

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

<p align="center">Noninsured Crop Disaster Assistance Program for 2001 and Subsequent Years 1-NAP (Revision 1)</p>	<p align="center">Amendment 88</p>
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Overview

The Agricultural Act of 2014, Section 12305 (a) (3), authorizes the waiver of the NAP service fee to be extended to socially disadvantaged farmers and ranchers, and beginning farmers and ranchers, effective for 2014 and subsequent crop years.

B Reasons for Amendment

Subparagraph 22.5 F has been amended to provide policy about a NAP service fee waiver for socially disadvantaged, limited resource, and beginning farmers and ranchers.

Subparagraph 23 A has been amended to include that CCC-860 must accompany CCC-471 for SDA, limited resource, and beginning farmers and ranchers who request a service fee waiver.

Subparagraph 23 C has been amended to include that limited resource and beginning farmers and ranchers are not eligible to use continuous coverage provisions.

Subparagraph 1536 C has been amended to reflect that a completed CCC-860 must be on file for limited resource producers.

Note: CCC-860 replaced FSA-217 for programs implemented under the Agricultural Act of 2014.

Subparagraph 1559 A has been amended to specify that continuous coverage letters are not sent to limited resource and beginning ranchers and farmers.

Page Control Chart		
TC	Text	Exhibit
	2-11 through 2-14 2-17 through 2-20 14-19, 14-20 14-20.61, 14-20.62	1, pages 3, 4

22.5 Service Fee (Continued)**E NAP Service Fees Paid With Dishonored Checks**

Service fees are due and payable:

- on the date and time of application
- regardless of whether coverage attaches.

Service fees are **not** considered payment for coverage. If a producer timely files an application for coverage and paid the applicable service fee with a check that was dishonored, the service fee and any other administrative expenses, such as dishonored check fees, will be established as a receivable and, if necessary, a claim will be established.

A NAP application for coverage with a service fee paid with a check that was dishonored will remain valid if all other NAP requirements are met.

Process dishonored check fees according to 58-FI.

***--F Service Fee Waiver for SDA, Limited Resource, and Beginning Farmers and Ranchers**

Beginning with program year 2014, the administrative service fee for NAP coverage equivalent to CAT will be waived for producers who meet the definitions for SDA, limited resource, or beginning farmers and ranchers according to CCC-860, page 2.

Certification on CCC-860 is required from producers seeking an SDA, limited resource, or beginning farmer or rancher waiver. Annual certification on CCC-860 is required from producers seeking a limited resource or beginning farmer or rancher waiver by program year. However, after CCC-860 is filed certifying SDA status, SDA producers do not need to recertify each year a waiver is sought. The CCC-860 certification for the service fee waiver does not allow SDA, limited resource, and beginning farmer and rancher producers to file CCC-471 beyond the application closing date.

Until the Application for Coverage software is modified, complete CCC-471's for SDA and beginning farmer and rancher producers by selecting "Limited Resource Producer" on the CCC-471 Fee Calculation Screen and the Application for Coverage Screen according to subparagraphs 1536 B and 1537 B. Annotate in CCC-471, Part B, Item 6, "Socially Disadvantaged Farmer or Rancher" or "Beginning Farmer or Rancher" as applicable.

Notes: Limited resource and beginning farmer and rancher producers must file a separate CCC-860 for each program year for which a waiver is sought.

Limited resource and beginning farmer and rancher producers are not eligible for continuous coverage.

SDA producers are eligible for continuous coverage and shall receive a continuous coverage reminder notification letter applicable for SDA farmers and ranchers.--*

22.5 Service Fee (Continued)***--F Service Fee Waiver for SDA, Limited Resource, and Beginning Farmers and Ranchers (Continued)**

Continue to process CCC-471's for LR producers according to paragraphs 23 and 1536.

Programmatic relief will not be granted for a 2014 late-filed CCC-471 for the reason that the service fee waiver was not available.--*

* * *

G Collecting Service Fees

County Office shall:

- ask each producer applying for coverage, if other service fees have been paid in other County Offices

Note: Copies of CCC-471's initiated in other counties **must** be provided as documentation that fees have been paid. The County Office **must** date stamp and photocopy CCC-471 provided and retain the copy for record keeping purposes.

- ensure that a producer does not pay more than the \$1,875 maximum service fee for NAP coverage
- manually complete CCC-257 according to 3-FI only if:
 - the automated software application according to Part 10, Section 4 is unavailable
 - the crop does not exist in the crop table

Note: See subparagraph 170 E for instructions for submitting the crop.

- if completed manually, use NAP program code "XX NAPFEE".

Notes: Replace "XX" with last 2 digits of crop year.

Do **not** use any other program code to load manual CCC-257's in the system.

22.6 Application Closing Dates

A Establishing Application Closing Dates

STC will establish an application closing date for eligible crops taking into consideration the pay crop and pay type groupings.

Application closing dates must:

- for annual crops, be at least 30 calendar days before the earliest final planting date of all planting periods established for all types within the pay crop pay type grouping to ensure that producers are eligible for prevented planting coverage

Examples: The final planting date for butternut squash is June 5 and the final planting date for acorn squash is June 30. Both types of squash are in the same pay crop pay type grouping. To ensure that prevented planting is eligible for the butternut squash (the earliest final planting date) the application closing date must be established at least 30 calendar days before June 5.

Lettuce has multiple planting periods with the following final planting dates:

- December 31
- April 3
- August 31.

The application closing date for all planting periods must be established at least 30 calendar days before December 31.

--22.6 Application Closing Dates (Continued)*A Establishing Application Closing Dates (Continued)**

- correspond to FCIC sales closing dates for like crops

Example: Apples are insurable in 13 of the 36 Oregon counties, cranberries are insurable only in 2 counties, and pears are insurable in 6 counties. RMA has established the sales closing date for all 3 crops as November 20.

The Oregon STC shall establish the application closing date for apples, cranberries, and pears in the rest of the State as November 20. Also STC shall consider establishing the same application closing date for any other fruit crops, unless a different RMA sales closing date for a crop is established.

Notes: STC's do not have the authority to arbitrarily change application closing dates for the specific reason of allowing additional producers to sign up for NAP coverage after the original dates had been publicized.

STC's will not change application closing dates established for the current year after the date has been publicized. STC can change application closing dates for subsequent years.

- be limited to the same number of sales closing dates as established by crop insurance, if reasonable

Example: Arizona has the following FCIC sales closing dates:

- October 31 for small grains
- November 20 for all citrus
- November 30 for potatoes
- January 31 for table grapes
- January 28 for coarse grains and cotton.

The Arizona STC will establish 5 application closing dates based on the FCIC sales closing dates already established. STC should also review other noninsurable crops and the FCIC sales closing dates that best accommodate the pay crop pay type grouping.

Note: State Offices will review FCIC sales closing dates annually to ensure consistency between programs.

- correspond to the beginning of the crop year for crops without final planting dates.

Note: For value loss crops, the date must be established no later than September 1, **except** for ornamental nursery according to subparagraph 183 B.--*

23 CCC-471, Application for Coverage (Continued)**A Filing CCC-471 (Continued)**

--CCC-471's accompanied by applicable service fees or CCC-860 certification of SDA, limited resource, or beginning farmer or rancher received by FSA in the mail are considered-- timely filed if the USPS postmark reflects a date no later than the CCC-471 closing date.

FSA will allow any interested person to file CCC-471 without regard to whether or not the person may or may not qualify for NAP assistance. A person is ineligible for NAP assistance if the person chose not to file an application for coverage for any reason including, but not limited to, a belief that NAP assistance would not be earned or paid, whether that assumption is correct or not. A participant who chooses **not** to file an application for coverage knows and has reason to know that coverage was knowingly and willingly **not** applied for or sought or obtained.

B County Office Initial Review of CCC-471's

Review and determine the acceptability of each CCC-471 to ensure the following:

- CCC-471 is filed by the application closing date
- the completeness of CCC-471 (all items on CCC-471 and the applicable service fee has been paid)
- an accurate description and the eligibility of the crop according to subparagraph 170 A
- the proper determination of service fees

Note: CCC-471's are incomplete unless accompanied by the applicable service fee. An incomplete CCC-471 remaining incomplete on the application closing date will be ineligible for coverage.

- CCC-471 lists all the crops for which the producer is requesting NAP coverage.

Note: All crops within the pay group and planting period, as defined in paragraph 170, that the producer has selected coverage for will be eligible for NAP.

Only those CCC-471's thoroughly reviewed according to this subparagraph will be processed and signed by a CCC representative. CCC representative is CED or any permanent County Office employee. Continue processing CCC-471's initially reviewed by the County Office according to subparagraph D.

23 CCC-471, Application for Coverage (Continued)

C Continuous Coverage

Coverage may be continued for each subsequent year for the same crop or crops, if the producer pays the applicable service fee by the subsequent year's application closing date. Producers who had obtained NAP coverage in a county in the immediately previous year's coverage period are not required to sign a new CCC-471 when applying for continuous coverage of the same crop or crops in the same county.

The purpose of allowing continuous coverage applications is to reduce County Office workload and eliminate the requirement that a NAP-covered participant must come into the County Office and initiate another application for coverage when the crops and county are the same as the previous year.

However, producers interested in adding new crops, obtaining coverage for crops grown in new counties, deleting crops from previous year's coverage, or changing crop shares must file a new CCC-471 with signatures and pay the applicable service fee.

To apply for continuous coverage, producers must timely pay the applicable service fee before the application closing date. Upon receiving payment of the applicable service fee for continuous coverage, County Offices will:

- update and annotate the current year's CCC-471 as "continuous coverage"
- provide a copy of the annotated CCC-471 to the producer within 5 workdays.

Sixty calendar days before each producer's first application closing date for the crop year, the Kansas City Print Shop will:

- notify producers of the applicable service fee due determined on the basis of the previous crop year coverage
- remind producers of the deadline for payment of the applicable service fee for continuous coverage.

*--Limited resource and beginning farmer and rancher producers are **not** eligible to use continuous coverage provisions because the claim of whether or not a producer is a limited resource or beginning farmer or rancher must be made annually. Persons must recertify limited resource and beginning farmer or rancher status each year the waiver is sought.--*

This provision to notify producers who have prior year NAP coverage of the opportunity to choose continuous coverage is to:

- assist producers in obtaining continuous coverage more easily
- reduce workload and burden.

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.

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

--Limited resource and beginning farmers and ranchers are not eligible for continuous coverage.--

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"> • process CCC-471 according to subparagraphs A and B • provide a copy of NAP basic provisions and photocopy of the original filed CCC-471 to the participant according to subparagraph A.
after the application closing date, but before the end of the coverage period	<ul style="list-style-type: none"> • 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 • verbally advise the participant that the late-filed CCC-471 and written request will be presented to COC • provide a photocopy of the original late-filed CCC-471 and NAP basic provisions to the participant as instructed in subparagraph A • present CCC-471 to COC and process according to subparagraph E.

23 CCC-471, Application for Coverage (Continued)

D Processing CCC-471's (Continued)

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

*--1536 Fee Calculation Screen

A Overview

The Fee Calculation Screen provides:

- limited resource producer selection
- fee calculation
- entry of amount of fee collected.

B Example of Fee Calculation Screen

Following is an example of the Fee Calculation Screen.

Fee Calculation

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

Is this producer a Limited Resource producer? Yes No

Limited Resource Producer Information

Producer Maximum Service Fee

Producer Maximum Service Fee: \$1,875.00

Total Service Fees paid in all counties: \$500.00
Date paid: 03/22/2013 Coahoma, MS: \$500.00

Remaining producer maximum service fee: \$1,375.00

County Maximum Service Fee

County Maximum Service Fee: \$750.00

Total service fees paid in this county: \$500.00
Date paid: 03/22/2013: \$500.00

Remaining county maximum service fee: \$250.00

Application Service Fee

Application Service Fee: \$750.00

Total service fees paid in this county: \$500.00
Date paid: 03/22/2013: \$500.00

Remaining application service fee: \$250.00

Actual Application Service Fee

Actual Application Service Fee: \$250.00

Smaller of:

- Remaining producer maximum service fee: \$1,375.00
- Remaining county maximum service fee: \$250.00
- Remaining application service fee: \$250.00

Actual amount collected for this application:

1536 Fee Calculation Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description	Action
Is this producer a Limited Resource producer?	Manual selection.	Select "Yes" if the producer is a limited resource producer. Producers *--must have a completed CCC-860 on file for each applicable program year before "Yes" or "No" can be selected. Note: Click the "Limited Resource Producer Information" button and CCC-860 will be--* displayed.
Producer Maximum Service Fee		
Producer Maximum Service Fee	The maximum service fee a producer can pay across all counties.	
Total Service Fees paid in all counties	The amount of service fees the producer has paid across all counties. The amount collected, date of collection, and county of collection will be displayed.	
Remaining producer maximum service fee	The remaining amount the producer can be required to pay across all counties.	
County Maximum Service Fee		
County Maximum Service Fee	The maximum service fee a producer can pay in the selected county.	
Total service fees paid in this county	The amount of service fees the producer has paid in the selected county. The amount collected and the date of collection will be displayed.	
Remaining county maximum service fee	The remaining amount the producer can be required to pay in the selected county.	
Application Service Fee		
Application Service Fee	The fees that were calculated for the application.	
Total service fees paid in this county	The amount of service fees the producer has paid in the selected county. The amount collected and the date of collection will be displayed.	
Remaining application service fee	The remaining amount the producer can be required to pay for the application.	

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 or beginning farmers or ranchers 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)

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, 1485, Ex. 21
CCC-576E	Noninsured Crop Disaster Assistance Program Estimated Calculated Payment Report	1484	881, 1016, 1315, 1485, 1485
CCC-577	Transfer of NAP Coverage	Ex. 9	24.5, 1461, 1315, 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-860	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification		22.5, 23, 1536
CCC-902	Farm Operating Plan		29
CCC-926 <u>1</u> /	Livestock Indemnity Program Third Party Certification		1311
FSA-13A	Data Security Access Authorization Form		771
FSA-321	Finality Rule and Equitable Relief		1315
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. 42-44
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, 21, 22, 43, 44
AUM	animal-unit-month	195, Ex. 21, 22
BF	beginning farmer or rancher	22.5, 23, 1559
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
ECPR	Estimated Calculated Payment Report	1483
FTA	fescue, tall	194.5, 195
LR	limited resource farmer or rancher	22.5, 23, 1559
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
SDA	socially disadvantaged farmer or rancher	22.5, 23
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. The redelegation must define what COC considers routine.	401
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