

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 70

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 1523 has been amended to update the screen example and add Notice of Loss to the menu.

Part 14, Section 4, Subsection 1 has been added to provide procedure for 2012 Notice of Loss software.

Part 14, Section 4, Subsection 2 has been added to provide procedure for 2013 and subsequent years Notice of Loss software.

Part 14, Section 4, Subsection 3 has been added to provide procedure for Notice of Loss reports.

Page Control Chart		
TC	Text	Exhibit
10.5, 10.6 (add) 11, 12	14-5, 14-6 14-9 through 14-40 14-40.1 through 14-40.48 (add) 14-107, 14-108	3, pages 1, 2

Table of Contents (Continued)

		Page No.
Part 12	Problems Loading CCC-471's	
1461	Overview.....	12-1
1462	Missing Crop or Crop Type.....	12-2
1463	Required Documentation for State Office Review.....	12-5
1464	Manual CCC-471's.....	12-6
1465	Continuous Coverage and Selected Crops.....	12-7
1466	Incorrect Crop, Crop Type, or Producer.....	12-8
1467	Action.....	12-10
1468-1480 (Reserved)		
Part 13	2011 and Subsequent Crop Years Web-Based Payment Processing	
1481	Payment Processing.....	13-1
1482	Canceling Payments.....	13-3
1483	Payment Reports.....	13-4
1484	CCC-576E, NAP Estimated Calculated Payment Report.....	13-5
1485-1520 (Reserved)		
Part 14	NAP Automation	
Section 1	Software Access	
1521	Accessing Software.....	14-1
1522	Select State, County, and Year.....	14-4
1523	Main Menu.....	14-5
1524	Nationwide Customer Service.....	14-7
1525	State Office Access.....	14-9
1526-1530 (Reserved)		
Section 2	(Reserved)	
1531-1568 (Reserved)		
Section 3	(Reserved)	
1569-1615 (Reserved)		

Table of Contents (Continued)

Part 14	NAP Automation (Continued)	Page No.
 Section 4 Notice of Loss		
 Subsection 1 2012 Notice of Loss		
1616	Search Notice of Loss Screen	14-31
1617	SCIMS Customer Search	14-34
1618	Enter Cause of Loss Screen	14-35
1619	Crop Selection.....	14-37
1620	Unit Details	14-39
1621	Create Notice of Loss.....	14-40
1622	Confirmation.....	14-40.21
 Subsection 2 2013 and Subsequent Years Notice of Loss		
1629	Search Notice of Loss Screen	14-40.22
1630	SCIMS Customer Search	14-40.25
1631	Enter Cause of Loss Screen	14-40.26
1632	Crop Selection.....	14-40.28
1633	Create Notice of Loss.....	14-40.33
1634	Confirmation.....	14-40.36
1635-1640 (Reserved)		
 Subsection 3 Notice of Loss Reports		
1641	Reports	14-40.47
1642-1660 (Reserved)		
 Sections 5 Approved Yields		
1661	Options.....	14-41
1662	Adding, Editing, or Canceling Approved Yields by Producer	14-42
1663	Unit Selection.....	14-44
1664	Unit Details	14-45
1665	Searching Approved Yields	14-46
1666	Crop Selection.....	14-50
1667	Approved Yield Data	14-52
1668	Approved Yield Summary and Signature Data	14-61
1669	Adding, Editing, or Canceling Approved Yields by Unit Number.....	14-64
1670	Signing Approved Yields.....	14-66
1671	Editing Approved Yields	14-69

Table of Contents (Continued)

Page No.

Part 14 NAP Automation (Continued)

Sections 5 Approved Yields (Continued)

1672	Reactivating Approved Yields.....	14-71
1673	Confirmation.....	14-72
1674	Reports.....	14-74
1675	Required Approved Yield Changes.....	14-75
1676-1700 (Reserved)		

Section 6 Application for Payment

1701	Search Application for Payment Screen.....	14-101
1772	SCIMS Customer Search.....	14-103
1703	Unit Selection.....	14-104
1704	Unit Details.....	14-105
1705	Pay Group Selection.....	14-105
1706	Crop Selection.....	14-107
1707	Date of Loss Selection.....	14-110
1708	Confirmation.....	14-112
1709	Delete Crop.....	14-113
1710-1715 (Reserved)		

Subsection 1 Yield Based Crops

1716	Yield Loss Acreage Selection.....	14-115
1717	Appraisal or Report of Production.....	14-117
1718	Application for Payment Summary Screen.....	14-122
1719-1725 (Reserved)		

Subsection 2 Graduated Value Loss Crops

1726	Value Loss Crops (Graduated).....	14-155
1727	Application for Payment Summary.....	14-158
1728-1740 (Reserved)		

Subsection 3 Non-Graduated Value Loss Crops

1741	Value Loss Crops (Non-Graduated).....	14-183
1742	Application for Payment Summary Screen.....	14-186
1743-1755 (Reserved)		

1523 Main Menu

A Overview

After user has selected a State, county, and year, the Main Menu will be displayed. The Main Menu allows users to do any of the following:

- add, edit, or cancel the following:
 - Approved Yield by Producer
 - Approved Yield by Unit Number
 - Application for Payment
 - *--Notice of Loss

- view/print the following:
 - Notice of Loss Reports--*
 - Approved Yield Reports
 - Application for Payment Reports
 - Approved Yield blank form
 - Application for Payment blank form
 - *--Notice of Loss blank form

- sign Approved Yield.

B Example of Main Menu

Following is an example of the Main Menu.

Main Menu		
Year: 2012	State: Mississippi	County: Coahoma
<p>Notice of Loss</p> <p>Add, Edit, or Cancel Notice of Loss Reports</p>		
<p>Approved Yield</p> <p>Add, Edit or Cancel Approved Yield by Producer</p> <p>Add, Edit or Cancel Approved Yield by Unit Number</p> <p>Sign Approved Yield Reports</p>		
<p>Application for Payment</p> <p>Add, Edit, or Cancel Application for Payment Reports</p>		
<p>Blank Forms</p> <p>Notice of Loss Form</p> <p>Approved Yield Form</p> <p>Application for Payment Form</p>		

1523 Main Menu (Continued)

C Action

Following is an explanation of the options available on the Main Menu.

Option	Result
*--Notice of Loss	
Add, Edit, or Cancel Notice of Loss	The Search Notice of Loss Screen will be displayed.
Reports	The Reports Screen will be displayed.--*
Approved Yields	
Add, Edit or Cancel Approved Yield by Producer	The SCIMS Customer Search Screen will be displayed.
Add, Edit or Cancel Approved Yield by Unit Number	The Search Approved Yield Screen will be displayed.
Sign Approved Yield	The Search Approved Yields to Sign Screen will be displayed.
Reports	The Reports Screen will be displayed.
Application for Payment	
Add, Edit, or Cancel Application for Payment	The Search Application for Payment Screen will be displayed.
Reports	The Reports Screen will be displayed.
Blank Forms	
--Notice of Loss Form	A blank CCC-576 (Page 1) will be displayed.--
Approved Yield Form	Blank CCC-452 will be displayed.
Application for Payment Form	Blank CCC-576 (Page 2) will be displayed.

1525 State Office Access

A Requesting Access

If State Office administrative access has not already been requested for users in a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee’s legal first and last name
 - employee’s USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that the request is for NAP State Office administrative access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

B Access Authority

State Office Administrative Users have the ability to:

- complete NAP for any producer within their assigned State
- print reports for any county within their assigned State
- access Nationwide Customer Service.

--Follow procedure in Sections 1, 4, and 5 for instructions for using the system.--

1526-1530 (Reserved)

Section 2 (Reserved)

1531-1568 (Reserved)

Section 3 (Reserved)

1569-1615 (Reserved)

***--Section 4 Notice of Loss**

Subsection 1 2012 Notice of Loss

1616 Search Notice of Loss Screen

A Overview

After users have clicked “Add, Edit, or Cancel Notice of Loss”, the Search Notice of Loss Screen will be displayed. The Search Notice of Loss Screen will allow users to:

- add CCC-576 (Page 1)
- edit CCC-576 (Page 1)
- view/print an existing CCC-576 (Page 1).

B Example of Search Notice of Loss Screen

Following is an example of the Search Notice of Loss Screen.

Search Notice Of Loss

Year: 2012 **State:** Mississippi **County:** Coahoma

Disaster Event	Crop	Status
PRODUCER, ANY 1		
10/01/2011 Hail	CRUST CRB 3002 01	Initiated View/Print Edit
04/23/2011 - 04/28/2011 Drought	CARRT HYB 0120 01	Canceled View/Print Reactivate
04/04/2011 - 04/07/2011 Volcanic Eruption	BEETS HYB 0642 01	Initiated View/Print Edit
Add Notice of Loss		
PRODUCER, ANY 2		
08/15/2011 Hail	SESME 0396 01	Approved View/Print Edit
Add Notice of Loss		

Showing 1-50 of 64 Notice of Losses <<First <Prev **1** [2](#) [Next](#)> Last>>

--*

--1616 Search Notice of Loss Screen (Continued)*C Action**

To add a new CCC-576 (Page 1), CLICK:

- “Add/Search” and the SCIMS Customer Search Screen will be displayed
- “Add Notice of Loss” for the applicable producer and the Enter Cause of Loss Screen will be displayed. See paragraph 1618.

CLICK “View/Print” to view/print an existing CCC-576 (Page 1). CCC-576 (Page 1) will be displayed.

To edit an existing CCC-576 (Page 1), do either of the following:

- CLICK “Add/Search” and the SCIMS Customer Search Screen will be displayed
- CLICK “Edit” for CCC-576 (Page 1) to be edited and the Create Notice of Loss Screen will be displayed. See paragraph 1621.

D Status

The “Status” column will display the status of the producer’s CCC-576 (Page 1). The following are “Status” column definitions.

Initiated means CCC-576 (Page 1) has been started but the producer has not yet signed the application.

Producer Signed means the producer has signed CCC-576 (Page 1) but COC has not approved/disapproved CCC-576 (Page 1).

Approved means COC has approved CCC-576 (Page 1).

Disapproved means COC has disapproved CCC-576 (Page 1).

Canceled means that CCC-576 (Page 1) has been placed in a canceled state because of either of the following:

- changes to basic program data (i.e. modification of FSA-578 data)
- SCIMS duplicate resolution merge.--*

***--1616 Search Notice of Loss Screen (Continued)**

D Status (Continued)

A canceled CCC-576 (Page 1) must be accessed and modified to ensure that the most current data is on CCC-576 (Page 1). A report is available that provides a listing of all canceled CCC-576 (Page 1) along with the reason for the cancellation. See paragraph 1641 for additional information.

Note: A SCIMS duplicate resolution merge will cancel CCC-576 (Page 1) associated with the merged producer. CCC-576 (Page 1) associated with the producer that was “kept” will not be canceled. CCC-576 (Page 1) suspended because of a SCIMS duplicate resolution merge does not need to be accessed and modified.--*

***--1617 SCIMS Customer Search**

A Overview

If the user clicked “Add/Search”, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen will provide users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.

User must select customer based on search results by clicking the applicable producer.

If the producer has no existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed with the message, “Notice of Loss for selected Producer not found”.

If the selected producer has 1 or more existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed listing only the selected producer’s existing Notices of Loss. See paragraph 1616.

To add a new CCC-576 (Page 1) for the selected producer, CLICK “Add Notice of Loss” and the Enter Cause of Loss Screen will be displayed. See paragraph 1618.--*

***--1618 Enter Cause of Loss Screen**

A Overview

The Enter Cause of Loss Screen will be displayed for entering loss dates and selecting all applicable causes of loss.

B Example of Enter Cause of Loss Screen

Following is an example of the Enter Cause of Loss Screen.

Enter Cause of Loss

Year: 2012 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Cause of Loss

Start Date:  Ending Date: 

Apparent Date: 

Drought Heat

Hail Excess Moisture/Precipitation

Frost Freeze

Cold Wet Weather ICH (insufficient chill hrs.)

Flood Wind/Excess Wind

Cyclone Tornado

Insects Plant Disease

Hurricane/Tropical Depression Earthquake

Volcanic Eruption

Other

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***--1618 Enter Cause of Loss Screen (Continued)**

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Enter Cause of Loss Screen.

Field/Button	Description
Start Date	Enter the start date of the disaster event.
Ending Date	Enter the ending date of the disaster event. Note: Entry is not required.
Apparent Date	Enter the date the loss was apparent.
Cause of Loss	Select all applicable causes of loss. Note: If insects and/or plant disease are selected, another disaster event must be selected or CCC-576 (Page 1) will not be eligible for approval. See subparagraph 21 A for additional information.
Save & Continue	Crop Selection Screen will be displayed. See paragraph 1619.
Cancel	Search Notice of Loss Screen will be displayed. See paragraph 1616.

--*

*--1619 Crop Selection (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Crop Selection Screen.

Field/Button	Description
Cause of Loss	
Start Date	The start date, ending date, apparent date, and disaster event(s) selected on the Enter Cause of Loss Screen. See paragraph 1618.
Ending Date	
Apparent Date	
Disaster Event(s)	
Edit Cause of Loss	CLICK "Edit Cause of Loss" to modify the previously selected cause of loss information. The Enter Cause of Loss Screen will be displayed. See paragraph 1618.
Crops	
Unit Number	Select the applicable unit. Click the unit number and the Unit Details Screen will be displayed. See paragraph 1620.
Crop	Select the crop from the drop down. Crops covered on the Application for Coverage will be listed in the drop down.
Crop Type	Select the crop type from the drop down. All crop types associated with the selected crop will be listed in the drop down.
Buttons	
Save & Continue	CLICK "Save & Continue" after selecting the unit, crop, and crop type. Create Notice of Loss Screen will be displayed. See paragraph 1621.
Cancel	Enter Cause of Loss Screen will be displayed. See paragraph 1618.

--*

***--1620 Unit Details**

A Overview

The Unit Details Screen will:

- provide additional information about the unit
- list all producers associated with the unit
- open in a separate window.

B Example of Unit Details Screen

Following is an example of the Unit Details Screen.

Unit Details	
State: Mississippi	County: Coahoma
Unit: 621	Status: Active
Producer Name	Producer Type
PRODUCER, ANY 1	Operator
PRODUCER, ANY 2	Owner
PRODUCER, ANY 3	Owner
<input type="button" value="Close"/> <input type="button" value="Print"/>	

C Actions

To print the unit details, CLICK **“Print”**.

CLICK **“Close”** to return to Unit Selection Screen.--*

***--1621 Create Notice of Loss**

A Overview

The Create Notice of Loss Screen will:

- provide a summary of the selected cause of loss and crop data
- allow for entry of signature information.

B Example of Create Notice of Loss Screen

Following is an example of the Create Notice of Loss Screen.

Edit Notice Of Loss

Year: 2012 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Cause of Loss

Start Date: 05/03/2011 **Ending Date:** 05/05/2011

Apparent Date: 05/11/2011

Disaster Event(s): Hail, Flood

Crops

Unit Number: 621

Crop: HERBS 5000 001 02

Crop Type: DILL(DIL)

Additional Information

Comments:

Producer Signature

Signature Method: Date:

COC Determination

Approved Disapproved Date:

Cancellation

Do you want to cancel this Notice of Loss?

Yes Reason:

--*

*--1621 Create Notice of Loss (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Create Notice of Loss Screen.

Field/Button	Description	Action
Cause of Loss		
Start Date	The start date, ending date, apparent date, and disaster event(s) previously selected.	
Ending Date		
Apparent Date		
Disaster Event(s)		
Edit Cause of Loss	The Enter Cause of Loss Screen will be displayed. See paragraph 1618.	
Crops		
Unit Number	The unit number, crop, and crop type previously selected.	
Crop		
Crop Type		
Additional Information		
Comments	Free form entry.	Enter any comments applicable to CCC-576 (Page 1). Entry is not required. Note: No PII shall be entered.
Producer Signature		
Signature Method	Manual selection of the type of signature provided by the producer. Applicable signature types are: <ul style="list-style-type: none">• paper• FAX.	Signature type shall only be selected after either of the following occurs: <ul style="list-style-type: none">• producer signs and dates CCC-576 (Page 1)• FAX with the producer's signature and date has been received in the County Office.
Date	Manual entry of the date the producer signed or FAXed CCC-576 (Page 1).	Enter the date the producer signed CCC-576 (Page 1).

--*

*--1621 Create Notice of Loss (Continued)

C Field Descriptions and Actions (Continued)

COC Determination		
Approved/Disapproved	Manual selection.	Select whether CCC-576 (Page 1) has been approved or disapproved.
Date	Manual entry.	Enter the date COC made their determination.
Cancellation		
Do you want to cancel this notice of loss?	Manual selection.	Select the "Yes" checkbox to cancel CCC-576 (Page 1).
Reason	Manual selection.	Select the reason that CCC-576 (Page 1) is being canceled.
Buttons		
Save & Submit	Confirmation Screen will be displayed. See paragraph 1622.	
Cancel	The previous screen will be displayed.	

--*

***--1622 Confirmation**

A Overview

The Confirmation Screen will provide users the ability to view/print CCC-576 (Page 1) or a short cut to creating CCC-576 (Page 1) for another producer.

B Example of Confirmation Screen

Following is an example of the Confirmation Screen.



C Link/Button Descriptions

The following provides the links/buttons available on Confirmation Screen.

Link/Button	Description
Print Notice of Loss	CCC-576 (Page 1) will: <ul style="list-style-type: none"> • be displayed in a separate window • contain only data that has been entered into the system as of the date it is being printed.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.
Create Notice of Loss for Another Producer	SCIMS Customer Search Screen will be displayed. See paragraph 1617.
Return to Search Notice of Loss	Search Notice of Loss Screen will be displayed. See paragraph 1616.

1623-1628 (Reserved)

***--Subsection 2 2013 and Subsequent Years Notice of Loss**

1629 Search Notice of Loss Screen

A Overview

After users have clicked “Add, Edit, or Cancel Notice of Loss”, the Search Notice of Loss Screen will be displayed. The Search Notice of Loss Screen allows users to:

- add CCC-576 (Page 1)
- edit CCC-576 (Page 1)
- view/print an existing CCC-576 (Page 1).

B Example of Search Notice of Loss Screen

Following is an example of the Search Notice of Loss Screen.

Search Notice Of Loss

Year: 2013
State: Mississippi
County: Coahoma

Disaster Event	Crop	Status
PRODUCER, ANY 1		
01/23/2012 Flood	ORANG ETM FH I 01 SNFLR OIL SD N 01	Producer Signed View/Print Edit
Add Notice of Loss		
PRODUCER, ANY 2		
02/15/2012 - 02/21/2012 Drought	CABAG HYB FH I 01	Producer Signed View/Print Edit
Add Notice of Loss		

--*

--1629 Search Notice of Loss Screen (Continued)*C Action**

To add a new CCC-576 (Page 1), CLICK:

- “Add/Search” and the SCIMS Customer Search Screen will be displayed
- “Add Notice of Loss” for the applicable producer and the Enter Cause of Loss Screen will be displayed. See paragraph 1631.

CLICK “View/Print” for CCC-576 (Page 1) to be viewed/printed. CCC-576 (Page 1) will be displayed.

To edit an existing CCC-576 (Page 1), do either of the following:

- CLICK “Add/Search” and the SCIMS Customer Search Screen will be displayed
- CLICK “Edit” for CCC-576 (Page 1) to be edited. The Create Notice of Loss Screen will be displayed. See paragraph 1633.

D Status

The “Status” column will display the status of the producer’s CCC-576 (Page 1). The following are “Status” column definitions.

Initiated means CCC-576 (Page 1) has been started but the producer has not yet signed the application.

Producer Signed means the producer has signed CCC-576 (Page 1) but COC has not approved/disapproved CCC-576 (Page 1).

Approved means COC has approved CCC-576 (Page 1).

Disapproved means COC has disapproved CCC-576 (Page 1).

Canceled means that CCC-576 (Page 1) has been placed in a canceled state because of either of the following:

- changes to basic program data (i.e. modification of FSA-578 data)
- SCIMS duplicate resolution merge.--*

***--1629 Search Notice of Loss Screen (Continued)**

D Status (Continued)

A canceled CCC-576 (Page 1) must be accessed and modified to ensure that the most current data is on CCC-576 (Page 1). A report is available that provides a listing of all canceled CCC-576 (Page 1) along with the reason for the cancellation. See paragraph 1641 for additional information.

Note: A SCIMS duplicate resolution merge will cancel CCC-576 (Page 1) tied to the merged producer. CCC-576 (Page 1) tied to the producer that was “kept” will not be canceled. CCC-576 (Page 1) suspended because of a SCIMS duplicate resolution merge does not need to be accessed and modified.--*

***--1630 SCIMS Customer Search**

A Overview

If the user selected “Add/Search”, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen will provide users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.

User must select customer based on search results by clicking the applicable producer.

If the producer has no existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed with the message, “Notice of Loss for selected Producer not found”.

If the selected producer has 1 or more existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed listing only the selected producer’s existing Notices of Loss. See paragraph 1629.

To add a new CCC-576 (Page 1) for the selected producer, CLICK “Add Notice of Loss”. The Enter Cause of Loss Screen will be displayed. See paragraph 1631.--*

*--1631 Enter Cause of Loss Screen

A Overview

The Enter Cause of Loss Screen will be displayed for entering loss dates and selecting all applicable causes of loss.

B Example of Enter Cause of Loss Screen

Following is an example of the Enter Cause of Loss Screen.

Enter Cause of Loss

Year: 2013 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Cause of Loss

Start Date:  Ending Date: 

Apparent Date: 

Drought Heat

Hail Excess Moisture/Precipitation

Frost Freeze

Cold Wet Weather ICH (insufficient chill hrs.)

Flood Wind/Excess Wind

Cyclone Tornado

Insects Plant Disease

Hurricane/Tropical Depression Earthquake

Volcanic Eruption

Other

--*

*--1631 Enter Cause of Loss Screen (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Enter Cause of Loss Screen.

Field/Button	Description
Start Date	Enter the start date of the disaster event.
Ending Date	Enter the ending date of the disaster event. Note: Entry is not required.
Apparent Date	Enter the date the loss was apparent.
Cause of Loss	Select all applicable causes of loss. Note: If insects and/or plant disease are selected, another disaster event must be selected or CCC-576 (Page 1) will not be eligible for approval. See subparagraph 21 A for additional information.
Save & Continue	Crop Selection Screen will be displayed. See paragraph 1632.
Cancel	Search Notice of Loss Screen will be displayed. See paragraph 1629.

--*

*--1632 Crop Selection

A Overview

The Crop Selection Screen will be displayed for selecting crops that were affected by the disaster event.

B Example of Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Selection

Year: 2013 **State:** Mississippi **County:** Coahoma
Producer: PRODUCER, ANY 1

Cause of Loss

Start Date: 03/21/2012 **Ending Date:** 03/23/2012
Apparent Date: 03/25/2012
Disaster Event(s): Frost, Freeze, Cold Wet Weather

Crops

Field	Unit	Practice	Status	Share %	Affected Acres	Stage	
<u>CABBAGE, HYBRID CABBAGE (HYB), Fresh (FH), 01</u>							
<u>Farm 1519</u>							
<u>Tract 654</u>							
<input type="checkbox"/>	1	6	Non-Irrigated	I	100.00	<input type="text" value=""/> /500.00	<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested
<input type="checkbox"/>	2	6	Irrigated	P	100.00	<input type="text" value=""/> /200.00	<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested
<input type="checkbox"/>	<u>CHICORY/RADICCHIO, COMMON (COM), Fresh (FH), 01</u>					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	
<input type="checkbox"/>	<u>OATS, HULLESS (HUL), Forage (FG), 01</u>					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	

Total Affected Acres: 0.00

--*

*--1632 Crop Selection (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Crop Selection Screen.

Field/Button	Description	Action																																																															
Cause of Loss																																																																	
Start Date	The start date, ending date, apparent date, and disaster event(s) selected on the Enter Cause of Loss Screen.																																																																
Ending Date																																																																	
Apparent Date																																																																	
Disaster Event(s)																																																																	
Edit Cause of Loss	CLICK "Edit Cause of Loss" to modify the previously selected cause of loss information. The Enter Cause of Loss Screen will be displayed. See paragraph 1631.																																																																
Crops (Unexpanded)																																																																	
Crop	The crop, type, intended use, and planting period from the producer's certified acreage report.	Select the check box next to the crop, type, intended use, and planting period and/or the stage to select all farms, tracts, and fields associated with that crop combination.																																																															
Type																																																																	
Intended Use																																																																	
Planting Period																																																																	
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*--1632 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

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*--1632 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action																																																																																																		
Tract	The tract number from the producer's certified acreage report.	<p>Select the checkbox next to the tract number and/or stage to select all fields associated with that tract.</p> <div data-bbox="824 426 1450 814" style="border: 1px solid black; padding: 5px;"> <p>Crops</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Unit</th> <th>Practice</th> <th>Status</th> <th>Share %</th> <th>Affected Acres</th> <th>Stage</th> </tr> </thead> <tbody> <tr> <td colspan="7">CABBAGE, HYBRID CABBAGE (HYB), Fresh (FH), 01</td> </tr> <tr> <td colspan="7">Farm 1519</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>CHICORY/RADICCHIO, COMMON (COM), Fresh (FH), 01</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>OATS, HULLESS (HUL), Forage (FG), 01</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> </tbody> </table> <p>Total Affected Acres: 700.00</p> </div> <p>Select the tract number link to expand the selection and display the field(s) associated with the tract number.</p> <div data-bbox="824 961 1450 1444" style="border: 1px solid black; padding: 5px;"> <p>Crops</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Unit</th> <th>Practice</th> <th>Status</th> <th>Share %</th> <th>Affected Acres</th> <th>Stage</th> </tr> </thead> <tbody> <tr> <td colspan="7">CABBAGE, HYBRID CABBAGE (HYB), Fresh (FH), 01</td> </tr> <tr> <td colspan="7">Farm 1519</td> </tr> <tr> <td colspan="7">Tract 654</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>6</td> <td>Non-Irrigated</td> <td>I</td> <td>100.00</td> <td> <input type="text" value=""/> /500.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>6</td> <td>Irrigated</td> <td>P</td> <td>100.00</td> <td> <input type="text" value=""/> /200.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>CHICORY/RADICCHIO, COMMON (COM), Fresh (FH), 01</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>OATS, HULLESS (HUL), Forage (FG), 01</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> </tbody> </table> <p>Total Affected Acres: 0.00</p> </div>	Field	Unit	Practice	Status	Share %	Affected Acres	Stage	CABBAGE, HYBRID CABBAGE (HYB), Fresh (FH), 01							Farm 1519							<input checked="" type="checkbox"/>						<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>		CHICORY/RADICCHIO, COMMON (COM), Fresh (FH), 01				<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>		OATS, HULLESS (HUL), Forage (FG), 01				<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	Field	Unit	Practice	Status	Share %	Affected Acres	Stage	CABBAGE, HYBRID CABBAGE (HYB), Fresh (FH), 01							Farm 1519							Tract 654							<input type="checkbox"/>	1	6	Non-Irrigated	I	100.00	<input type="text" value=""/> /500.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>	2	6	Irrigated	P	100.00	<input type="text" value=""/> /200.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>		CHICORY/RADICCHIO, COMMON (COM), Fresh (FH), 01				<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>		OATS, HULLESS (HUL), Forage (FG), 01				<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested
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Field Unit Practice Status Share % Affected Acres Stage	The field, unit, practice, status, share, and acres from the producer's certified acreage report.	<p>Select the checkbox next to each field that was affected by the disaster event.</p> <p>The affected acres will be populated with the number of acres reported on the acreage report. Modify the number of acres that were affected by the disaster event, if applicable. The affected acres cannot exceed the number of acres that were reported for each field.</p> <p>Select whether the affected acres were abandoned, destroyed, or harvested. Selection is not required.</p>																																																																																																		

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*--1632 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Buttons		
Save & Continue	CLICK "Save & Continue" after selecting the affected crop(s). Create Notice of Loss Screen will be displayed. See paragraph 1633.	
Cancel	Enter Cause of Loss Screen will be displayed. See paragraph 1631.	

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*--1633 Create Notice of Loss

A Overview

The Create Notice of Loss Screen will:

- provide a summary of the selected cause of loss and crop data
- allow for entry of signature information.

B Example of Create Notice of Loss Screen

Following is an example of the Create Notice of Loss Screen.

Edit Notice Of Loss

Year: 2013 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Cause of Loss

Start Date: 03/21/2012 **Ending Date:** 03/23/2012

Apparent Date: 03/25/2012

Disaster Event(s): Frost, Freeze, Cold Wet Weather

Crops

Field	Unit	Practice	Status	Share %	Affected Acres	Stage
CABBAGE, HYBRID CABBAGE (HYB), Fresh (FH), 01						
Farm 1519						
Tract 654						
1	6	Non-Irrigated	I	100.00	500.00/500.00	Abandoned
2	6	Irrigated	P	100.00	200.00/200.00	Destroyed
OATS, HULLESS (HUL), Forage (FG), 01						
Farm 1519						
Tract 655						
1		Irrigated	I	40.00	38.00/38.00	Harvested
CORN, YELLOW (YEL), Grazing (GZ), 01						
Farm 4603						
Tract 8782						
3	620	Irrigated	I P	20.00	25.00/25.00	
Total Affected Acres: 763.00						

Additional Information

Comments:

Will percentage of grazing loss be determined using independent assessments? Yes No

Producer Signature

Signature Method: Date:

COC Determination

Determination Date:

Cancellation

Do you want to cancel this Notice of Loss?

Yes Reason:

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*--1633 Create Notice of Loss (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Create Notice of Loss Screen.

Field/Button	Description	Action
Cause of Loss		
Start Date	The start date, ending date, apparent date, and disaster event(s) previously selected.	
Ending Date		
Apparent Date		
Disaster Event(s)		
Edit Cause of Loss	Enter Cause of Loss Screen will be displayed. See paragraph 1631.	
Crops		
Crop	Affected crop, type, intended use, and planting period information previously selected.	
Type		
Intended Use		
Planting Period		
Farm Number		
Tract Number		
Field Number		
Unit Number		
Practice		
Status		
Share %		
Affected Acres		
Stage		
Total Affected Acres	The total number of affected acres that were entered on the Crop Selection Screen.	
Edit Crops	Crop Selection Screen will be displayed. See paragraph 1632.	
Additional Information		
Comments	Free form entry.	Enter any comments applicable to CCC-576 (Page 1). Entry is not required. Note: No PII shall be entered.
Will percentage of grazing loss be determined using independent assessments?	Independent assessments can be used in place of an Application for Payment. Note: Only applicable to crops with an intended use of GZ.	Select "Yes" or "No". Entry is required for crops with an intended use of GZ before a producer signature date can be entered.

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*--1633 Create Notice of Loss (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Producer Signature		
Signature Method	Manual selection of the type of signature provided by the producer. Applicable signature types are: <ul style="list-style-type: none"> • paper • FAX. 	Signature type shall only be selected after either of the following occurs: <ul style="list-style-type: none"> • producer signs and dates CCC-576 (Page 1) • FAX with the producer's signature and date has been received in the County Office.
Date	Manual entry of the date the producer signed or FAXed CCC-576 (Page 1).	Enter the date the producer signed CCC-576 (Page 1).
COC Determination		
Determination Date	Manual entry.	Enter the date COC made their determination.
Cancellation		
Do you want to cancel this notice of loss?	Manual selection.	Select the "Yes" checkbox to cancel CCC-576 (Page 1).
Reason	Manual selection.	Select the reason that CCC-576 (Page 1) is being canceled.
Buttons		
Save & Submit	Confirmation Screen will be displayed. See paragraph 1634.	
Cancel	The previous screen will be displayed.	

--*

***--1634 Confirmation**

A Overview

The Confirmation Screen will provide users the ability to view/print CCC-576 (Page 1) or a short cut to creating CCC-576 (Page 1) for another producer.

B Example of Confirmation Screen

Following is an example of the Confirmation Screen.



C Link/Button Descriptions

The following provides the links/buttons available on the Confirmation Screen.

Link/Button	Description
Print Notice of Loss	CCC-576 (Page 1) will: <ul style="list-style-type: none"> • be displayed in a separate window • contain only data that has been entered into the system as of the date it is being printed.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.
Create Notice of Loss for Another Producer	SCIMS Customer Search Screen will be displayed. See paragraph 1630.
Return to Search Notice of Loss	Search Notice of Loss Screen will be displayed. See paragraph 1629.

--*

1635-1640 (Reserved)

***--Subsection 3 Notice of Loss Reports**

1641 Reports

A Overview

Several standard reports are available to use as tools within the Notice of Loss system. To access reports, CLICK “Reports” from the Main Menu or from the left navigation menu.

B Example of Reports Screen

Following is an example of the Reports Screen.

The screenshot shows a web interface titled "Reports". At the top, there is a blue header bar with the word "Reports" in white. Below the header, there are three filter fields: "Year: 2013", "State: Mississippi", and "County: Adams". A horizontal line separates these filters from the main content area. The main content area contains a list of report types, each preceded by a radio button:

- COC Approved Report
- COC Disapproved Report
- Producer Signed But Not COC Signed Report
- No Producer Signature Report
- Canceled Report
- County Office Summary Report
- State Office Summary Report

Below the list, there are two date selection fields: "Start Date:" and "End Date:". Each field consists of a text input box and a small calendar icon to its right. At the bottom of the screen, there are two buttons: "Create Report" and "NAP Main Menu".

--*

*--1641 Reports (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Reports Screen.

Report/Field/Button	Action	Result
COC Approved Report	Manual selection.	Report will be displayed identifying Notices of Loss that have been approved by COC.
COC Disapproved Report		Report will be displayed identifying Notices of Loss that have been disapproved by COC.
Producer Signed But Not COC Signed		Report will be displayed identifying Notices of Loss that have been signed by the by the producer but have not been approved/disapproved by COC.
No Producer Signature		Report will be displayed identifying Notices of Loss that have been entered but have not been signed by the producer.
Canceled Report		Report will be displayed identifying Notices of Loss that have been canceled.
County Office Summary Report		Report will be displayed with a summary, by pay group, of the status of all Notices of Loss in the county.
State Office Summary Report		Report will be displayed with a summary, by county and by pay group, of the status of all Notices of Loss in the State. Note: Only available for State Office Administrative users.
Start Date	Manual entry.	Enter a start date to limit data displayed on any of the reports. Note: Start date is not required.
End Date		Enter a end date to limit data displayed on any of the reports. Note: End date is not required.
Create Report	The selected report will be displayed.	
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.	

--*

1642-1660 (Reserved)

1706 Crop Selection

A Overview

The Crop Selection Screen displays for selection all crops within the selected pay group that were reported on an acreage report.

Notes: Reported acreage for the crop must be certified on the acreage report to be displayed on the Crop Selection Screen.

*--Acreage report must contain both of the following:

- planting period
- NAP unit.--*

B Example Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Selection

Year: 2012 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Unit: 5 **Pay Crop/Type:** CORN/002 **Planting Period:** 01

Select Crop

	Name	Type	Intended Use	Practice	Share (%)
<input type="radio"/>	CORN	SWEET (SWT)	Fresh (FH)	NI	100.00
<input type="radio"/>	CORN	SWEET (SWT)	Processed (PR)	NI	100.00

Add Crop

Crop Data

Name	Type	Intended Use	Practice	Share(%)	Action
CORN	SWEET (SWT)	Fresh (FH)	NI	100.00	Edit Delete

Continue

Back

NAP Main Menu

1706 Crop Selection (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions for the Crop Selection Screen.

Field/Button	Description
Crop Selection	
Crop	Crop, Type, Intended Use, Practice, and Share from the acreage report. *--Note: The share is able to be modified for a "GZ" or "GR" crop line item if it was split from a "GS" acreage report record.--*
Type	
Intended Use	
Practice	
Share	
Add Crop	<p>CLICK "Add Crop" after selecting the crop. Only 1 crop may be selected at a time. One of the following screens will be displayed.</p> <ul style="list-style-type: none"> • Yield Loss Acreage Screen (yield based crops only). See paragraph 1716. • Value Loss Crops (Graduated) Screen (graduated price value loss crops only. See paragraph 1726. • Value Loss Crops (Non-Graduated) Screen. (non-graduated price value loss crops only. See paragraph 1741. • Grazing Loss Acreage Screen (grazing crops only). See paragraph 1756. • Special Forage Screen (forage crops only). See paragraph 1771.
Crop Data	
(This section will only be displayed if 1 or more of the crops in the pay group are already recorded on the Application for Payment)	
Crop	Crop, Type, Intended Use, Practice, and Share from the acreage report. The crop(s) displayed in this section are already recorded on the Application for Payment.
Type	
Intended Use	
Practice	
Share	
Action	<p>Select "Edit" to modify existing production data for the crop.</p> <ul style="list-style-type: none"> • For yield based crops, the Yield Loss Acreage Screen will be displayed. See paragraph 1716. • For graduated price value loss crops, the Value Loss Crops (Graduated) Screen will be displayed. See paragraph 1726. • For non-graduated price value loss crops, the Value Loss Crops (Non-Graduated) Screen will be displayed. See paragraph 1741. • For grazing crops, the Grazing Loss Acreage Screen will be displayed. See paragraph 1756. • For forage crops, the Special Forage Screen will be displayed. See paragraph 1771. <p>Select "Delete" to delete existing production data for the crop. The Delete Crop Screen will be displayed. See paragraph 1709.</p>

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Add Record - County Selection Page	777
	Add Record - Primary Crop Data Page	777
	Add Record - Record Detail Page	777
	Add Record - Results Page	777
	Add Record - Secondary Crop Data Page	777
	Add Record - Summary Page	777
	Application for Payment Summary Screen	1712, 1727, 1742, 1758
	Appraisal or Report of Production Screen	1711
	Approve Record - Confirmation Screen	776, 777
	Approve Record - Results Page	776, 777
	Approved Yield Data Screen	1667, 1672
	Approved Yield Screen	1668, 1671
	Confirmation Screen	1622, 1634, 1673, 1708
	Create Notice of Loss	1621, 1633
	Crop Selection Screen	1619, 1632, 1666, 1706
	Date of Loss Selection Screen	1707
	Delete Carrying Capacity Screen	1757.5
	Delete Crop Screen	1709
	Delete Record - Confirmation Screen	778
	Delete Record - Results Page	778
	Enter Cause of Loss	1618, 1631
	FSA Applications Screen	771
	Grazing "AUD" Loss Calculation Screen	1757
	Grazing Loss Acreage Screen	1756
	Main Menu	1523
	Mass Approve Records - Confirmation Screen	777
	Mass Approve Records - Results Page	777
	Mass Approve Records - Search Page	777
	Mass Reset Records - Confirmation Screen	778
	Mass Reset Records - Results Page	778
	Mass Reset Records - Search Page	778
	Mass Update Records - Confirmation Screen	777
	Mass Update Records - Records Details Page	777
	Mass Update Records - Results Page	777
	Mass Update Records - Search Page	777
	Mass Update Records - Select Fields Page	777
	Modify Records - Record Detail Page	776, 777
	Modify Records - Results Page	776, 777
	Modify Records - Summary Page	776, 777

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
	NCT - Main Menu	771
	Pay Group Selection Screen	1705
	Program Year 2009 - Main Menu	774
	Program Year 2010 - Main Menu	776-778
	Reports Screen	1641, 1674
	Reports - Payment Reports Screen	1781
	Reports - Report Criteria Screen	781
	Reports - Report Selection	781
	Reports - Session Timeout Screen	771
	Reports - State Selection Screen	781
	SCIMS Customer Search Screen	1617, 1630, 1662, 1702
	Search Application for Payment Screen	1701
	Search Approved Yield Screen	1665, 1669
	Search Approved Yields to Sign Screen	1670
	Search Notice of Loss	1629
	Search Records - Results Page	776, 777
	Search Records - Search Page	776, 777
	Select State, County, and Year Screen	1522
	Sign Approved Yield Screen	1670
	Special Forage Screen	1771
	Unit Details Screen	1620, 1664, 1704
	Unit of Measure Conversion Screen	1675
	Unit Selection Screen	1662, 1663, 1703
	Value Loss Crops (Graduated) Screen	1726
	Value Loss Crops (Non-Graduated) Screen	1741
	View Record - Summary Page	776-778
	Yield Loss Acreage Screen	1535