

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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

**Amendment 86**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 23 E has been amended to clarify COC actions about CCC-471's submitted within 30 calendar days of the application closing date.

Subparagraph 172 A has been amended to allow for crop practice exceptions for NAP eligibility effective January 23, 2014.

Subparagraphs 172 B, C, and D have been added to explain applicability of crop practice exceptions for NAP eligibility and required supporting documentation needed to grant exceptions.

Subparagraph 1535 B has been amended to add a note about crop ineligibility.

Subparagraph 1535 C has been amended to remove the note about crop ineligibility.

Subparagraph 1536 C has been amended to clarify procedure on modifying fees and update the procedure for loading fees into NRRS.

Subparagraph 1537 C has been amended to:

- add a note about continuous coverage signature type to the "Signature Method" description
- provide applicable cancellation reasons.

Subparagraph 1544 A has been amended to add a note about a grace period if the application closing date falls on a nonworkday.

Subparagraph 1551 C has been amended to clarify the information displayed on the report.

Subparagraph 1552 B has been amended to provide an updated screen.

**Amendment Transmittal (Continued)**

**A Reasons for Amendment (Continued)**

Subparagraph 1552 C has been amended to add the Ineligible Crops Report.

Subparagraph 1559 A has been amended to add that continuous coverage letters are not sent to limited resource producers.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	2-19 through 2-22 4-35, 4-36 4-36.5, 4-36.6 (add) 14-17, 14-18 14-20.1 through 14-20.4 14-20.21, 14-20.22 14-20.41 through 14-20.62	

23 CCC-471, Application for Coverage (Continued)

**C Continuous Coverage (Continued)**

\*--While the notification may also serve to remind persons of application closing dates, the notification is not sent for that purpose. Accordingly, the notification is not to ensure that they are aware of NAP deadlines. A failure of an office to send a continuous coverage notification will not serve as justification for a late-filed NAP application for coverage.

**Note:** See example of the continuous coverage reminder notification letter in Exhibit 8.

**D Processing CCC-471's**

Following the initial review of CCC-471 according to subparagraph B, FSA will process CCC-471's according to this table.

IF CCC-471 accompanied by the required service fee or written request for waiver of fee is submitted...	THEN do the following...
by the application closing date	<ul style="list-style-type: none"> <li>• process CCC-471 according to subparagraphs A and B</li> <li>• provide a copy of NAP basic provisions and photocopy of the original filed CCC-471 to the participant according to subparagraph A.</li> </ul>
after the application closing date, but before the end of the coverage period	<ul style="list-style-type: none"> <li>• advise the participant that the signed CCC-471 and nonrefundable service fee must be accompanied by a written request explaining the reason for the late-filed application for coverage</li> <li>• verbally advise the participant that the late-filed CCC-471 and written request will be presented to COC</li> <li>• provide a photocopy of the original late-filed CCC-471 and NAP basic provisions to the participant as instructed in subparagraph A</li> <li>• present CCC-471 to COC and process according to subparagraph E.</li> </ul>

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23 CCC-471, Application for Coverage (Continued)

D Processing CCC-471's (Continued)

<p><b>IF CCC-471 accompanied by the required service fee or written request for waiver of fee is submitted...</b></p>	<p><b>THEN do the following...</b></p>
<p>after the coverage period has passed or run</p>	<ul style="list-style-type: none"> <li>• issue a letter to the participant advising that FSA cannot process the application for coverage</li> <li>• return (not refund) the actual fee remitted by the participant</li> <li>• encourage the participant to avail themselves of NAP before application closing dates pass.</li> </ul> <p><b>Note:</b> See subparagraph F for the example letter.</p>

E Processing CCC-471's Filed After the Application Closing Date, But Before the End of the Coverage Period

If CCC-471 accompanied by the required service fee or written request for waiver of fee is submitted after the application closing date, but before the end of the coverage period, do all of the following:

- provide a photocopy of the original submitted CCC-471 and a copy of NAP basic provisions to the participant according to subparagraph A
- receive CCC-471 and deposit the service fee
- present the late-filed CCC-471 accompanied by the participant's written explanation for late-filing to COC.

<p><b>IF CCC-471 is filed...</b></p>	<p><b>THEN COC...</b></p>
<p>within 30 calendar days of the application closing date</p>	<p>*--is delegated authority to approve or disapprove programmatic relief. Approval of relief will allow coverage to be approved to begin no earlier than 30 calendar days--* following the actual day CCC-471 was filed. If COC grants relief, the CCC representative will sign and date CCC-471 with the effective COC decision date.</p>

23 CCC-471, Application for Coverage (Continued)

**E Processing CCC-471's Filed After the Application Closing Date But Before the End of the Coverage Period (Continued)**

IF CCC-471 is filed...	THEN COC...
<p>more than 30 calendar days after the end of the application closing date, but before the end of the coverage period</p>	<p>will make a recommendation to STC for final action. STC will review the participant's request and COC recommendation and forward an appropriate recommendation to DAFP to grant programmatic relief to extend coverage under CCC-471. If based on the STC recommendation DAFP:</p> <ul style="list-style-type: none"> <li>• grants relief to allow coverage to attach under the late-filed CCC-471, State Offices will advise COC to notify the participant of the approval of coverage beginning no sooner than 30 calendar days after the actual filing date of CCC-471</li> </ul> <p><b>Note:</b> The CCC representative will sign and date CCC-471 with the effective DAFP decision date.</p> <ul style="list-style-type: none"> <li>• denies relief to permit coverage to attach, State Offices will advise COC to notify the participant in writing that relief has been disapproved by DAFP. The letter must include appropriate appeal rights according to 1-APP.</li> </ul>

\*--Regardless of whether or not relief is approved by FSA to allow coverage to attach under--\* CCC-471, the service fee remitted with CCC-471 will not be refunded. COC's and STC's will not issue any decision on any requests for refunds of service fees. If an inquiry about refunds is received, simply respond by saying fees are not refundable.

In no instance will coverage be permitted to begin sooner than 30 calendar days following the actual date CCC-471 is filed. If the coverage period would end before 30 calendar days from the actual date CCC-471 is filed, handle CCC-471 according to subparagraph F.

**F Handling CCC-471's Filed After the End of a Coverage Period or When a Coverage Period Would End Within 30 Calendar Days of Actual Date of CCC-471 Filing**

There are no provisions for processing CCC-471's for coverage beyond the end of the coverage period. FSA cannot process requests to have coverage attach in the past. In addition, coverage cannot attach until 30 calendar days after CCC-471 is filed; therefore, if coverage would end earlier than 30 calendar days from the date CCC-471 is filed, FSA cannot process the request.

23 CCC-471, Application for Coverage (Continued)

**\*--F Handling CCC-471's Filed After the End of a Coverage Period or When a Coverage Period Would End Within 30 Calendar Days of Actual Date of CCC-471 Filing (Continued)**

If a person submits CCC-471 accompanied by a service fee or written request for waiver of fee either after a coverage period has ended or when the coverage period would end within 30 calendar days, do all of the following:

- provide a photocopy of the original submitted CCC-471 and a copy of NAP basic provisions to the participant according to subparagraph A
- return the actual fee remitted by the participant to the participant

**Notes:** Do **not** deposit the fee. Return the exact form of payment given to FSA by the participant.

Returning the service fee without accepting and depositing it does **not** constitute a refund.

- have CED issue the following letter to the participant. Revise the letter for specific circumstances.

*Dear [enter name of person signing CCC-471 submitted after application closing date or when a coverage period would end within 30 days of the actual date of CCC-471 filing.]*

This letter acknowledges receipt of your request for *[enter coverage year]* NAP coverage for one or more crops.

You submitted the application for NAP coverage and remitted a service fee or written request for waiver on *[enter date of actual filing and fee submission or request for fee waiver]*. The application closing date(s) for the crop(s) on your application for coverage have passed. In fact, the coverage period has also passed. 7 U.S.C. 7333 specifies that coverage cannot begin sooner than 30 days after the date the application for coverage is actually filed. Because there is no remaining time in the coverage period for coverage to attach to any of the crops on your application, FSA cannot extend coverage to you under the application for coverage. If you remitted a fee with your application, that fee has been returned to you.

The Farm Service Agency (FSA) appreciates your interest. We encourage you to make an application for coverage for your crops by application closing dates. If you have questions about application closing dates, please contact this office.

Thank you again for your interest.

Sincerely,

County Executive Director

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**171 Eligible Crops (Continued)****B Eligible Crops for NAP Assistance (Continued)**

- sea oats and sea grass
- industrial crops
- seed crops where the propagation stock is commercially produced for sale as seed stock for other eligible NAP crop production

**Example:** Tree seedlings being raised as seed stock for reforestation are **not** eligible.  
Tree seedlings being raised as a seed crop for use as propagation stock in a commercial Christmas tree operation are eligible.

- unseeded forage on State or Federal lands beginning with 2002 crop year.

**172 Ineligible Crops****A Ineligible Crops for NAP Assistance**

Crop acreage and products ineligible for NAP assistance include, but are not limited to:

- crop acreage for which individual CAT level coverage is available in the county

**Notes:** NAP may cover eligible losses caused by natural disaster that are not named as an insurable peril under a crop insurance policy.

Group Risk Protection insurance is now available at CAT level. Therefore, if Group Risk Protection is available, the crop acreage is **not** eligible for NAP assistance.

\*--See Exhibit 5 to determine crops covered by insurance using RMA web sites.--\*

- crop acreage for which individual CAT level coverage is available as a pilot product

## 172 Ineligible Crops (Continued)

## A Ineligible Crops for NAP Assistance (Continued)

- commodities that cannot be marketed as food or fiber or that are not included as an eligible crop in paragraph 171
- by-products resulting from processing or harvesting an eligible crop, such as peanut hay, oat straw, etc.
- crop acreage for which COC determined good farming practices are not being applied
- nonornamental nursery plants, such as strawberry plants, orange trees, etc., unless the plants can be considered a seed crop under paragraph 171
- home gardens or crops not being produced for commercial sale
- experimental crops
- volunteer stands, except native forage
- unseeded forage on State or Federal lands for 2001 and prior years
- livestock and their by-products
- trees grown for wood, paper, or pulp products.

\* \* \* If the CAT level of insurance is available for a particular crop, type, and intended use in the county, then in all cases NAP **cannot** be offered within that county for any practice of ~~that crop (irrigated, nonirrigated, summer fallow, and continuous crop), unless exception in subparagraph B applies.~~\*

**Example:** Irrigated soybeans **not** following another crop (initial crop) are insurable in Garvin County. However, nonirrigated soybeans, and soybeans following another crop are **not** insurable in Garvin County. Therefore, NAP **cannot** be offered for nonirrigated soybeans or soybeans following another crop (double-crop) in Garvin County, because RMA has determined that nonirrigated soybeans and soybeans following another crop are **not** insurable practices.

## 172 Ineligible Crops (Continued)

**\*--B Ineligible Crop Practice Exceptions**

If CAT level insurance is available for a particular crop, type, intended use in the county, but is excluded for a practice, NAP eligibility may be extended to that practice, if a request is submitted to DAFP that supports an administrative exception. Requests for exception **must** be in advance of the application closing date and coverage period. State Offices shall **not** submit requests for individual or isolated producer instances. Exceptions will only be considered:

- if FSA-578 data proves there is an adequate amount of acreage for the practice in existence without any options for a risk management plan of protection
- for irrigated and nonirrigated practices recognized in the FSA crop/acreage reporting procedure.

**Note:** This exception is **not** applicable to practices that are exclusive to RMA crop/acreage reporting procedures.

**Examples:** County A has CAT level insurance available for corn/yellow/grain with an irrigated practice. CAT level insurance is **not** available for corn/yellow/grain with a nonirrigated practice. However, County A has significant acreage and a number of producers successfully producing the corn crop under the nonirrigated practice. County A may request, from DAFP through the State Office, an administrative exception for the nonirrigated crop practice to be eligible for NAP.

County B is not eligible for CAT level insurance for nonirrigated, continuous cropping, spring wheat, but the nonirrigated summer fallow practice is eligible for CAT. County B has producers successfully growing nonirrigated spring wheat with the nonirrigated continuous cropping practice. However, nonirrigated continuous cropping is a crop practice exclusive to the RMA acreage reporting procedure and is **not** a recognized FSA practice. County B may **not** request an exception for the nonirrigated continuous cropping practice to be eligible for NAP.--\*

**172 Ineligible Crops (Continued)****\*--C Submitting Requests**

Because FSA State Offices provide producers with advance notice of application closing dates and coverage periods for NAP eligible crops, requests for administrative exceptions, accompanied by supporting documentation, **must** be submitted to DAFP for consideration no later than 75 calendar days **before** the application closing date or sales closing date and insurance periods. Requests with supporting documentation shall be forwarded to PECD, Program Policy Branch, Disaster Programs Section using either of the following methods:

- e-mail to Terry L. Hill, Disaster Programs Section, at **terry.hill@wdc.usda.gov**
- FAX to 202-690-2130, ATTN: Disaster Programs Section.

**D Supporting Documentation**

The following information submitted by State Offices, for each crop/practice being requested for exception, **must** be obtained from reliable sources:

- crop information, a statement from universities, National Institute of Food and Agriculture, certified crop specialists, or other subject matter experts explaining the acceptability of the practice for that area
- acreage information, total crop acreage and total acreage for the requested crop/practice, for the county, from FSA-578 data from the previous year to which the exception is being requested
- RMA information, input from the RMA regional office explaining why CAT level coverage is not offered for the crop/practice and any other supporting documentation.--\*

## 1535 Add Crop to Application for Coverage Screen

### A Overview

The Add Crop to Application for Coverage Screen will be displayed for selecting crops to be covered that are **not** reported on the previous year's acreage report.

### B Example of Add Crop to Application for Coverage Screen

Following is an example of the Add Crop to Application for Coverage Screen.

Add Crop to Application for Coverage

**Year:** 2014      **State:** Mississippi      **County:** Coahoma

**Producer:** PRODUCER, ANY 1

Crop is ineligible because NCT closing date has passed

**Crop Not on Acreage Report**

Crop Name:

Crop Type:

Intended Use:

Planting Period:

Pay Group: 0028 001

Closing Date: 01/01/2013

**\*--Note:** The message “Crop is ineligible because NCT closing date has passed” is informational and indicates that the selected crop will be marked ineligible because the application closing date has passed. Users can click “**Add Crop**”, even if this message is displayed.--\*

**1535 Add Crop to Application for Coverage Screen (Continued)**

**C Field Descriptions and Actions**

The following table provides field descriptions and actions for the Add Crop to Application for Coverage Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Crop Name	Manual selection of any crop loaded in NCT.	Select the crop to be covered.
Crop Type	Manual selection of crop type applicable to the crop loaded in NCT.	Select the crop type applicable to the selected crop.
Intended Use	Manual selection of intended use applicable to the crop loaded in NCT.	Select the intended use applicable to the selected crop.
Planting Period	Manual selection of the planting period applicable to the crop loaded in NCT.	Select the planting period applicable to the selected planting period.
Pay Group	The pay group applicable to the crop loaded in NCT.	
Closing Date	The closing date applicable to the crop loaded in NCT.	
Add Crop	Manual selection.	Click “Add Crop” after selecting the crop, crop type, intended use, and planting period. The Select Crops on Application for Coverage Screen will be displayed with the crop added to the Selected Crops table on the Select Crops on Application for Coverage Screen. See paragraph 1534.
Cancel	Manual selection.	The Select Crops on Application for Coverage Screen will be displayed. See paragraph 1534.

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1536 Fee Calculation Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
<b>Actual Application Service Fee</b>		
Actual Application Service Fee	The smaller of the following: <ul style="list-style-type: none"> <li>• remaining producer maximum service fee</li> <li>• remaining county maximum service fee</li> <li>• remaining application service fee.</li> </ul>	
Actual amount collected for this application	Manual entry.	Enter the amount of service fees collected from the producer. The amount entered must be equal to or less than the Actual Application Service Fee.  <b>Note:</b> If the amount entered is less than the Actual Application Service Fee, the application will not be complete until the remaining fees are paid. *--The application can be reaccessed at any time to update the fees.  Access NRRS and manually enter the service fees using collection type "Direct Sales".--*
<b>Buttons</b>		
Save & Continue	Manual selection.	Click "Save & Continue" to select the limited resource question and enter the service fees paid. The Application for Coverage Screen will be displayed. See paragraph 1537.
Cancel	Manual selection.	The Search Application for Coverage Screen will be displayed. See paragraph 1531.

\*--1537 Application for Coverage

A Overview

The Application for Coverage Screen:

- provides a summary of the selected crop(s)
- provides the limited resource indicator
- summarizes application service fee
- allows for entry of signature information.

B Example of Application for Coverage Screen

Following is an example of the Application for Coverage Screen.

**Application for Coverage**

**Year:** 2014      **State:** Mississippi      **County:** Coahoma  
**Producer:** PRODUCER, ANY 1

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**Crops**

**Crops with CCC Signature**

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Producer Signature	CCC Signature Date
WHEAT, HARD RED SPRING(HRS), Grain (GR), 01	0011/001	Continuous Coverage	03/13/2013
*WHEAT, HARD RED SPRING(HRS), Grazing (GZ), 01	0011/002	Continuous Coverage	03/13/2013

**Crops with no CCC Signature**

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Producer Signature	Closing Date
LETTUCE, BIBB(BIB), Fresh(FH), 01	0140/002		02/01/2014
PEANUTS, RUNNER PEANUTS(RUN), Green Peanuts(GP), 01	0075/001		02/28/2014

Crops with an asterisk(\*) are ineligible because NCT closing date has passed.

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**Limited Resource Producer**

This producer is a Limited Resource producer:       Yes     No

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**Application Service Fee**

Actual Application Service Fee: \$0.00

Amount Collected: \$750.00  
 Date paid: 04/01/2013: \$500.00  
 Date paid: 04/01/2013: \$250.00

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**Producer Signature**

Signature Method:       Date:

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**CCC Representative Signature Date**

Date:

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**Cancellation**

Do you want to cancel this Application for Coverage?

Yes      Reason:

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\*--1537 Application for Coverage (Continued)

**C Field Descriptions and Actions**

The following table provides field descriptions and actions for the Application for Coverage Screen.

Field/Button	Description	Action
<b>Crops</b>		
<b>Crops with CCC Signature</b>		
Crop, Type, Intended Use, Planting Period	Crops that are NAP covered will be displayed.  <b>Note:</b> “Continuous Coverage” will be displayed for crops that rolled over from the producer’s previous year CCC-471. No producer signature is required.	
Pay Crop/Type		
Producer Signature Date		
CCC Signature Date		
<b>Crops with no CCC Signature</b>		
Crop, Type, Intended Use, Planting Period	Crops that are still pending NAP coverage will be displayed.	
Pay Crop/Type		
Producer Signature Date		
Closing Date		
Edit Crops	Manual selection.	Select Crops on Application for Coverage Screen will be displayed. See paragraph 1534.  Crops can be added or deleted from the CCC-471 at any time. However, if a crop is added after the application closing date, the crop will be marked “ineligible” and State Office override is necessary to change it to “eligible”. See Subsection 2 for more information on State Office override functionality.  Deleting crops from CCC-471 may result in a negative fee calculation. This indicates that the producer may be eligible for a refund of service fees already paid. Refunds can only be authorized through State Office override. See Subsection 2 for more information on State Office override functionality.
<b>Limited Resource Information</b>		
This producer is a Limited Resource Producer	The answer that was provided to the limited resource question on the Fee Calculation Screen will be displayed.	
Edit Limited Resource Producer	Manual selection.	The Fee Calculation Screen will be displayed. See paragraph 1536.

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1537 Application for Coverage (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
<b>Application Service Fee</b>		
Actual Application Service Fee	Service fees due for the application.	
Amount Collected	Amount of service fees collected for the application. The amount collected and the date of collection will be displayed.	
Collect Fee	Manual selection.	Fee Calculation Screen will be displayed. See paragraph 1536.
<b>Producer Signature</b>		
Signature Method	Manual selection of the type of signature provided by the producer. Applicable signature types are paper or FAX.  *--Note: "Continuous Coverage" will be displayed for crops that rolled over from the producer's previous year CCC-471. No producer signature is required for continuous coverage crops.--*	Signature type shall only be selected after either of the following occurs: <ul style="list-style-type: none"> <li>• producer signs and dates CCC-471</li> <li>• FAX with the producer's signature and date has been received in the County Office.</li> </ul>
Date	Manual entry of the date the producer signed or FAXed CCC-471.	Enter date producer signed CCC-471.
<b>CCC Representative Signature Date</b>		
Date	Manual entry.	Enter date CCC representative signed CCC-471 to verify receipt of service fees. After CCC representative signature is entered, the crops will be considered NAP covered.
<b>Cancellation</b>		
Do you want to cancel this Application for Coverage?	Manual selection.	Check (✓) "Yes" to cancel CCC-471.
Reason	*--Manual selection. Applicable reasons are: <ul style="list-style-type: none"> <li>• application entered in error</li> <li>• withdrawn by producer.--*</li> </ul>	Select the reason that CCC-471 is being cancelled.
<b>Buttons</b>		
Save & Submit	Manual selection.	Click "Save & Submit" to save CCC-471. Confirmation Screen will be displayed. See paragraph 1538.
Save & Print	Manual selection.	Click "Save & Print" to save CCC-471. CCC-471 will be displayed in a separate window.
Print Summary	Manual selection.	Producer Application for Coverage Summary Report will be displayed in a separate window. See paragraph 1551.
Cancel	Manual selection.	Search Application for Coverage Screen will be displayed. See paragraph 1531.

## Subsection 2 State Office Override

## 1544 Overview

## A General Information

State Office override functionality allows State Office administrative users to:

- change the status of crops that were added after the application closing date from “ineligible” to “eligible”

**\*--Note:** The application closing date **must** always fall on a workday. If the application closing date loaded in NCT falls on a nonworkday, the software application provides a grace period until the next workday.--\*

- indicate whether a refund is authorized when crops are deleted from CCC-471.

State Office administrative users shall access CCC-471 to be overridden and navigate to the Application for Coverage Screen according to paragraph 1537.

**Note:** See paragraph 1525 for instructions on requesting State Office administrative access.

\*--1544 Overview (Continued)

**B Example of Application for Coverage Screen**

Following is an example of the Application for Coverage Screen.

**Application for Coverage**

**Year:** 2014      **State:** Mississippi      **County:** Coahoma  
**Producer:** PRODUCER, ANY 1

**Crops**

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Producer Signature Date	CCC Signature Date
*ALMONDS, 01	0028/001	03/20/2013 by Paper	03/20/2013
SOYBEANS, COMMON(COM), Grazing(GZ), 01	0081/001	03/15/2013 by Paper	03/15/2013
BROCCOLI, Processed(PR), 01	0110/001	03/15/2013 by Paper	03/15/2013

  

Crops with an asterisk(\*) are ineligible because NCT closing date has passed.

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**Application Service Fee**  
 Actual Application Service Fee: (\$250.00)

Amount Collected: \$750.00  
 Date paid: 04/01/2013: \$500.00  
 Date paid: 04/01/2013: \$250.00

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**Producer Signature**  
 Signature Method:     Date:

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**CCC Representative Signature Date**  
 Date:

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**Cancellation**  
 Do you want to cancel this Application for Coverage?  
 Yes      Reason:

Is a refund authorized?    Yes    No

**C Action**

To override crop eligible, click the “Override Crop Eligibility” button. The Override Crop Eligibility Screen will be displayed. See paragraph 1545.

To authorize a refund, click the “Collect Fee” button. The Fee Calculation Screen will be displayed.--\*

Subsection 3 Reports

1551 Producer Application for Coverage Summary Report

A Overview

The Producer Application for Coverage Summary report provides a list of crops that are covered by the producer. To access the Producer Application for Coverage Summary report, CLICK “Print Summary” for the producer on the Search Application for Coverage Screen or on the Application for Coverage Screen.

B Example of Producer Application for Coverage Summary Report

Following is an example of the Producer Application for Coverage Summary Report.

<b>State:</b> Mississippi		United States Department of Agriculture		<b>Date:</b> 03/28/2013
<b>County:</b> Coahoma		Farm Service Agency		<b>Time:</b> 09:42:17
		<b>NAP Application for Coverage</b>		<b>Page:</b> 1 of 1
<b>Producer Application For Coverage Summary</b>				
<b>Producer Name:</b> PRODUCER, ANY 1				
<b>Fee Collected:</b> \$ 750				
<b>Limited Resource:</b> N				<b>Crop Items on Report:</b> 6
Rec Stat	Crop	Pay Group	Date Fee Paid	
√	ALMONDS	0028 001 01	03/22/2013	
	ALMONDS null	0028 001 01	03/22/2013	
	BROCCOLI FH	0110 001 01	03/22/2013	
√	BROCCOLI PR	0110 001 01	03/22/2013	
√	SOYBEANS COM GZ	0081 001 01	03/22/2013	
	SOYBEANS COM SD	0081 001 01	03/22/2013	

C Information on Report

The Producer Application for Coverage Summary Report contains all crops covered on \*-CCC-471. “V” in the “Rec Stat” column indicates the crops that were actually selected on--\* CCC-471.

## 1552 Standard Reports

### A Overview

Several standard reports are available to use as tools within the Application for Coverage 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.

\*--

**Reports**

**Year:** 2014      **State:** Alabama      **County:** Autauga

- CCC Rep Signed Report
- Producer Signed But Not CCC Representative Signed
- Initiated Report
- Pending Application for Coverage Report
- Canceled Report
- Summary of Producers with Coverage Report
- Ineligible Crops Report
- Continuous Coverage Report
- County Office Summary Report
- State Office Summary Report

Start Date:  

End Date:  

  

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## 1552 Standard Reports (Continued)

## C Field Descriptions and Actions

The following table provides field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
CCC Rep Signed Report	Manual selection.	Report will be displayed identifying Applications for Coverage that have been signed by the CCC Representative.
Producer Signed But Not CCC Representative Signed Report	Manual selection.	Report will be displayed identifying Applications for Coverage that have been signed by the producer but have not been signed by the CCC Representative.
Initiated Report	Manual selection.	Report will be displayed identifying Applications for Coverage that have been entered but the fee has not been collected and the producer has not signed.
Pending Application for Coverage Report	Manual selection.	Report will be displayed identifying Applications for Coverage where the fee has been collected but the producer has not signed.
Canceled Report	Manual selection.	Report will be displayed identifying Applications for Coverage that have been cancelled.
Summary of Producers with Coverage Report	Manual selection.	Report will be displayed identifying all producers with Applications for Coverage and the crops that were selected for coverage.
*--Ineligible Crops Report	Manual selection.	Report will be displayed identifying, by application, crops that are marked "Ineligible".--*
County Office Summary Report	Manual selection.	Report will be displayed with a summary, by pay group, of the status of all Applications for Coverage in the county.
State Office Summary Report	Manual selection.	Report will be displayed with a summary, by county and by pay group, of the status of all Applications for Coverage in the State.
Continuous Coverage Report	Manual selection.	Report will be displayed with a list of producers that have been mailed a continuous coverage letter. It will also contain the date the letter was mailed and, if applicable, the date an e-mail was sent to the producer.
Start Date	Manual entry.	Enter a start date to limit data displayed on any of the reports. <b>Note:</b> Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on any of the reports. <b>Note:</b> End date is not required.
Create Report	Manual selection.	Selected report will be displayed.
NAP Main Menu	Manual selection.	Main Menu will be displayed. See paragraph 1523.

1553-1558 (Reserved)



## Subsection 4 Continuous Coverage

### 1559 Continuous Coverage Letters

#### A Overview

Subparagraph 23 C provides that County Offices are to notify producers of prior year NAP coverage and the ability to purchase coverage for the subsequent year no less than 60 calendar days before the first application closing date. For 2014 and subsequent years, the continuous coverage notification letters will be generated and mailed from the Kansas City Print Shop. The letter will notify producers of the crops/types/intended uses/planting periods that were covered in the previous year and the service fee that will be required to continue the same coverage for the current crop year. All crops in the pay group will continue to be covered if the applicable fees are paid timely.

The letters are based on prior year information in NCT and the application for coverage file. For example, for the 2014 letters, the 2013 NCT and 2013 application for coverage file are being read to determine the data that is printed in the letters.

\*--Continuous coverage letters are **not** sent to producers who were limited resource in the prior program year.--\*

#### B Letter Mailing Schedule

Because continuous coverage notification letters will be generated and mailed from the Kansas City Print Shop, County Offices shall take no action to generate or mail letters.

Each producer that had coverage in the prior year will receive 1 continuous coverage notification letter. However, the date that the producer will receive their letter depends on what crops were covered in the prior year and the application closing dates for those crops.

**Example 1:** Any 1 Producer had NAP coverage on Winter Wheat in 2013. The 2014 application closing date for Winter Wheat is September 1, 2013. The 2014 continuous coverage notification letter will be mailed to Any 1 Producer by July 1, 2013.

**Example 2:** Any 2 Producer had NAP coverage Soybeans in 2013. The 2014 application closing date for Soybeans is March 15, 2014. The 2014 continuous coverage notification letter will be mailed to Any 2 Producer by January 15, 2014.

**Example 3:** IMA Farmer has NAP coverage on Winter Wheat and Soybeans in 2013. The 2014 application closing date for Winter Wheat is September 1, 2013, and the 2014 application closing date for Soybeans is March 15, 2014. The 2014 continuous coverage notification letter will be mailed to IMA Farmer by \*--July 1, 2013 (based on the earlier of the 2 closing dates).--\*

**\*--1559 Continuous Coverage Letters (Continued)**

**C Continuous Coverage Report**

The Continuous Coverage Report contains a list of all continuous coverage letters that have been sent and the date the letters were mailed. Review the Continuous Coverage Report to determine who has received their letters. See paragraph 1552 for additional information on printing the Continuous Coverage Report.

**D E-Mailing Continuous Coverage Letters**

If producers have an e-mail address in SCIMS, the continuous coverage letters will be sent through e-mail. If the letter is e-mailed to the producer, the letter will still be mailed through the regular postal service.--\*

**1560-1568 (Reserved)**