

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 74

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 28 C has been added to provide an explanation of producer types.

Subparagraph 839 C has been amended to clarify conversion instructions.

Paragraph 1523 has been amended to:

- provide that users may search by producer and unit number
- update the Main Menu Screen example.

Part 14, Section 3 has been added to provide procedure for Unit Maintenance.

Page Control Chart		
TC	Text	Exhibit
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27 **Quality Losses (Continued)**

A NAP Assistance for Quality Losses (Continued)

Example 2:
(Total quality loss suffered)

A grower reports 10 acres of sweet cherries intended for fresh market with an approved yield of 4,000 pounds per acre. 40,000 pounds is the total expected production. The grower produces 12,500 pounds of cherries; however, because of condition:

- 11,000 pounds are of sufficient quality to be marketed as processed sweet cherries
- 1,500 pounds are culls and are not sufficient quality to be marketed in any established sweet cherry market anywhere.

Expected Production	40,000 pounds
Disaster Level/Guarantee	20,000 pounds
Actual Production	11,000 pounds
Qualifying Loss	9,000 pounds
Culls/Potential Salvage	1,500 pounds (part of the 9,000 pound qualifying loss)

If the county has an approved average market price for processed sweet cherries, the 9,000 pounds qualifying loss must be paid at the approved average market price established for processed cherries because more than 50 percent of the unit’s harvested production was marketed or marketable as processed cherries. If an average market price has not been established for processed sweet cherries, the average market price for fresh sweet cherries would be used. Additionally, the 1,500 pounds of culls are not considered cherry production, but could have salvage value according to paragraph 333.

See Part 4 for crops produced for different intended uses.

See Part 6 for determining production and salvage.

28 Units

A Definition of Unit

[7 CFR 1437.8] Unit is all acreage of the eligible crop, in the administrative county, for the crop year, under either of the following criteria:

- the person has 100 percent crop share
- acreage is owned by 1 person and operated by another person on a share basis.

Note: The basic unit is by producer relationship of operator(s) to owner(s) and is not broken down further by actual crop share percentages.

Example: Bill is the operator, and Bob is the owner. Part of the crop acreage is shared on a 50/50 crop share arrangement and the remaining acreage is shared on a 75/25 share arrangement. Although there are varying shares, there still is only one NAP unit.

Land rented for cash, a fixed commodity payment, or any consideration other than a share in the crop on the land will be considered as a 100 percent crop share.

No other units will be permitted.

Example: If, in addition to the land the person owns, the person rents land from 5 different landlords, 3 on a crop-share basis and 2 on a cash basis, then 4 units will be established; 1 unit for each crop-share lease and 1 unit that includes the 2 cash leases and the land owned by the person.

B Establishing Units

County Offices shall establish units according to subparagraph A.

***--C Producer Types**

There are only 2 producer types used to determine unique farming relationships: OP and OW. All OT producer types will be considered OP. An OO producer type that is associated with other producers will be considered an OP if all of the other producer types are OW. An OO producer type that is associated with other producers will be considered an OW if any of the other producer types is an OP. All relationships that are comprised of only 1 producer will be an OP producer type.

Examples: Producer A is an OO and shares with Producer B who is an OW. Producer A will be considered an OP.

Producer A is an OO and shares with Producer B who is an OP. Producer A will be considered an OW.--*

***--839 Required Approved Yield Changes**

A Introduction

An approved yield is required to be updated if any of the following changes:

- unit of measure
- county expected yield
- lag year applicability
- maximum number of historic years in database.

Note: The approved yield will **not** be valid until it is updated if any of these changes have occurred.

B Unit of Measure Change

If the unit of measure has changed, whether during the year or between years, then several approved yield data elements must be changed. Screen MHACYD1D will:

- be displayed when the changed record is accessed
- allow for an entry of a conversion factor that will be applied to the production and yields on the database.

Note: A conversion factor will already be present if both the previous and current unit of measure are not generic, such as container or bushel.

C Unit of Measure Conversion Factor Screen MHACYD1D

The following is an example of Screen MHACYD1D.

```

2006 NAP          107-A TULARE          Selection          MHACYC01
Crop Selection Screen          Version: AF42  08/18/2006 14:30 Term F4
-----
Unit      526

Unit of Measure Conversion Factor Screen          MHACYD1D

      It has been determined that the Unit of Measure          field
Cr      for this crop has changed on the National Crop Table.   led
AE      Confirm the following conversion Factor is correct.
AE      If it is incorrect or missing, enter the correct
AE      Conversion Factor before pressing <Enter> to continue.
AE
AE      Conversion
WF      From      Factor      To
WF      2006 LBS  _____  2006 Ton
WF
WF      Enter=Continue  Cmd4=Previous Screen  Cmd7=End
WF
NOTE CROPS
Enter=Continue  Cmd2=Jump to Crop  Cmd4=Prev Screen  Cmd7=End  Roll=Page
    
```

--*

839 Required Approved Yield Changes (Continued)**C Unit of Measure Conversion Factor Screen MHACYD1D (Continued)**

Determine the conversion factor by dividing the pounds of the “From” unit of measure by the pounds of the “To” unit of measure.

When going from a large unit of measure to a smaller unit of measure, the conversion factor will be **greater** than 1.

Examples: For:

- cwt to 25 pound cartons, the conversion factor will be 4
- 50 pound cartons to 25 pound boxes, the conversion factor will be 2
- ton to cwt, the conversion factor will be 20.

When going from a small unit of measure to a larger unit of measure, the conversion factor will be **less** than 1.

Examples: For:

- 25 pound cartons to cwt, the conversion factor will be .25
- 25 pound boxes to 50 pound cartons, the conversion factor will be .5
- cwt to ton, the conversion factor will be .05.

***--Notes:** The conversion instructions in this paragraph are applicable to System 36 only.

See subparagraphs 1675 C and D for conversions using the web application.--*

D Other Changes

An approved yield must be accessed and updated if the county expected yield, lag year applicability, or maximum number of historic years in a database changes. The approved yield will then be calculated using the new county expected yield and/or approved yield rules.

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:

- *--search for a unit by:
 - Producer
 - Unit Number--*
- 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
 - *--Unit Maintenance Reports--*
 - Approved Yield blank form
 - Application for Payment blank form
 - Notice of Loss blank form
- sign Approved Yield.

1523 Main Menu (Continued)

B Example of Main Menu

Following is an example of the Main Menu.

*--

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

--*

1523 Main Menu (Continued)

C Action

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

Option	Result
*--Unit Maintenance	
Search by Producer	The SCIMS Customer Search Screen will be displayed.
Search by Unit Number	The Search Unit Screen will be displayed.--*
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.

1524 Nationwide Customer Service

A County Office User Access

The NAP System automatically allows for nationwide customer service. Users can access and load NAP data for any producer nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users loading nationwide NAP data will have limited authority.

B Example of Select State, County, and Year Screen

To access Nationwide Customer Service, from the left navigation menu, CLICK “**Nationwide Customer Service**”. The following Select State, County, and Year Screen will be displayed.

The screenshot shows a web form titled "Select State, County, and Year". It contains three drop-down menus: "State: Alabama", "County: Autauga", and "Year: 2012". Below the menus are two buttons: "Select" and "Cancel".

User shall use the drop-down menus to select the applicable:

- State
- county
- year.

CLICK “**Select**” to continue into the selected NAP process.

C Functionality

All functionality of the NAP processes is the same in Nationwide Customer Service except that **no** COC action can be taken. COC action **must** be taken by the administrative County Office.

D Action

Users that process Nationwide Customer Service **must**:

- immediately FAX a copy of the signed application to the home county
- mail the original signed application to the home county
- maintain a copy of the signed application.

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, 3, 4, and 5 for instructions for using the system.--

1526-1530 (Reserved)

Section 2 (Reserved)

1531-1568 (Reserved)

--Section 3 Unit Maintenance*1569 Options****A Overview**

Units are not year specific, so any year may be selected on the Select State, County, and Year Screen.

Users may:

- search by producer

Notes: After users click “Search by Producer”, the SCIMS Customer Search Screen, that provides a method for searching SCIMS to find the applicable producer, will be displayed.

Producer may be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS. See paragraph 1570.

- search by unit number

Note: After users click “Search by Unit Number” the Search Unit Screen will be displayed. See paragraph 1574.

- generate reports (paragraph 1576).--*

***--1570 Searching by Producer**

A Overview

After users click “Search by Producer”, the SCIMS Customer Search Screen will be displayed.

B Example of SCIMS Customer Search Screen

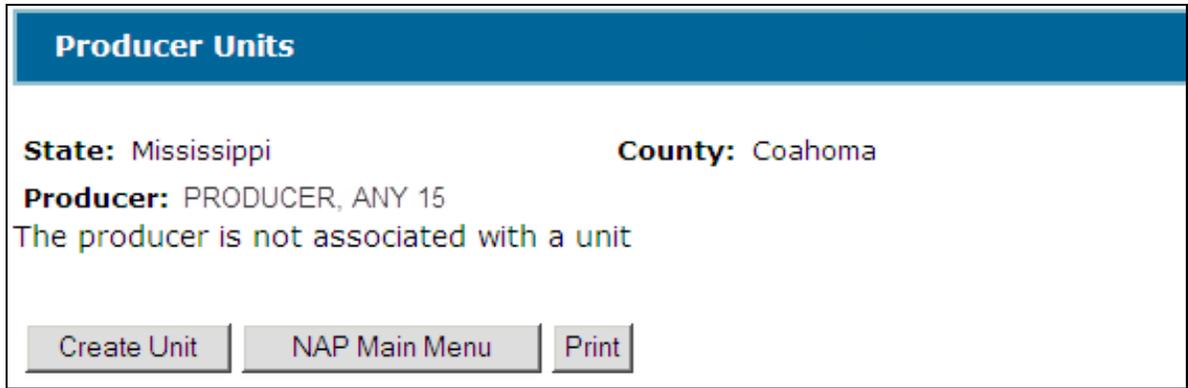
Following is an example of the SCIMS Customer Search Screen.

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

***--1570 Searching by Producer (Continued)**

B Example of SCIMS Customer Search Screen (Continued)

If the producer selected is not associated with a unit, the following Producer Units Screen will be displayed.



If the selected producer is associated with 1 or more units, the Producer Units Screen will be displayed with applicable units. See paragraph 1573.

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Producer Units Screen.

Button	Description
Create Unit	The Create Unit Screen will be displayed.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.
Print	Informational message will open in a separate window.

1571 Creating Units

A Overview

On the Create Unit Screen:

- the selected producer will be displayed
- additional producers may be selected.--*

*--1571 Creating Units (Continued)

B Example of the Create Units Screen

Following is an example of the Create Unit Screen.

Create Unit		
State: Mississippi		County: Coahoma
Producer Name	Producer Type	Action
PRODUCER, ANY 1	Operator	
PRODUCER, ANY 4	Operator	Remove
PRODUCER, ANY 5	Owner	Remove
PRODUCER, ANY 6	Owner	Remove
Add Producer		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Create Unit Screen.

Field/Button	Description
Producer Name	The selected producer will be listed first. This producer may not be removed. Producers will be listed in the order they are added.
Producer Type	Manual selection of the producer type. The default producer type is "Operator". Applicable producer types are: <ul style="list-style-type: none"> • Operator • Owner. <p>Note: See paragraph 28 for an explanation of producer types.</p>
Remove	Removes the producer from the list.
Add Producer	SCIMS Customer Search Screen will be displayed.
Submit	Unit Details Screen will be displayed.
Cancel	Producer Units Screen will be displayed.

Note: A unit created using this application must have at least 1 operator.--*

***--1572 Unit Details**

A Overview

The Unit Details Screen provides additional information about the unit. If more than 3 producers are associated with the unit, the Unit Details Screen will list all producers.

The Unit Details Screen opens in a separate window.

B Example of the Unit Details Screen

Following is an example of the Unit Details Screen.

Unit Details

State: Mississippi **County:** Coahoma

Unit Number: 1704 **Unit Status:** Active

Producer Name	Producer Type
PRODUCER, ANY 1	Operator
PRODUCER, ANY 4	Operator
PRODUCER, ANY 5	Owner
PRODUCER, ANY 6	Owner

All Producer's Units
Deactivate Unit
NAP Main Menu
Print

--*

*--1572 Unit Details (Continued)

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Details Screen.

Button	Description
All Producer's Units	The Producer Units Screen will be displayed.
Deactivate Unit	Button will be displayed only if unit is active. Deactivates an active Unit. Confirmation dialog box will be displayed. CLICK: <ul style="list-style-type: none"> • "OK" to deactivate unit, status will be changed to "Inactive" • "Cancel" to not deactivate unit.
Activate Unit	Button displayed only if unit is inactive. Activates an inactive unit. Status will be changed to "Active".
NAP Main Menu	The Main Menu will be displayed. See paragraph 1523.
Print	The unit details will open in a separate window.

Notes: A unit should **not** be deactivated unless it was created in error.

A unit **cannot** be deactivated if it is used by another application, such as:

- approved yields
- notice of loss
- application for payment
- CARS.--*

***--1573 Producer Units**

A Overview

The Producer Units Screen provides all units associated with the selected producer.

B Example of the Producer Units Screen

Following is an example of the Producer Units Screen.

Producer Units		
State: Mississippi		County: Coahoma
Producer: PRODUCER, ANY 1		
Unit Number	Producers	Unit Status
1702	PRODUCER, ANY 1 (Operator)	Active
1703	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active
1704	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Operator) PRODUCER, ANY 5 (Owner) <i>... 4 producers total</i>	Active
<input type="button" value="Create Unit"/> <input type="button" value="NAP Main Menu"/> <input type="button" value="Print"/>		

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Create Unit Screen.

Field/Button	Description
Unit Number	Unit Details Screen will be displayed. See paragraph 1572.
Producers	Producers associated with the unit and producer type. Up to 3 producers will be listed. If more than 3 producers are associated with the unit, the total number of producers will be listed.
Unit Status	“Active” or “Inactive”.
Create Unit	The Create Unit Screen will be displayed. See paragraph 1571.
NAP Main Menu	The Main Menu will be displayed. See paragraph 1523.
Print	The selected producer’s units will be displayed in a separate window.

--*

***--1574 Searching by Unit Number**

A Overview

After users click “Search by Unit Number”, the Search Unit Screen will be displayed.

B Example of the Search by Unit Number Screen

Following is an example of the Search Unit Screen.

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Create Unit Screen.

Field/Button	Description
Unit Number	Enter a unit number and CLICK “Search”. The Unit Details Screen will be displayed. See paragraph 1572. Note: If the unit does not exist, a message will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 1523.

1575 Auto Creating Units

A Creating Units

When records are added to the Report of Acreage according to 2-CP, the NAP Unit Table will be accessed for the applicable unit number based on the farming relationship captured on the acreage report. If a corresponding unit number is not found, the NAP unit maintenance application will generate a unit number based on the relationship captured on the acreage report.

A unit number will be returned to the acreage report regardless of NAP coverage on the crop reported.--*

***--1576 Reports**

A Overview

The reports option provides a list of reports that are available to be viewed and/or printed.

B Example of the Reports Screen

Following is an example of the Reports Screen.

The screenshot shows a web interface titled "Reports". It features a header bar with the title. Below the header, there are two filter fields: "State: Mississippi" and "County: Coahoma". A radio button is next to the text "Auto Created Units Report". Below this, there are two date input fields labeled "Start Date:" and "End Date:", each with a calendar icon to its right. At the bottom of the form area, there are two buttons: "Create Report" and "NAP Main Menu".

C Field/Button Descriptions and Actions

The following table provides field button descriptions and actions on the Create Unit Screen.

Report/Field/Button	Action	Result
Auto Created Units Report	Manual selection.	Report will be displayed identifying units that were created by the system.
Start Date	Manual entry.	Enter a start date to limit the data that will be displayed on the report. Note: Start date is not required.
End Date		Enter an end date to limit the data that will be displayed on the report. Note: End date is not required.
Create Report	The selected report will be displayed in a separate window.	
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.	

--*

***--1576 Reports (Continued)**

D Producer Report

To display or print details of all of a producer's units:

- select the producer
- on the Producer Units Screen, CLICK "Print" (paragraph 1573).

E Unit Report

To display or print details for a specific unit:

- select a unit
- on the Unit Details Screen, CLICK "Print" (paragraph 1572).--*

1577-1615 (Reserved)

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-576B	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet (Value Loss Crops)	1281	Text
	2002 and Future Years Noninsured Crop Disaster Assistance Program Manual Payment Calculation Worksheet (Value Loss Crops)	1284	
CCC-576C	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet (Grazing Crops)	1282	1276, 1279, 1283, 1314, 1315, 1413
CCC-576E	NAP Estimated Calculated Payment Report		881, 1016, 1315, 1400, 1413, 1414
CCC-577	Transfer of NAP Coverage	Ex. 9	24.5, 1461, 1463
CCC-579	NAP Approved Yield Compliance Worksheet	600	
CCC-770 Eligibility <u>1/</u>	Eligibility Checklist		1311
CCC-770 NAP	Noninsured Crop Disaster Assistance Program Payment Checklist	11	
CCC-902	Farm Operating Plan		29
CCC-926 <u>1/</u>	Livestock Indemnity Program Third Party Certification		1311, Ex. 43
FSA-13A	Data Security Access Authorization Form		771
FSA-325	Application for Payments of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		1276
FSA-570	Waiver of Eligibility for Emergency Assistance		32
FSA-578	Report of Acreage		Text, Ex. 42
FSA-1001 <u>1/</u>	Notice of Peanut Poundage Quota		Ex. 18

1/ These forms are obsolete.

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AUD	animal-unit-day	Text, Ex. 2, 22
AUM	animal-unit-month	195, Ex. 21, 22
BHI	Bahai grass	193, 195
CARS	Crop Acreage Reporting System	1572, 1667, Ex. 21, 22
CDPS	Common Disaster Provisions Section, DAB, PECD	24.5
CIH	Crop Insurance Handbook	1, 426
CPB	Common Provisions Branch, PECD	1315
CVS	Compliance Validation System	751.5
DAB	Disaster Assistance Branch, PECD	10, 24.5, 170, 189, 1467
E-FC	electronic fund control	1277
ECPR	Estimated Calculated Payment Report	1483
FTA	fescue, tall	194.5, 195
MPCI	Multiple Peril Crop Insurance	426
NAMP	national average market price	777, 779
NAPB	Noninsured Assistance Program Branch, PECD	Ex. 17
NTS	no type specified	193
PP	prevented planted	1110
PRD	production reporting date	Text, Ex. 2
PRF	pasture, rangeland, and forage	197
RI-PRF	Rainfall Index - Pasture, Rangeland, Forage	197
SUD	Sudan	1283.5
SWI	Switch	1283.5
T-yield	transitional yield	107, 152, Part 5, 322, 323, 327, 600, Ex. 2, 17
VI-PRF	Vegetative Index - Pasture, Rangeland, Forage	197

Redelegations of Authority

This table lists the redelegations of authority in this handbook.

Redelegation	Reference
In routine cases, COC may redelegate, in writing, to CED the authority to act on, or sign, as applicable, CCC-576, Parts C and H.	401
The redelegation must define what COC considers routine.	
COC may redelegate, in writing, to CED and program technicians, the authority to complete and sign automated CCC-452's and CCC-452 Manuals.	838, Ex. 25

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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	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
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	Approved Yield Data Screen	1667, 1672
	Approved Yield Screen	1668, 1671
	Confirmation Screen	1622, 1634, 1673, 1708
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	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

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
	Modify Records - Record Detail Page	776, 777
	Modify Records - Results Page	776, 777
	Modify Records - Summary Page	776, 777
	NCT - Main Menu	771
	Pay Group Selection Screen	1705
	Producer Units Screen	Text
	Program Year 2009 - Main Menu	774
	Program Year 2010 - Main Menu	776-778
	Reports Screen	1523, 1576, 1641, 1674, 1781
	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	Text
	Search Application for Payment Screen	1701
	Search Approved Yield Screen	1665, 1669
	Search Approved Yields to Sign Screen	1670
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