

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 49

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1110 D has been amended to update Reconciliation Report Messages.

Subparagraph 1276 J has been amended to update eligibility conditions for 2009 NAP.

Paragraph 1315 has been amended to update instructions for requesting authorization to issue 2007 NAP payments.

Subparagraph 1406 C has been amended because of a new format for PPH.

Subparagraph 1413 C has been amended to include additional commodities on CCC-576E.

Subparagraph 1425 C has been amended because of a new format for the Pending Payment Register.

Subparagraph 1431 A has been amended to include additional messages on the Nonpayment Register.

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504 Reductions**A NAP Payment Reductions**

NAP payments computed according to this handbook shall be reduced for:

- *--payment limitation (paragraphs 34 and 34.5)--*
- secondary use (subparagraph 174 C)
- salvage value (paragraph 333).

505 Other Benefits**A Multiple Benefit Exclusion**

Before approving CCC-576, COC shall review whether the producer has requested or received other USDA benefits for the loss. County Office shall contact the producer and inquire whether the producer has received any other USDA benefit (including but not limited to a GRP indemnity). If so, the producer should be asked to specify what the other USDA benefit was (not the amount, but the kind of benefit). NAP payments shall not be approved if the producer chooses or has received benefits for the loss under any other program administered by the Secretary.

If any person misrepresents facts or circumstances about a person having received another USDA benefit, action according to paragraph 36 may apply.

See paragraph 35 for information on multiple benefits.

506 Determining Shares**A Eligible Producer and Shares**

A grower's claimed share of NAP payment cannot exceed both of the following:

- grower's share of the risk in producing the crop
- grower's actual valid claimed ownership share of the crop, at time of loss.

507-599 (Reserved)

***--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. Note: Applicable to 2008 and prior years.	Determine whether the flag is correct in the specified county for the applicable year and update, if necessary.
Producer Does Not Meet AGI Provisions	AGI commodity provisions have not been met. See paragraph 1276 to determine valid flags. Note: Applicable to 2009 and future years.	Determine whether AGI determination 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
Producer is Not Eligible Due to AD-1026 Certification Status	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. Note: Applicable to 2008 and prior years.	Determine whether the flag is correct for the applicable year and update, if necessary.
Producer is Not Eligible Due to Conservation Compliance Violation	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.
Producer is Not Eligible Due to Controlled Substance Violation	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.
Producer is Not Eligible Due to NAP Non-Compliance Status	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.
Producer is Not Eligible Due to Fraud, Including FCIC Violation	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 or on file for the crop group.--*	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.

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 Note: Applicable to 2008 and prior years.	Y	N	
	--AGI Commodity Program Note: Applicable to 2009 and future years.	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.

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 payment entities, determines the following from the entity file:--*</p> <ul style="list-style-type: none"> • members * * * • 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 payment entities, 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 1192">1</td> <td data-bbox="466 823 1482 1192"> <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 1192 466 1472">2</td> <td data-bbox="466 1192 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 2007--**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

***--Note:** PPH must be submitted for all counties in which the producer and combined producer have an interest.--*

--1315 NAP Payment Processing for Crop Years 2001 Through 2007 (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 2007 (Continued)*C Crop Year 2003 Through 2007 Payment Authorization Requests**

To receive authorization to issue 2003 through 2007 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

***--Note:** PPH must be submitted for all counties in which the producer and combined producer have an interest.--*

- 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

***--1315 NAP Payment Processing for Crop Years 2001 Through 2007 (Continued)**

C Crop Year 2003 Through 2007 Payment Authorization Requests (Continued)--*

- 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
- *--County Release No. 670 for 2007 processing.

Any required form that was not printed before the automated option was disabled shall be completed manually and submitted with the other required documentation.--*

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 2007 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".
	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. <p>*--Note: A partial name may be entered to do an inquiry.--*</p>
	* * *	* * *
	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.

--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 2007**

The NAP overpayment menu option for crop years 2001 through 2007 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 2007 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.

C Information on PPH (Continued)

Item/Field	Description	
Payment Type	Identifies the status or type of transaction that has been recorded.	
	IF the payment type is...	THEN the record...
	“CHK/EFT”	is for a payment issued to the producer. The record with this indicator represents the total combined payment issued to the producer. Note: The “CHK/EFT” will only be printed on the “unit total” records. This is the record that is actually sent to the accounting system for checkwriting or EFT processing.
	“CANCEL”	has been canceled through the NAP payment cancellation process.
	“RECV”	is for an overpayment amount that was sent to CRS.
	“C/RECV”	is for an overpayment amount that was sent to CRS, but has been canceled through the overpayment cancellation process.
	blank	is 1 of the following: <ul style="list-style-type: none"> • crop payable record • for the joint operation • for a member of the joint operation. These records cannot be selected during the payable cancellation process.

--*

1406 PPH Print (Continued)

C Information on PPH (Continued)

Item/Field	Description
Transaction Number	<p>A system-assigned number used to uniquely identify each payable generated through the NAP payment process. The transaction number is also sent to the accounting system and printed on the producer transaction statement.</p> <p>The transaction number is very important for payables that need to be canceled. To alleviate potential erroneously canceled payables, the transaction number must be entered on Cancel Screen MHACPA02 with the producer ID number or name. Since the record with “CHK/EFT” is the only record sent to the accounting system, the transaction number for the “CHK/EFT” or “unit total” record is the only transaction number that can be used on Screen MHACPA02. This record represents all payables that have been combined together for the producer. When a payment is canceled for a “unit total” record, than all records associated with the “unit total” record are also canceled.</p>
Gross Payment	Amount of the calculated payment before payment limitation has been applied.
*--Reduction Amount	<p>Amount that cannot be issued to the producer because 1 or more of the following reasons:</p> <ul style="list-style-type: none"> • AGI • substantive change • member level • payment limitation. <p>Amounts listed in the Reduction Amount field represent the amount of the reduction at the time the payment was computed. A “total” reduction is not printed on PPH.</p> <p>Note: Records are only written to the payment history file if a payment was issued. If the entire payable was not issued because of a reduction, the record is not printed on PPH. County Offices shall use the nonpayment register to determine which payments are not issued and the exact reason the payment was not issued.</p>
RSN	<p>Provides the reason for the value shown in the Reduction Amount field, as follows:</p> <ul style="list-style-type: none"> • “A” means AGI reduction • “B” means substantive change reduction • “C” means member level reduction • “D” means payment limitation reduction.
Net Payment	Amount of the calculated payment after reduction amount has been--* applied. This is the amount actually issued to the producer.

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

CCC-576E contains information for all crop losses for the selected producer, including the following:

- detail payment calculation by crop, crop type, and intended use

***--Note:** The crop listed on CCC-576E is the pay crop name, not the crop name.--*

- calculated NAP payment amount unit totals by payment groupings as defined by the crop table
- total projected amount.

CCC-576E is organized and contains data according to the following:

- Part A - yield-based crops, excluding crops with an intended use of RS or SE
- Part B - value loss crops, excluding ginseng, floriculture, and crops with an intended use of RS or SE
- Part C - grazing crops
- Part D - ginseng crop losses
- Part E - floriculture crop losses
- Part F - apple losses
- Part G - apricot losses
- Part H - asparagus losses
- Part I - chia losses
- Part J - chicory losses
- Part K - gailon losses
- Part L - greens losses
- Part M - peach losses
- Part N - pear losses

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

C Information on CCC-576E (Continued)

- Part O - plumcot losses
- Part P - plum losses
- Part Q - prune losses
- Part R - rambutan losses
- Part S - rhubarb losses
- Part T - strawberry losses
- Part U - tangerine losses
- Part V - tomato losses
- Part W - yu cha losses
- Part X - beet losses
- Part Y - onion losses
- Part Z - pepper losses
- *--Part AA - broccolo-caluo losses
- Part BB - galango losses
- Part CC - broccoli losses
- Part DD - cabbage losses
- Part EE - sweet potato losses.--*

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 and AA through EE, as applicable, with all data and headings for Part A--* <p style="margin-left: 40px;">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. <p>The following information is printed for each crop record on the Application for Payment file.</p>	
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.

--1425 Pending Payment Registers*A About the Pending Payment Registers**

When payments are processed, pending payment registers will be printed for each selected producer that is eligible for payment. This register informs County Offices of the following:

- amounts of the payment that has been computed
- which payment batch the payment will be processed through.

According to subparagraph 1324 B, the payment batches are as follows.

- “B”atch - regular payments that have no special circumstances. These payments require no user intervention.
- “A”ssignment - payments marked in the name and address file as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O”nline - payments marked in the name and address file as having a flag set for any of the following:
 - nonresident alien
 - receivable
 - claim
 - other agency claim
 - bankruptcy
 - deceased
 - missing
 - incompetent.

Note: Pending payment registers will only be printed for the payment batches being processed.

B Reviewing the Pending Payment Registers

The pending payment register is automatically printed after all selected payments have been computed. County Offices shall review the registers to ensure that payments have been computed properly. If a payable is not computed properly, County Offices shall:

- cancel CCC-184 or EFT immediately after it is processed
- correct the condition that caused the payable to be computed improperly
- reprocess the payment.--*

1425 Pending Payment Registers (Continued)

C Information on the Pending Payment Register

The following information is printed on the pending payment register.

Field	Contents of Field
ID Number and Type	Producer ID number and ID type. Note: If the payment is for a joint operation, the joint operation will be printed. Members will not be printed.
Name	Name of producer. *--Note: If the producer is a payment entity, the name of the payment entity will appear first followed by the names of all the--* members eligible for payment.
Unit	Unit number for the crop on the application for payment.
Crop	Crop name from the application for payment.
IND	Indicator specifying that the payable is for: <ul style="list-style-type: none"> • “YB” - yield based crop loss • “VL” - value loss crop loss; excluding ginseng and floriculture • “FG” - grazing crop loss • “GN” - ginseng crop loss • “FL” - floriculture crop loss. Note: This field will print for 2001 and 2002 processing years only.
***	***
*--Reduction Amount	Amount the payable is being reduced because of the reason shown in the RSN Code field. Note: Amount will only be printed in this field for the crop on which the payment has been reduced. If a payable is completely reduced to zero because of payment limitation, the payable will be printed on the nonpayment register.
RSN Code	Provides the reason for the value shown in the Reduction Amount field, as follows: <ul style="list-style-type: none"> • “A” means AGI reduction • “B” means substantive change reduction • “C” means member level reduction • “D” means payment limitation reduction.--*
Net Payment	Calculated payment amount after payment limitation has been applied.

1426-1430 (Reserved)

1431 Nonpayment Register

A About the Nonpayment Register

When payments are processed, a nonpayment register will be printed for each selected producer that is not eligible for payment. This register informs County Offices of the reason the payment is not being issued.

Note: A nonpayment register will be printed even if all the producers in the selected batch are being paid. The message, “No Exceptions for Selected Producers”, will be printed on the nonpayment register.

B Reviewing the Nonpayment Register

The nonpayment register is automatically printed after all selected payments have been computed. County Offices shall review the nonpayment register to identify conditions that are preventing payments from being issued and take the appropriate action.

1432 Nonpayment Register Messages

A Exception Messages

County Offices shall resolve exception messages printed on the nonpayment register according to the following table.

Message	Reason for Message	County Office Action
“Application for Payment not Approved.”	COC payment approval date for the application for payment is not recorded in the system.	Enter the COC approval date in the system according to paragraph 1016.
--“Application has been deleted.”	The status indicator in the Application for Payment file is not blank.	Determine if the application has been deleted.--
“Payment Computed to Zero.”	The payment for the producer calculated to zero for either of the following reasons: <ul style="list-style-type: none"> • production on other crops in the payment group offset the producer’s loss • the calculated loss multiplied times the member’s share, if applicable, is less than 50 cents. 	Ensure that all application data is loaded correctly in the system.

*--1432 Nonpayment Register Message (Continued)

A Exception Messages (Continued)

Message	Reason for Message	County Office Action
“Prior Payment Exceeds Current Payment.”	Payments issued exceed the total payments the producer may have earned.	Ensure that all application for payment data is loaded correctly in the system and determine whether the producer is overpaid.
“Payment Limitation Allocated to Zero.”	A payment cannot be issued to a multi-county producer because the applicable payment limitation is set to zero.	Contact the control county to request a payment limitation allocation.
“Payment Limitation has been Exceeded.”	Producer has exceeded the effective payment limitation.	Contact the control county to request an increase in the payment limitation allocation. If the payment limitation cannot be increased, determine whether the producer is overpaid.
“Producer has Reached Payment Limitation.”	Producer has reached the effective payment limitation.	Contact the control county to request an increase in the payment limitation allocation. If the payment limitation cannot be increased, the producer is not eligible to receive any additional payments.
“Producer has Refused All Payments.”	Refuse payment flag in the name and address file is set to “Y”.	If the producer has: <ul style="list-style-type: none"> • refused program payments, disregard the message • not refused program payments, change the refuse payment flag to “N” in the name and address file.
“Producer is a Federal Entity.”	Entity type in the name and address file is “08”.	Do not issue payment to a Federal entity.

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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 XXXX X.”	The producer is a member of *--a payment entity. The payment entity ID number is identified in the message.	This is an informational message to tie the member back to the payment entity.--*
“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.
--“A producer and/or member does not have a valid ID number.”	The producer ID number is invalid.	Ensure that ID is loaded correctly.--
“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.
--“No Crop Data Table for Crop XXXX.”	There is no matching Crop Data Table file matching the key information for a crop on the Application for Payment file.	Ensure that the application data is loaded correctly.--

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.
* * *	* * *	
"Person Determination Flag is Invalid."	Person determination flag in specified county is invalid.	
* * *	See paragraph 1276 to determine valid flags.	
"Person Determination Flag for Member is Invalid."		
"AD-1026 Flag is Invalid."	AD-1026 flag in specified	
"AD-1026 Flag for Joint Operation is Invalid."	county is invalid. See paragraph 1276 to determine	
"AD-1026 Flag for Member is Invalid."	valid flags.	

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.
“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.	

1432 Nonpayment Register Messages (Continued)

A Exception Messages (Continued)

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Message	Reason for Message	County Office Action
“Producer is not eligible due to AGI.”	AGI certification status is not valid.	Ensure that the producer’s/member’s eligibility and share information is loaded correctly according to 2-PL and 3-PL, as applicable.
“AGI Share has been determined to be greater than 100%.”	AGI routine returned a share greater than 100 percent.	
“Producer’s Shares invalid.”	The producer’s share does not equal 100 percent.	
“Producer is not eligible due to Direct Attribution Rules.”	The producer is not eligible because of direct attribution rules.	
“Member with Direct Attribution Error Condition.”	At least 1 of the members has a direct attribution error condition.	
“Payment Computed to Zero due to Eligibility/Direct Attribution Rules.”	The payment calculation was reduced because of ineligibility related to eligibility or direct attribution rules.	
“The 3 rd Level Member does not meet the definition of a person.”	The member at the 3 rd level does not meet the definition of a person of an entity treated like a person.	Ensure that the producer’s member information is loaded correctly.

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1433-1444 (Reserved)