield-based crops • CCC-576B according to paragraph 1281 or 1284 for value loss crops • CCC-576C according to paragraph 1282 for grazing crops.
4	<p>For joint operations, determines the following from the entity file:</p> <ul style="list-style-type: none"> • members of the joint operation • each member's actual share by reading the entity file.
5	<p>Reads the eligibility file and the gross revenue ineligibility file for the selected producer and members of joint operations, if applicable, to determine whether the producer or member is eligible for payment.</p> <p>*---Note: See subparagraph 1276 J for eligibility conditions applicable to NAP.--*</p>

*--1314 Payment Processing (Continued)

A Computing Payments (Continued)

Step	Action Performed by the System						
6	<p>Reads the name and address file to obtain:</p> <ul style="list-style-type: none"> • name and address for the producer • refuse payment flag • assignment and joint payee flags • nonresident alien flag receivable • claim flag • other agency claim flag • bankruptcy flag • deceased flag • missing flag • incompetent flag. 						
7	<table border="1"> <thead> <tr> <th data-bbox="380 787 466 823">Step</th> <th data-bbox="466 787 1482 823">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 823 466 1188">1</td> <td data-bbox="466 823 1482 1188"> <p>Determines the net payment amount for each crop, by multiplying the following:</p> <ul style="list-style-type: none"> • calculated payment amount, determined in step 3, times • member share, if applicable. <p>Rounds the result to whole dollars.</p> <p>Note: At this level, crop is defined by the crop, crop type, planting period, intended use, and practice.</p> </td> </tr> <tr> <td data-bbox="380 1188 466 1472">2</td> <td data-bbox="466 1188 1482 1472"> <p>Totals the net payment amounts for all crop types with the same payment grouping (pay crop code, pay type code, and planting period), by completing the following:</p> <ul style="list-style-type: none"> • adds positive calculated payment amounts • subtracts negative calculated payment amounts. <p>Note: Refer to paragraph 1278 for information on payment groupings.</p> </td> </tr> </tbody> </table>	Step	Action	1	<p>Determines the net payment amount for each crop, by multiplying the following:</p> <ul style="list-style-type: none"> • calculated payment amount, determined in step 3, times • member share, if applicable. <p>Rounds the result to whole dollars.</p> <p>Note: At this level, crop is defined by the crop, crop type, planting period, intended use, and practice.</p>	2	<p>Totals the net payment amounts for all crop types with the same payment grouping (pay crop code, pay type code, and planting period), by completing the following:</p> <ul style="list-style-type: none"> • adds positive calculated payment amounts • subtracts negative calculated payment amounts. <p>Note: Refer to paragraph 1278 for information on payment groupings.</p>
Step	Action						
1	<p>Determines the net payment amount for each crop, by multiplying the following:</p> <ul style="list-style-type: none"> • calculated payment amount, determined in step 3, times • member share, if applicable. <p>Rounds the result to whole dollars.</p> <p>Note: At this level, crop is defined by the crop, crop type, planting period, intended use, and practice.</p>						
2	<p>Totals the net payment amounts for all crop types with the same payment grouping (pay crop code, pay type code, and planting period), by completing the following:</p> <ul style="list-style-type: none"> • adds positive calculated payment amounts • subtracts negative calculated payment amounts. <p>Note: Refer to paragraph 1278 for information on payment groupings.</p>						

--*

1314 Payment Processing (Continued)

A Computing Payment (Continued)

Step	Action Performed by the System
8	Reads the payment limitation file to determine the effective payment limitation for multi-county producers and members of combinations.
9	Determines prior payments issued to the producer or member. If the producer or member received payments, the prior payments are accumulated first by crop type and then by payment grouping.
10	<p>Computes the total payment to be issued to the producer by subtracting prior payments issued from earned payment amounts determined in step 7.</p> <p>If the earned payment amounts determined in step 7 are greater than prior payments issued, the system will determine whether the producer or member can be paid because of payment limitation. If the producer has not reached payment limitation, the earned payment amounts can be issued to the producer or member up to the effective payment limitation.</p>
11	Accumulates the earned payment amounts computed in step 10 and sends 1 total payment amount to the accounting system.

--1315 NAP Payment Processing for Crop Years 2001 Through 2006*A Payment Authorization Requests**

NAP automated payment processing for crop years 2001 through 2006 has been disabled. Complete the actions in subparagraph B for payment authorizations for crop years 2001 and 2002 or subparagraph C for crop years 2003 through 2006.

See subparagraph 1365 F if an overpayment has occurred for a 2001 through 2006 NAP payment.--*

Note: If an appeal to NAD results in a determination in the producers favor, County Offices shall ensure that **all** documentation is reviewed and acted upon by COC before requesting payment authorization from the National Office.

Example: Producer appeals COC decision about the notice of loss. Producer does not file the application for payment pending the outcome of NAD's decision. NAD's decision is in favor of the producer. Producer is now required to file the application for payment and COC is required to review and act on the application for payment before the case is forwarded to the National Office.

--B Crop Year 2001 and 2002 Payment Authorization Requests--

To receive authorization to issue 2001 or 2002 NAP payments, County Offices shall submit the following documentation to the State Office:

- explanation of why payment was not issued
- CCC-471
- CCC-576
- CCC-576E, if available
- completed CCC-576A, CCC-576B, or CCC-576C, as applicable
- PPH print from the NAP payment menu for each:
 - producer
 - affected member of joint operations
 - combined producer

*--1315 NAP Payment Processing for Crop Years 2001 Through 2006 (Continued)

B Crop Year 2001 and 2002 Payment Authorization Requests (Continued)--*

- * * * MABDIG for each:
 - producer
 - affected member of joint operations

*--**Note:** MABDIG should display the year of the payment. If that MABDIG is not available, provide an available MABDIG closest to the year of the payment request.--*

- NCT pages, as applicable
- excerpt of COC minutes about the case, if applicable
- CCC-257, if applicable

Note: For 2002 cases involving a transfer of coverage, the following additional documentation shall be submitted:

- original CCC-471 for the transferor
- CCC-471 for the transferee
- CCC-577
- PPH for both transferor and transferee.

Notes: PPH shall be printed by selecting the applicable menu options from the enabled 2001 or 2002 NAP menus. An accounting history or transaction statement will **not** be accepted in place of PPH from the NAP processing menus.

If the automated forms were not printed before the installation of County Release No. 515 for 2001 processing or County Release No. 543 for 2002 processing, County Offices are no longer able to generate and print those forms, with the exception of PPH. Any required forms that were not printed before the software being disabled shall be **completed manually** and submitted with the other required documentation.

--1315 NAP Payment Processing for Crop Years 2001 Through 2006 (Continued)*C Crop Year 2003 Through 2006 Payment Authorization Requests**

To receive authorization to issue 2003 through 2006 NAP payments, County Offices shall--* submit the following documentation to the State Office:

- explanation of why payment was not issued
 - CCC-471
 - CCC-576
 - CCC-576E, if available
 - completed CCC-576A, CCC-576B, or CCC-576C, as applicable
 - CCC-452
 - PPH print from the NAP payment menu for each:
 - producer
 - affected member of joint operations
 - combined producer
 - MABDIG for each:
 - producer
 - affected member of joint operations
- *--**Note:** MABDIG should display the year of the payment. If that MABDIG is not available, provide an available MABDIG closest to the year of the payment request.--*
- NCT pages, as applicable

***--1315 NAP Payment Processing for Crop Years 2001 Through 2006 (Continued)**

C Crop Year 2003 Through 2006 Payment Authorization Requests (Continued)--*

- excerpt of COC minutes about the case, if applicable
- CCC-257, if applicable
- for cases involving a transfer of coverage, the following additional documentation shall be submitted:
 - original CCC-471 for the transferor
 - CCC-471 for the transferee
 - CCC-577
 - PPH for both transferor and transferee.

Notes: PPH shall be printed by selecting the applicable menu options from the enabled NAP menu. An accounting history or transaction statement will **not** be accepted in place of PPH from the NAP processing menus.

County Offices are no longer able to generate and print automated NAP forms, with the exception of PPH after installation of the following software:

- County Release No. 557 for 2003 processing
- County Release No. 584 for 2004 processing
- County Release No. 610 for 2005 processing
- *--County Release No. 636 for 2006 processing.--*

D State Office Responsibility

State Offices shall:

- review the documentation submitted by County Offices to ensure that:
 - the payment should be issued
 - all applicable documentation has been provided
- forward the documentation to PECD, CPB using either of the following methods:
 - FAX to 202-720-0051, Attention: Sandy Bryant
 - overnight mail to: USDA, FSA, PECD, CPB
 Attn: Sandy Bryant
 Room 4756 South Building
 1400 Independence Avenue, SW
 Washington, DC 20250.

1316-1320 (Reserved)

1321 Issuing Payments

A Processing Payments

--County Offices shall follow the steps in this table to issue payments for 2007 and subsequent years. See paragraph 1315 for issuing 2001 through 2006 NAP payments.--

Notes: County Offices **are not authorized** to issue typewritten checks.

If a condition occurs that prevents the payment from being issued through the automated payment software:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
 - provide guidance on correcting the condition preventing the payment from being issued
 - contact PECD if additional guidance is needed.

Failure to follow the provisions of the paragraph about typewritten checks could result in disciplinary action.

Step	Action	Result
1	Access Menu MHACP0 according to paragraph 1313.	
2	ENTER "1", "Issue Payments", and PRESS "Enter".	Screen MHACPRT2 will be displayed.
3	Screen MHACPRT2 allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed. Enter the printer ID number and PRESS "Enter".	Screen MHACPA01 will be displayed.

*--1321 Issuing Payments (Continued)

A Processing Payment (Continued)

Step	Action	Result
4	Screen MHACPA01 provides users with several options for processing payments. Select either all, specific, or randomly selected producers according to the following.	
	IF the user wants to...	THEN...
	process payments for all producers	ENTER "ALL" in the "Enter *--'All' for All Producers"--* field and PRESS "Enter".
	If the application file is on the system, Screen MHACPN01 will be displayed.	
	process payments for a selected producer	enter 1 of the following and PRESS "Enter": * * * <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. *--Note: A partial name may be entered to do an inquiry.--*
	--If the ID number and last name-- for the selected producer are found on the application for payment file, Screen MHACPN01 will be displayed. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.	
	* * *	* * *
	* * *	
	Select a processing method from Screen MHACPA01 that results in Batch Check and Printing Control Screen MHACPN01 displaying.	The nonpayment and pending payment registers, as applicable, will be sent to the printer selected in step 3. If there are no payments that can be processed: <ul style="list-style-type: none"> • a nonpayment register will be printed • Menu MHACP0 will be redisplayed.

*--1321 Issuing Payments (Continued)

A Processing Payment (Continued)

Step	Action	Result
5	<p>Screen MHACPN01 will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the “B”, “A”, and “O” payment batches. See paragraph 1324 for a complete description of the payment batches.</p> <p>On Screen MHACPN01, do either of the following.</p>	
	<p>IF the user wants to...</p>	<p>THEN ENTER...</p>
	<p>process payment for any of the payment batches</p>	<p>“Y” next to the payment batch to be processed.</p> <p>Note: The entire batch must be completed before the next payment batch can be processed.</p>
	<p>suspend the payment batch for later processing</p>	<p>“N” next to any of the payment batches.</p> <p>Menu MHACPO will be redisplayed.</p>

--*

*--1322 Payment Selection Screen MHACPA01

A Example of Screen MHACPA01

Payments:

- can only be processed by a producer
- cannot be processed by unit number or crop.

However, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering * * * the producer's last name or the last 4-digits of the producer's ID number.

* * *

The following is an example of Screen MHACPA01.

*--

```
MHACPA                107-TULARE                SELECTION    MHACPA01
2001 NAP Selection Screen                Version: AE36  01-14-2002 16:10 Term E0
-----
                Enter 'ALL' For All Producers

                OR   Producer Last Four Digits of ID:

                OR   Producer Last Name
                    (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd3=Previous Menu
```

--*

1322 Payment Selection Screen MHACPA01 (Continued)

B Error Messages on Screen MHACPA01

The following describes the error messages that may be displayed on Screen MHACPA01 when selecting a payment processing method.

IF the following message is displayed...	THEN...	Action
"Producer is Not on the NAP Application for Payment File."	an ID number was entered, but a match was not found on the application for payment file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name
"Selected Producer ID or range of Producer ID's conflicts with the Producer ID or range of Producer ID's on Workstation XX."	payment for the producer, or 1 of the randomly selected producers, is being processed on another workstation.	PRESS "Enter" to terminate the request.
--"Must enter 'All' and Last Name, Last 4."--	"Enter" was pressed without selecting a producer on Screen MHACPA01.	Select a specific producer or all producers * * * .
* * *	* * *	* * *
"Invalid ID Number - Please Try Again."	an ID number was entered that is not on the name and address file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"No Producer Selected - Please Try Again."	the last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer's last name.
* * *	* * *	
<ul style="list-style-type: none"> • "Entry Must Be Blank When *--Entering All."--* • "Entry Must Be Blank When Entering Last 4 of Producer ID." • "Entry Must Be Blank When Entering a Producer Last Name." 	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

*--1323 Batch Check and Printing Control Screen MHACPN01

A Example of Screen MHACPN01

After all payment records for selected producers have been processed and the payment amounts have been calculated, Screen MHACPN01 will be displayed if payments can be issued to at least 1 producer that was selected on Payment Selection Screen MHACPA01.

Screen MHACPN01 will be displayed with the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

Note: The number of work records listed **does not** always match the number of CCC-184's to be printed or the number of EFT's to be processed.

Example: If the producer has an assignment and part of the payment is being used to fulfill the assignment, two CCC-184's will be printed, but only 1 work record will be displayed for processing.

The following is an example of Screen MHACPN01.

```

MHACPN              107-Tulare              ENTRY              MHACPN01
2001 NAP Payments          Version: AD67    01-14-2002  18:29  Term E0
-----
          BATCH CHECK AND PRINTING CONTROL

Warning  Record count does not accurately reflect check
          count especially when 'A' or 'O' batches are processed.

          28 Check records to be processed
           0 Have been processed
          28 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.
Enter (N)o to suspend the Batch Print Processing.

Only one "Y" entry will be accepted. One "N" entry will suspend all batches.

          17 "B" (regular payments) work records to be processed
           3 "A" (assignments) work records to be processed
           8 "O" (claims/receivables) work records to be processed

                                           Enter-Continue
    
```

--*

1323 Batch Check and Printing Control Screen MHACPN01 (Continued)

D Batch Print Capability

The following table lists the options available on Screen MHACPN01.

Selection	Action	Result
Start batch print processing on either of the following batches: <ul style="list-style-type: none"> • “B” • “A”. 	ENTER “Y” in the field before either of the following: <ul style="list-style-type: none"> • “B” batch • “A” batch. 	Accounting-Checkwriting Screen ANK00201 will be displayed to enter CCC-184 information. See 6-FI.
Start batch print processing on batch “O”.	ENTER “Y” in the field before “O” batch.	Screen ABK10001 will be displayed. See 6-FI. <p>Notes: Screen ABK10001 allows the user to enter amounts in the “Other Payees” field. This field can be used to process payments for producers with name and address flags set to “Y” for:</p> <ul style="list-style-type: none"> • receivable • claim • other agency claim • bankruptcy • deceased • missing • incompetent • nonresident alien. <p>The amount of the setoff and the payee should be known before accessing this batch.</p>
Suspend batch print processing on any of the following batches: <ul style="list-style-type: none"> • “B” • “A” • “O”. 	ENTER “N” in the field before any of the following: <ul style="list-style-type: none"> • “B” batch • “A” batch • “O” batch. 	Records are sent to the interim holding file where they remain until option 8, “Continue Suspended Payment Batch”, is accessed from Menu MHACPO. <p>Note: These records must be processed before accessing any other payments on the terminal.</p>

--1324 NAP Funds Control Verification--

A Funds Control Verification

NAP uses the e-funds accounting process which controls funding allotments and monitors program spending and halts program disbursements when the funding allocation has been exhausted. The payment process will function in the normal manner up to the point of sorting the payables into the applicable payment batches.

A check will be performed to ensure that adequate funds are available to process all pending payments in the county.

If the accumulated net payment amount for all pending payments:

- exceeds the funding allotment for the County Office, then:
 - the payment process will be aborted without any payables being sorted into applicable batches
 - a rejected payment report, as described in subparagraph B, will be printed
 - the County Office can process payments individually, or in smaller batches, for producers or farms unless or until an increased funding allotment is obtained
- does not exceed the funding allotment for the County Office, the payables will be sorted into the applicable payment batches in the normal manner.

B Rejected Payment Report

A rejected payment report will be printed from data on the pending payment file when NAP funding is insufficient for the payment batch being processed.

The following is an example of the rejected payment report that will print when the payment process is aborted on the NAP program side.

State Name	United States Department of Agriculture			Prepared: 99/99/9999
County Name	Farm Service Agency			Page: XXXX
	Program Name			
	Rejected Payment Register			
Farm Number	Producer Name	Producer ID and Type	Crop	Net Payment
9999999	XXXXXXXXXXXXXXXXXXXXX	999-99-9999 X	XXXXXX	\$999, 999, 999
9999999			XXXXXX	\$999, 999, 999
9999999			XXXXXX	\$999, 999, 999
9999999			XXXXXX	\$999, 999, 999
9999999	XXXXXXXXXXXXXXXXXXXXX	99-9999999 X	XXXXXX	\$999, 999, 999
9999999			XXXXXX	\$999, 999, 999

*--1324 NAP Funds Control Verification (Continued)

C Informational Screen

The following is an example of the informational screen that will be displayed when the funds control verification process fails.

Note: When users press "Enter", the NAP Main Payment Process Menu will be displayed.

107-TULARE	MESSAGE
Payment Information Screen	Version: AE36 99/99/99 Term EO
This is a funds controlled program.	
The payments being processed did not pass the accounting verification process. It is possible that the total amount of the payments being processed exceeds the available funding allocation for the county.	
A verification or exception report should print on the system printer or is held on the spool file.	
Refer to the applicable program handbook for additional information.	

--*

1325-1349 (Reserved)

*--1351 Canceling Payables Through the NAP Payment Application (Continued)

B How to Cancel Payables (Continued)

Step	Action	Result									
3	Screen MHACP007 is an informational warning screen reminding the user that the payable shall not be canceled if: <ul style="list-style-type: none"> • CCC-184 has been mailed to the producer and is not available in the County Office • EFT has been transmitted to the producer’s financial institution. 										
	<table border="1"> <thead> <tr> <th data-bbox="380 653 669 688">IF the payable is...</th> <th data-bbox="669 653 1094 688">THEN...</th> <th data-bbox="1094 653 1484 688">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 688 669 764">available</td> <td data-bbox="669 688 1094 764">PRESS “Enter” to continue with the cancellation process.</td> <td data-bbox="1094 688 1484 764">Screen MHACPRT2 will be displayed.</td> </tr> <tr> <td data-bbox="380 764 669 840">not available</td> <td data-bbox="669 764 1094 840">PRESS “Cmd7”.</td> <td data-bbox="1094 764 1484 840">Menu MHACP0 will be redisplayed.</td> </tr> </tbody> </table>	IF the payable is...	THEN...	Action	available	PRESS “Enter” to continue with the cancellation process.	Screen MHACPRT2 will be displayed.	not available	PRESS “Cmd7”.	Menu MHACP0 will be redisplayed.	
IF the payable is...	THEN...	Action									
available	PRESS “Enter” to continue with the cancellation process.	Screen MHACPRT2 will be displayed.									
not available	PRESS “Cmd7”.	Menu MHACP0 will be redisplayed.									
4	On Screen MHACPRT2, enter the printer ID number and PRESS “Enter”.	Screen MHACPA02 will be displayed.									

--*

1351 Canceling Payables Through the NAP Payment Application (Continued)

B How to Cancel Payables (Continued)

Step	Action	Result		
5	Screen MHACPA02 requires the user to enter specific data about the payable to be canceled. See paragraph 1352 for additional information on Screen MHACPA02.			
	<table border="1"> <tr> <th data-bbox="386 468 634 541">IF the user wants to...</th> <th data-bbox="634 468 1097 541">THEN on Screen MHACPA02...</th> </tr> </table>	IF the user wants to...	THEN on Screen MHACPA02...	
IF the user wants to...	THEN on Screen MHACPA02...			
	<table border="1"> <tr> <td data-bbox="386 541 634 1163">continue with the payable cancellation</td> <td data-bbox="634 541 1097 1163"> <ul style="list-style-type: none"> • enter the following: <ul style="list-style-type: none"> • * * * last 4-digits of the producer's ID number, or the producer's last name • transaction number for the "unit total" record associated with the payable to be canceled. <p>Note: See paragraph 1406 for additional information on how payables are updated to the payment history file.</p> </td> </tr> </table>	continue with the payable cancellation	<ul style="list-style-type: none"> • enter the following: <ul style="list-style-type: none"> • * * * last 4-digits of the producer's ID number, or the producer's last name • transaction number for the "unit total" record associated with the payable to be canceled. <p>Note: See paragraph 1406 for additional information on how payables are updated to the payment history file.</p>	<p>If there is an active payable on the payment history file that matches the criteria entered, Screen MHACOA01 will be displayed.</p> <p>Note: If more than 1 producer is found on the name and address file that matches the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p>
continue with the payable cancellation	<ul style="list-style-type: none"> • enter the following: <ul style="list-style-type: none"> • * * * last 4-digits of the producer's ID number, or the producer's last name • transaction number for the "unit total" record associated with the payable to be canceled. <p>Note: See paragraph 1406 for additional information on how payables are updated to the payment history file.</p>			
	end processing without canceling a payable	PRESS "Cmd3". Menu MHACP0 will be redisplayed.		

*--1351 Canceling Payables Through the NAP Payment Application (Continued)

B How to Cancel Payables (Continued)

Step	Action	Result
7	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very important that this question be answered accurately.	
	IF CCC-184 is...	
	THEN on Screen ANK52010... <ul style="list-style-type: none"> • ENTER “Y” to answer the question, “Is the check to be canceled available?” • PRESS “Enter”. 	Screen ANK53005 will be displayed. Follow 6-FI to complete the cancellation process.
	<ul style="list-style-type: none"> • ENTER “N” to answer the question, “Is the check to be canceled available?” • PRESS “Enter”. 	Screen ANK52020 will be displayed. Follow 6-FI to properly establish the receivable.

--*

*--1352 Cancellation Screen MHACPA02

A Example of Screen MHACPA02

NAP payments can only be canceled if both of the following are entered on Screen MHACPA02:

- producer identification, by entering either of the following:
 - ***
 - the producer’s last name
 - last 4-digits of the producer’s ID number
- transaction number associated with the “unit total” payable issued to the identified producer.

Note: See paragraph 1406 for additional information on the PPH print and how “unit total” records can be identified.

The payment cancellation process has been developed to restrict the number of payables displayed on Screen MHACPA02. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable will accidentally be canceled.

The following is an example of Screen MHACPA02.

*--

MHACPA	107-TULARE	SELECTION	MHACPA02
2001 NAP Cancel Screen	Version: AE36	01-14-2002 16:28	Term E0
Enter Producer Last Four Digits of ID: OR Producer Last Name (Enter Partial Name To Do An Inquiry) AND Transaction Number			
Cmd3=Previous Menu		Enter=Continue	

--*

1352 Cancellation Screen MHACPA02 (Continued)

B Error Messages

The following describes error messages that may be displayed on Screen MHACPA02 when processing payments.

Recommendation: The PPH print includes all payables issued to the producer with the transaction number for each payable. It is recommended that the County Office use the PPH print to verify the payable to be canceled.

IF the following message is displayed...	THEN...	Action
“Enter * * * Last 4 of ID or Last Name AND Transaction Num.”	“Enter” was pressed without selecting a producer and transaction number on Screen MHACPA02.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
“Transaction Number Must be Entered.”	a producer ID number was entered, but the “transaction number” field was left blank.	Enter the associated transaction number for the payable to be canceled.
“Total Record NOT Found on Payment History for Selected Transaction Number.”	a valid transaction number was entered for a payable associated with the producer, however the transaction number entered is not for the “unit total” record.	Enter the transaction number associated with the record for the “unit total” payable to be canceled. Refer to PPH to determine transaction numbers. Note: See paragraph 1406 for additional information on the data printed on PPH.
“Producer Does Not Have an Active Record on the Payment History File.”	a valid producer was selected, but there are no records on the payment history file associated with the selected producer.	Ensure that the correct ID number is entered or select the producer by entering the producer’s last name.

1352 Cancellation Screen MHACPA02 (Continued)

B Error Messages (Continued)

IF the following message is displayed...	THEN...	Action
“Invalid Transaction Number for Selected Producer.”	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the “unit total” payable. Refer to PPH to determine transaction numbers. Note: See paragraph 1406 for additional information on the data printed on PPH.
“Invalid ID Number - Please Try Again.”	an ID number was entered that is not on the name and address file.	Ensure that the correct ID number is entered or select the producer by entering the producer’s last name.
“No Producer Selected - Please Try Again.”	the last 4-digits of an ID number was entered, but a match was not found on the name and address file.	Ensure that the correct last 4-digits of the ID number are entered or select the producer by entering the producer’s last name.
*** “Entry Must Be Blank When Entering Last 4 of Producer ID.”	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
“Selected Producer ID or Range of Producer ID’s conflicts with the Producer ID or Range of Producer’s ID on Workstation XX.”	cancellation for the producer is being processed on another workstation.	PRESS “Enter” to terminate the request.

--Section 4 Overpayment Processing*1365 General Overpayment Provisions****A Introduction**

The NAP payment process is an integrated process that reads a wide range of files to determine whether payments issued to a producer were earned in full or in part.

The process for determining overpayments is similar to the process for computing payments. See paragraph 1314 for additional information on the process for computing payment amounts.

B Running the Overpayment Process

Overpayments may be calculated at any time by 1 of the following methods:

- specific producer
- all producers
- randomly selected producers.

However, the system will force an “ALL” process to be run every 60 calendar days. If it has been 60 calendar days since the last “ALL” overpayment batch has been run, the following message will be displayed, “The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the all cycle or ‘N’ to end this process.”

Note: An “ALL” overpayment batch must be completed the first time option 1, “Compute Overpayment”, on Menu MHACO2 is accessed.

If this message is received, overpayments may not be processed by a single producer or by randomly selected producers until the “ALL” batch has been completed.

Note: Each time the overpayment process is run, the previous overpayment file will be deleted.--*

1365 General Overpayment Provisions (Continued)**C Required Processing**

Overpayments shall be calculated for all producers at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

D Collecting Overpayments

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

E Overpayment Less Than \$35

For overpayment amounts less than \$35, County Offices shall transfer the overpayment to CRS according to this section. If the receivable amount is:

- less than \$10, follow 67-FI to perform a small balance write-off
- \$10 or greater but less than \$35, notify the producer of the debt according to 67-FI. If the debt is not repaid within 60 calendar days, transfer the receivable to the claims system according to 67-FI. Process the claim according to 64-FI.

***--F NAP Overpayment Processing for Crop Years 2001 Through 2006**

The NAP overpayment menu option for crop years 2001 through 2006 was disabled at the same time as the NAP payment software for the same crop years. If an overpayment is determined for a 2001 through 2006 NAP payment, County Offices must establish a manual receivable using the Common Receivables Function in the Accounting application. County Offices shall follow instructions in 67-FI to establish the manual receivable.--*

1366 Charging Interest

A Introduction

*--Program interest shall be charged on all NAP overpayments to producers when COC has determined fraud, scheme, or device for the producer.

B When Program Interest Applies

A producer will be charged program interest if COC determines that the producer did either of the following:

- fraudulently represented any act affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of the program.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest. See subparagraph 1379 B.--*

***--1367 Debt Basis Codes**

A Introduction

The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. Under certain conditions, the displayed debt basis code may be changed. However, it is important that the debt basis code transferred to CRS is correct to track all overpayments.

B Overpayments Found as Result of Audits

If an overpayment is discovered as the result of an audit, the first 2 digits of the debt basis code must be changed to "19". The system will then require that the audit number that identified the overpayment be entered in the "Audit No." field.--*

1367 Debt Basis Codes (Continued)

C Allowable Basis Codes

The appropriate debt basis code will be displayed on Screen MHACOF01; however, in some cases the code displayed should be changed to * * * “10-423” for fraud, scheme, or device.

This table identifies the system-displayed debt basis codes and specifies whether the code can be changed.

IF the overpayment message is...	THEN the system will default the basis code to...	AND the debt basis code...
NAP Non-Compliance Flag in ST XX CTY XXX is Invalid	10-421	*--can be changed to 10-423.--*
Payment Limitation Exceeded	10-426	
Multiple Invalid Eligibility Flags	10-427	
6-CP Flag in ST XX CTY XXX is Invalid		
Controlled Substance Flag in ST XX CTY XXX is Invalid		
Gross Revenue Flag in ST XX CTY XXX is Invalid		
Member Does Not Meet Gross Revenue Requirement		
Person Determination Flag in ST XX CTY XXX is Invalid		
AD-1026 Flag in ST XX CTY XXX is Invalid		
NAP Gross Income Flag in ST XX CTY XXX is Invalid		
No Eligibility Record on File	10-428	
Prior Payments Exceed Current Payments	10-429	
Found on Payment History Only		

1368-1370 (Reserved)

1371 Accessing Overpayment Software

A Accessing Menu MHACO2

Access overpayment processing for NAP according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	*--ENTER "11", "PFC/DCP/Compliance".--*
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER, "2", "Non-insured Assistance Program".
6	MHB0YR	Enter appropriate Crop Year for processing.
7	MHB000	ENTER, "6", "Payment Processing".
8	MHACPO	ENTER, "3", "Overpayment Processing".

B Example of Menu MHACO2

This is an example of Menu MHACO2.

```

COMMAND                                MHACO2                                E1
2001 NAP Overpayment Processing Menu
-----
      1. Compute Overpayments
      2. Reprint Overpayment Register
      3. Transfer Overpayments to CRS
      4. Cancel Overpayments

      8. Continue Suspended Overpayment Batch

      20. Return to Application Primary Menu
      21. Return to Application Selection Screen
      22. Return to Office Selection Screen
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

1372 Computing Overpayments

A Processing Overpayments

County Offices shall compute overpayments according to the following.

Step	Action	Result	
1	Access Menu MHACO2 according to paragraph 1371.		
2	ENTER "1", "Compute Overpayments", and PRESS "Enter".	Screen MHACPRT2 will be displayed.	
3	Screen MHACPRT2 allows the user the select the printer where the overpayment register should be sent after overpayments have been computed. <ul style="list-style-type: none"> • Enter the printer ID number. • PRESS "Enter". 	Screen MHACPA01 will be displayed.	
4	Screen MHACPA01 provides users with several options for processing overpayments. Select either specific producers or all producers according to the following.		
	Selection	Action	Result
	Process overpayments for all producers.	*--ENTER "ALL" in the "Enter 'All' for All Producers" field,--* and PRESS "Enter".	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
	Process overpayments for a selected producer.	Enter 1 of the following, and PRESS "Enter": * * * <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. *--Note: A partial name may be entered to perform an inquiry.--*	If the selected producer is on the payment history file, the overpayment process will run for the selected producer to determine whether the producer is overpaid. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.
	* * *	* * *	* * *
5	After the overpayment computation process has completed: <ul style="list-style-type: none"> • Menu MHACO2 will be redisplayed • the overpayment register will be sent to the printer selected in step 3. 		

1373 Transferring Overpayment Amounts to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result								
3	Screen MHACPA01 provides users with several options for selecting which overpayment amounts listed on the overpayment register should be transferred to CRS. Select either specific producers or all producers according to the following.									
	<table border="1"> <thead> <tr> <th data-bbox="378 428 618 464">Selection</th> <th data-bbox="618 428 1065 464">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 464 618 653">Display all producers listed on the overpayment register.</td> <td data-bbox="618 464 1065 653">ENTER "ALL" in the "Enter *--'All' for All Producers"--* field, and PRESS "Enter".</td> </tr> <tr> <td data-bbox="378 653 618 1276">Display a selected producer listed on the overpayment register.</td> <td data-bbox="618 653 1065 1276"> Enter 1 of the following, and PRESS "Enter": * * * <ul style="list-style-type: none"> • last 4-digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. *--Note: A partial name may be entered to perform an inquiry.--* PRESS "Enter". </td> </tr> <tr> <td data-bbox="378 1276 618 1314">* * *</td> <td data-bbox="618 1276 1065 1314">* * *</td> </tr> </tbody> </table>	Selection	Action	Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter *--'All' for All Producers"--* field, and PRESS "Enter".	Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": * * * <ul style="list-style-type: none"> • last 4-digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. *-- Note: A partial name may be entered to perform an inquiry.--* PRESS "Enter".	* * *	* * *	
Selection	Action									
Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter *--'All' for All Producers"--* field, and PRESS "Enter".									
Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": * * * <ul style="list-style-type: none"> • last 4-digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. *-- Note: A partial name may be entered to perform an inquiry.--* PRESS "Enter".									
* * *	* * *									
		All producers listed on the most recently computed overpayment register will be displayed on Screen MHACOE02.								
		Screen MHACOE02 will be displayed with general information about all overpayments for the selected producer. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.								
		* * *								

*--1373 Transferring Overpayment Amounts to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result
4	Screen MHACOE02 allows users to select exactly which overpayments should be transferred to CRS.	
	IF the user wants to...	
	<p>THEN...</p> <ul style="list-style-type: none"> • ENTER "X" in the "Sel" column next to each overpayment that should be transferred to CRS • PRESS "Cmd5". <p>Note: If more than 9 overpayment records exist for the producers selected on Screen MHACOE02, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>	<p>Screen MHACOF01 will be displayed for each overpayment amount selected for transfer to CRS.</p> <p>Note: If the producer is a joint operation, Screen MHACOF01 will be displayed for:</p> <ul style="list-style-type: none"> • each member of the joint operation that has an overpayment condition • the joint operation
	end the process without transferring the overpayment to CRS	PRESS "Cmd7". Menu MHACO2 will be redisplayed.

--*

*--1377 Overpayment Selection Screen MHACPA01

A Example of Screen MHACPA01

Overpayments can only be processed by producer. Overpayments cannot be processed by unit number or crop. However, a variety of options have been developed to provide flexibility in overpayment processing. Overpayments can be processed for:

- all producers
- a specific producer by entering * * * the producer's last name or the last 4-digits of the producer's ID number.

* * *

This is an example of Screen MHACPA01:

Note: Screen MHACPA01 is used in processing to:

- compute overpayments
- transfer overpayments to CRS.

*--

```

MHACPA              107-TULARE              SELECTION      MHACPA01
200X NAP Selection Screen          Version: AE39      04-02-2002      09:56 Term E0
-----
                                Enter 'ALL' For All Producers

                                OR   Producer Last Four Digits of ID:

                                OR   Producer Last Name
                                       (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd3=Previous Menu

```

--*

*--1377 Overpayment Selection Screen MHACPA01

B Error Messages

This table describes the error messages that may be displayed on Screen MHACPA01.

Error Message	Explanation	Action
“Must Enter Producer ID and Type, Last Name, Last 4 or Random Selection.”	“Enter” was pressed without selecting a producer on Screen MHACPA01.	Select a specific producer, select all producers, or ENTER “X” to randomly select producers.
“Invalid Producer ID Type.”	An ID number was entered, but the ID type: <ul style="list-style-type: none"> • was not entered • entered does not match the ID type on the name and address file. 	Ensure that the ID type entered matches the ID type for the selected producer ID number.
“Invalid ID number - Please Try Again.”	An ID number was entered that is not on the name and address file.	Ensure the correct ID number is entered or select the producer by entering the producer’s last name.
“No Producer Selected - Please Try Again.”	The last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer’s last name.
“Enter ‘X’ to Randomly Select Producers.”	Something other than “X” was entered in the “Randomly Select Producers” field.	Ensure that an “X” has been entered.
<ul style="list-style-type: none"> • “Entry Must Be Blank When Entering a Producer ID and Type.” • “Entry Must Be Blank When Entering Last 4 of Producer ID.” • “Entry Must Be Blank When Entering a Producer Last Name.” 	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--*

***--1385 Canceling Overpayments**

A Introduction

If it is discovered that an overpayment has been transferred to CRS erroneously, the overpayment cannot be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

Note: See 67-FI for deleting transactions.

If an error is determined, the overpayment shall be canceled by accessing option 4, “Cancel Overpayments” on Menu MHACO2.

B Steps to Cancel Overpayments

The overpayment cancellation process has been developed to restrict the number of overpayments displayed on Screen MHACOS01. This:

- ensures the correct overpayment is displayed for a requested producer
- reduces the possibility that the wrong overpayment is accidentally canceled.

County Offices shall take extra caution to ensure the correct overpayment is selected for cancellation by printing PPH according to paragraph 1406.

Follow the provisions of this table to cancel erroneous overpayments.

Step	Action	Result
1	Access Menu MHACO2 according to paragraph 1371.	
2	ENTER “4”, “Cancel Overpayments”, and PRESS “Enter”.	Screen MHACPA02 will be displayed.

--*

1385 Canceling Overpayments (Continued)

B Steps to Cancel Overpayments (Continued)

Step	Action	Result
3	Screen MHACPA02 requires the user to enter specific data about the payable to be canceled. See paragraph 1386 for additional information on Screen MHACPA02.	
	<p>IF the user wants to...</p>	
	<p>THEN...</p> <ul style="list-style-type: none"> • enter the following data: <ul style="list-style-type: none"> • * * * last 4-digits of the producer's ID number or the producer's last name • transaction number for the overpayment to be canceled <p>Notes: These are identified on PPH with "RECV" as the payment type.</p> <p>If the overpayment was established for a joint operation, the transaction number for the joint operation must be entered.</p> <ul style="list-style-type: none"> • PRESS "Enter". 	<p>If there is a receivable record on the payment history file that matches the criteria entered, Screen MHACOS01 will be displayed.</p> <p>Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed allowing the user to select the desired producer.</p>
	end processing without accessing the overpayment	Menu MHACO2 will be redisplayed.

*--1385 Canceling Overpayments (Continued)

B Steps to Cancel Overpayments (Continued)

Step	Action	Result									
4	Screen MHACOS01 provides users with information about the overpayment being canceled, including: <ul style="list-style-type: none"> • producer name and ID number and type • transaction number for the overpayment being canceled • date the receivable was established • net overpayment amount. 										
	<table border="1"> <thead> <tr> <th data-bbox="375 583 690 621">IF the user wants to...</th> <th data-bbox="690 583 1161 621">THEN, on Screen MHACOS01...</th> <th data-bbox="1161 583 1485 621">Result</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 621 690 737">cancel a displayed overpayment</td> <td data-bbox="690 621 1161 737"> <ul style="list-style-type: none"> • ENTER "X" in the "SEL" field next to the overpayment for cancellation. </td> <td data-bbox="1161 621 1485 737">A verification message will be displayed on Screen MHACOS01.</td> </tr> <tr> <td data-bbox="375 737 690 812">end without processing</td> <td data-bbox="690 737 1161 812">PRESS "Cmd7".</td> <td data-bbox="1161 737 1485 812">Menu MHACO2 will be redisplayed.</td> </tr> </tbody> </table>	IF the user wants to...	THEN, on Screen MHACOS01...	Result	cancel a displayed overpayment	<ul style="list-style-type: none"> • ENTER "X" in the "SEL" field next to the overpayment for cancellation. 	A verification message will be displayed on Screen MHACOS01.	end without processing	PRESS "Cmd7".	Menu MHACO2 will be redisplayed.	
IF the user wants to...	THEN, on Screen MHACOS01...	Result									
cancel a displayed overpayment	<ul style="list-style-type: none"> • ENTER "X" in the "SEL" field next to the overpayment for cancellation. 	A verification message will be displayed on Screen MHACOS01.									
end without processing	PRESS "Cmd7".	Menu MHACO2 will be redisplayed.									

--*

1386 Cancellation Selection Screen MHACPA02

A Example of Screen MHACPA02

Overpayments can only be canceled if both of the following are entered on Screen MHACPA02:

- producer identification by entering any of the following:
 - * * *
 - the producer's last name
 - last 4 digits of the producer's ID number
- transaction number associated with the overpayment for the identified producer.

Note: See paragraph 1406 for additional information on the PPH print.

This is an example of Screen MHACPA02:

*--

MHACPA	107-TULARE	SELECTION	MHACPA02
2001 NAP Cancel Screen		Version: AE39	04-03-2002 13:43 Term E0
	Producer Last Four Digits of ID:	_____	
OR	Producer Last Name	_____	
	(Enter Partial Name To Do An Inquiry)		
AND	Transaction Number	_____	
Cmd3=Previous Menu		Enter=Continue	

--*

1386 Cancellation Selection Screen MHACPA02 (Continued)

B Error Messages

The following describes the error messages that may be displayed on Screen MHACPA02 when canceling overpayments.

Recommendation: The PPH print includes all transactions associated with the producer along with the transaction number for each transaction. It is recommended that County Offices use PPH to verify the overpayment to be canceled.

Error Message	Explanation	Action
"Enter * * * Last 4 of ID or Last Name AND Transaction Num."	"Enter" was pressed without entering both a producer and transaction number on Screen MHACPA02.	Select a specific producer and enter the associated transaction number for the overpayment to be canceled.
"Transaction Number Must Be Entered."	A producer ID number was entered, but the transaction number field was left blank.	Enter the associated transaction number for the overpayment to be canceled.
"No Overpayment Record Found for Selected Producer and Transaction Number."	A valid transaction number was entered for an overpayment associated with the producer; however, the transaction number entered is for a member of a joint operation.	Cancel the overpayment using the joint operation's ID number and transaction number. Refer to PPH to determine the transaction number. Note: See paragraph 1406 for additional information on the data printed on PPH.
"Producer Does Not Have an Active Record on the Payment History File."	A valid producer was selected, but there are no receivable records on the payment history file associated with the selected producer.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Invalid ID Number - Please Try Again."	An ID number was entered that is not on the name and address file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.

*--1386 Cancellation Selection Screen MHACPA02 (Continued)

B Error Messages (Continued)

Error Message	Explanation	Action
"No Producer Selected - Please Try Again."	The last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer's last name.
<ul style="list-style-type: none"> • "Entry Must Be Blank When Entering a Producer ID and Type." • "Entry Must Be Blank When Entering Last 4 of Producer ID." 	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
"Selected Producer ID or Range of Producer ID's Conflicts With the Producer ID or Range of Producer ID's on Workstation XX."	Overpayment for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.

--*

1389 Overpayment Register Messages

A Exception Messages on the Overpayment Register

The following lists the messages that may be displayed on the overpayment register.

Message	Reason for Message
--"Payment History Record-- Only"	Producer has a payment recorded on the payment history file and the following conditions exist: <ul style="list-style-type: none"> • COC payment approval date for the application for payment is not recorded in the system • application for payment has been deleted • application for payment has been disapproved for payment • refuse payment flag for the producer in the name and address file is set to "Y".
"Prior Payment Exceeds Current Payment"	Producer's payment recorded on the payment history file is more than the calculated payment amount earned by the producer. Reasons for this may be: <ul style="list-style-type: none"> • acres or yield have been reduced for applicable crops • production has been increased for applicable crops • inventory amounts have changed reducing the producer's crop loss on a value loss crop.
"Payment Limitation Has Been Exceeded"	Payments issued to the producer now exceed the producer's payment limitation allocation.
"Producer Is a Joint Operation"	This is an informational message. The entity displayed has an entity code of "02" or "03".
"One or More Members of the Joint Operation Have Been Rejected"	The producer is a joint operation in which at least 1 member of the joint operation is in an overpayment condition.

1389 Overpayment Register Messages (Continued)

A Exception Messages on the Overpayment Register (Continued)

Message	Reason for Message
"Producer is a Member of XX XXXXXXXX X"	The producer is a member of a joint operation. The joint operation ID number is identified in the message.
* * *	* * *
"No Eligibility Record on File"	<ul style="list-style-type: none"> • An eligibility record is not on the system for the producer. •*--The PCW field for the producer is "No Association".--*
"Multiple Invalid Eligibility Flags"	The individual or entity being paid has multiple invalid eligibility codes.
"Person Determination Flag * * * is Invalid"	Person determination flag * * * is invalid.
"Person Determination Flag for Joint Operation * * * is Invalid"	
"Person Determination Flag for Member * * * is Invalid"	
"AD-1026 Flag * * * is Invalid"	AD-1026 flag * * * is invalid.
"AD-1026 Flag for Joint Operation * * * is Invalid"	
"AD-1026 Flag for Member * * * is Invalid"	

1389 Overpayment Register Messages (Continued)

A Exception Messages on the Overpayment Register (Continued)

Message	Reason for Message
“6-CP Flag * * * is Invalid”	6-CP flag * * * is invalid.
“6-CP Flag for Joint Operation * * * is Invalid”	
“6-CP Flag for Member * * * is Invalid”	
“Controlled Substance Flag* * * is Invalid”	Controlled substance flag * * * is “N”.
“Controlled Substance Flag for Joint Operation * * * is Invalid”	
“Controlled Substance Flag for Member * * * is Invalid”	
“NAP Non-Compliance Flag * * * is Invalid”	NAP non-compliance flag * * * is invalid.
“NAP Non-Compliance Flag for Joint Operation * * * is Invalid”	
“NAP Non-Compliance Flag for Member * * * is Invalid”	
*--“Producer Does Not Meet Gross Revenue Requirement”	Gross revenue flag is “N”.
“Member Does Not Meet Gross Revenue Requirement”	
“FCIC Flag is Invalid”	FCIC fraud flag is “N”.--*

1390-1399 (Reserved)

1407 Printing PPH

A Printing the Report

PPH can be printed for a producer or for members of joint operations. Print PPH according to the following.

Step	Action	Result
1	Access Menu MHACP0 according to paragraph 1313.	
2	*--On Menu MHACP0: <ul style="list-style-type: none"> • ENTER "5", "Reports" • PRESS "Enter". 	Menu MHAC01 will be displayed.
3	On Menu MHAC01, ENTER "1", "Producer Payment History", --* and PRESS "Enter".	Screen MHACPRT2 will be displayed.
4	On Screen MHACRPT2, enter the appropriate printer ID and PRESS "Enter".	Screen MHACO601 will be displayed.
5	Screen MHACO601 provides users with several options for printing PPH's.	
	IF the user wants to print PPH for...	
	THEN...	
	all producers	*--ENTER "ALL" in the "Enter 'All' for All Producers" field.--* Screen MHACO601 will be redisplayed.
	a selected producer	enter 1 of the following and PRESS "Enter": * * * <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producers Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. Screen MHACO601 will be redisplayed.
	* * *	* * *

1408-1412 (Reserved)

1413 CCC-576E, NAP Estimated Calculated Payment Report (Continued)

C Information on CCC-576E (Continued)

If a producer does not have crop data for at least 1 crop for a particular part, the message, “An application has not been filed for this type of crop.”, will be printed in the applicable part of CCC-576E.

The following table describes information printed on CCC-576E.

Field	Description
Producer Name, Address, and ID Number	*--Producer name, mailing address, 4-digit ID number, and ID type.--* CCC-576E’s are producer specific; therefore, only one CCC-576E will be generated for each producer.--*
Part A - Gross Payment Data for Yield-Based Crops	
<p>Part A contains data for all yield based crops loaded in the NAP Application for Payment file and will print in Part A with the following 3 exceptions:</p> <ul style="list-style-type: none"> • if the crop is ginseng or floriculture, or starting in 2003, is a crop group with an intended use of “RS” or “SE”, the yield-based data, if present, prints in CCC-576E, Parts D through Z, as applicable, with all data and headings for Part A <p>Note: See this subparagraph for CCC-576E organization for a list of applicable parts on the report.</p> <ul style="list-style-type: none"> • if the yield-based crop also has a grazing record present for the pay group, the yield-based data prints in CCC-576E, Part C, with all the data and headings for Part A • if the yield-based crop had an intended use of “FG” or “SD” and part or all of the acres had a final use of “GZ”, the yield-based data, if present, prints in CCC-576E, Part C, with all the data and headings for Part A. 	
The following information is printed for each crop record on the Application for Payment file.	
Payment Level	The payment level of 55 percent.
Pay Crop Name	Pay crop name for the crop.
Pay Crop	Pay crop from the crop table for the specified crop, crop type, and intended use for the crop on which the application for payment was filed.
Pay Type	Pay type from the crop table for the specified crop, crop type, and intended use for the crop on which the application for payment was filed.
Planting Period	Applicable planting period for the specified crop.
Unit Number	Unit number for the producer and crop.
Crop Type	Crop type name or abbreviation.
Fnl Use	Intended or final use for the crop, as applicable.

--1413 CCC-576E, NAP Estimated Calculated Payment Report (Continued)--

C Information on CCC-576E (Continued)

Field	Description
Stage	<p>Indicates whether the crop record is for:</p> <ul style="list-style-type: none"> • harvested acreage (H) • unharvested acreage (UH) • prevented planted acres (PP).
Practice	<p>Practice for the specified crop type and intended use.</p> <ul style="list-style-type: none"> • “I” for irrigated acreage • “N” for nonirrigated acreage <p>Note: A separate line entry will be present if the producer has both irrigated and nonirrigated acres.</p>
Aprv Loss	<p>Indicates whether an approved Notice of Loss is on file. This field is used to determine if a resulting payment calculation will or will not be included in the payment calculation for the unit.</p> <ul style="list-style-type: none"> • “Y” indicates the approved Notice of Loss is on file. • A blank indicates an approved Notice of Loss is not on file. <p>Note: Refer to subparagraph B for information about the approved Notice of Loss flag and how it affects the calculated payment.</p>

1413 CCC-576E, NAP Estimated Calculated Payment Report (Continued)

C Information on CCC-576E (Continued)

Field	Description	
Share	Producer's share for the specified crop and crop type.	
--Planted-- Acres	For harvested and unharvested planted acreage, as applicable, for the crop, crop type, and final use.	
PP Acres	Prevented planted acreage for the crop, crop type, and intended use.	
Yield	Producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use.	
Disaster Level	Calculated disaster level for the producer, crop, crop type, and intended use.	
	Calculation for harvested and unharvested crop stages.	
	Step	Calculation
	1	Calculated acreage attributable to the producer is the result of multiplying: <ul style="list-style-type: none"> • acres, times • producer share.
	2	Calculated disaster level for the producer is the result of multiplying: <ul style="list-style-type: none"> • result of step 1, times • approved yield, times • disaster level percent of 50 percent.
	2002 and future years calculation for prevented planted crop stage.	
	Step	Calculation
1	Calculated disaster level is the result of: <ul style="list-style-type: none"> • total acres for the pay group, plus • prevented planted acres for the crop and crop type, times • 35 percent. 	

Note: Disaster level does not apply to a 2001 crop and crop type with a prevented planted crop stage.

***--1413 CCC-576E, NAP Estimated Calculated Payment Report (Continued)**

D What Is Not on CCC-576E

CCC-576E does not interface to any of the following:

- subsidiary file to determine producer eligibility
- entity file to determine member information
- payment limitation file.

E Distributing CCC-576E's

CCC-576E has been developed to give producers a projection of the potential payment they may be eligible to receive.

County Offices shall ensure that all producers applying for NAP benefits receive CCC-576E.--*

1414 Printing CCC-576E's

A Printing CCC-576E From Menu MHAC01

CCC-576E can be printed for a specific producer or for all producers. Use the following to print CCC-576E's from NAP Reports Menu MHAC01.

Step	Menu or Screen	Action	Result
1		Access Menu MHACP0 according to paragraph 1313.	Menu MHAC01 will be displayed.
2	*--MHACP0	ENTER "5", "Reports", and PRESS "Enter".	Menu MHAC01 will be displayed.--*
3	MHAC01	ENTER "2", "NAP Estimated Calculated Payment Report", and PRESS "Enter".	Screen MHACPRT2 will be displayed.
4	MHACPRT2	Enter the appropriate printer ID and PRESS "Enter". Notes: CCC-576E prints in landscape format. It is recommended that all print jobs for CCC-576E be sent to a laser printer. If a laser printer is not available, ensure that the selected printer contains paper that is 11 inches wide.	Screen MHACPA01 will be displayed.

1414 Printing CCC-576E's (Continued)

A Printing CCC-576E's From Menu MHAC01 (Continued)

Step	Menu or Screen	Action		Result
5	MHACPA01	Screen MHACPA01 provides several options to print CCC-576E. Select either a specific producer or all producers according to the following. Note: Information on CCC-576E may not be correct if the report is being updated on another workstation.		
		Selection	Action	Result
		Process CCC-576E's for all producers.	*--ENTER "All" in the "Enter for 'All' Producers" field--* and PRESS "Enter". Note: Do not use this option if worksheets are being updated on any other workstation. Wait until all users have exited the NAP application for payment process.	CCC-576E's will be generated for all producers that have an application for payment on file. Screen MHACPA01 will be redisplayed.
		Process CCC-576E for a selected producer.	Enter 1 of the following and PRESS "Enter": * * * <ul style="list-style-type: none"> • last 4 digits of producer's *--ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Last Name" field. Note: A partial name may be entered to perform an inquiry.--*	CCC-576E will be generated if the selected producer has an application for payment on file. Screen MHACPA01 will be redisplayed.

1415-1424 (Reserved)

1432 Nonpayment Register Message (Continued)

A Exception Message (Continued)

Message	Reason for Message	County Office Action
“Producer is a Joint Operation.”	The entity displayed has an entity code of “02” or “03”.	This is an informational message and no action is required.
--“Producer is Not Recorded on-- Entity File.”	The producer has not been loaded in the entity file according to 2-PL.	Ensure that the producer’s entity and member information is loaded correctly in the entity file according to 2-PL.
“Producer is a Member of XXXXXXXXXXXX X.”	The producer is a member of a joint operation. The joint operation ID number is identified in the message.	This is an informational message to tie the member back to the joint operation.
“Producer Has Temporary ID Number.”	The producer has a temporary ID number.	Producers with temporary ID numbers are not eligible for payment. Obtain the producer’s ID number and record the information in all applicable applications.
* * *	* * *	* * *
“Invalid Entity Type or Producer ID Type - Entity Type - XX - Producer ID Type - XX.”	The producer’s ID type or entity type is incorrect.	Correct the entity type, producer ID type, or both if they are not loaded correctly in the name and address file.

1432 Nonpayment Register Messages (Continued)

A Exception Messages (Continued)

Message	Reason for Message	County Office Action
"No Eligibility Record on File."	Either: <ul style="list-style-type: none"> • an eligibility record is not on the system for the producer • the PCW flag for the producer is blank. 	Update the producer's eligibility flags, according to COC determinations, according to 3-PL. Note: Print Report MABDIG to determine the invalid flags.
"Multiple Invalid Eligibility Flags."	The individual or entity being paid has multiple invalid eligibility flags.	
"Person Determination Flag * * * is Invalid."	Person determination flag in specified county is invalid. See paragraph 1276 to determine valid flags.	
"Person Determination Flag for Joint Operation * * * is Invalid."		
"Person Determination Flag for Member * * * is Invalid."		
"AD-1026 Flag * * * is Invalid."	AD-1026 flag in specified county is invalid. See paragraph 1276 to determine valid flags.	
"AD-1026 Flag for Joint Operation * * * is Invalid."		
"AD-1026 Flag for Member * * * is Invalid."		

1432 Nonpayment Register Messages (Continued)

A Exception Messages (Continued)

Message	Reason for Message	County Office Action
“6-CP Flag * * * is Invalid.”	6-CP flag in specified county is invalid. See paragraph 1276 to determine valid flags.	Update the producer’s eligibility flags, according to COC determinations, according to 3-PL. Note: Print Report MABDIG to determine the invalid flags.
“6-CP Flag for Joint Operation * * * is Invalid.”		
“6-CP Flag for Member * * * is Invalid.”		
“Controlled Substance Flag * * * is Invalid.”	Controlled substance flag in specified county is “N”.	
“Controlled Substance Flag for Joint Operation * * * is Invalid.”		
“Controlled Substance Flag for Member * * * is Invalid.”		
“NAP Non-Compliance Flag * * * is Invalid.”	NAP noncompliance flag is invalid. See paragraph 1276 to determine valid flags.	
“NAP Non-Compliance Flag for Joint Operation * * * is Invalid.”		
“NAP Non-Compliance Flag for Member * * * is Invalid.”		
“NAP Gross Income Flag * * * is Invalid.”	NAP gross income flag is invalid. See *--paragraph 1276--* to determine valid flags.	
“NAP Gross Income Flag for Member * * * is Invalid.”		
--“FCIC Flag is Invalid.”		FCIC fraud flag is invalid. See paragraph 1276 to determine valid flag.--

1433-1444 (Reserved)

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms 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)		8, 882, 1110, 1276, 1367, 1389, 1432
CCC-184	CCC Check		1279, 1323, 1350, 1351, 1366, 1425
CCC-257	Schedule of Deposit		24, 885, 888, 890, 1315
CCC-441 Income	Noninsured Crop Disaster Assistance Program Certification of Income Eligibility	33	
CCC-448	NAP Payment Calculation Worksheet (Loss of Expected Production)		1315
CCC-448A	NAP Payment Calculation Worksheet (Prevented Planting)		1315
CCC-448B	Ornamental Nursery Loss Adjustment and Payment Calculation Worksheet		1315
CCC-448C	Christmas Tree Loss Adjustment and Payment Calculation Worksheet		1315
CCC-448D	Aquaculture Crop Loss Adjustment and Payment Calculation Worksheet		1315
CCC-448E	NAP Loss Adjustment and Payment Calculation Worksheet (Category 1 Forage)		195, 1315

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-452	NAP Production and Yield Report	838	Text
CCC-452 Manual	NAP Actual Production History and Approved Yield Record	Ex. 25	254
CCC-456	NAP Crop Data Information	Ex. 17	106-108, 110, 170
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage	23	Text, Ex. 2, 7, 7.1, 7.5-7.7, 8
CCC-502	Farm Operating Plan for Payment Eligibility Review		8
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		Text, Ex. 2, 41, 42
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program	Ex. 42	Text Ex. 41
CCC-576A	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet	1280	Text
	2002 and Future Years Noninsured Crop Disaster Assistance Program Manual Payment Calculation Worksheet (Yield Based Crops)	1283	
CCC-576A-1	Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet for Multiple Crop Types With Prevented Planted Acres	1283.5	1278, 1279, 1283

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-576B	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet (Value Loss Crops)	1281	Text
	2002 and Future Years Noninsured Crop Disaster Assistance Program Manual Payment Calculation Worksheet (Value Loss Crops)	1284	
CCC-576C	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet (Grazing Crops)	1282	1276, 1279, 1283, 1314, 1315, 1413
CCC-576E	NAP Estimated Calculated Payment Report		881, 1016, 1315, 1400, 1413, 1414
CCC-577	Transfer of NAP Coverage	Ex. 9	24.5
CCC-579	NAP Approved Yield Compliance Worksheet	600	
CCC-770 NAP Eligibility	Eligibility Checklist		1311
CCC-770 NAP	Noninsured Crop Disaster Assistance Program Payment Checklist	11	1311
FSA-325	Application for Payments of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		1276
FSA-570	Waiver of Eligibility for Emergency Assistance		32
FSA-578	Report of Acreage		Text, Ex. 42
FSA-1001	Notice of Peanut Poundage Quota		Ex. 18

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
APH	actual production history	Text, Ex. 2, 25, 45
AUD	animal-unit-day	Text, Ex. 2
BHI	Bahai grass	193, 195
CAT	catastrophic risk protection	427, Ex. 2
CIH	Crop Insurance Handbook	1, 426
CPB	Common Provisions Branch, PECD	1315
CRS	common receivable system	Part 10, Section 4; 1406
CVS	Compliance Validation System	751.5
DAB	Disaster Assistance Branch	10, 170
E-FC	electronic fund control	1277
EFT	electronic fund transfer	1323, 1351, 1353, 1406, 1425
FTA	fescue, tall	194.5, 195
GRP	Group Risk Protection	172, 505
MPCI	Multiple Peril Crop Insurance	426
LA	loss adjuster	1, 5, Part 4, 322, 326, 425, 426, Ex. 2
NAPB	Noninsured Assistance Program Branch, PECD	10, 170, 189, 195, 884, Ex. 17
NCT	national crop table	Text, Ex. 3
NTS	no type specified	193
PP	prevented planted	1110
PPH	producer payment history	Text
PRD	production reporting date	Text, Ex. 2
SUD	Sudan	1283.5
SWI	Switch	1283.5
T-yield	transitional yield	107, 152, Part 5, 322, 323, 327, 600, Ex. 2, 17

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
MHACPA02	Cancel Screen	1352
MHACPN01	Batch Check and Printing Control Screen	1323
MHACR0	NAP Reports Menu	1101
MHACU0	Unit Relationship Menu	798
MHACU301	Display Unit Screen	799
MHACU401	Create Unit Screen	801
MHACU501	Print Report Screen	802
MHACWA01	Producer Selection Screen	1002
MHACWB01	Unit Selection Screen	1004
MHACWC01	Pay Crop Selection Screen	1005
MHACWC02	Crop Selection Screen	1006
MHACWD0B	Forage Question Screen	1008
MHACWD0C	Record More Data Question Screen	1014
MHACWD0E	Additional Acres to Plant or Harvest Screen	1014.5
MHACWD0F	Record Enrollment Date Screen	1015
MHACWD0Y	Approved Yield Adjustment Screen	1012.5
MHACWD01	Load Acres/Production Screen	1012
MHACWD02	Carrying Capacity Selection Screen	1010
MHACWD03	Forage Intended for Grazing Screen	1013
MHACWE0A	Producer Share Screen	1007
MHACWE01	Value Loss Screen	1011
MHACWL01	Date of Loss Selection Screen	1009
MHACWM01	Enrollment/Approval/Disapproval Screen	1016
MHACYB01	Unit Selection Screen	837
MHACYC01	Crop Selection Screen	837
MHACYD01	Approved Yield Calculation Screen	837, Ex. 45
MHACYZ01	Printer Selection Screen	838
MHACYD1C	NAP Application for Coverage Screen	837
MHACYD1D	Approved Yield Warning Screen	837
MHACYD1D	Unit of Measure Conversion Factor Screen	839
MHB000	NAP Menu	881
MHGAR201	Application Summary Selection Screen	1104

