

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Supplemental Revenue Assistance Payments Program
1-SURE

Amendment 14

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 3.5 A, 134 D, 291 A, and 292 B have been amended to include paragraph references for 2008 and 2009.

Subparagraphs 31 F and 32 E have been amended to clarify that grass that is mechanically harvested or grazed **must** be reported.

Subparagraph 37 E has been amended to remove the limitation of fees collected for relief.

Subparagraph 66 B has been amended to update an 8-LP paragraph reference.

Subparagraph 92 A has been amended to correct sentence structure.

Subparagraph 100 C has been amended to add reference to the Tolerance Tool.

Subparagraph 162 C has been amended to correct a paragraph reference, add clarification to apply NAP crop guarantee adjustments, and to **not** apply RMA guarantee adjustment codes and factors.

Subparagraph 201 M has been amended to add an exception to multiple market crops that will not have HMP apply with the applicable conditions listed in subparagraph 201 M.

Paragraph 207 has been added for sugar beet provisions on production when producers do **not** have production data from RMA on sugar beets.

Subparagraph 263 A has been amended to clarify direct payments associated with both DCP and ACRE are to be included in the total farm revenue.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 263 C has been amended to correct the reference in the note for the location of SURE Workbook instruction for loading premiums and indemnities.

Subparagraph 263 J has been added to provide information about the SURE Activity Report.

Subparagraph 304 F, Table 2 has been amended to correct the calculation because of the elimination of Stimulus.

Subparagraph 304 I has been amended to remove references to “0” (zero) acre “I” records.

Subparagraph 305 G has been amended to inform 2009 SURE Workbook users how to enter indemnity and premium for sweet potatoes.

Subparagraph 306 C has been amended to inform 2009 SURE Workbook users how to enter indemnity and premium for California and Arizona citrus.

Subparagraph 307 A has been amended to clarify when fresh and processed NAMP is to be used for fresh and processed production to determine total value for multiple marketed crops.

Subparagraph 307 D has been amended to inform 2009 SURE Workbook users how to enter indemnity and premium for multiple market crops.

Subparagraph 310 C has been amended to explain data that may be used for avocado crop loss calculation.

Subparagraph 311 C has been amended to explain data that may be used for pecan crop loss calculation.

Subparagraph 321 A has been amended to include additional forms required for 2009.

Subparagraph 343 C has been amended for clarity.

Subparagraphs 511 A, 515 A, and 515 J have been amended to address the sensitive nature of the SURE Interim Workbook template, .xml files, and printed pages.

Subparagraphs 513 B and 573 B have been amended to address the sensitive nature of SIR.

Subparagraph 513 C has been amended to address the sensitive nature of SIR and screen prints generated from the “2008 RMA Producers Not on Name and Address File”.

Subparagraph 513 D has been amended to address the sensitive nature of SIR and screen prints generated from the “2008 RMA Producers Data Change Report”.

Subparagraph 557 A has been amended to reference that “0” (zero) acreage reports shall **not** be exported into the SURE Workbook.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 557 E has been amended to update a paragraph reference.

Subparagraphs 571 A, 575 A, and 576 J have been amended to address the sensitive nature of the SURE Workbook template, .xml files, and printed pages.

Subparagraph 573 C has been amended to address the sensitive nature of the SIR and screen prints generated from the “2009 RMA Producers Not on Name and Address File”.

Subparagraph 573 D has been amended to address the sensitive nature of the SIR and screen prints generated from the “2009 RMA Producers Data Change Report”.

Subparagraph 575 D has been amended to include reference to the SURE Activity Report.

Subparagraph 575 F has been amended to provide a reference to exceptions on entering yields for avocados and pecans

Subparagraph 575 G has been amended to add instructions for entering indemnities and premiums in the workbook for eligible and ineligible SURE crops.

Paragraph 583 has been added to provide instructions to run the SURE Activity Report.

Paragraph 584 has been added to provide information about the SURE Detail Report within the SURE Activity Report.

Paragraph 585 has been added to provide information about the SURE Summary Report within the SURE Activity Report.

Paragraph 586 has been added to provide instructions about the alpha program codes within the SURE Activity Reports.

Exhibit 4, page 2 has been amended to allow the share from the Compliance Tool to be used without modification.

Exhibit 4 has been amended to add a note to RMA adjustment codes and factors, where applicable, in 8 instances.

Exhibit 6, subparagraph B has been amended to provide sugar prices that were not previously available and to remove tobacco prices no longer needed.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
3-8	1-3, 1-4 2-5, 2-6 2-21, 2-22 3-8.7, 3-8.8 4-5, 4-6 4-21, 4-22 5-43 6-23, 6-24 7-11, 7-12 7-23, 7-24 7-25, 7-26 (add) 7-27 (add) 9-3 through 9-6 9-13 10-1 through 10-6 10-53, 10-54 10-59, 10-60 10-67 through 10-72 10-79 through 10-82 11-1, 11-2 11-59, 11-60 16-1, 16-2 16-5, 16-6 16-6.5, 16.6 16-7 through 16-14 16-21, 16-22 16-53, 16-54 17-7, 17-8 17-11, 17-12 17-31, 17-32 17-35 through 17-38 17-53, 17-54 17-57, 17-58 17-69 through 17-72 17-91, 17-92 17-119, 17-120 17-121 through 17-128 (add) 17-129 (add)	1, pages 1, 2 4, pages 1, 2 pages 5-10 pages 10.5, 10.6 (add) 6, pages 3, 4

Table of Contents (Continued)

Page No.

Part 6 SURE Guarantee (Continued)

Section 4 Calculating Guarantee for Value Loss Crops

171	Value Loss Crops.....	6-41
172	Insured Value Loss Crops.....	6-42
173	NAP Value Loss Crops.....	6-44
174	Waived-In Value Loss Crops.....	6-45
174-180	(Reserved)	

Section 5 Calculating Expected Revenue

181	Expected Revenue.....	6-55
182	Expected Revenue for Insured Yield-Based Crops	6-56
183	Expected Revenue for NAP-Covered and Waived-In Yield-Based Crops.....	6-57
184	Expected Revenue for Value Loss Crops	6-58
185	Calculating Expected Revenue for the SURE Farm.....	6-59
186-190	(Reserved)	

Section 6 Calculating SURE Guarantee

191	SURE Farm Guarantee	6-71
192-195	(Reserved)	

Section 7 2008 ARRA Funding

196	Implications of ARRA to 2008 Crop Year SURE Crop Guarantee.....	6-81
197	Closing the Application Process for 2008 SURE	6-85
198-200	(Reserved)	

Part 7 Determining Production

201	Production.....	7-1
202	Unavailable RMA Production Data.....	7-12
203	Harvested Production.....	7-13
204	When Final Use Differs From Intended Use (IU)	7-17
205	Assigned Production	7-18
206	Grass for Seed Also Harvested as Forage.....	7-23
207	Sugar Beet Provisions	7-24
208-230	(Reserved)	

Table of Contents (Continued)

Page No.

Part 8 Quality

231	Overview of Quality Losses.....	8-1
232	Quality Loss Commodities	8-3
233	Quality Loss General Requirements	8-4
234	Quality Loss Production	8-13
235	Hay and Forage Provisions	8-15
236	Spot Checks	8-17
237-260	(Reserved)	

Part 9 Revenue

261	Revenue Overview.....	9-1
262	Actual Crop Value	9-2
263	Payments Included in Total Farm Revenue.....	9-4
264-290	(Reserved)	

Part 10 Adjusting RMA Data

291	Overview.....	10-1
292	Types of Discrepancies Between FSA and RMA Data	10-2
293-300	(Reserved)	
301	Malting Barley Endorsements.....	10-31
302	Certified Seed Potato Endorsements.....	10-37
303	Peanuts	10-43
304	Pasture, Rangeland, and Forage (PRF).....	10-49
305	Sweet Potatoes	10-60
306	California and Arizona Citrus.....	10-67
307	Multiple Marketed Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus.....	10-70
308	Crops with Written Agreement Codes “GP”, “SC”, or “TP”	10-72
309	Raisins.....	10-76
310	Avocados.....	10-78
311	Pecans	10-80
312	Hybrid Corn Seed	10-84
313	ARH Cherry Pilot Program.....	10-86
314-320	(Reserved)	

Table of Contents (Continued)

Page No.

Part 11 Applying for SURE Benefits

321	Applying for Benefits	11-1
322	FSA-682 Overview	11-5
323-325	(Reserved)	
326	Processing FSA-682's.....	11-21
327	Interaction Between Counties for Multi-County Producers	11-24
328-330	(Reserved)	
331	Reconsideration, Appeal, or Mediation of COC Determinations	11-31
332	Restrictions and Limitations	11-32
333-335	(Reserved)	
336	Establishing Eligible Causes of Loss for SURE.....	11-41
337-340	(Reserved)	
341	Completing FSA-682 for a Single County Producer	11-51
342	Examples of FSA-682 for 2008 and 2009	11-55
343	Completing FSA-682 in an Administrative County for a Multi-County Producer	11-58
344	Completing FSA-682 in Recording County for Multi-County Producer	11-62
345-350	(Reserved)	
351	Completing FSA-682A	11-71
352	Examples of FSA-682A for 2008 and 2009	11-73
353	Completing FSA-683's for 2008	11-75
354	Completing Manual FSA-682's.....	11-77
355-379	(Reserved)	
380	FSA-682 Corrections	11-131
381-385	(Reserved)	
386	FSA-682 Cancellations Because of March 18, 2010, Quality Factor Changes...	11-151
387-390	(Reserved)	

Table of Contents (Continued)

Page No.

Parts 12-15 (Reserved)

391-510 (Reserved)

Part 16 2008 SURE Interim Workbook

511	Function of the SURE Interim Workbook	16-1
512	Preparing Documents to Complete SURE Interim Workbook	16-3
513	SURE Interim Report (SIR).....	16-5
514	Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook	16-14
515	Completing SURE Interim Workbook Data Entry Worksheet.....	16-22
516	Completing SURE Interim Workbook Farm Summary Worksheet	16-44
517	Completing SURE Interim Workbook Determining 10 Percent Loss Tool	16-54
518	Completing SURE Interim Workbook FSA-682, Page 2	16-62
519	Factoring RMA Data.....	16-63
520	RMA Net Indemnity Calculator.....	16-67
521	Blending Multiple RMA Weighted Adjusted Yields.....	16-69
522	Tolerance Tool	16-71
523	Peanut Tool	16-74
524-550	(Reserved)	

Parts 17 2009 SURE Automation

Section 1 Compliance Tool Software

551	Accessing Software.....	17-1
552	Search Selection Screen.....	17-3
553	Producer Search	17-4
554	Farm Number Search	17-5
555	Producer Selection	17-6
556	State/County Selection.....	17-7
557	Producers Crop Data.....	17-8
558	Importing XML File Into SURE Workbook.....	17-12
559-570		

Section 2 2009 SURE Workbook

571	SURE Workbook Function	17-31
572	Preparing Documents to Complete SURE Workbook.....	17-33
573	SIR	17-35
574	Accessing, Saving, Retrieving, and Transferring the SURE Workbook	17-45
575	Completing SURE Workbook Data Entry Worksheet.....	17-53

Table of Contents (Continued)

Page No.

Parts 17 2009 SURE Automation (Continued)

Section 2 2009 SURE Workbook (Continued)

576	Completing SURE Workbook Farm Summary Worksheet	17-84
577	Completing SURE Workbook Crop Loss Tools.....	17-94
578	Completing SURE Workbook FSA-682, Page 2.....	17-103
579	Factoring RMA Data.....	17-104
580	Blending Multiple RMA Weighted Adjusted Yields.....	17-111
581	Tolerance Tool	17-113
582	Peanut Tool	17-117
583	SURE Report of FSA Payments	17-120
584	SURE Detail Report.....	17-125
585	SURE Summary Report.....	17-127
586	SURE Report Alpha Program Codes.....	17-128
587-600	(Reserved)	

Parts 18, 19 (Reserved)

601-700 (Reserved)

Part 20 2008 Interim SURE Payment Process

Section 1 SURE Payment Process

701	Web-Based SURE Payment Process	20-1
702	Preparing to Issue Payments	20-5
703, 704	(Reserved)	

Section 2 General Payment Provisions

705	Payment Limitation.....	20-11
706	Payment Eligibility	20-13
707	Funds Control	20-15
708	Financial System Provisions.....	20-17
709, 710	(Reserved)	

Table of Contents (Continued)

Page No.

Part 20 2008 Interim SURE Payment Process (Continued)

Section 3 Recording SURE Payment Data

711	2008 Interim SURE Web-Based Software	20-31
712	Recording SURE Payment Data	20-32
713	Record Calculated Payment Web Page.....	20-33
714	Calculated Payment Confirmation Web Page.....	20-35
715	Modifying/Deleting Previously Recorded SURE Payment Data	20-36
716	Modify/Delete Calculated Payment Web Page.....	20-38
717	Modify Calculated Payment Confirmation Web Page.....	20-40
718	Delete Calculated Payment Confirmation Web Page	20-41
719	Handling Overpayments	20-42
720	(Reserved)	

Section 4 Payment Reports

721	Nonpayment Report	20-51
722	Payment History Report.....	20-55

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4	SIR RMA Data
5	Crops Without NASS U.S. Prices
6	NASS U.S. Prices
6.5	SURE RMA Adjustments
7	COC-Established Maximum Average Loss Levels Based on Other County Losses
8-11	(Reserved)
12	SURE Plan/Coverage Code Charts
13-16	(Reserved)
17	RMA Quality Adjustments Table
18, 19	(Reserved)
20	PRF Price and Yield Charts
21	Multi-County Producer FSA-682 Process
22	Multi-County Producer FSA-682 Page Order
23	Multi-County Producer FSA-682 FAX Cover Sheet
24-29	(Reserved)
30	SURE Crops With CC Yields
31-50	(Reserved)
51	Eligible 2009 Buy-In Crops

3.5 Qualifying Loss

A Overview

Participants must have at least 1 crop of economic significance (defined in Exhibit 2) with a 10 percent production loss, adjusted for quality, because of a natural disaster. The 10 percent loss threshold is determined by comparing the actual production of a crop to the normal production for the crop.

Notes: The 10 percent production loss threshold for multiple marketed crops, according to subparagraph 65 C, shall be calculated by crop type.

*--For additional crop entries, see:

- subparagraph 517 C for 2008
- paragraph 577 for 2009.--*

In addition, the producer must have either of the following:

- a portion of the SURE farm located in a natural disaster county designated by the Secretary, including contiguous counties
- an overall loss greater than 50 percent of the actual production on the farm compared to normal production for the farm for that crop year.

Notes: Farm is defined according to subparagraph 32 A and Exhibit 2.

Actual production and normal production are defined in Exhibit 2.

***--3.5 Qualifying Loss (Continued)**

B Applying Quality Adjustments to Qualifying Loss

The following table provides guidance for determining when to apply quality adjustments to harvested production for the 10 percent loss and 50 percent loss eligibility requirements.

Note: This table applies **only** to production for determining eligibility. It does **not** apply to production in determining total crop value for the total farm revenue calculation. Total crop value takes quality into account with an adjustment to NAMP rather than the production as outlined in Part 8. **The quality adjustment factors only apply to harvested production.**

IF the crop is...	AND harvested production is...	AND the crop...	THEN...
insured	provided by *--SIR "L" (Loss) Record	is listed in Exhibit 17 with a "Yes" in the "Is there a Quality Adjustment" field	quality adjustments have already been applied and no further adjustments to production shall apply unless STC has established a separate quality adjustment factor for excessive moisture according to paragraph 66 and the producer certifies that their average quality adjustment factor for excessive moisture met or exceeded the STC-established quality adjustment factor for excessive moisture according to subparagraph 233 H.
		is listed in Exhibit 17 with a "No" in the "Is there a Quality Adjustment" field	apply the applicable quality adjustment factor according to paragraph 66 if the producer certifies that his/her average quality adjustment met or exceeded the STC-established quality adjustment factor according to subparagraph 233 H.
	not provided by SIR "L"--* (Loss) Record	has been approved for a quality adjustment according to paragraph 66	apply the applicable quality adjustment factor according to paragraph 66 if the producer certifies that his average quality adjustment met or exceeded the STC-established quality adjustment factor according to subparagraph 233 H.
NAP or waived-in according to subparagraph 35 C		has been approved for a quality adjustment in the county	apply the applicable quality adjustment factor according to paragraph 66 if the producer certifies that his average quality adjustment met or exceeded the STC-established quality adjustment factor according to subparagraph 233 H.

31 Eligible Producers (Continued)**D Sugar Beet Shares**

Members of sugar beet cooperatives have shares that allow the member to plant a specific number of acres of sugar beets. These shares are specific to the member and **cannot** be leased to another producer. Instead, the cooperative requires the member, or estate when the member is deceased, to form a pool agreement or joint venture or limited liability partnership with the producer planting the member's shares. The cooperative further requires that the insurance policy be purchased under the individual grower of sugar beets or as a joint venture or limited liability partnership.

The RMA download provides an insurance record showing the insurance policy with the recorded producer as the individual grower of sugar beets or as a joint venture or limited liability partnership.

Since the member of the cooperative has **no** risk in the crop, FSA records will show the noncooperative producer using TIN listed as the producer of record for the sugar beets.

Producers meeting the criteria in this subparagraph are eligible for SURE providing **all** other program requirements are met. FSA-682 shall be processed for the producer listed on FSA-578. Process FSA-682 according to paragraph 326.

Note: Sugar beet stock owners who pool their shares with other growers, are eligible for SURE, provided their insurable interest is insured or insured by the sugar beet grower under the RMA policy rules. See subparagraph 35 J for these producers who have less than a 10 percent interest.

E Change in Ownership

A participant who lost control or ownership of the land with a disaster-affected crop during the growing season is ineligible to participate in SURE on the crops for which interest and ownership share was lost.

Participants who assume interest and ownership share through a transfer of indemnity for insured crops or transfers of coverage for NAP crops may assume eligibility for SURE. The crop transferred will be included in the successor's calculation of guarantee and revenue.

Any crop insurance indemnity or NAP payment made because of the transfer will be counted as revenue for the successor.

F Acreage Reporting

Producers who want to participate in SURE must report all crops, in all counties, in which they have an ownership share and risk. This includes crops on cropland and/or noncropland, ***--including native or improved grass that will be mechanically harvested or grazed.--***

32 Crop Eligibility

A Definition of Farm

Farm means, for determining SURE eligibility, the entirety of all crop acreage in all counties that a producer planted or intended to be planted for harvest for normal commercial sale or on-farm livestock feeding, including native and improved grassland intended for haying.

Notes: For aquaculture, **except** for species for which an Aquaculture Grant Program payment was received, farm means all acreage used for aquatic species being produced in all counties that the producer intended to harvest for normal commercial sale.

For honey, farm means all bees and beehives in all counties that the participant intended to be harvested for a honey crop for normal commercial sale.

B Definition of Crop

Crop means all acres based on crop, type, and IU.

C Definition of Eligible Crops

Eligible crops means crops planted or prevented planted crops, types, IU's (excluding grazing), and practices:

- eligible for NAP according to 1-NAP
- for which Federal crop insurance is available.

Note: Eligible crops are crops that are planted or prevented from being planted, according to 2-CP, paragraph 24, with the intent of harvest.

D Pilot Programs

Producers are **not** required to purchase Pilot Program insurance coverage to meet RMPR.

IF a producer does...	THEN these acres will...
not purchase Pilot Program insurance coverage	not be included in the guarantee and revenue calculations.
purchase Pilot Program insurance coverage	be included in the guarantee and revenue.

E Acreage Reporting

Producers who want to participate in SURE **must** report all crops and IU's in all counties in which they have an ownership share and risk in the crop. This includes crops on cropland and/or noncropland, including native or improved grass that will be mechanically harvested
--or grazed.--

36 Equitable Relief for 2008 (Continued)**I 7-CP Equitable Relief Cases**

For requests for relief cases submitted after May 18, 2009, State and County Offices shall follow 7-CP for submitting equitable relief cases to DAFP. If relief is approved under 7-CP, follow subparagraph 35 F for collecting fees.

--37 Equitable Relief for 2009 and Subsequent Years*A Overview**

The Food, Conservation, and Energy Act of 2008 provided special consideration to provide equitable relief in certain situations to eligible producers who failed to meet 2008 RMPR for SURE.

B Extent of Equitable Relief

Equitable relief was granted by STC, on a case-by-case basis, to an eligible producer who failed to meet RMPR when the determination was made that the producer made a good faith effort to comply, and when 1 of the following situations occurred:

- producer was unable to pay the buy-in fee for the crop and the sales closing date for crop insurance or application closing date for NAP crops had passed
- late-planting a crop because of weather-related causes
- actual use of the crop that differs from IU was uninsurable.

Example: Certain insurance policies, such as Crop Revenue Coverage, insure corn **only** intended as grain. If corn is intended for silage, the coverage will **not** attach.

Note: 7-CP, paragraph 63 was used to determine whether a producer made a good faith effort.--*

37 **Equitable Relief for 2009 and Subsequent Years (Continued)**

C Equitable Relief Not Granted

Equitable relief shall **not** be granted to a producer who failed to meet RMPR because of 1 of the following reasons:

- producer intentionally chose **not** to insure a covered crop under RMA or NAP

Note: FSA has no obligation to prove that the producer intended not to obtain coverage; rather the producer must submit evidence supporting a conclusion on the failure to obtain coverage was inadvertent or accidental.

- a lack of good faith in reporting acreage or production
- ineligibility determinations rendered under RMA or NAP regulations
- producer was prohibited from insuring acreage because the producer did **not** timely pay the crop insurance premiums in a prior year.

D Equitable Relief Requests

Equitable relief requests **must** be initiated by the participant.

E Applicable Equitable Relief Fees

Producers granted relief for **not** meeting RMPR must pay a \$250 per crop administrative fee.

*--The total amount of relief fees that can be collected is **not** limited.--*

* * *

66 Quality Adjustment Factors (Continued)

B Basis for Quality Adjustment Factors (Continued)

The following provisions apply:

- *--the moisture content set for recourse loans according to 8-LP, subparagraph 225 D--* must be consistent with the normal harvested moisture percentage used by STC's when determining the excessive moisture quality adjustment factor

IF...	THEN...
STC established the moisture content for recourse loans at 28 percent	only producers who harvested production in excess of 28 percent moisture will be eligible for the excessive moisture quality adjustment factor.
the moisture level is within the range set for non recourse loans	it is not eligible for the excessive moisture quality factor.

Note: For 2008 and 2009, State Offices may request DAFP to make an exception to this policy.

- only crops that have excessive moisture because of a weather event are eligible; crops that are harvested early specifically for high moisture purposes (such as corn delivered directly to a feedlot) are **not** eligible.

Example: County A has an early freeze that does not allow corn to dry to normal levels in the field. On average, local and regional elevators are docking the price 5 cents per bushel for every percentage point that corn is above 20 percent moisture. The buying price for corn at local and regional markets average \$4 per bushel for corn with moisture at 15 percent or less. County A has acceptable evidence to show the average moisture content of the crop at harvest averaged 24 percent moisture. STC established a 20 percent moisture level for recourse loans. The average harvested moisture percent is above the moisture level within this State for recourse loans; therefore, the quality adjustment factor would be .95 (24 – 20 = 4 x .05 cents = \$.20, \$4.00 - .20 = \$3.80, \$3.80/\$4.00 = .95).

66 Quality Adjustment Factors (Continued)

B Basis for Quality Adjustment Factors (Continued)

If separate quality adjustment factors are established for other and excessive moisture for the same crop, type, and IU in the county, the State Office shall calculate a combination factor to be used to adjust NAMP when determining crop revenue. This is necessary because a producer may be able to certify that their average quality loss on harvested production met or exceeded both quality adjustments for other and excessive moisture. Only 1 quality adjustment factor will be used in the SURE * * * Workbook to adjust NAMP for a crop.

Note: This combined factor is **not** the total quality adjustment factor defined in this subparagraph.

Examples: County A requested STC to establish and approve a quality adjustment factor for other and excessive moisture for corn. The other quality adjustment factor established by STC is .8750. STC also established the excessive moisture quality adjustment factor of .95 as indicated in the previous example. State Offices shall provide the County Office an other quality adjustment factor, an excessive moisture quality adjustment factor, and a combined quality adjustment factor for cases when the producer can certify to both the other and excessive moisture quality adjustment factors. If the producer can certify to both quality adjustment factors, then the combined factor will be used to adjust NAMP.

County A other quality adjustment factor: .8750
 County A excessive moisture quality factor: .95

The combined factor will be determined as follows:

$$1.000 - .8750 = .125$$

$$1.00 - .95 = \frac{.05}{.175}$$

$$1.000 - .175 = .825$$

County A's Combined Factor is .825.

91 SURE Acreage (Continued)

E Ineligible Acreage Examples

This table provides examples of ineligible acres.

Example	Description
1	Producer planted wheat followed by corn, and obtained insurance on both crops. Neither RMA nor FSA STC recognizes wheat followed by corn as an acceptable double-cropping practice. Only the initial crop acreage of wheat will be eligible. The corn acreage is ineligible for SURE.
2	Producer planted wheat followed by grain sorghum. Both crops were waived-in under Buy-In 1. The planting scenario of wheat followed by grain sorghum is not an approved double-crop by FSA STC. Only the initial acreage of wheat will be eligible for SURE. The grain sorghum acreage is ineligible for SURE.

92 Prevented Planting Acreage

A Prevented Planting Eligibility

For insured prevented planted acreage, COC will use the most accurate data available when determining eligible prevented planted acres, as follows:

- RMA data **must** show that the producer qualified for a prevented planting payment
- FSA will normally accept RMA’s determination of eligibility; however, COC may determine prevented planted acreage ineligible if documented evidence exists that supports the lack of prevented planting conditions; in these cases, a referral to RMA shall be initiated on AD-2007.

In situations where RMA data exists and FSA denied the prevented planting claim, COC shall **not** consider the prevented planted acreage eligible based on the RMA data if acreage has documented evidence of lack of prevented planting conditions according to 2-CP.

For prevented planted acreage that was **not** insured through RMA, COC **must** determine ***--whether the producer met prevented planted provisions according to 2-CP, paragraph 24.--***

Note: This acreage includes NAP covered crops and crops that received a waiver for RMPR (buy-ins, SDA’s, relief, etc.), as described in Part 2.

B Prevented Planting Acreage Not Covered

For NAP covered crops and for crops that require a waiver for RMPR, eligible prevented planting coverage is provided for acreage that consists of at least 20 acres or 20 percent of the intended acreage to be planted.

92 Prevented Planting Acreage (Continued)

C Crops Not Eligible for Prevented Planting

This table provides crops that are **not** eligible for prevented planting benefits under SURE.

Prevented Planting Ineligible Crops	
Aquaculture (Including Ornamental Fish)	Maple Sap
Beans (Fresh Market) insured as follows: <ul style="list-style-type: none"> • Pole • Snap • Wax. 	Mint
	Nursery
	Peppermint
	Perennials, such as the following:
Cabbage insured as follows: <ul style="list-style-type: none"> • Hybrid • Red. 	<ul style="list-style-type: none"> • Blueberries • Raspberries • Strawberries.
	Perennial Forage Grown For Hay, Seed, or Grazing
Christmas Trees	Spearmint
Cultivated Wild Rice	Sweet Potatoes (Insured)
Floriculture	Tobacco
Ginseng Root and Ginseng Seed	Trees - Fruit and Nut
Grapes (Including Raisins)	Turfgrass Sod
Honey	Vegetables for Root Stock or Sets

*--Note: For the prevented planting ineligible crops:

- when identified as “Insured”, prevented planting is **not** eligible under the insurance policy
- for counties where coverage is only offered under NAP, prevented planting provisions **may** apply.--*

Prevented planting provisions are not applicable to the following because of the unique planting and harvesting practices in these areas and the limited eligible causes of loss:

- American Samoa
- *--Common Wealth of Northern Mariana Islands, Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau--*
- Guam
- U.S. Virgin Islands.

93-99 (Reserved)

100 Tolerance

A Differences between RMA and FSA Acreage

SURE benefits for insured producers are based on RMA acres. SURE eligible RMA planted acres will be compared to SURE eligible FSA planted acres. If RMA and FSA planted acres differ, tolerance applies according to subparagraph B.

B Definition of Acreage Tolerance

If a farm has both FSA and RMA SURE eligible planted acres for an insured crop, payment acres for the SURE guarantee calculation will be based on RMA acres determined eligible according to Part 4. However, if the planted acres of an insured crop for which an RMA Guarantee Basis is provided differs by more than the larger of 5 percent or 10 acres not to exceed 50 acres, the participant will be notified of the discrepancy and that refunds of unearned payments may be required.

C Tolerance Determination

Tolerance will be determined **only** for insured crops for which an RMA Guarantee Basis is provided. **Tolerance will apply to the total acres for the physical location county, crop, type, and IU.**

***--Note:** See the Tolerance Tool instructions in paragraph:

- 522 for 2008
- 581 for 2009.--*

Use the following Step/Action table to calculate tolerance.

Step	Action
1	For RMA acreage, total the SURE eligible acreage from the “A” (Acreage) Records unless there are “L” (Loss) Records. If there are “L” (Loss) Records present, include the acres from the “L” (Loss) Records in the total instead of the acreage from the “A” (Acreage) Records.
2	For FSA acreage, total FSA-578 SURE eligible reported acreage unless there are determined acres present. If determined acres are present, include the determined acres in the total instead of the reported acres.
3	Compare the result of steps 1 and 2. Note: Tolerance rules will apply to PRF only if acres determined in step 1 exceed acres determined in step 2.
4	Calculate the tolerance threshold for the crop as follows: Result of step 1 x 5 percent or 10 acres, not to exceed 50 acres.
5	If step 3 is: <ul style="list-style-type: none"> • equal to or less than step 4, then the acreage is within tolerance • greater than step 4, then the acreage exceeds tolerance.
6	See subparagraph E for handling tolerance determinations.

100 Tolerance (Continued)

D Tolerance Determination Example Table

The following calculation examples demonstrate using the Step/Action table in *-subparagraph C, for 4 crops in 1 physical location county.--*

Crop, Type, IU	Result of Step 1 (RMA Acres)	Result of Step 2 (FSA Acres)	Result of Step 3 (Difference Between RMA and FSA Acres)	Result of Step 4 (5 Percent of Total RMA Acres)	Allowable Acreage Difference	Within Tolerance ?
Corn YEL GR	307.0	300.0	7.0	15.4	15.4	Y
Soybeans COM GR	21.1	25.2	4.1	1.1	10.0	Y
Oats SPR GR	702.4	759.3	56.9	35.1	35.1	N
Wheat HRW GR	1,149.4	1,237.9	88.5	57.5 <u>1/</u>	50.0 <u>1/</u>	N

1/ RMA Acres x 5 Percent = 57.5 Acres and 50 acres is the maximum allowable acreage.

E County Office Action for Tolerance Determinations

--Use the instructions in this table whenever there is a difference between SURE eligible RMA and FSA acreage for a specific crop/type/IU, by physical location county.--

WHEN the difference between the RMA and FSA acreage...	THEN the County Office shall...
is within tolerance	process FSA-682 using RMA acres determined eligible according to Part 4 to calculate the SURE guarantee.
exceeds tolerance	<ul style="list-style-type: none"> calculate the SURE guarantee based on the lesser of RMA acres or FSA acres determined eligible according to Part 4 <p>Note: Follow paragraph 12 for determining misrepresentation, scheme, or device.</p> <ul style="list-style-type: none"> notify producer of discrepancy and request a refund of the unearned payment, if applicable <p>Note: Follow paragraph 715 to modify or delete a previously recorded SURE payment amount.</p>

134 Peanuts – RMA Weighted Adjusted Yield and Guarantee Basis (Continued)

D Peanut Tool

The Peanut Tool was developed to assist Field Offices in calculating the RMA weighted adjusted yield and guarantee basis for peanut producers with multiple “A” (Acreage) records.

*--For instructions on using the Peanut Tool, see paragraph:

- 523 for 2008
- 582 for 2009.--*

If the producer has peanuts physically located in multiple counties but administered in only 1 county, RMA weighted adjusted yields and guarantee basis shall be calculated for each applicable county.

135-150 (Reserved)

162 Insured Crops (Continued)

B Crops With a County or Producer Yield

RMA will calculate a guarantee basis for all insured crops with policies based on a county or producer yield using the same procedure outlined in subparagraph A. The crop guarantee will be the result of multiplying the guarantee basis for the crop by the SURE multiplier.

Some county or producer yield-based plans of insurance include, but are **not** limited to:

- Group Risk Plan (Plan Code 12)
- PRF-RI (Plan Code 13)
- PRF-VI (Plan Code 14)
- Pecan Revenue (Plan Code 41)
- Avocado Revenue Coverage (Plan Code 46)
- ARH Cherries (Plan Code 47) starting in **2009**
- GRIP (Plan Code 73).

Note: When Group Risk Plan (Plan Code 12) and GRIP (Plan Code 73) policies are provided through a written agreement with a Written Agreement Code of “GP”, additional action is required. See subparagraph C and paragraph 308 for specific instructions on calculating a guarantee and expected revenue for these policies.

For a complete list of all RMA plan codes, see Exhibit 12.

Note: There are cases when ineligible insured acres are included in the RMA Guarantee Basis. County Offices shall adjust the RMA Guarantee Basis when ineligible acres are determined according to Part 4.

PRF provides coverage for perennial forage crops more than 1 year old. See paragraph 304 for specific instructions on calculating a guarantee and expected revenue for perennial forage crops when a producer has a PRF policy.

C Crops With No RMA Established Yield

These policies do not have an APH yield associated with them; therefore, RMA will not provide an RMA Guarantee Basis for these crops. For crops covered with these plans of insurance, the SURE crop guarantee calculation will use the following:

- RMA acres determined eligible according to Part 4
- assigned 100 percent of CEY
- assigned 100 percent of NAP price
- RMA policy coverage levels
- RMA policy price elections
- *--all adjustment factors used for NAP apply (PP, UH, and LP).

Note: RMA guarantee adjustment codes and factors do not apply (Option Code/Factor, Guarantee Reduction Code/Factor, Stage Code/Factor, and Multiple-Cropping Code/Factor).--*

162 Insured Crops (Continued)

C Crops With No RMA Established Yield (Continued)

Plans with no RMA established yield include, but are **not** limited to:

- Apiculture-RI (Plan Code 13)
- Apiculture-VI (Plan Code 14)

Notes: Use the number of colonies determined eligible according to Part 4 and recorded on FSA-578, according to 1-NAP.

--See subparagraphs 163 A for honey NCT price and 63 B for honey NAMP.--

- Dollar Amount of Insurance (Plan Code 50)

Note: Raisins are covered under Plan Code 50; however, RMA is providing an RMA Guarantee Basis. County Offices are instructed to follow paragraph 309 for raisins.

- Fixed Dollar (Plan Code 51)
- Yield-Based Dollar (Plan Code 55)

Note: Hybrid seed policies are insured under Yield Based Dollar Amount of Insurance (Plan Code 55). **Do not use any NAP guarantee adjustments like other crops in this group.** State Offices shall establish CEY and price according to paragraph 62. SIR will provide:

- acres, **female acres only**
 - coverage level
 - price election percentage
 - all guarantee reductions.
- AGR-Lite (Plan Code 61)
 - AGR (Plan Code 63)

Notes: AGR and AGR-Lite policies insure the revenue of the entire farm, rather than individual crops. Since AGR and AGR-Lite policies cover all eligible SURE crops, the individual crop guarantees will be calculated as insured crops using the provisions in subparagraph 156 A, with the exception that eligible crop acres will be determined from the automated FSA-578.

Individual crops within the AGR and AGR-Lite policies may also be insured separately with an MPCCI policy or covered by NAP. In such an instance, those crops will be **excluded** from the AGR and AGR-Lite policy. The crop guarantee will be calculated separately for individual crops based on the plan of insurance or NAP coverage obtained, as follows:

- for insured crops, follow procedure for applicable MPCCI plan code obtained
- for NAP crops, follow paragraph 163.

201 Production (Continued)

L Production Not to Count for SURE

Production from ineligible acreage will **not** be included in the production to count. Production from ineligible acreage includes the following:

- assigned production because of late-planting for NAP covered crops

Note: Follow procedure in paragraph 64 to compute a guarantee adjustment factor that will be applied to the guarantee to account for the late-planting.

- production from acreage that is uninsurable or ineligible for NAP

Note: If in SIR RMA Data Section, “A” (Acreage) Record, “Zero Acre” field, there is “U”, the acreage is uninsurable.

- production from any crop that is not eligible for a risk management plan (NAP or RMA) of protection
- production from any crop with IU of grazing
- production from any other acreage determined to be ineligible for SURE
- production from crops elected as *de minimis*
- production from subsequent crop acreage determined ineligible acreage
- short rate crops
- production from by products, for example, straw, stalks, stover, etc.

M Multiple Market Crops With Unsold Production

HMP’s shall be established for multiple marketed crops according to subparagraph 65 B. HMP’s will apply to the production of multiple marketed crops when any of the following occur:

- appraisals are submitted as production evidence
- producers certify production
- production is currently in storage
- maximum average loss levels are used
- the total production is provided without a determination of market.

***--Note:** HMP’s will **not** apply to multiple market crops that have guarantees and losses figured on fresh; for example, RMA apples insured with fresh types 111, 114, and 115. See subparagraph 307 E.--*

202 Unavailable RMA Production Data

A FCIC and MPCIC Settlement Sheets

*--If losses for insured crops are **not** reflected on SIR (Exhibit 4), producers may provide the--* following production evidence from FCIC or reinsured companies:

- loss adjustment settlement sheet
- copy of an official appraisal document from a certified LA.

Note: LA working papers are **not** acceptable.

B Disputed RMA Data

If RMA data is disputed by the producer, the County Office shall advise the producer to contact their crop insurance agent or the County Office may request assistance from the applicable RMA Regional Office through the State Office.

206 Grass for Seed Also Harvested as Forage**A Overview**

Typically, grass intended for seed will be cut for hay at least once before harvest for seed. The residual from the seed harvest will usually be baled for hay. RMA will only allow one IU to be covered by an insurance policy and 2-CP only allows only one IU for this situation. Generally, a seed producer must be certified and the producer will usually elect to cover their grass seed harvest rather than forage.

B IU

For the SURE Program, only a single IU for the acreage will be included in the SURE calculation. Any other IU of the crop on the same acreage will **not** be eligible for SURE and will **not** be counted in the guarantee or revenue.

Notes: If more than one IU on the same acreage exists, the participant will choose which IU will have SURE benefits. **All** eligibility requirements apply.

All NAP payments and insurance indemnities received, regardless of IU, count as revenue.

***--207 Sugar Beet Provisions**

A Conversion to Standardized Tons

Sugar beet production data obtained from RMA, whether on a loss or yield record, has already been adjusted to standardized ton. Therefore, no additional adjustment because of sugar content is necessary.

For producers without RMA production data, an adjustment to standardized tons **must** be made according to subparagraphs B through D.

B Adjustment Procedure

Production that meets the minimum acceptable standards contained in the sugar beet processor contract or corporate resolution **must** be converted to standardized tons. County Offices shall calculate standardized tons for sugar beets meeting the maximum acceptable standards by completing the following steps.

Step	Action
1	Divide the average percentage of raw sugar by the raw sugar content percentage shown in the Federal Crop Insurance Policy “Special Provisions” for the administrative county, for the applicable disaster year.
2	Multiply the result from step 1, rounded to 3 places, times the number of tons of sugar beets meeting the minimum acceptable standard.

C Raw Sugar Percentage

The average percentage of raw sugar will be determined from tests performed by the processor at the time of delivery.

If the individual tests of raw sugar content are **not** made at the time of delivery, the average percent of raw sugar may be based on the results of previous tests performed by the processor during the crop year, if it is determined that these results are representative of the total production. If not representative, the average percent of raw sugar will equal the raw sugar content percent shown in the Federal Crop Insurance Policy “Special Provisions” for the administrative county.--*

*--207 Sugar Beet Provisions (Continued)

D Adjustments to Production Not Meeting Minimum Standards

Production appraised after the earliest delivery date that the processor accepts harvested production and that does **not** meet the minimum acceptable standards contained in the sugar beet processor contract because of an eligible cause of loss, will be converted to standardized tons. County Offices shall calculate standardized tons for sugar beets **not** meeting the maximum acceptable standards by completing the following steps.

Step	Action
1	Divide the gross dollar value of all of the damaged sugar beets (including the value of cooperative stock, patronage refunds, etc.) by the average local market price per pound, as determined by COC for the year of the application.
2	Divide the result of step 1 by 2,000 lbs.
3	Divide the result of step 2 by the county average raw sugar factor contained in the RMA Crop Insurance, "Special Provisions" for the administrative county and applicable disaster year.

Example: The total dollar value of the damaged sugar beets is \$6,000.00.

The local market price is \$0.10.

The county average raw sugar factor is 0.15.

The amount of production to count would be calculated as follows:

$$\begin{aligned}
 & \$6,000 \div \$0.10 = 60,000 \text{ lbs.} \\
 & 60,000 \text{ lbs} \div 2,000 \text{ lbs/ton} = 30 \text{ tons} \\
 & 30 \text{ tons} \div .15 = 200 \text{ tons (production to count).--*}
 \end{aligned}$$

--207 Sugar Beet Provisions (Continued)*E Location of RMA Special Provisions**

The RMA Sugar Beet Special Provisions that contains the county average raw sugar factor for the administrative county may be obtained from the RMA web site as follows.

Step	Action
1	Access the RMA public Internet web site at http://www.rma.usda.gov/ .
2	Under "Browse by Subject", CLICK " Information Browser ".
3	Under Information Brower", CLICK " Actuarial Document Browser, before Reinsurance Year 2011 ".
4	On "Information Brower", under "Actuarial Document Browser", CLICK " Form-Based (user friendly) Actuarial Documents ".
5	On the Risk Management Agency's Actuarial Document Selector System Screen, CLICK " Crops ".
6	On the Actuarial Document Selector by Crop Screen, from the "Crop" drop-down menu, select " Sugar Beets (0039) ".
7	From the "STATE" drop down menu, select applicable State.
8	From the "COUNTY" drop down menu, select applicable county.
9	From the "INS PLAN" drop down menu, select " APH (90) ".
10	From the "DOC TYPE" drop down menu, select " SPEC PROV (XXXX) " for the applicable year.

--*

*--207 Sugar Beet Provisions (Continued)

E Location of RMA Special Provisions (Continued)

The following is an example showing where the raw sugar content factor expressed in a percentage can be found in the document produced from the steps in the table in this subparagraph.

```

10/17/2008 COUNTY ACTUARIAL TABLE PAGE 1

SPECIAL PROVISIONS OF INSURANCE
2009 AND SUCCEEDING CROP YEARS

ST: NEBRASKA (31) CROP: SUGAR BEETS (0039)
CO: Scotts Bluff (157) PLAN: APH (90)

THE SPECIAL PROVISIONS OF INSURANCE IS THE PART OF THE POLICY THAT CONTAINS
SPECIFIC PROVISIONS OF INSURANCE FOR THE INSURED CROP IN THIS COUNTY.
-----
INSURABLE TYPES AND PRACTICES:
TYPE(S) PRACTICE(S)
-----
(997) No Type Specified (002) Irrigated
-----
PROGRAM DATES FOR INSURABLE TYPES AND PRACTICES:
SALES EARLIEST          FINAL ACREAGE PREMIUM
CLOSING          PLANTING          PLANTING REPORTING          BILLING
-----
TYPE(S) PRACTICE(S)
-----
(997) No Type Specified (002) Irrigated
03/15/2009  04/01/2009  05/20/2009  06/30/2009  10/01/2009
-----
CROP STATEMENT(S):
Contact your agent regarding possible premium discounts, options,
and/or additional coverage that may be available.

Raw sugar content percentage for use in adjusting harvested production or
unharvested production that is appraised after the earliest delivery
date that the processor accepts harvested production as provided in the
Sugar Beet Crop Provisions: 16.3 percent.

Rotation requirements: In accordance with Section 8 (a) (1) of the Sugar
Beet Crop Provisions, insurance will not attach to any acreage on which
sugar beets were grown the preceding crop year unless the following
requirements apply:

```

--*

208-230 (Reserved)

262 Actual Crop Value (Continued)

C Determining the Actual Crop Value for Value-Loss Crops

Revenue for value loss crops is the total value of inventory immediately following the eligible disaster known as FMV B. NAMP's and quality adjustment factors will **not** apply to value loss crops. When determining the value of inventory immediately after the disaster (FMV B), the same wholesale prices used to calculate the value of inventory immediately before the disaster for calculating guarantee will be used. Any crop inventory sold during the disaster, as well as any ineligible losses, **must** be included in calculating the value of inventory immediately after the disaster for FMV B.

For insured value loss crops, revenue will be determined based on the value of inventory determined immediately after the disaster as provided by RMA on SIR (Exhibit 4) as FMV B.

Note: For 2008, crop insurance was only available for nursery and clams. Producers having an insurance policy for nursery and clams are required to report all losses, regardless of significance, to the insurance provider. If a producer has crop insurance and has not filed a notice of loss and now files FSA-682, Part A, "Unreported Disaster Events" for SURE purposes, the loss is not eligible for SURE. The value of inventory immediately before and after the disaster will not be included in calculating guarantee or revenue.

For NAP crops that suffered a qualifying loss the value of inventory calculated immediately after the disaster is known as FMVB. This will be used in determining crop revenue. That value will be included on SIR as FMV B.

For value loss crops that either did not suffer a qualifying loss under NAP, or were waived-in and there is no record of the value immediately after the eligible disaster, producers must provide verifiable and reliable evidence that shows the inventory immediately after the disaster. Producers must identify the disaster and dates of the disaster for the qualifying losses in FSA-682, Part A. COC shall verify that the disaster did occur on the dates submitted. County Offices shall follow 1-NAP in assisting producers in documenting the value of the inventory immediately after the disaster as FMV B.

Note: Only value loss crops showing a loss are to be loaded into the SURE * * * Workbook.

263 Payments Included in Total Farm Revenue

*--A DCP and ACRE Direct, DCP CC, and ACRE Payments

Fifteen percent of the total direct payments, including direct payments associated with DCP and ACRE, will be included in calculating total farm revenue. The total DCP CC--* payments will be included, as well as the total amount of ACRE payments.

Notes: This will include DCP and ACRE payments for crops that are not eligible for SURE.

There were **no** 2008 ACRE payments.

Example: Producer A had wheat acreage fail that was subsequently planted to cotton. Since wheat and cotton are not recognized as a normal double cropping practice the cotton acres subsequently planted after wheat are not eligible for SURE. Even though some cotton acres may not be eligible for SURE, if DCP or ACRE payment for cotton was issued, the payment will be counted as revenue when determining total farm revenue.

100 percent of the CC and ACRE payments earned for the applicable crop year must be included in total farm revenue.

Example: Producer A received CC payment in 2008 for a 2007 crop. Since this payment was not for a 2008 crop, the CC payment would not be included in the 2008 total farm revenue. If Producer A received a CC payment in 2009 for a 2008 crop, this payment would be included when calculating the 2008 total farm revenue.

B Market Loan Gains, Market Certificates, and LDP's

The total dollar value of market loan gains from commodity loans, LDP's, and commodity certificates will be included in the total farm revenue. This includes market gains and LDP's received on commodities and or acreage that are not eligible for SURE.

Examples: Producer B has received LDP for wool and mohair. Even though livestock are not included under SURE, LDP received for wool and mohair will be included in determining total farm revenue.

Producer C had wheat acreage fail that was subsequently planted to corn. Producer C received a LDP for corn. Since wheat and corn are not recognized as a normal double cropping practice the corn acres subsequently planted after wheat are not eligible for SURE. Even though some corn acres may not be eligible for SURE, LDP for corn will be counted as revenue when determining total farm revenue.

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities

Crop insurance indemnities received for all crops for which a producer has an interest will be counted as revenue for determining total farm revenue. Indemnities received may include indemnities for crops or acreage that is **not** eligible for SURE.

Example: Producer D has PRF-RI policy for grazed forage for which an insurance indemnity was received because of the lack of rainfall. Even though SURE does **not** include grazed forage as an eligible crop, the insurance indemnity received under PRF policy will be included in determining total farm revenue.

RMA provides the indemnity (GROSS INDM) through SIR on the loss record (REC TYP L) for each crop policy and unit as determined by RMA. RMA does not provide a loss record if an indemnity was not earned.

RMA also provides the unsubsidized producer paid premium (PROD PREMIUM) through SIR on the acreage record (REC TYP A) for yield based and value loss crops.

For SURE purposes, FSA shall manually calculate the net indemnity for each producer that received an indemnity from RMA by administrative county. This will be entered into the ***--SURE Workbook on the Data Entry Screen, under the Other Payment Amounts Section, "RMA (Crop Ins.) Indemnities" field (see subparagraph 515 D for 2008). For 2009, load premiums and indemnities according to subparagraph 575 D. The net indemnity will be calculated by the SURE Workbook.--***

This will be accomplished by adding together all of the gross indemnities provided for a producer per administrative county through the loss records. **Negative numbers will be included in this sum.**

In addition, all producer paid premiums for a unit that earned an indemnity will be summarized. This will be accomplished by associating each loss record with an acreage record. There will be situations where there are several acreage records provided by RMA for the county/crop/type/practice/plan/share/unit/coverage category. If there is a loss associated with **any** of the acreage records the **entire** producer paid premiums associated with the unit will be included in the sum.

Example: A unit may have 3 acreage records because some of the acreage was timely planted, some was late planted, and some was prevented planted. However, only the prevented planted acreage record earned an indemnity. In this example the producer paid premiums included with the timely planted and late planted acreage that did not earn an indemnity will be included in the total.

It is reiterated that **only** producer paid premiums for a unit that earned an indemnity will be included in the sum. All producer paid premiums that are provided through the acreage record for a unit that did not earn an indemnity will not be included in this total (producer paid premiums will not be provided on value loss crops if the unit did not earn an indemnity).

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

The total of all producer paid premiums that are associated with loss records, per producer, per administrative county, will be subtracted from the total of all gross indemnities, per producer, per administrative county to calculate the net indemnity. It is reiterated that all SURE ineligible crops will be included in both of these totals. **If the difference is a negative number the net indemnity will be zero.**

Notes: For 2008, see paragraph 520 for using the RMA Net Indemnity Calculator

--For 2009, see subparagraph 575 G for loading premiums and indemnities into the-- SURE Workbook.

Use the following to calculate net indemnity.

Step	Action
1	Determine all RMA crop data for the administrative county. Notes: SIR will provide records by RMA location State/county. In some instances, data for land administered in another location county would have to be requested for that administrative county.
2	For each producer, each loss record that is associated with each FSA administrative county will have to have the applicable acreage records matched. The gross indemnities and applicable producer paid premiums must be identified for all crops. Notes: The records are provided by RMA crop/type/practice/plan/share/unit/coverage category. There may be 1 or more acreage records associated with each loss record or there may be 1 or more loss records associated with each acreage record.
3	Each gross indemnity on the loss records from step 2 will be summed and each applicable unsubsidized producer paid premium that matches the loss records will be summed. Note: Producer paid premiums on acreage records for a unit that does not have a loss will not be included in this sum.
4	The sum of the producer paid premiums will be subtracted from the sum of the gross indemnities.
5	The difference is entered into the SURE Workbook "RMA (Crop Ins.) Indemnities" field. Note: If this difference is negative, enter zero.

263 Payments Included in Total Farm Revenue (Continued)**I CAP Payments**

[7 CFR 760.708] Any CAP payment issued to a producer will be considered farm revenue for 2009 SURE.

The regulation authorizing CAP specifically states that CAP payments will be counted as revenue for the producer under the 2009 SURE.

Example: Producer A applied for 2009 SURE. Producer A received a \$1,562 CAP payment. Regardless of what crop or crops Producer A included on FSA-682, or what crops for which CAP payments were issued, the \$1,562 CAP payment will be included in the total farm revenue as an “other disaster benefit”.

***--J SURE Report of FSA Payments**

For 2009 and subsequent SURE crop years, payments included in the total farm revenue according to subparagraphs 263 A (DCP and ACRE), 263 B (market certificates and LDP’s), and 263 E (NAP payments) will be provided on the SURE Report. The SURE Report is generated through FWADM and can be viewed in either detail or summary.

Notes: It is important that County Offices use FWADM for gathering information on these FSA payments. Other reports used to generate these program payments may result in inaccurate program payments for the crop year.

Market loan gains for CMA’s will still be displayed on SIR.

County Offices shall run the SURE Report as instructed in paragraph 583 for each producer or entity for which a SURE payment calculation is determined. For multi-county producers **only**, the recording county that initiates the final merged SURE Workbook to calculate a payment shall run the report. The recording county will then enter all of the payments mentioned in this subparagraph, from all States/counties, that the SURE applicant received.

Note: Market loan gains for CMA’s that are displayed on SIR will continue to be entered by each county for multi-county producers, because these are included on FSA-682 for producer certification and COC approval.

County Office will run an updated SURE Report any time additional payments are issued or payments are refunded for the programs mentioned in this subparagraph for the crop year matching FSA-682 crop year. If a producer is multi-county, County Office shall e-mail the updated report to the recording county. Overpayments will require a refund and underpayments will require an additional payment. All payments included in the total farm revenue issued or refunded, after issuance of a SURE payment, **must** be addressed.--*

264-290 (Reserved)

Part 10 Adjusting RMA Data**291 Overview****A Background**

Data from RMA may not match FSA records. The basic rule is that RMA data shall be used, provided it meets the requirements of the SURE Program. COC's must use the most accurate data and, if warranted, make changes to RMA data only for the situations addressed in this paragraph. These changes may affect SURE data elements. All changes must be supported by documentation and kept in the producer's file.

COC's must:

- determine each producer's eligibility according to Part 2, with special emphasis on subparagraph 35 I
- determine producer of record
- ensure that an eligible producer has an ownership share and risk in the crop
- review all available data to determine whether crops are considered initial or subsequent crops for SURE eligibility according to Part 4.

***--Note:** To factor (adjust) RMA data by eligible acres, stage, or share, see paragraph:

- 519 for 2008
- 579 for 2009.--*

291 Adjusting RMA Data (Continued)

B RMA Data Elements That May Need To Be Adjusted

The following 7 RMA data elements may need to be adjusted if share and/or acreage data do not match.

Element	Abbreviation on *--SIR--*	Reason for Adjustment
Acres	ACRES	Not all acres are initial or planted in an approved double cropping area.
Guarantee Basis	GUAR BASIS	Need to adjust if acres and/or share differ.
Gross Indemnity	GROSS INDM	Only adjust if shares differ.
Producer Premium	PROD PREMIUM	Only adjust if shares differ.
Production to Count	PROD TO COUNT	Only adjust when acres differ.
Share	SHR	Can be adjusted when an RMA exception is met according to subparagraph 35 I.
Stage	STAGE	Only adjust from "UH" (unharvested) to "H" (harvested).

Note: Always use reported acres to determine ratio between RMA and FSA acres.

292 Types of Discrepancies Between FSA and RMA Data

A Producer of Record Discrepancies

The only person or entity eligible for SURE is the producer of record who has a risk and ownership share in the crop and meets all the requirements of Part 2.

If the producer of record provided by RMA does not match FSA records, then COC shall determine the correct producer of record to use for SURE.

If the producer of record meets 1 of RMA's approved exceptions according to subparagraph 35 I, where 1 producer can insure another producer's share, then proceed to subparagraph C.

Notes: Situations have been discovered where the producers between FSA and RMA do not match.

Example: 2008 FSA records show 100 percent for the JV and RMA records show 2 individuals with 50/50 shares.

Managers Bulletin 08-008 issued by RMA, allows the record to be corrected in the subsequent year. In these situations, the entity will be eligible for SURE.

These discrepancies shall be documented by 1 of the following methods:

- written statement from the insurance agent
- documented on AD-2007.

292 Types of Discrepancies Between FSA and RMA Data (Continued)

A Producer of Record Discrepancies (Continued)

If the producer of record does not meet 1 of the exceptions and is:

- incorrect on FSA records, then correct records according to 1-CM and process FSA-682's using the correct producer of record

Note: Changing the producer of record may affect the producer's eligibility for other programs including past program payments.

- correct on FSA records, then the following are applicable:
 - the producer is not eligible for SURE because the producer of record with RMA does not match the producer of record reported to FSA
 - advise the producer to notify the crop insurance company; if the crop insurance company will change the producer of record to match the correct producer of record reported to FSA, then FSA will re-consider the producer's FSA-682
 - notify RMA using AD-2007 according to 4-RM, Exhibit 6.

B Share Discrepancies

RMA data may show producer shares that differ from FSA. If shares differ, then COC shall determine:

- the producer's actual share in the crop, or what the share would have been if the crop had been produced
- if the FSA recorded share is correct; is the share difference because of an RMA exception according to subparagraph 35 I
 - if yes, see subparagraph C
 - if no, notify RMA using AD-2007 according to 4-RM, Exhibit 6

Notes: A revised RMA Guarantee Basis must be forwarded to FSA based on the producer's correct share in the crop for the applicable year.

In cases where the share between RMA and FSA are different, and there will be an increase in liability, RMA will not:

- correct RMA data
- provide FSA a revised guarantee basis.

County Offices are **required** to submit AD-2007 to RMA; however, County Offices will be able to process the SURE application without RMA concurrence of share, as long as SURE guarantee reflects the lesser of RMA *--share or FSA share, following the procedure in subparagraph 519 F for 2008 or subparagraph 579 F for 2009.--*

292 Types of Discrepancies Between FSA and RMA Data (Continued)

B Share Discrepancies (Continued)

- if the RMA recorded share is correct, correct FSA records.

Note: If COC determines a producer incorrectly reported shares to FSA, then COC shall review other program payments to determine the producer’s eligibility for those payments.

Example #1: Correct FSA Shares

Joe has a crop insurance policy with a 75 percent share. FSA records list Joe as having a 67 percent share. The County Office determines that FSA records are correct which indicate Joe having a 67 percent share. The following steps shall be completed before Joe can receive a potential SURE payment.

Step	Action
1	Submit AD-2007 to RMA according to 4-RM, Exhibit 6, identifying the share discrepancy and wait for a response.
2	Once RMA agrees, a revised RMA Guarantee Basis will be sent to FSA for plans that RMA provides a guarantee basis, with updated share, indemnity and premium.
3	Use the revised guarantee basis to determine a potential SURE payment.

Example #2: Correct RMA Shares

Joe has a crop insurance policy with a 75 percent share. FSA records list Joe as having a 67 percent share. The County Office determines that RMA records are correct which indicate Joe having a 75 percent share. The following steps shall be completed before Joe can receive a potential SURE payment.

Step	Action
1	Correct FSA share to match RMA share.
2	*--Use share reported by RMA on SIR to determine a potential SURE payment.--*
3	Review other program payments to determine the producer’s eligibility for those payments.

292 Types of Discrepancies Between FSA and RMA Data (Continued)

B Share Discrepancies (Continued)

If the RMA share is incorrect:

- the guarantee must be based on the lesser of the RMA share or the FSA share
- revenue must be based on the FSA share.

Note: The Factoring RMA Data by Share Differences Tool has been developed for cases when FSA shares and RMA shares do not match and it is not a result of the exception in subparagraph 35 I. Procedure for the new tool is provided in subparagraph 519 F.

*--Policy for factoring RMA data by share differences is provided in subparagraph:

- 519 C for 2008
- 579 C for 2009.

The Factoring RMA Data by Share Differences Tool shall **not** be used when the share discrepancy **is** a result of 1 of the exceptions in subparagraph 35 I. Instructions for using the Factoring RMA Data by Share Tool, when there are differences between RMA and FSA shares and they **do** not meet the exception, are provided in subparagraph:

- 519 C for 2008
- 579 C for 2009.--*

C RMA Data Adjustments for RMA Exceptions

A producer meeting 1 of the exceptions listed in subparagraph 35 I must have the following data elements adjusted according to their share:

- RMA Guarantee Basis
- share
- indemnity
- premium.

No other RMA data elements listed in SIR RMA Data Section are adjusted for SURE when only the share is different.

All RMA exceptions meeting the requirements of subparagraph 35 I must be supported by documentation and kept in the producer's file. The producer meeting 1 of the exceptions must be listed as having SBI in SIR RMA Data Section.

292 Types of Discrepancies Between FSA and RMA Data (Continued)

C RMA Data Adjustments for RMA Exceptions (Continued)

--The following examples demonstrate when to adjust specific data elements from the SIR-- RMA Section.

Example 1: RMA Exception

Husband A signs a crop insurance policy using his name and TIN. Both husband and wife are covered by the policy. The husband lists his wife as having SBI. FSA records list the husband and wife as having a 50/50 share. For SURE, the wife meets RMPR because RMA allows a spouse to insure the other spouse's share using 1 of their TIN's.

The husband and wife must file their own applications as each is producers of record.

The RMA data for the husband must be adjusted by 50 percent to account for the wife's share. For RMA plan codes (12, 13, 14, 25, 41, 42, 44, 45, 46, 50 (Nursery only), 73, 86, 90, 92, 96), adjust the following elements.

Element	Abbreviation *--on SIR--*	RMA Data Currently Shows	Reason for Adjustment
Acres	ACRES	81	Not applicable for these plan codes because the RMA Guarantee Basis is provided. Note: Acres are always gross.
Guarantee Basis	GUAR BASIS	\$5,000	Multiply Guarantee Basis by revised share (0.5000), that is \$5,000 x 0.5000 = \$2,500.
Gross Indemnity	GROSS INDM	\$4,000	Multiply Gross Indemnity by revised share (0.5000), that is \$4,000 x 0.5000 = \$2,000.
Producer Premium	PROD PREMIUM	\$800	Multiply Premium by revised share (0.5000), that is \$800 x .500 = \$400.
Production to Count	PROD TO COUNT	54	Production will be entered into the SURE * * * Workbook in its entirety as it is always gross.
Share	SHR	1.000	Adjust to 0.500 (1.000 x 0.5000 = .500).
Stage	STAGE	H	Does not change.

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 2: PRF With NAP

Producer has a PRF-RI policy and NAP coverage. NAP covers all perennial forage acres within the pay crop/pay type that may include PRF acres. To determine which NAP acres will be used to calculate guarantee, subtract PRF acres from FSA-578 eligible perennial forage acres.

How to Calculate PRF Policy With NAP	
Guarantee	<p>Guarantees for PRF and NAP acreages must be individually calculated; for:</p> <ul style="list-style-type: none"> • PRF, use RMA’s guarantee basis as provided • NAP, calculate eligible acres (FSA-578 acres – PRF acres) x price x yield *--x .50 x 1.00 x adjustment factors x share.--*. <p>Notes: If PRF and NAP acres match, use PRF acres for guarantee.</p> <p style="text-align: center;">The price and yield are provided in Exhibit 20.</p>
Expected Revenue	<p>Expected revenues for PRF and NAP must be individually calculated; for:</p> <ul style="list-style-type: none"> • PRF, calculate according to subparagraph 182 A • NAP, calculate eligible acres (FSA-578 acres – PRF acres) x price x yield x share. <p>Note: The price and yield are provided in Exhibit 20.</p>
Net Production	<p>Production will count from all perennial forage production for the county (producer must provide according to subparagraphs 201 G through J). The production will be prorated by the ratio of PRF to NAP acres.</p> <p>Example: Producer A has 250 acres of forage in County B. It is determined that 200 acres are PRF-RI. Producer A also has NAP coverage.</p> <p>Producer A submits production records for all forage in County B that equal 625 tons; $625 \text{ ton} \div 250 \text{ acres} = 2.5 \text{ tons per acre}$; for:</p> <ul style="list-style-type: none"> • PRF production: $200 \text{ acres} \times 2.5 \text{ tons per acre} = 500 \text{ tons}$ • NAP production: $50 \text{ acres} \times 2.5 \text{ tons per acre} = 125 \text{ tons}$. <p>Note: Perennial forage production from first year seeding is excluded.</p>

304 Pasture, Rangeland, and Forage (PRF) (Continued)

F Calculating SURE Guarantee for PRF (Continued)

Table 3: PRF Policy With a Waiver

If a producer has PRF, RMPR is met for all perennial forage. If a producer did obtain a waiver, acres shall be determined using FSA-578. To determine which waiver acres will be used to calculate guarantee, subtract eligible PRF acres from FSA-578 eligible forage acres.

How to Calculate PRF Policy With a Waiver	
Guarantee	<p>Guarantees must be individually calculated for PRF and waivers. For:</p> <ul style="list-style-type: none"> • PRF, use RMA’s guarantee basis as provided * * * • waivers, eligible acres (FSA-578 acres – PRF acres) x price x SURE yield x .65 x .70 x 1.00 x adjustment factors x share * * *. <p>Notes: The price and yield are provided in Exhibit 20.</p> <p style="text-align: center;">A 65 percent factor is applied when assigning yields for waivers.</p>
Expected Revenue	<p>Expected revenues for PRF and waivers must be individually calculated. For:</p> <ul style="list-style-type: none"> • PRF, calculate according to subparagraph 182 A • waivers, calculate eligible acres (578 acres – PRF acres) x price x yield x share. <p>Note: The price and yield are provided in Exhibit 20.</p>
Net Production	<p>All perennial forage production for the county (producer must provide according to subparagraphs 201 G through J).</p> <p>All production may be entered into the workbook on 1 line entry for either PRF guarantee or waiver or may be split out by line entry. County Office preference.</p> <p>Note: Perennial forage production from first year seeding is excluded.</p>

304 Pasture, Rangeland, and Forage (PRF) (Continued)

I SIR

RMA will provide a guarantee basis on SIR for PRF policies. SURE eligible PRF policies can be identified as, "type 063 hay land". Grazing land, "type 064" is **not** eligible for SURE.

* * *

The following is an example of a PRF SIR; **only** Interval I had a loss. There are 500 PRF acres; 250 from Interval I and 250 from Interval II.

*--

REC	CROP	TYPE	PRACTICE	PLAN	SHR	UNIT	COVERGE	CAT/LVL	PRICE	ELC	PCT
TYPE	0088	063 Hay land	221 Index Interval I	13	1.000	0100	A	0.9000	1.0000		
Pasture, Rangeland, Forage											
A	Acres:	250.00	ZERO ACRE:		PRICE:	61.0000	GUAR BASIS:	782	UOM:	DOL	
	Yield:	2.47	GUAR REDUC CDE:		GUAR REDUC FCTR:	0.000	PROD PREMIUM:	511	GRID ID:	00014917	
	ADJ APH:	0.00	OPTION CD:		OPTION FACTR:	1.0000	WRN AGMT:	PLANT DATE:	00-00-0000		
	WTD ADJ YLD:	0.00	LOC ST/CTY:	00/000	FSN:		AGR:	N	UPDATE DATE:	12-17-2009	
L	STAGE:	FL	STAGE FCTR:	1.0000					PRICE:	0.0000	
	UOM:	DOL	ACRES:	250	PROD TO COUNT:		GROSS INDM:	2,713	GLEANED ACRE:		
			MULTI CROP CDE:	NS	MULTI CROP FCTR:	1.0000			UPDATE DATE:	03-01-2010	
REC	CROP	TYPE	PRACTICE	PLAN	SHR	UNIT	COVERGE	CAT/LVL	PRICE	ELC	PCT
TYPE	0088	063 Hay land	222 Index Interval II	13	1.000	0100	A	0.9000	1.0000		
Pasture, Rangeland, Forage											
A	Acres:	250.00	ZERO ACRE:		PRICE:	61.0000	GUAR BASIS:	782	UOM:	DOL	
	Yield:	2.47	GUAR REDUC CDE:		GUAR REDUC FCTR:	0.000	PROD PREMIUM:	511	GRID ID:	00014917	
	ADJ APH:	0.00	OPTION CD:		OPTION FACTR:	1.0000	WRN AGMT:	PLANT DATE:	00-00-0000		
	WTD ADJ YLD:	0.00	LOC ST/CTY:	00/000	FSN:		AGR:	N	UPDATE DATE:	12-17-2009	

--*

J Entering PRF in the SURE Workbook

PRF policies should be entered in the SURE Workbook with crop name "PRF". MPC I policies should be entered using the applicable FSA crop name and type for which the insurance was obtained. For NAP or waivers, since PRF does **not** capture specific crop types included under PRF policy, the County Office shall select 1 forage crop and type for **all** remaining forage acres that will be loaded as NAP or a waiver.

305 Sweet Potatoes**A Background**

Sweet potatoes are insured under APH – Alternatively Rated (Plan Code 92). Sweet potato policies have a price established for the crop insurance guarantee; however, when a portion of the planted acreage is unharvested, a lower price is used to calculate the indemnity. Sweet potato policies with a portion of the planted acreage unharvested **require** additional clarification and action.

Sweet potatoes will be loaded into the SURE * * * Workbook just like all other insured APH yield-based crops when there are no “L” (Loss) Records **and** when the prices on the “A” (Acreage) Record and the corresponding “L” (Loss) Record are equal. County Offices shall use the RMA Guarantee Basis and other RMA data as provided in SIR RMA Section.

Note: Prevented planting coverage for sweet potatoes is not available.

Starting with 2008, sweet potatoes are insured for fresh market consumption, but cover production for fresh and processed sales and basically count tuberous roots 1 1/2 inches in diameter or larger and firm. Sweet potatoes planted solely for processing are **not** insurable. Production to count **must** be provided by the producer. If production evidence indicates that some production was sold for fresh and some for processed, counties will need to follow guidance in subparagraph G.

305 Sweet Potatoes (Continued)

G Sweet Potato Production (Continued)

HMP's are to be established for multiple marketed crops as instructed in subparagraph 65 B. For appraisals that are completed and submitted for production evidence, these HMP's shall be applied. HMP's shall also apply to certified production or the maximum average loss levels for producers that are unable to submit production records and certify to their production.

When a producer provides production evidence that includes both fresh and processed sales, or when HMP's apply to appraised or certified production, production to count **must** be entered on separate lines in the SURE Workbook. This will allow entering fresh and processed production to be associated with the correct NAMP to calculate SURE revenue correctly. When this is necessary, County Offices shall:

- enter all production to count that was marketed as fresh on the same line as the RMA Guarantee Basis, as determined in subparagraph E, using NAMP for fresh sweet potatoes
- enter all production to count that was marketed as processed using NAMP for processed sweet potatoes, on a new line, with the following guidance about which entries to load and which entries to load as zeroes

Item	Entry
Crop	"Potatoes Sweet".
IU	"PR".
Status Code	As applicable.
Practice	As applicable.
Acres	"0" (all acres were entered on the first line).
Producer Share	As applicable.
RMPR Code	"P".
Plan/Coverage Code	"92".
Stage Code	Leave blank.
Stage Code Adjustment	Leave blank.
Unit #	As applicable.
RMA Guarantee Basis	"0" (entered on first line).
Coverage Level	As applicable.
Price Election	As applicable.
Price	"0" (not needed to enter production).
Production to Count	Production to count for processed sales of sweet potatoes as provided by the producer.
2008 NAMP	Processed sweet potato NAMP.

- follow the balance of SURE Workbook procedure.

***--Note:** For the 2009 SURE Workbook, user shall enter indemnity and premium, if applicable, on the same line with guarantee basis.--*

--306 California and Arizona Citrus*A Background**

There are RMA APH policies that cover grapefruit, lemons, Mandarin oranges, Minneola tangelos, navel oranges, sweet oranges, Valencia oranges, and Orlando tangelos citrus crops in the States of Arizona and California. **Only** the fresh production is insured under these policies. Insurance is **not** available for the processed production.

B Guarantee

The RMA Guarantee Basis is based on the insured producer's APH for fresh **only**. This RMA Guarantee Basis will be provided by RMA.

Buy-ins for these policies will have their SURE guarantee calculated according to paragraph 126. However, CEY used in the guarantee calculation must be based on fresh **only** according to subparagraph 62 A. HMP's will **not** apply to the guarantee for buy-ins according to subparagraph 165 A as the SURE yield is for the fresh production **only**.

C Production

Because these plans of insurance only cover the percent of production historically sold as fresh, all the production for the crop is not included in the total crop value for SURE. There may be a portion of that production historically sold as fresh that may be marketed for processing. Therefore, production from RMA will **not** be used and producers will be required to submit production records as instructed in subparagraphs 201 G through J.

States shall establish HMP's for fresh production on these crops according to subparagraph 65 B. This historical marketing percentage will be used to prorate the production.

Example: Producer A in California has an RMA fresh only policy on navel oranges. Producer A submits verifiable and reliable production evidence of 1,000 boxes of production for the SURE farm. The California STC established HMP's of 85 percent fresh and 15 percent processing. Therefore, it can be determined that this producer would normally sell 850 boxes of the 1,000 boxes as fresh (1,000 boxes x STC historical marketing percentage of 85 percent).

Producer A's evidence also shows that of the 1,000 total box production, 450 boxes went to fresh markets and 550 boxes went to processed markets. The 450 boxes of actual fresh production will be subtracted from the 850 boxes. The remainder will be attributed to the processed production (850 boxes – 450 boxes = 400 boxes). The production to load for:

- fresh is 450 boxes
- processed is 400 boxes.--*

306 California and Arizona Citrus (Continued)

C Production (Continued)

With these polices there is only 1 line in the workbook for the guarantee. However, 2 lines are needed to account for the differences in NAMP for the fresh and processed production. County offices shall:

- enter all production to count that was determined as fresh on the same line as the guarantee basis, using the NAMP for fresh
- enter all production to count that was determined as processed using NAMP for processed , on a new line, with the following guidance about which entries to load and which entries to load as zeros

Item	Entry
Crop	As applicable.
Crop Type	As applicable
IU	“PR”.
Status Code	As applicable.
Practice	As applicable.
Acres	“0” (all acres were entered on the first line).
Producer Share	As applicable.
RMPR Code	As applicable.
Plan/Coverage Code	As applicable.
Stage Code	As applicable.
Stage Code Adjustment	Leave blank.
Unit #	As applicable.
RMA Guarantee Basis	“0” (entered on first line).
Coverage Level	As applicable.
Price Election	As applicable.
Price	“0” (not needed to enter production).
Production to Count	Production to count for processed production.
NAMP	Processed NAMP as applicable.

- follow the balance of SURE Workbook procedure.

--Note: For the 2009 SURE Workbook, user shall enter indemnity and premium, if applicable, on the same line with guarantee basis.--

307 Multiple Marketed Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus

A Background

Multiple market crops have unique characteristics in that the guarantee basis is calculated on the type of coverage obtained.

For all multiple marketed crops that have IU of fresh, total crop value will be determined with the fresh NAMP for all production. However, if a documented verifiable quality ~~condition~~ exists, processed production will be charged the processed NAMP. The processed and fresh production will be charged the fresh NAMP to determine total crop value, when a quality condition does **not** exist.~~--*~~

For all multiple marketed crops that have IU of processing, total crop value will be determined as the production records indicate the crop was marketed. All processed production will be charged the processed NAMP and all fresh production will be charged the fresh NAMP.

B NAP Covered Crops

The guarantee for multiple market crops covered under NAP will be calculated as instructed in paragraph 163. HMP's will apply to multiple market crop guarantees according to subparagraph 165 A.

If CCC-576 was filed for the crop, NAP production will be captured on CCC-576 according to subparagraph 201 F. If CCC-576 was not filed, production reported for APH purposes will not be used as this will not capture fresh and processed production. Producers will be required to bring in production records according to subparagraphs 201 G through J. When the County Office is not able to determine fresh and processed production, HMP's may apply according to subparagraph 201 M.

C Waived-Ins

The guarantee for multiple marketed crops that were waived-in will be calculated according to paragraph 164. HMP's will apply to multiple market crop guarantees according to subparagraph 165 A.

Producers will be required to bring in production records according to subparagraphs 201 G through J. When the County Office is not able to determine fresh and processed production, HMP's may apply according to subparagraph 201 M.

D RMA Insured Crops

All multiple market insured crops with APH, county, or producer yield, will have the RMA Guarantee Basis provided by RMA. See subparagraphs 162 A and B for plan codes.

All multiple market insured crops without an RMA yield will not have the RMA Guarantee Basis provided by RMA. See subparagraph 162 C for plan codes and calculating the guarantee.

307 Multiple Market Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus (Continued)

D RMA Insured Crops (Continued)

See subparagraph 165 A to determine whether HMP’s apply to the guarantee for the insured multiple market crop.

On most APH-based plans of insurance, multiple market crop loss records will have processed production converted to fresh. RMA APH’s on the “SY Acre” and “SY Yield” will not have a breakdown of fresh and processed production. Therefore, all RMA covered multiple market crops producers will be required to submit production records according to subparagraphs 201 G through J. When the County Office is not able to determine fresh and processed production, HMP’s may apply according to subparagraph 201 M.

Most RMA covered multiple market crops will only have 1 guarantee. However, NAMP is established by crop, type, and IU according to subparagraph 63 B. Multiple production line entries will be required in the SURE Workbook to capture the correct NAMP. County Offices shall:

- enter all production to count that was determined as fresh on the same line as the guarantee basis, using NAMP for fresh
- enter all production to count that was determined as processed using NAMP for processed, on a new line, with the following guidance about which entries to load and which entries to load as zeros

Item	Entry
Crop	As applicable.
Crop Type	As applicable
IU	“PR”.
Status Code	As applicable.
Practice	As applicable.
Acres	“0” (all acres were entered on the first line).
Producer Share	As applicable.
RMPR Code	As applicable.
Plan/Coverage Code	As applicable.
Stage Code	As applicable.
Stage Code Adjustment	Leave blank.
Unit #	As applicable.
RMA Guarantee Basis	“0” (entered on first line).
Coverage Level	As applicable.
Price Election	As applicable.
Price	“0” (not needed to enter production).
Production to Count	Production to count for processed production as provided by the producer.
NAMP	Processed NAMP as applicable.

- follow the balance of SURE Workbook procedure.

--Note: For the 2009 SURE Workbook, user shall enter indemnity and premium, if applicable, on the same line with guarantee basis.--

307 Multiple Market Crops, Excluding California and Arizona Citrus, Stone Fruit, and Florida Citrus (Continued)

E RMA Insured Apples, Types 111, 114, 115 (Fresh), Type 112 (Processing)

The guarantee provided from RMA is based on all production insured as:

- fresh under types 111, 114, and 115
- processing under type 112.

These guarantees will be used as provided from RMA.

Many producers with fresh types of coverage have part or all of their production produced for processing. Therefore, total crop value under these plans will be determined differently depending on the situation.

IF a quality condition is...	THEN....
present	County Offices shall follow subparagraph D to determine total crop value based on how the production was marketed using the applicable NAMP.
not present	producers must submit production records according to subparagraph D; however, total crop value will be determined based on NAMP for IU in determining the *--crop guarantee for fresh types 111, 114, and 115. Processing type 112 will have production entered for fresh and processed as applicable to production records.

Quality conditions must be documented with evidence on the producer’s production records (size, damaged, etc). Marketing conditions that change the marketing from historical are not an applicable quality condition.

Example 1: Producer A has 10 acres of common apples insured under a RMA fresh type of policy in County B. Producer A’s production records indicate 2,400 bu. apples produced: 800 bu. at fresh and 1,600 bu. at processed. Producer A’s production records also indicate that small size because of drought conditions sent the apples to a processed market. County B has determined that Producer A has a quality condition present that affected IU of the crop. In determining total crop value for the common apples 800 bu. will be charged the fresh NAMP and 1,600 bu. will be charged the processed NAMP.

Example 2: Producer C has 10 acres of common apples insured under a RMA fresh type of policy in County D. Producer C’s production records indicate 2,000 bu. apples produced: 800 bu. at fresh and 1,200 bu. at processed. Producer C’s production records do not indicate a quality condition present. County D has determined that a quality condition is not present. In determining total crop value for common apples all 2,000 bu. will be charged the fresh NAMP.--*

310 Avocados (Continued)

C Data Elements for Avocados on SIR

SIR for avocados will use the following RMA data elements from the “A” (Acreage) Record.

Element	Reference
Record Type	“A”.
CROP	“0019 Avocados”.
TYPE	As provided. Example, “055 Hass”.
PRAC	As provided.
PLAN	“46”.
SHR	As provided. (Compare as with other crops.)
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	As provided.
ZERO ACRE	As provided.
PRICE	Load, “\$1.01”.
RMA Guarantee Basis	As provided.
UOM	“LBS”.
YIELD	Not applicable.
ADJ APH	
WTD ADJ YLD	Note: County Offices shall leave these entries blank.
GUAR REDUC CDE	As provided.
GUAR REDUC FCTR	As provided.
PROD PREMIUM	As provided.
GRID ID	As provided.
OPTION CODE	As provided.
OPTION FCTR	As provided.
WRTN AGMT	As provided.
PLANT DATE	Not applicable.
LOC ST/CTY	As provided.
FSN	As provided.
AGR	As provided.
UPDATE DATE	As provided.

***--Note:** See subparagraph 3.5 C for data that may be used for calculating the 10 percent or 50 percent loss. In the SURE Workbook, when needed:

- CEY may be entered in the “County Exp. Yield” column
- 4-year average production may be entered in the “Yield (APH)” column.--*

310 Avocados (Continued)

D Calculating a SURE Guarantee for avocados

The SURE * * * Workbook will calculate the SURE guarantee, revenue, and payment data with the elements entered as provided in subparagraph C.

Note: To calculate the SURE guarantee for:

- waived-in avocados, follow subparagraph 162 C
- NAP-covered avocados, follow paragraph 163 A.

E Production

See subparagraph 201 D for production requirements.

311 Pecans

A Background

Pecans are insured under Pecan Revenue (Plan Code 41). When calculating the SURE guarantee and revenue, pecan RMA policies require additional County Office action.

Pecans will be loaded as a Group B crop policy, so the SURE guarantee will be calculated based on the RMA Guarantee Basis provided within the SURE * * * Workbook. The reference to price is only to calculate the 10 percent and 50 percent loss threshold.

311 Pecans (Continued)

B RMA Data for Pecans

Unique characteristics of pecan policies, for SURE Program implications are as follows:

- an RMA Guarantee Basis **will** be provided for pecan revenue plans
- price field will be suppressed and requires user intervention, as follows:
 - users will load NCT price into the price field only to satisfy SURE * * * Workbook entry requirements (the 10 percent and 50 percent loss threshold calculations using this price will **not** be valid as calculated in the SURE * * * Workbook)
 - see paragraph 3.5 to calculate the 10 percent and 50 percent loss thresholds
- there are acres to load into the SURE * * * Workbook
- there is **no** yield to load into the SURE * * * Workbook

Note: The yield field contains the dollar value per acre and is **not** loaded into the SURE * * * Workbook or used in the SURE guarantee calculation.

- producers **must** provide production to count.

311 Pecans (Continued)

C Data Elements for Pecans on SIR

SIR for pecans will use the following RMA data elements from the “A” (Acreage) Record.

Element	Reference
Record Type	“A”.
CROP	“0020 Pecans”.
TYPE	As provided. Example, “999 All Varieties”.
PRAC	As provided.
PLAN	“41”.
SHR	As provided.
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	As provided.
ZERO ACRE	As provided.
PRICE	Load NCT price.
RMA Guarantee Basis	As provided.
UOM	“DOL”. (Not used in the calculation.)
YIELD	Not applicable.
ADJ APH	
WTD ADJ YLD	Note: County Offices shall leave these entries blank.
GUAR REDUC CDE	As provided.
GUAR REDUC FCTR	As provided.
PROD PREMIUM	As provided.
GRID ID	As provided.
OPTION CODE	As provided.
OPTION FCTR	As provided.
WRTN AGMT	As provided.
PLANT DATE	Not applicable.
LOC ST/CTY	As provided.
FSN	As provided.
AGR	As provided.
UPDATE DATE	As provided.

*--**Note:** See subparagraph 3.5 D for data that may be used for calculating the 10 percent or 50 percent loss. In the SURE Workbook, when needed:

- CEY may be entered in the “County Exp. Yield” column
- 4-year average production may be entered in the “Yield (APH)” column.--*

Part 11 Applying for SURE Benefits

321 Applying for Benefits

A Required Forms

In addition to FSA-682, the following **must** be filed as indicated:

- AD-1026, according to 6-CP
- *--CCC-502, according to 1-PL for 2008
- CCC-526, or other acceptable document according to 1-PL, to determine compliance with average AGI provision for 2008
- CCC-902, according to 4-PL for 2009 and subsequent years
- CCC-926, according to 4-PL for 2009 and subsequent years--*
- FSA-217, if applicable
- FSA-578 for all crops in which producer has an interest
- for 2008 **only**, FSA-683, according to paragraph 353
- copy of contract growers contracts, if applicable
- production documentation according to Part 7.

Important: All required forms and production documentation must be submitted **before** the signup deadline for FSA-682 to be considered timely filed.

All supporting documentation in this subparagraph must be received in the applicable County Office **before** COC can approve or disapprove applicable parts. After signup deadline has passed, the applicable COC shall disapprove FSA-682, if documentation is incomplete.

See paragraphs 326 and 327 for determining County Office responsibilities for multi-county producers.

321 Applying for Benefits (Continued)**B Signing and Certifying FSA-682**

By signing FSA-682, item 46, the individual is:

- applying for SURE benefits for the participant listed on FSA-682, item 3A
- certifying **all** of the following:
 - information provided on FSA-682 is true and correct
 - claimed production losses were a direct result of an eligible adverse weather event
 - all supporting documentation provided are true and correct copies
- authorizing FSA officials to:
 - enter farm, inspect, and verify all applicable production in which the participant has an interest to confirm the accuracy of the information provided
 - review, verify, and authenticate all information provided on FSA-682 and supporting documents
 - contact other agencies, organizations, or facilities to verify data provided by a participant or third party from such agencies, organizations, or facilities
- acknowledging that:
 - failure to provide information requested by FSA is cause for disapproval of FSA-682
 - providing a false certification to FSA is cause for disapproval of FSA-682, and is punishable by imprisonment, fines, and other penalties.

343 **Completing FSA-682 in an Administrative County for a Multi-County Producer (Continued)**

B Completing FSA-682, Part A

Complete FSA-682, Part A according to this table.

Item	Instruction
Note: Items 1 through 4 and Part A are completed for each administrative county where the producer has an interest.	
1	Enter recording State and county code for the producer.
2	Enter crop year.
3A	Enter producer’s name.
3B	Enter producer’s address.
3C	Enter producer’s phone number.
4	Enter administrative State and County Office name.
Part A – Unaffected Crops and Unreported Disaster Events	
Note: Items 5A through 10B are completed by the producer.	
If applicable, producer completes items 5A and 5B only if the producer considers 1 or more of their crops that will be included in Part D as not affected by an eligible disaster event.	
5A	Producer enters physical location State and county for the crops in item 5B.
5B	Producer enters crops that were not affected by an eligible disaster event in the State and county in item 5A.
If applicable, producer completes items 6 through 10B for each physical location State and county/disaster event/crop combination that was not already on CCC-576 approved for FSA NAP covered crops or on RMA Record of Loss.	
6	Producer enters State and county code for the county in which the crop is physically located.
7	Producer enters weather-related disaster event that caused the loss.
8	Producer enters date the disaster event occurred.
9A-9C	Producer enters crop, crop type, and IU affected by disaster event in item 7.
Note: If additional unrecorded causes of loss occurred, separate Part B’s must be filed for each applicable event.	
10A	Producer describes cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
10B	Producer describes what has been done with the damaged crop acreage.

343 Completing FSA-682 in an Administrative County for a Multi-County Producer (Continued)

C Completing FSA-682, Part B

Complete FSA-682, Part B according to this table.

Item	Instruction
Part B – Quality Reduction Information	
<p>Note: Items are optional. Items 11 through 12C are completed by the producer. Item 13 is completed by the County Office.</p>	
<p>Items 11 through 13 are completed only if producer is certifying that a crop suffered an average quality adjustment at least equal to the county’s average quality *--factor for the crop.--*</p>	
<p>Note: Part B is completed for each administrative county where the producer has an interest.</p>	
11	<p>Producer enters physical location State and county for crop, crop type, and IU that will be entered in 12A through 12C.</p>
12A-12C	<p>Producer enters crop, crop type, and IU.</p>
13A	<p>If producer is certifying to quality loss because of all factors, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).</p>
13B	<p>If producer is certifying to quality loss because of excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).</p>
13C	<p>If producer is certifying to quality loss because of any cause other than excessive moisture, the County Office enters approved quality factor set for the crop, crop type, and IU in the State and county in item 11 (Part 8).</p>

Note: Entry is allowed only in either of the following items for a crop:

- 13A
- 13B and/or 13C.

D Completing FSA-682, Parts C and D

Information in FSA-682, Parts C and D is entered and printed through the SURE Workbook process, **except** for cases outlined in paragraph 354. See Part 16 or 17, as applicable, for instructions on entering data into SURE Workbook and printing FSA-682, page 2.

Part 16 SURE Interim Workbook

511 Function of the SURE Interim Workbook

A Overview

The SURE Interim Workbook provides a series of Excel worksheets used to complete a manual calculation of interim SURE payment, including the following:

- Data Entry
- Yield Determination Tool
- Weighted Average Yield Tool
- Value Loss Tool
- Farm Summary
- 10 Percent Loss Tool
- FSA-682, page 2.

One SURE Interim Workbook will be completed per producer, per administrative county. Only the crops and acreage administered in that county will be entered into the SURE Interim Workbook. Each line entry of crop data shall be entered into the SURE Interim Workbook by each unique:

- county
- crop name
- crop type
- IU
- stage code
- status code
- practice
- producer share
- all acres timely planted
- all acres not timely planted.

One SURE Interim Workbook accommodates 100 line entries; if additional line entries are required an additional SURE Interim Workbook will need to be completed. For more information on saving additional SURE Interim Workbooks for a producer whose workbook exceeds 100 line entries in 1 administrative county, see subparagraph 515 C.

*--The SURE Interim Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Interim Workbook template, the .xml files that are generated when the workbook is saved, and to printed pages of the SURE Interim Workbook. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.--*

511 Function of the SURE Interim Workbook (Continued)**B Handling Single-County Producers**

If the administrative county and the recording county **are** the same and the producer is **not** multi-county, the SURE Interim Workbook can be completed in its entirety by 1 county and the resulting SURE payment amount can be entered into the payment software to be processed.

Note: For the definition of recording county, see 3-PL, Exhibit 2. The administrative county is the FSA county responsible for administering the acreage.

C Handling Multi-County Producers

If the administrative county and recording county are **not** the same and the producer is multi-county, the administrative county shall:

- complete the SURE Interim Workbook in its entirety for the crops and acreage administered in that county
- transmit the SURE Interim Workbook to the recording county.

In this situation the recording county shall:

- complete the SURE Interim Workbook in its entirety for the crops and acreage administered in that county
- collect all the SURE Interim Workbooks from all administrative counties with which the producer is associated
- summarize all SURE Interim Workbooks **before** the resulting SURE payment amount can be entered in the payment software to be processed.

***--513 SURE Interim Report (SIR)**

A Background

SIR is being provided as a reference report that will summarize the following:

- data that has been loaded into System 36 for a producer
- any insurance data provided by RMA (Exhibit 4).

B Accessing SIR

From Menu FAX250, access SIR according to the following table.--*

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS “Enter”.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance” and PRESS “Enter”.
4	M00000	ENTER “1”, “NAP and Disaster” and PRESS “Enter”.
5	MH0000	ENTER “3”, “Supplemental Revenue Assistance Program” and PRESS “Enter”.
6	MHAE00	ENTER “1”, “2008 SURE Interim Report” and PRESS “Enter”.
7	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS “Enter”.
8	MHAERA01	On the Producer Selection Screen, users are required to enter 1 of the following and PRESS “Enter”: <ul style="list-style-type: none"> • last 4 digits of producer’s TIN • producer’s TIN and type • producer’s last name.

*--SIR shall be reprinted **before** issuing payments to ensure that the most current data is being used.

SIR’s are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

--513 SURE Interim Report (SIR) (Continued)--

C Printing RMA Data for 2008 RMA Producers Not on Name and Address File

If a producer is **not** in FSA's name and address file, or the producer's TIN does not match FSA's records, a report has been developed to print the RMA data. This report shall be accessed according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance" and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster" and PRESS "Enter".
5	MH0000	ENTER "3", "Supplemental Revenue Assistance Program" and PRESS "Enter".
6	MHAE00	ENTER "2", "2008 RMA Producers Not On Name and Address File" and PRESS "Enter".
7	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "Enter".
8	MHAER201	On the Producer Selection Screen, ENTER "X" next to producer's name and PRESS "Enter".

If a producer appears on this list, this indicates the producer does business with RMA/Crop Insurance, but either:

- has **not** done business with FSA before and; therefore, is **not** in SCIMS or
- TIN they provided RMA/Crop Insurance does **not** match TIN in SCIMS.

After the producer has either been added to SCIMS or TIN has been corrected, the producer should no longer appear on this list and SIR can be printed according to subparagraph B and/or D.

Note: A producer's RMA data is disseminated to the physical location State and county. Data printed on this report may need to be forwarded to the applicable FSA administrative County Office.

*--Any screen prints or SIR's that are generated through the, "2008 RMA Producers Not on Name and Address File" option are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

--513 SURE Interim Report (SIR) (Continued)--

D Printing Data From the 2008 RMA Producer Data Change Report

A producer’s RMA data may change. The 2008 RMA Producer Data Change Report has been developed to notify County Offices of producers whose RMA data has changed. County Offices shall access the 2008 RMA Producer Data Change Report according to this table.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS “Enter”.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”, and PRESS “Enter”.
4	M00000	ENTER “1”, “NAP and Disaster”, and PRESS “Enter”.
5	MH0000	ENTER “3”, “Supplemental Revenue Assistance Program”, and PRESS “Enter”.
6	MHAE00	ENTER “3”, “2008 RMA Data Changes Report”, and PRESS “Enter”.
7	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS “Enter”.
8	MHAER301	Enter the last update date to display a list of producers whose RMA data has changed since the last update date.
9	MHAER302	ENTER “X” next to the producer’s name to print the producer’s 2008 SIR, including the changed RMA data, and PRESS “Enter”.

The 2008 RMA Producer Data Change Report shall be checked every 7 calendar days **and** before issuing payments, to ensure that the most current data is being used.

Note: Because of the nature of the RMA data, this report cannot specifically define what data changed, only the producers whose data has changed.

*--Any screen prints or SIR’s that are generated through the, “2008 RMA Producers Not on Name and Address File” option are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

***--513 SURE Interim Report (SIR) (Continued)**

E Data Elements on SIR

The following data elements will print on SIR.

SIR--*	
Source File	Data Included
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable (displays current year data)
2008 FSA-578 Data	Physical Location
	Crop
	Type
	Intended Use
	Status Code
	Practice
	Reported Acres
	Determined Acres
	Determined Indicator
	Share
	Planting Date
	Farm Number
	Tract Number
	Field Number

*--513 SURE Interim Report (SIR) (Continued)

E Data Elements on SIR (Continued)

SIR--*	
Source File	Data Included
NAP Data – 2008 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period
	Other Fee Paid
	Transaction Number
	Amount Collected
	Refund Amount
NAP Data – 2008 NAP Approved Yield History File	Unit Number
	Crop
	Type
	Intended Use
	Planting Period
	Practice
	Approved Yield
	Unit of Measure
	Actual Production
	Unit of Measure
	Crop Year
	Yield
	Yield Type
NAP Data – 2008 Notice of Loss File	Crop
	Type
	Planting Period
	Unit Number
	Disaster Begin Date
	Disaster Apparent Date
	Disaster End Date
	Approval Date
	Disapproval Date
	Disaster Event

*--513 SURE Interim Report (SIR) (Continued)

E Data Elements on SIR (Continued)

SIR--*	
Source File	Data Included
NAP Data - NAP Application for Payment	Crop
	Type
	Intended Use
	Practice
	Planting Period
	Unit
	Share
	Stage
	Crushing District
	Disaster Begin Date
	Loss Apparent Date
	Acres
	Actual Production
	Adjusted Production
	Adjusted Production Flag
	Assigned Production
	Eligible Prevented Planted Acres
	Assigned Prevented Planted Production
	Unit of Measure
	APH Yield
	APH Code
	Adjusted Yield
	Salvage Value
	COC Salvage Value
	Graduated Price
	Beginning Inventory
	Ending Inventory
	Ineligible Cause of Loss
	FMV A
	FMV B

*--513 SURE Interim Report (SIR) (Continued)

E Data Elements on SIR (Continued)

SIR--*	
Source File	Data Included
2008 NAP Buy-In 1 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 CAT Buy-In 1 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 NAP Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 CAT Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 NAP Buy-In 2 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2008 CAT Buy-In 2 Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount

*--513 SURE Interim Report (SIR) (Continued)

E Data Elements on SIR (Continued)

SIR - 2008 RMA Data--*	
RMA Label	Data Entry Workbook Label
Gross Indemnity	RMA Indemnity (calculated)
Producer Premium	
Record Type Code	
Location State	Physical State
Location County	Physical County
Crop Code	Crop
Crop Type Code	Crop Type
	Intended Use
	Status Code
Farming Practice Code	Practice
Acres	Acres
Insured Share	Producer Share
	RMPR Code
Insurance Plan Identifier	Plan Code
Coverage Category	
AGR Policy Flag	
Written Agreement Type	
Stage Code	Stage Code
Stage Factor	Adjustment Factor #1
Unit Number	Unit Number
	Planting Period
Zero Acre Flag	

Note: See Exhibit 4 for more information on RMA data elements.

*--513 SURE Interim Report (SIR) (Continued)

E Data Elements on SIR (Continued)

SIR - 2008 RMA Data--*	
RMA Label	Data Entry Workbook Label
Guarantee Reduction	Guarantee Adjustment Code
Guarantee Reduction Factor	Guarantee Adjustment Factor
Multiple Cropping	Guarantee Adjustment Code
Multiple Cropping	Guarantee Adjustment Factor
Option Code	Guarantee Adjustment Code
Option Code	Guarantee Adjustment Factor
Unit of Measure	Unit of Measure
Crush District	Crushing District
Guarantee Basis	RMA Guarantee Basis
Coverage Level	Coverage Level
Price Election Percent	Price Election
	Yield (APH)
Yield	
Adjusted APH Yield	
Weighted Adjusted Yield	
	County Expected Yield
	Calculated Weighted Average Yield
	Historical Marketing Percentage
Price	Price
Production to Count	Production to Count
	Production Type
	2008 NAMF
	QA Factor
	Salvage Value
FMV-A	FMV A
FMV-B	FMV B

Note: See Exhibit 4 for more information on RMA data elements.

*--513 SURE Interim Report (SIR) (Continued)

E Data Elements on SIR (Continued)

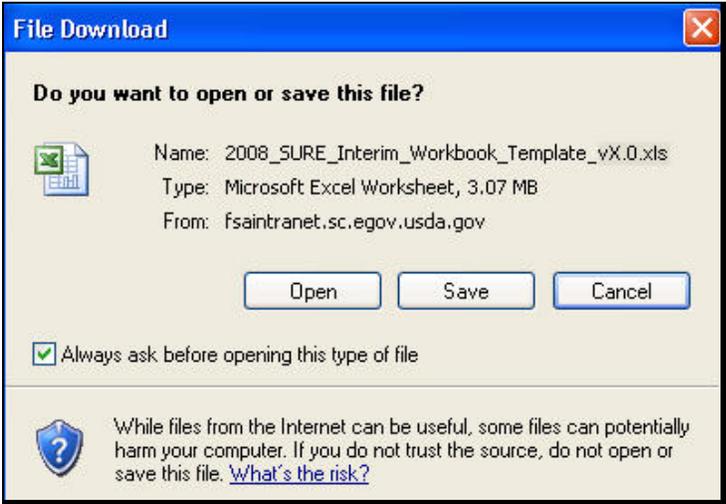
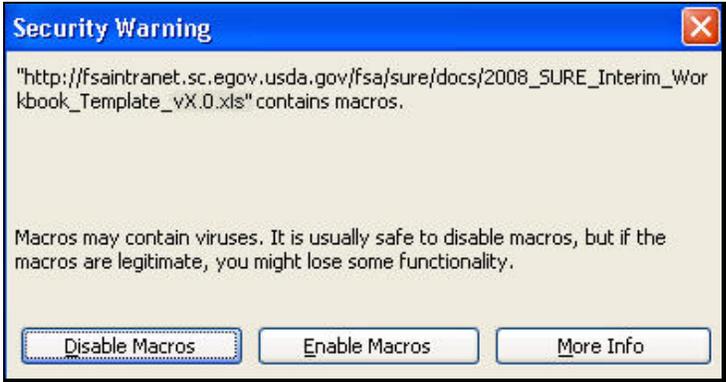
SIR - 2008 RMA Data--*	
RMA Label	Data Entry Workbook Label
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
--SY - Yield Type--	
SY - Person Sharing	
Date Planted	
Update Date	
Date of Loss - Primary	
Date of Loss - Secondary	
SBI - Approved Insurance Provider	
SBI - ID Number	
SBI - ID Type Code	
SBI - Name	
Source File	Data Included
2008 Payment Data	DCP Direct Payments
	DCP Counter-Cyclical Payments
	NAP Payments
	Price Support Payments
	Price Support - CMA Payments
	Other Disaster Payments
2008 CC Yield Data	Crop
	Type
	IU
	Weighted Counter-Cyclical Yield
	Unit of Measure

Note: See Exhibit 4 for more information on RMA data elements.

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook

A Accessing and Saving the SURE Interim Workbook Template

Follow these steps to access and save the 2008 SURE Interim Workbook template.

Step	Action	
1	Go to http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm on signup beginning date.	
2	<p>CLICK “2008_SURE_Interim_Workbook_Template_vX.0”. The File Download dialog box will be displayed. CLICK “Open”.</p> <p>*..</p>  <p>..*</p>	
3	<p>IF using...</p> <p>Office 2003</p>	<p>THEN...</p> <p>the Security Warning dialog box will be displayed; CLICK “Enable Macros”.</p> <p>*..</p>  <p>..*</p> <p>Note: This step needs to be performed every time the SURE Interim Workbook is opened.</p> <p>Warning: Do not attempt to permanently enable macros; this will make the SURE Interim Workbook unusable and could potentially create a security breach.</p>

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook
(Continued)

E Transferring SURE Interim Workbook Data to the Recording County

After a multi-county producer's SURE Interim Workbook has been completed in an administrative county, the administrative county shall e-mail the encrypted XML file to the recording county.

Note: The XML file is automatically encrypted when the "Save to File" macro is used.
--No further encryption is required--

The recording county and administrative county/counties shall coordinate with each other to timely complete and transmit the completed 2008 SURE Interim Workbook and any other data needed to conduct and execute the 2008 SURE Program.

Warning: Using external drives, such as flash drives, thumb drives, jump drives, etc., is strictly **prohibited** and should **never** be used to transfer an XML file from 1 computer to another.

515 Completing SURE Interim Workbook Data Entry Worksheet

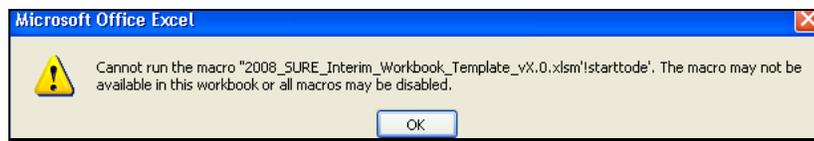
A Overview

When the SURE Interim Workbooks is opened, the Start Page will be displayed with the following:

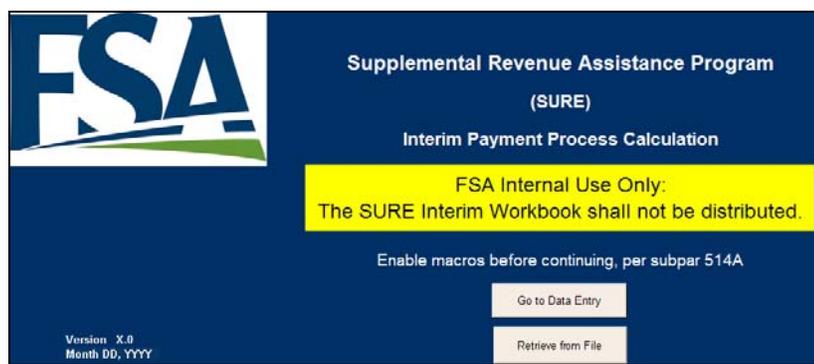
- disclaimer message, “FSA Internal Use Only: The SURE Interim Workbook shall not be distributed.”

***--Note:** The SURE Interim Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Interim Workbook template, the .xml files that are generated when the workbook is saved, and to printed pages of the SURE Interim Workbook. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.--*

- reminder message, “Enable macros before continuing per subpar 514 A”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed:



- version number and date
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved XML file.



The Data Entry Worksheet contains producer’s basic information, other payment amounts, crop data, SURE guarantee data, SURE revenue data, and COC determinations used to calculate SURE payment. The data will be entered by a County Office employee.

To enter RMA data, see Exhibit 4.

As data is entered, the applicable cells will highlight or dim accordingly.

516 Completing SURE Interim Workbook Farm Summary Worksheet (Continued)

I Errors

If any cell on the Farm Summary Worksheet contains, “#VALUE!” or “#N/A”, go back to the Data Entry Worksheet and make sure each applicable highlighted or yellow cell is completed for each crop.

Note: Not all highlighted cells are required.

Do **not** enter any values in a cell that is grayed out. If a value is entered, it is displayed in white font and it may corrupt the calculation. To remove it, navigate to the cell and PRESS “Delete”.

J Navigation Buttons

This table provides Farm Summary Worksheet navigation buttons and functions.

Button	Function
	Returns the user back to the Data Entry Worksheet.
	Returns the user to the SURE Interim Workbook-generated FSA-682, page 2.
	Returns the user to the 10 Percent Loss Tool.
	<p>Will print the following summaries:</p> <ul style="list-style-type: none"> • Data Entry • Yield Determination Tool, if applicable • Farm Summary • FSA-682, page 2 • 10 Percent Loss Tool. <p>*--Note: The SURE Interim Workbook contains sensitive data. It is for FSA internal use only and shall not be distributed. This applies to the SURE Interim Workbook template, the .xml files that are generated when the workbook is saved, and to printed pages of the SURE Interim Workbook. Only the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.--*</p>

517 Completing SURE Interim Workbook Determining 10 Percent Loss Tool**A Loss Percentage Table**

The Loss Percentage Table has been provided to assist in determining if at least 1 crop of economic significance had a production loss of at least 10 percent. The Loss Percentage Table may be used for either of the following:

- single-county producers
- multi-county producers with either of the following:
 - no common crops between counties
 - a crop that meets the 10 percent loss requirement and is **not** a common crop between counties.

If the applicant is a multi-county producer and in each county they have a crop in common and no other crops meet the 10 percent loss requirement, the user shall use the 10 Percent Loss Tool for the common crop, see subparagraph L.

--When all data entry and yield determination is complete and Weighted Average Yield--
Tool has been run:

- **CLICK “Go To Farm Summary”** on the Data Entry Worksheet
- 10 Percent Loss Tool will run automatically
- after the 10 Percent Loss Tool calculation is complete, the 2008 SURE Program Farm and Eligibility Summary will be displayed.

On the 2008 SURE Program Farm and Eligibility Summary, the Loss Percentage Table will be displayed in the lower right of the screen.

--556 State/County Selection*A Overview**

After users click a producer, the State/County Selection Screen will be displayed. Users must select an administrative State and county to display the select producers 2009 compliance data. The State/County drop-down menu will list all administrative county offices to which the selected producer is associated and 2009 compliance data has been reported.

B Example State/County Selection Screen

Following is an example of the State/County Selection Screen.

State/County Selection

Please select the admin state and county to work with.

State/County:

COT 204 Last Changed Date:11/02/2010

C Action

User shall use the drop-down menu to select the applicable State/County.

CLICK “**Submit**” and the Producers Crop Data Screen will be displayed. See paragraph 557.--*

557 Producers Crop Data

A Overview

Producers Crop Data Screen displays all 2009 compliance data reported by the selected producer in the selected administrative State and County Office.

Producers Crop Data Screen provides the ability to:

- combine multiple records into 1 unit
- mark acreage records as eligible for SURE
- *--Note: Zero acreage records, or acreage records with “0” (zero) reported acres and “0” (zero) determined acres with no tract for field numbers, should **not** be marked as eligible and subsequently shall **not** be exported into the 2009 SURE Workbook.--*
- save eligible acreage to an XML file that can be exported into the 2009 SURE Workbook.

B Example Producers Crop Data Screen

Following is an example of the Producers Crop Data Screen.

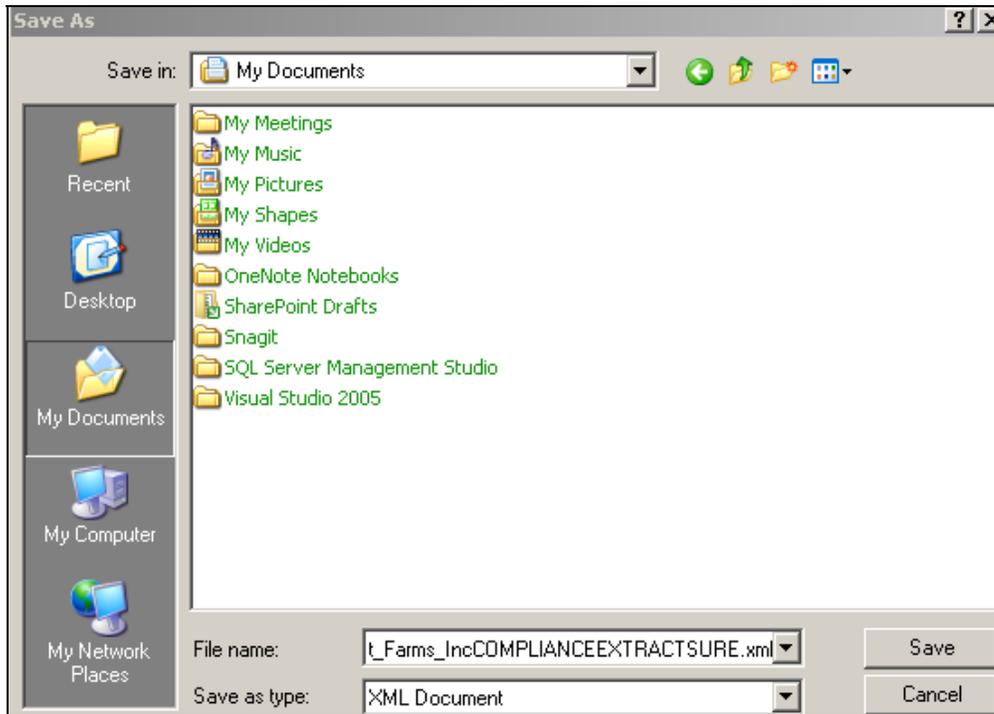
Producers Crop Data														
Any 1 Producer 123 Main Street Anywhere, MS 99999		Year: 2009	Admin State: Mississippi	Admin County: Coahoma										
<input type="button" value="Update"/>														
<input type="checkbox"/> Eligible	Unit Number	Location (if not admin)	Crop Name	Crop Type	Intended Use	Crop Status	Irrigated Practice	Reported Acres	Determined Acres	Producer Share	Planting Date	Farm Number	Tract Number	Field Number
<input type="checkbox"/>			BARLEY	SPR	GM	I	I	553.20		31.7	2009-02-25	0004777	8992	3
<input type="checkbox"/>			BARLEY	SPR	GM	I	I	500.00		31.7	2009-03-01	0004777	8992	4
<input type="checkbox"/>			BARLEY	SPR	GM	IP	I	112.50		31.7	1900-01-01	0004777	8992	5
<input type="checkbox"/>			CHRISTMAS TREES	DOU	RS	I	N	1,200.00		2	2009-01-01	0004776	8991	1
<input type="checkbox"/>			CHRISTMAS TREES	SCO	FH	I	N	846.00		2	2009-01-01	0004776	8991	2
<input type="checkbox"/>			PEAS	AUS	DE	I	I	700.00		31.7	2009-03-30	0004777	8992	2
<input type="checkbox"/>			PEAS	AUS	DE	IP	I	58.30		31.7	1900-01-01	0004777	8992	1
<input type="button" value="Update"/>														
Ineligible crops														
Location	Crop Name	Crop Type	Intended Use	Crop Status	Irrigated Practice	Reported Acres	Determined Acres	Producer Share	Planting Date	Farm Number	Tract Number	Field Number		
28-027	WILDLIFE FOOD PLOT			I	N	0.30		2	2009-01-01	0004776	8991	3		
COT 205 Last Changed Date:11/02/2010 Back to Top														

557 Producers Crop Data (Continued)

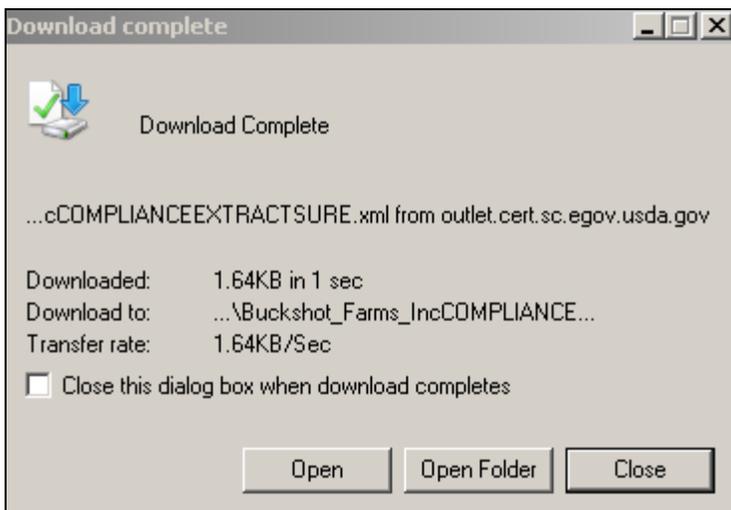
E Action (Continued)

After users click “Save”, the following Save As dialog box will be displayed. Navigate to the “S:\Service_Center\FSA\2009_SURE” folder and CLICK “Save” to save the XML file.

Note: If the “2009_SURE” folder does **not** exist, create the folder according to *--subparagraph 574 B.--*



The following Download complete dialog box will be displayed. CLICK “Close” to return to the 2009 SURE Compliance Tool.



***--558 Importing XML File Into SURE Workbook**

A Overview

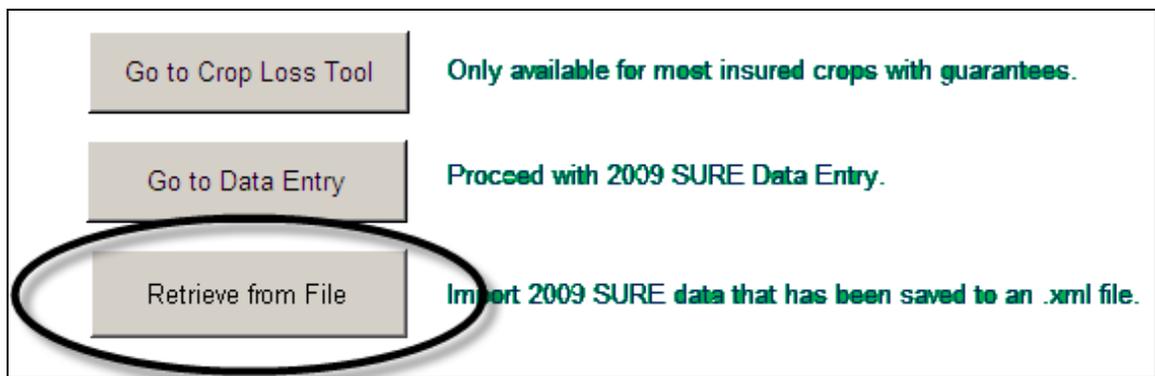
After the XML file is saved to “S:\Service_Center\FSA\2009_SURE”, the file can be imported into the 2009 SURE Workbook.

To import the XML file, the user will use the “Retrieve from File” button in the 2009 SURE Workbook.

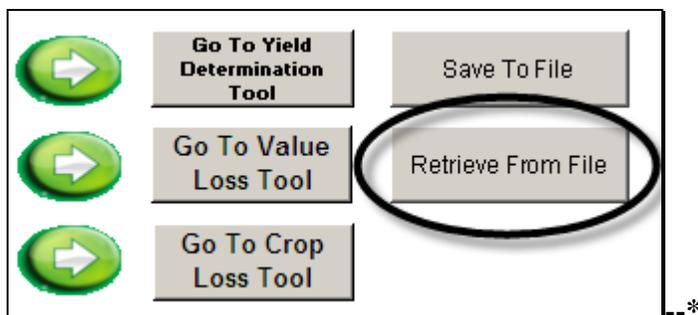
B “Retrieve from File” Button

Within the 2009 SURE Workbook, on the Main Menu Page or Data Entry Worksheet, CLICK “Retrieve from File”.

Following is an example of the “Retrieve from File” button on the Main Menu Page.



Following is an example of the “Retrieve from File” button on the Data Entry Worksheet.



Section 2 2009 SURE Workbook

571 SURE Workbook Function

A Overview

The SURE Workbook provides a series of Excel worksheets used to complete a manual calculation of SURE payment, including the following:

- Data Entry
- Yield Determination Tool
- Weighted Average Yield Tool
- Value Loss Tool
- Farm Summary
- 10 Percent Loss Tool
- FSA-682, page 2
- Crop Loss Tool
- Blended RMA Weighted Adjusted Yield Tool
- RMA Net Indemnity Tool.

One SURE Workbook will be completed per producer, per administrative county. Only the crops and acreage administered in that county will be entered into the SURE Workbook. Each line entry of crop data shall be entered into the SURE Workbook by each unique:

- county
- crop name
- crop type
- IU
- stage code
- status code
- practice
- producer share
- all acres timely planted
- all acres not timely planted.

One SURE Workbook accommodates 100 line entries. If additional line entries are **required**, an additional SURE Workbook will need to be completed. For more information on saving additional SURE Workbooks for a producer whose workbook exceeds 100 line entries in 1 administrative county, see subparagraph 575 C.

*--The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template, the .xml files that are generated when the workbook is saved, and to printed pages of the SURE Workbook. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.--*

--571 Function of the SURE Workbook (Continued)*B Handling Single-County Producers**

If the administrative and recording county **are** the same and the producer is **not** multi-county, the SURE Workbook can be completed in its entirety by 1 county and the resulting SURE payment amount can be entered into the payment software to be processed.

Note: For the definition of recording county, see 3-PL, Exhibit 2. The administrative county is the FSA county responsible for administering the acreage.

C Handling Multi-County Producers

If the administrative and recording county are **not** the same and the producer **is** multi-county, the administrative county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- transmit the SURE Workbook to the recording county.

In this situation, the recording county shall:

- complete the SURE Workbook in its entirety for the crops and acreage administered in that county
- collect all the SURE Workbooks from all administrative counties with which the producer is associated
- summarize all SURE Workbooks **before** the resulting SURE payment amount can be entered in the payment software to be processed.--*

573 SIR

A Background

SIR is being provided as a reference report that will summarize the following:

- data that has been loaded into System 36 for a producer
- any insurance data provided by RMA (Exhibit 4).

B Accessing SIR

From Menu FAX250, access SIR according to the following table.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS “Enter”.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance” and PRESS “Enter”.
4	M00000	ENTER “1”, “NAP and Disaster” and PRESS “Enter”.
5	MH0000	ENTER “3”, “Supplemental Revenue Assistance Program” and PRESS “Enter”.
6	MHAEYR	ENTER “2”, “2009 Supplemental Revenue Assistance Program” and PRESS “Enter”.
7	MHAE00	ENTER “1”, “2009 SURE Information Report” and PRESS “Enter”.
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS “Enter”.
9	MHAERA01	On the Producer Selection Screen, users are required to enter 1 of the following and PRESS “Enter”: <ul style="list-style-type: none"> • last 4 digits of producer’s TIN • producer’s TIN and type • producer’s last name.

SIR shall be reprinted **before** issuing payments to ensure that the most current data is being used.

*--SIR’s are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

573 SIR (Continued)

C Printing RMA Data for 2009 RMA Producers Not on Name and Address File

If a producer is **not** in FSA's name and address file, or the producer's TIN does **not** match FSA's records, a report has been developed to print the RMA data. This report shall be accessed according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance" and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster" and PRESS "Enter".
5	MH0000	ENTER "3", "Supplemental Revenue Assistance Program" and PRESS "Enter".
6	MHAEYR	ENTER "2", "2009 Supplemental Revenue Assistance Program" and PRESS "Enter".
7	MHAE00	ENTER "2", "2009 RMA Producers Not On Name and Address File" and PRESS "Enter".
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "Enter".
9	MHAER201	On the Producer Selection Screen, ENTER "X" next to producer's name and PRESS "Enter".

If a producer appears on this list, this indicates the producer does business with RMA/Crop Insurance, but either:

- has **not** done business with FSA before and; therefore, is **not** in SCIMS
- TIN they provided RMA/Crop Insurance does **not** match TIN in SCIMS.

After the producer has either been added to SCIMS or TIN has been corrected, the producer should no longer appear on this list and SIR can be printed according to subparagraph B and/or D.

Note: A producer's RMA data is disseminated to the physical location State and county. Data printed on this report may need to be forwarded to the applicable FSA administrative County Office.

*--Any screen prints or SIR's that are generated through the, "2009 RMA Producers Not on Name and Address File" option are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

573 SIR (Continued)

D Printing Data From the 2009 RMA Producer Data Change Report

A producer’s RMA data may change. The 2009 RMA Producer Data Change Report has been developed to notify County Offices of producers whose RMA data has changed. County Offices shall access the 2009 RMA Producer Data Change Report according to this table.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS “Enter”.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”, and PRESS “Enter”.
4	M00000	ENTER “1”, “NAP and Disaster”, and PRESS “Enter”.
5	MH0000	ENTER “3”, “Supplemental Revenue Assistance Program”, and PRESS “Enter”.
6	MHAEYR	ENTER “2”, “2009 Supplemental Revenue Assistance Program” and PRESS “Enter”.
7	MHAE00	ENTER “3”, “2009 RMA Data Changes Report”, and PRESS “Enter”.
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS “Enter”.
9	MHAER301	Enter the last update date to display a list of producers whose RMA data has changed since the last update date.
10	MHAER302	ENTER “X” next to the producer’s name to print the producer’s 2009 SIR, including the changed RMA data, and PRESS “Enter”.

This report shall be checked every 7 calendar days **and** before issuing payments, to ensure that the most current data is being used.

Notes: Any change to producer data will be underlined.

*--In the following situations, a producer will be displayed on the 2009 RMA Data Change Report, but no data will be underlined on SIR:

- change was to RMA not shown on SIR
- record was completely removed
- entirely new record was added.

Any screen prints or SIR’s that are generated through the, “2009 RMA Producers Not on Name and Address File” option are internal documents; they may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

*--573 SIR (Continued)

E Data Elements on SIR

The following data elements will print on SIR.

SIR	
Source File	Data Included
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable (displays current year data)
2009 FSA-578 Data	Physical Location
	Crop
	Type
	Intended Use
	Status Code
	Practice
	Reported Acres
	Determined Acres
	Determined Indicator
	Share
	Planting Date
	Farm Number
	Tract Number
Field Number	

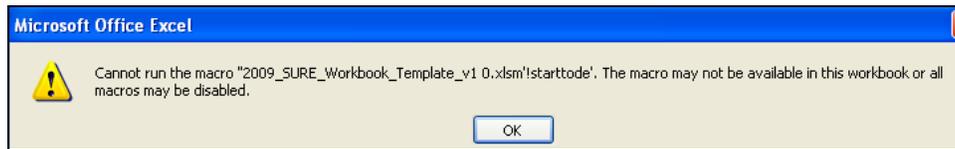
--*

575 Completing SURE Workbook Data Entry Worksheet

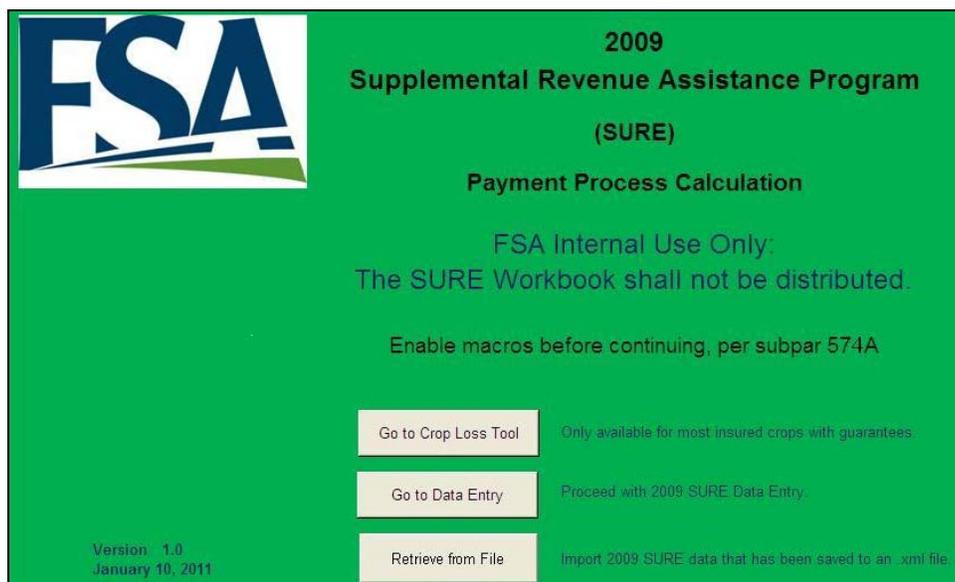
A Overview

When the SURE Workbook is opened, the Start Page will be displayed with the following:

- disclaimer, “FSA Internal Use Only: The SURE Workbook shall not be distributed.”
- ***--Note:** The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template, the .xml files that are generated when the workbook is saved, and to printed pages of the SURE Workbook. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.--*
- reminder, “Enable macros before continuing per subpar 574 A”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed



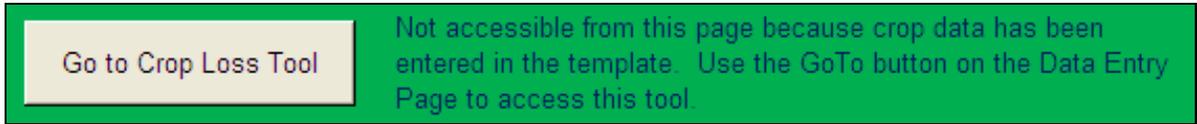
- version number and date
- “Go to Crop Loss Tool” button, to access the Crop Loss Tool (see paragraph 577 for completing the 2009 Crop Loss Tool)
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved XML file.



*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

If there is data in the SURE Workbook while the user is on the Start Page, the following message will be displayed next to “Go to Crop Loss Tool”.



Note: If data has been entered in the SURE Workbook and users click “Go to Crop Loss Tool” when this text is displayed, the following Microsoft Excel dialog box error message will be displayed.



When users click “OK”, the Data Entry Worksheet will be displayed.

The Data Entry Worksheet contains producer’s basic information, other payment amounts, crop data, SURE guarantee data, SURE revenue data, and COC determinations used to calculate SURE payment. The data will be entered by a County Office employee.

To enter RMA data, see Exhibit 4.

As data is entered, the applicable cells will highlight or dim accordingly.

Notes: For 2009, unit of measure, price, and NAMP only have to be entered once for a county/crop/type/IU. These data cells on subsequent lines for the same county/crop/type/IU will be darkened to indicate that this data has already been accepted and is not needed to be entered again. This applies to all crops **except** peanuts.

For crops that could have different prices or NAMP’s, such as peanuts, these cells will remain yellow and will have to be manually entered.--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information (Continued)

This table provides instructions for completing the “Basic Information” fields.

Field	Definition and Rule
Producer Name	<p>Enter producer’s name as it appears in SCIMS (no special characters, such as “&” ampersands, “\” backslashes, etc.).</p> <p>Note: If a producer’s Data Entry Worksheet exceeds 100 line entries, an additional SURE Workbook will need to be completed according to subparagraph 571 A. This additional SURE Workbook will need to have a unique identifier in the “Producer Name” field, in addition to the producer’s name. For example, if the producer’s name is “Any Producer” the first SURE Workbook will have a producer name entry of “Any Producer” the second SURE Workbook will have a producer name of “Any Producer 2”. This step must be completed, in these cases, or 1 workbook will overwrite the other and data will be lost. In addition, these 2 SURE Workbooks will need to be summarized together as if the producer is multi-county, according to subparagraph 576 D.</p>
ID Number (9-digits)	Enter producer’s TIN as it appears in SCIMS, without dashes. If producer is not in FSA’s name and address file, see subparagraph 573 C.
ID Type	Use the drop-down menu to select “ S ” (Social Security) or “ E ” (EIN).
Recording Co, St Name	Enter name of the producer’s recording county and State as it appears in Web Subsidiary.
Admin Co, St Name	Enter name of the producer’s administrative county and State for which this SURE Workbook is being completed.
Admin St Co Code	Enter State and county code for the producer’s administrative State and county for which this SURE Workbook is being completed. Do not enter a dash or slash; a code entered as “01001” will be displayed as “01-001”. State and county codes are listed in 1-CM, Exhibit 101.
Crop Year	The SURE Workbook defaults to “ 2009 ”.
Land is in a Disaster County	Enter “ X ” if the producer’s land (land in the administrative county or land physically located in another county, but administered in the administrative county) is in a county that has, or is contiguous to, a county that has a Secretarial Disaster Declaration. At least 1 county with which the producer is associated should have an “X”, if not ; the producer must qualify based on an individual loss of 50 percent or more.
Multi-county Producer	Enter “ X ” if the producer is active on a farm in more than 1 county.
XX-XXX is Recording Co.	Entry will only highlight if the user entered “X” in “Multi-county Producer” field. The State and county code will automatically populate from the “Admin St/Co Code” field. Enter “ X ” if the administrative county entered is also the recording county. Leave blank if another county is the recording county.
Producer is SDA/LR/BF	Enter “ X ” if the producer has self-certified as SDA, LR, or BF on FSA-217 and is entered as such in 2009 Web Eligibility.

--*

575 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts

The following is an example of the Data Entry Worksheet, “Other Payment Amounts”.

Other Payment Amounts:		
DCP	Direct Payments	\$ 8,000.00
	CC Payments	
ACRE	Direct Payments	
	ACRE Payments	
Price Support (LDP, MG, Market Certs.)		CMA:
FSA Settlements		
RMA Settlements		
Other Disaster Payments		
Guar. Pmts./Contract Growers		

The following provides instructions for completing a portion of the “Other Payment Amounts” fields.

***--Note:** “Other Payment Amounts” shall **only** be entered by the recording county using the SURE report proved in paragraph 583.

Field		Definition and Rule
DCP	Direct Payments <u>1/</u>	Enter 100 percent of the total DCP direct payment, including peanuts, the producer received in all counties nationwide for program year 2009. Only 15 percent of the total DCP direct payment will apply against the revenue; however, the user shall enter 100 percent of the total DCP direct payment; the Data Entry Worksheet will calculate the 15 percent.
	CC Payments <u>1/</u>	Enter total DCP CC payments the producer received in all counties nationwide for program year 2009.
ACRE	Direct Payments <u>1/</u>	Enter 100 percent of the total ACRE direct payment, including peanuts, the producer received in all counties nationwide for program year 2009. Only 15 percent of the total ACRE direct payment will apply against the revenue; however, the user shall enter 100 percent of the total ACRE direct payment; the Data Entry Worksheet will calculate the 15 percent.
	ACRE Payments <u>1/</u>	Enter total ACRE ACRE payments the producer received in all counties nationwide for program year 2009.
Loan Deficiency Payments, Market Gains, and Market Certificate Payments <u>1/</u>		Enter total LDP payments, eLDP payments, marketing loan gain payments, and marketing certificate loan gain benefits the producer received in all counties nationwide for program year 2009.
Enter amount here for CMA producers <u>2/</u>		Enter total LDP payments, eLDP payments, marketing loan gain payments, marketing certificate loan gain benefits the CMA producer received in all counties nationwide for program year 2009.

1/ DCP Direct and DCP CC, ACRE Direct and ACRE ACRE, and LDP payment amounts are found in the 2009 SURE Report and shall only be entered by the recording county. If disbursements and receivables are found for any of these program categories, subtract the receivable from the disbursement **before** entering payment amount into the SURE Workbook. See paragraph 583 for SURE report instructions.--*

2/ CMA payments are found in SIR 2009 Section 10.

575 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

The following is an example of a portion of the Data Entry Worksheet SURE guarantee data cells.

Yield (APH)	County Exp. Yield	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price (\$)
4.22		4.22		4.7500
		147		11.5000
	78	51		84.0000
		43		3.8500

Enter SURE guarantee data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Yield (APH)	Actual Production History	SIR NAP Data	Enter NAP approved yield in hundredths, as applicable. Required for purchased NAP yield-based crops. *--Note: See paragraph 311 for avocados and pecans.--*
County Exp. Yield	County Expected Yield	STC Determined or COC Determined	Enter 100 percent of CEY as determined by STC or COC, if applicable. Required for all “B”, “R”, and “S” RMPR Code entries and purchased whole farm revenue policies (for example AGR and AGR-Lite), except for value loss. The SURE Workbook will factor 65 percent of the entered CEY for “B”, “R”, and “S” types of coverage. *--Note: See paragraph 311 for avocados and pecans.--*
SURE Yield	SURE Yield	SURE Workbook Calculates	The SURE Workbook will determine the SURE Yield after all data entry is complete and all yield data is complete on the Yield Determination Tool.
Hist. Mrkt %	Historical Marketing Percentage	STC Determined or COC Approved	Enter the Historical Marketing Percentage as determined by STC or producer certified and COC approved. Must total 100 percent for all IU’s of the crop/type or a message will display in the workbook saying “Warning: Total of HMP for all uses of the acres must equal 100 percent.” Each county/crop/type/use must be the same or a message will be displayed in the workbook saying “Warning: HMP should be the same for all crop/type/use in the county unless there are differences for specific acreages.” Required for multiple-market crops with IU of FH, PR, JU. This cell will highlight if the crop has IU of FH, PR, or JU, if the crop is not a multiple-market crop no entry is required. Enter the value as a whole number. The calculation defaults to 100 percent if no value is entered. For more information, see paragraph 65. For insured multiple market crops, only applicable to plan codes 50R, 51, 55, 61, and 63.

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

Label	Full Name	Source	Definition and Rule
Price	Price	SIR NAP or RMA Data or STC Determined	For insured crops, where an RMA price is provided on SIR, use RMA price. For all other situations, use the NAP price as determined by STC. Required for all entries and policies without a specific yield or price, except value loss. For more information, see Part 6.

G Entering Revenue Data

The following is an example of the Data Entry Worksheet revenue data cells.

Revenue Data							Value Loss Crops Only	
Production to Count	Prod Type	2009	QA Factor	Salvage Value (\$)	RMA Net Indemnity		Fld Mrkt Val A (\$)	Fld Mrkt Val B (\$)
		NAMP (\$)			Producer Premium	Gross Indemnity		
31,600.00		3.5000						
15,695.00		7.0000			800.00	10,800.00		
76.40		88.0000						
2,320.00		1.8000			400.00	5,400.00		

Enter revenue data in all yellow cells, as follows.

Label	Full Name	Source	Definition and Rule
Production to Count	Production to Count	SIR RMA or NAP Data or Producer	Enter the production as provided by RMA, NAP or the producer. Required for all entries except value loss, do not enter for value loss.
Prod. Type	Production Type Indicator	User Determined	Manually enter or select the production type indicator from the drop-down menu, if applicable. Valid options are certified (C), appraised (A), or blank “_”. “C” indicates to the user that maximum average loss applies. If maximum average loss applies, calculate the production outside of the SURE Workbook. Only if the maximum average production is greater than the producer’s certified production to count, enter the maximum average loss production in the “COC Adjusted Production” field. Not applicable to value loss crops. Note: “Production Type” field must be blank when quality adjustment factor is being applied.

--*

*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

Label	Full Name	Source	Definition and Rule
2009 NAMP (\$)	2009 National Average Market Price	STC Determined	Enter regional NAMP for the crop year, as determined by STC. Required for all crops except value loss (paragraph 63).
QA Factor	Quality Adjustment Factor	STC Determined	<p>Enter quality adjustment factor, as determined by STC, if applicable. Required for crops with quality affected because of disaster, except value loss. Enter the value as a number with up to 4 decimal places.</p> <p>Example: For 20 percent loss approved, County Office would enter “.8000” in the SURE Workbook.</p> <p>The calculation defaults to “1.000” if no value is entered (paragraph 66). Use the following table to determine when to enter quality adjustment factor:</p>

This table provides when to include quality adjustment factor.

Crop Type	Type of Approved Quality Adjustment Factor	Entry for Data Entry Worksheet	Entry for Crop Loss Tool
Insured with “L” (Loss) Record present in SIR and listed in Exhibit 17 with “yes”.	Separate Moisture and Other Quality factors.	Enter Combined Quality Adjustment Factor	Enter Moisture Quality Adjustment only
	Total Quality (1 factor).	Enter Total Quality Adjustment Factor	No entry for Quality Adjustment
All Others (on Exhibit 17 with a “no”, or not listed on Exhibit 17).	Separate Moisture and Other Quality factors.	Enter Combined Quality Adjustment	Enter Combined Quality Adjustment
	Total Quality (1 factor).	Enter Total	Enter Total

Note: When a quality adjustment factor is entered for an “All Others” crop on the Data Entry Worksheet, the SURE Workbook will automatically transfer the quality adjustment factor to the Crop Loss Tool. For insured crops listed in Exhibit 17 with a “yes”, and have an “L” (Loss) Record present in SIR, the quality adjustment factor **must** be entered manually in the Crop Loss Tool, when applicable, according to this table.--*

575 Completing SURE Workbook Data Entry Worksheet (Continued)

G Entering Revenue Data (Continued)

*--

Label	Full Name	Source	Definition and Rule
Salvage Value (\$)	Salvage Value in Dollars	SIR RMA or NAP Data or Producer	Enter salvage value in whole dollars, if applicable.
RMA Net Indemnity <u>1/</u> <u>2/</u>	Producer Premium	SIR	Enter the whole dollar amount as reported in the "A" (Acreage) Record of SIR. Note: If an indemnity is entered on a line of the SURE Workbook, but there is no premium for the line, "0" (zero) must be entered for the premium.
	Gross Indemnity	SIR	Enter the whole dollar amount as reported in the "L" (Loss) Record of SIR
Value Loss Crops Only - Fld Mrkt A (\$) <u>3/</u>	Field Market Value A in Dollars	SIR RMA or NAP Data or Producer	Enter FMV A in whole dollars, if applicable.
Value Loss Crops Only - Fld Mrkt B (\$) <u>3/</u>	Field Market Value B in Dollars	SIR RMA or NAP Data or Appraised	Enter FMV B in whole dollars, if applicable.

- 1/ When SIR includes crops that are ineligible for SURE, and gross indemnities and producer premiums are included in the records for those crops, use 1 line to enter this data in the 2009 SURE Workbook. On this line, under the "Crop" column, select "Ineligible Crop Indemnity" and enter the total producer premiums for all crops administered by the county that are ineligible for SURE that have been paid an indemnity. The total gross indemnities for these crops would also be entered on this line. These will be the **only** entries allowed when "Ineligible Crop Indemnity" is selected as the crop for a line.
- 2/ For all eligible SURE crops, enter the premium and indemnity reported on SIR for each crop as reported. The SURE Workbook will include all indemnities and **only** the premium for crops where an indemnity has been paid for the net indemnity calculation.
- 3/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred, according to--* paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.

***--576 Completing SURE Workbook Farm Summary Worksheet**

H FSA County Office Use Portion

The following data will be automatically calculated.

Item	Definition and Rule
SURE Payment Amount	Automatically calculated. This SURE payment amount will be entered into the payment software for SURE payment processing.
Data Loaded by	FSA employee that completed the SURE Workbook will enter their initials and date completed.
2nd Party Rev	FSA employee that completed the required second-party review of the SURE Workbook will enter their initials and date completed.
Finalized by	<p>When all the following necessary summarization is done and FSA-682 is ready for payment, the FSA recording county employee that completed all of the following will complete the “Finalized by” field:</p> <ul style="list-style-type: none"> • confirmed with all counties that all the administrative county workbooks are complete, including the COC determinations, if applicable • ensured all COC determinations for all counties have been made and entered, if necessary • summarized all workbooks together, if applicable. <p>Note: “Finalized by” will only be displayed on recording county’s SURE Workbook, regardless of whether the SURE Workbook is for a multi-county producer.</p>

FSA County Office Use Only		
SURE Payment Amount	\$	207,293
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	aaa	12/12/2010
2nd Party Rev:	bbb	12/14/2010
<i>Finalized by:</i>	ccc	12/20/2010

Note: Screen capture for example purposes **only**--*

576 Completing SURE Workbook Farm Summary Worksheet

I Errors

If any cell on the Farm Summary Worksheet contains, “#VALUE!” or “#N/A”, go back to the Data Entry Worksheet and make sure each applicable highlighted or yellow cell is completed for each crop.

Note: Not all highlighted cells are required.

Do **not** enter any values in a cell that is grayed out. If a value is entered, it is displayed in white font and it may corrupt the calculation. To remove it, navigate to the cell and PRESS “Delete”.

J Navigation Buttons

This table provides Farm Summary Worksheet navigation buttons and functions.

Button	Function
	Returns user to the Data Entry Worksheet.
	Returns user to the SURE Workbook-generated FSA-682, page 2 (subparagraph 578 B).
	Returns user to the 10 Percent Loss Tool.
	<p>Prints the following summaries:</p> <ul style="list-style-type: none"> • Data Entry • Yield Determination Tool, if applicable • Loss Percentage Tool for multi-county farms, if applicable • Farm Summary • FSA-682, page 2 (subparagraph 578 B) • 10 Percent Loss Tool. <p>*--Note: The SURE Workbook contains sensitive data. It is for FSA internal use only and shall not be distributed. This applies to the SURE Workbook template, the .xml files that are generated when the workbook is saved, and to printed pages of the SURE Workbook. Only the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.--*</p>
	Prints the Farm Summary Page only.
	Prints a Detailed Farm Summary (subparagraph K).

582 Peanut Tool (Continued)

D Loading Data in the SURE Workbook

After all RMA Weighted Adjusted Yields and Guarantee Basis have been calculated, follow paragraph 303 to combine remaining data as applicable and load the data in the SURE Workbook.

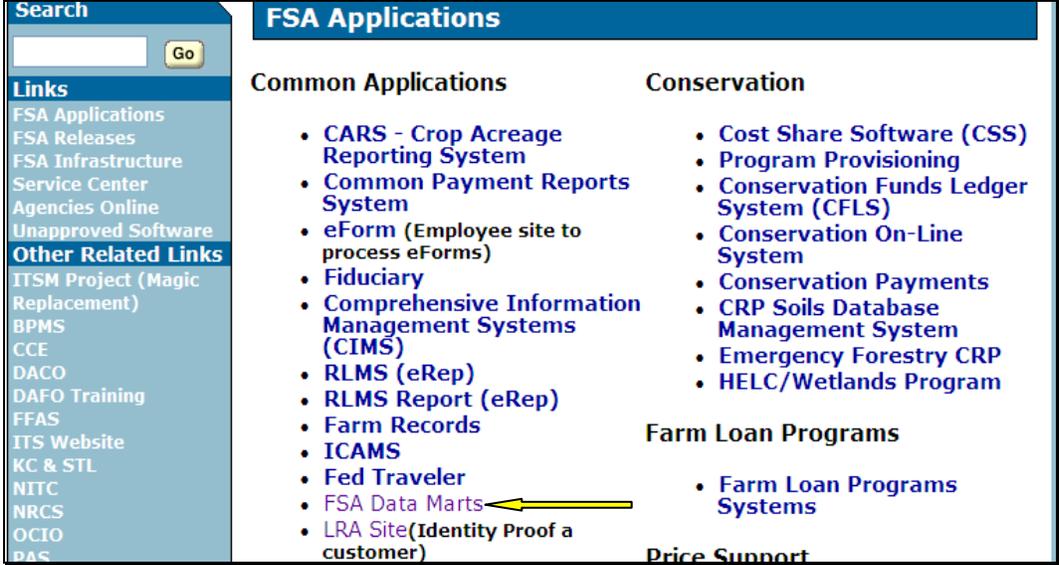
E Printing and Filing Peanut Tool Document

Print the document and file in the producer's program folder.

*--583 SURE Report of FSA Payments

A Accessing FWADM

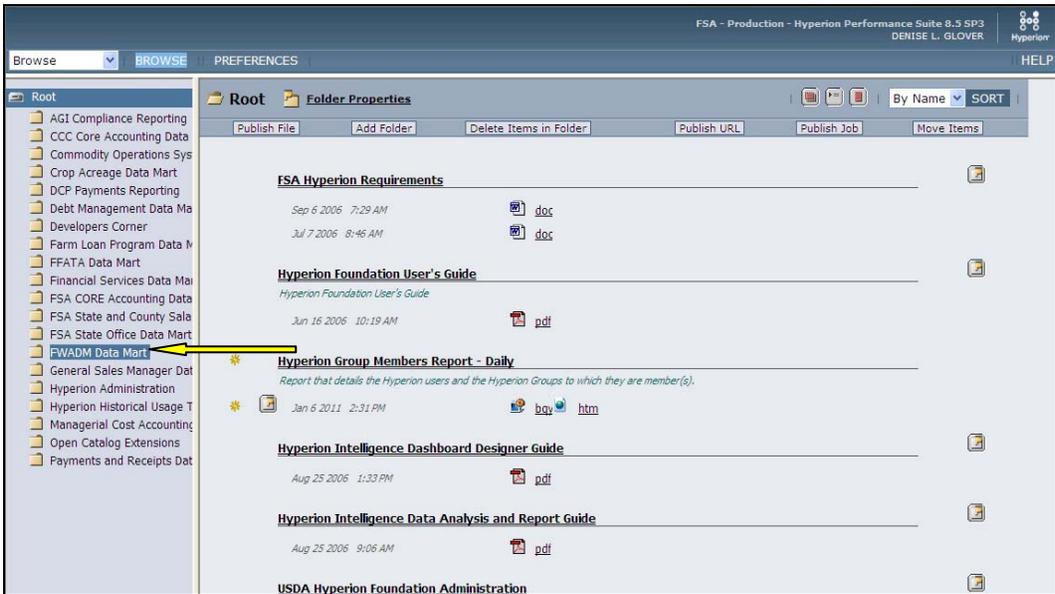
Access FWADM from the FSA Intranet Home Page at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html, as follows.

Step	Action
1	<p>Under “Resources”, CLICK “FSA Applications”.</p> 
2	<p>Under “Common Applications”, CLICK “FSA Data Marts”.</p> 

--*

*--583 SURE Report of FSA Payments (Continued)

A Accessing FWADM (Continued)

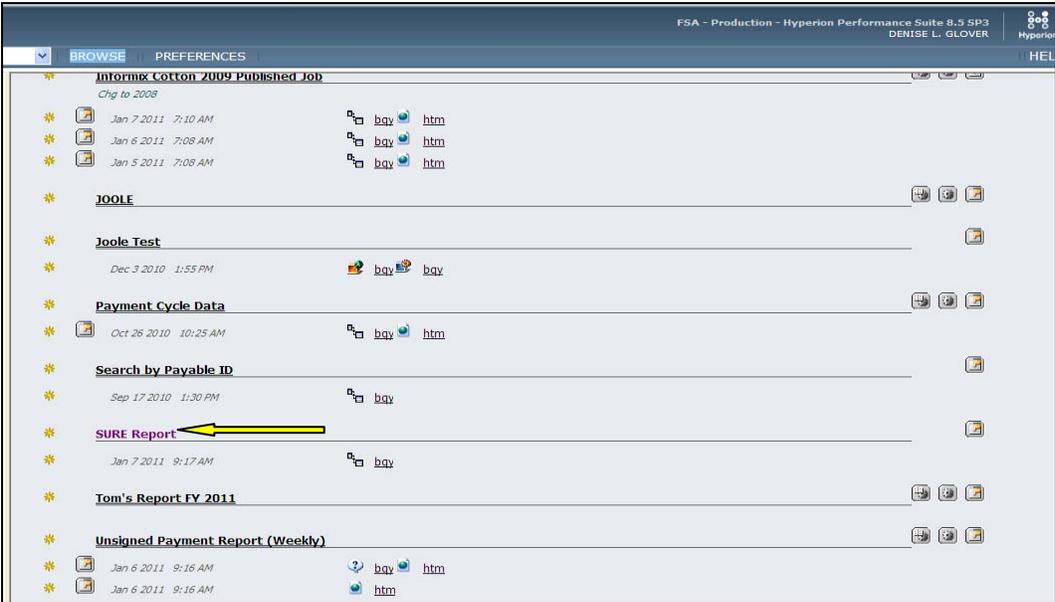
Step	Action
3	<p>On Data Warehouse Home Page, CLICK “Hyperion Data Marts”.</p> 
4	<p>The eAuthentication Warning Screen will be displayed. CLICK “I Agree”. The eAuthentication Login Screen will be displayed. Enter user ID and password and CLICK “Login”.</p>
5	<p>The FSA - Production - Hyperion Performance Screen will be displayed. Under “Root”, CLICK “FWADM Data Mart”.</p> 

--*

***--583 SURE Report of FSA Payments (Continued)**

B Accessing the SURE Payment Reports

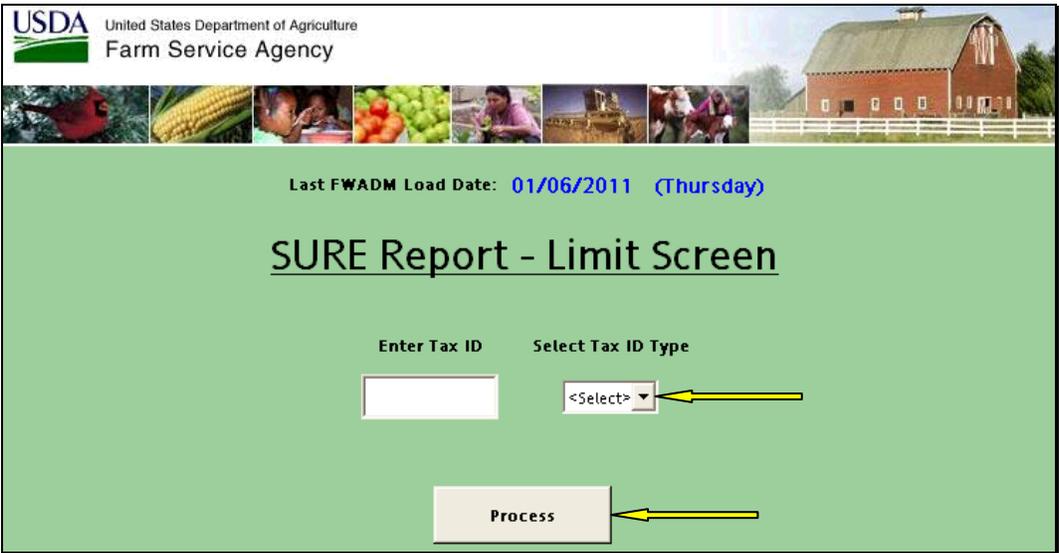
Access the SURE Payment Reports according to this table.

Step	Action
1	<p>The FSA - Production - Hyperion Performance Screen will be redisplayed. Under “Root”, “FWADM Data Mart”, CLICK “Payments Reports”</p> 
2	<p>The FSA - Production - Hyperion Performance Screen will be redisplayed. Scroll down and CLICK “SURE Report”.</p> 

--*

*--583 SURE Report of FSA Payments (Continued)

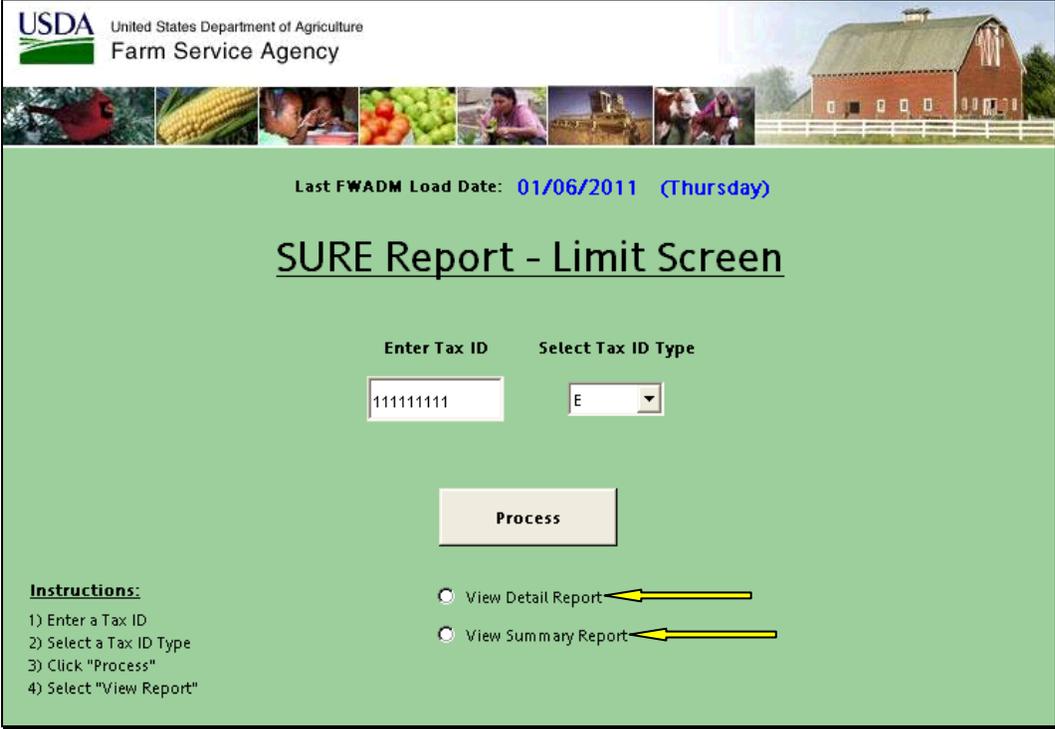
B Accessing the SURE Payment Reports (Continued)

Step	Action
3	<p>The FWADM Informational Page will be displayed. CLICK “Continue”.</p> 
4	<p>The SURE Report - Limit Screen will be displayed. Enter the appropriate TIN in the “Enter Tax ID” block, select TIN type from the “Select Tax ID Type” drop-down menu, and CLICK “Process”.</p> 

--*

*--583 SURE Report of FSA Payments (Continued)

B Accessing the SURE Payment Reports (Continued)

Step	Action
5	<p>The SURE Report - Limit Screen will be redisplayed when processing is complete. Click either “View Detail Report” or “View Summary Report”, as applicable.</p> 

Note: See paragraph:

- 584 for information provided on the SURE Detail Report
- 585 for information provided on the SURE Summary Report.--*

--584 SURE Detail Report*A Overview**

The SURE Detail Report provides the ability to search for a producer payment, receivable and market gain activities by tax ID and tax ID type. The report is designed to provide the program benefit payment along with offsetting receivables and market gain/loss amounts.

B Information on the SURE Detail Report

The following information appears on the SURE Detailed Report:

- “Tax Id” field displays TIN (example, Social Security number, employer identification number, etc.) of the associated customer
- “Tax Id Type” field displays the TIN type for the associated customer (example types are limited to “Employer (E)”, “Social Security (S)”, “Foreign (F)”, “Temporary (T)”, and “IRS (I)”)
- “Customer Name” field is the name of the customer based on the TIN/TIN type entered in the selection criteria
- “State/County” field is the State/County associated with customer activity
- “Alpha Program Code” field displays the program code associated with the customer’s activity
- “Reference Code” field displays the reference number associated with the program payment (that is, “FM – Farm”, “CT – Contract”, etc).
- “Reference Number” field displays the number associated with the reference code (that is, “302B”)
- “Date” field displays the date associated with the applicable activity:
 - payable date is the “Payment Request Date”
 - receivable date is the “Receivable Establishment Date”
 - market gain date is the “Date of Gain/Loss”--*

*--584 SURE Detail Report (Continued)

B Information on the SURE Detail Report (Continued)

- “Activity Type” field displays descriptions of the type of activity reported

Note: There are 3 types of activity captured:

- payments
- receivables
- market gains/losses.

- “Activity ID” field displays system-generated identifier associated with reported activity.

Note: This number should be referenced when questions arise about activity displayed on this report.

- “Activity Amount” field displays the amount of the applicable activity.
- “Program Total” field displays the net amount of activities for the State/county by program code.

C Example of the SURE Detail Report

The following is an example of the SURE Detail Report.

SURE Detail Report Detailed Activity for State/County by Program Report Printed on: Friday, 01/07/2011											
State/ County	Tax Id	Tax Id Type	Customer Name	Alpha Program Code	Reference Code	Referencer Number	Date	Activity Type	Activity ID	Activity Amount	
00000	11111111	E	XYZ FARM	09DISCAP	CT	0030	11/17/10	Payable	22015409	\$6,212.00	
				Program Total							\$6,212.00
				09EDCPDP	FM	0002048	10/10/09	Payable	12240087	\$9,620.00	
							12/22/09	Payable	14444615	\$2.00	
							Receivable	4297678	(\$2.00)		
Program Total							\$9,620.00				
00001	11111111	E	XYZ FARM	09ACRE	FM	6924	11/24/10	Payable	22071172	\$5,892.00	
				Program Total							\$5,892.00
				09ACREDP	FM	0006924	11/04/09	Payable	13830714	\$12,546.00	
							Program Total				
				09DISCAP	CT	13	12/09/10	Payable	22155035	\$1,406.00	
Program Total							\$1,406.00				
09EDCPDP	FM	0006008	10/10/09	Payable	12256037	\$4,310.00					
			02/13/10	Payable	15365789	\$6.00					
			02/18/10	Receivable	4309045	(\$6.00)					
			0006288	10/10/09	Payable	12255162	\$6,944.00				

--*

***--585 SURE Summary Report**

A Overview

The SURE Summary Report provides the ability to search for producer summarized payment, receivable, and market gain activities by tax ID and tax ID type. The report is designed to provide summarized activity.

B Information on the SURE Summary Report

The following information appears on the SURE Summary Report:

- “Tax Id” field displays TIN (example, Social Security number, employer identification number, etc.) of the associated customer
- “Tax Id Type” field displays the TIN type for the associated customer (example types are limited to “Employer (E)”, “Social Security (S)”, “Foreign (F)”, “Temporary (T)”, and “IRS (I)”)
- “Customer Name” field is the name of the customer based on the TIN/TIN type entered in the selection criteria
- “State/County” field is the State/County associated with customer activity
- “Alpha Program Code” field displays the program code associated with the customer’s activity
- “Activity Amount” field displays the net amount of detailed activity.

C Example of the SURE Summary Report

The following is an example of the SURE Summary Report

SURE Summary Report Summarized Activity for State/County by Program Printed Report on: Friday, January 07, 2011					
State/County	Tax Id	Tax Id Type	Customer Name	Alpha Program Code	Activity Amount
00000	11111111	E	XYZ FARM	09DISCAP	\$6,212.00
				09EDCPDP	\$9,620.00
00001	11111111	E	XYZ FARM	09ACRE	\$5,892.00
				09ACREDP	\$12,546.00
				09DISCAP	\$1,406.00
				09EDCPDP	\$30,818.00
				09WHTLN	\$308.00

--*

--586 SURE Report Alpha Program Codes*A Overview**

The SURE Detail Report and the SURE Summary Report, generated from the SURE Report, will display FSA program payment activity in alpha program codes. The totals from these codes shall be entered into the 2009 SURE Workbook in the applicable “Other Payments Amounts” section by County Office (recording county for multi-county applicants). The payments will be part of the total farm revenue calculation in the SURE Workbook. Either report will display the totals for the program activity. See paragraph 584 for specifics on the SURE Detail Report and paragraph 585 for specifics on the SURE Summary Report.

B Alpha Program Codes

The following are the alpha program codes that are applicable to the FSA payments that are included in the total farm revenue for SURE:

- ACRE:
 - Direct Payment Code, “09ACREDP”
 - ACRE Payment Code, “09ACRE”
- CAP, Other Disaster Payments Code, “09DISCAP”
- DCP:
 - Direct Payment Code, “09EDCPDP”
 - Counter Cyclical Code, “09EDCPCC”
- LDP:
 - “09LDPCOMMC”
 - “09ELDPCOMM”
 - “09ELDPECOMM”--*

--586 SURE Report Alpha Program Codes (Continued)*B Alpha Program Codes (Continued)**

- Marketing Loan Gain:
 - “09COMMLN”
 - “09COMMFLN”
 - “09COMMWLN”

Notes: For LDP’s and market loan gains, “comm” will **not** actually appear in the alpha program code. The name (or abbreviated name) of the commodity for which LDP was received or the marketing loan gain was earned will be displayed.

Examples: 09CORNLN, 09WHTLN.

The market loan gains on CMA’s will not appear on the reports. These will still be displayed on SIR and shall be entered in the “CMA” section provided in the 2009 SURE Workbook.

- NAP, “09NAP”.

Note: Prompt payment interest for any of the FSA payments are **not** part of the total farm revenue calculation. If the alpha program code was used for accounting for this interest, it will show up on the reports as part of the payment. County Office or recording county may remove interest amounts before entering the total into the SURE Workbook, if they have proof and the means to identify this. All prompt payment interest was supposed to be accounted to the alpha program code of “INTPEN” and should **not** show up on the reports.--*

587-600 (Reserved)

Parts 18, 19 (Reserved)

601-700 (Reserved)

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

This table lists all forms that are referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)		7, 321, 706, 708, 721
AD-1026A	Supplemental to AD-1026 (Continuation)		512, 572
AD-2007	FSA/RMA Compliance Referral Form		1, 92, 100, 201, 291, 292
CCC-36	Assignment of Payment		10, 702, 708
CCC-37	Joint Payment Authorization		10, 702, 708
CCC-502	Farm Operating Plan for Payment Eligibility Review		9, 321
CCC-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		31
CCC-526	2008 Payment Eligibility Average Adjusted Gross Income Certification		321, 706
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		Text
CCC-902	Farm Operating Plan		31
FSA-217	Socially Disadvantaged, Limited Resource, and Beginning Farmer or Rancher Certification		4, 321, 515, 575
FSA-321	Finality Rule and Equitable Relief		37
FSA-325	Application for Payments of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		10, 31
FSA-570	Waiver of Eligibility for Emergency Assistance		3
FSA-578	Report of Acreage		Text, Ex. 4
FSA-682	Supplemental Revenue Assistance Program Application	342, 354, 518	Text, Ex. 21-23
FSA-682A	Continuation Sheet for Supplemental Revenue Assistance Program Application	352	326, 351, Ex. 21-23
FSA-683	Statement of Compliance With Program Provisions of the 2008 Supplemental Revenue Assistance Program (SURE) and Waiver of Finality of Payment Provisions	353	4, 321, 326, 516
FSA-770 SURE	Supplemental Revenue Assistance Program (SURE) Program Checklist	21	
I-551	Permanent Resident Card or Resident Alien Card		31, Ex. 2

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
AGR	adjusted gross revenue	126, 130, 162, 201, 513, 515, 573, 575, Ex. 4
ARH	Actual Revenue History	201, 313
ARRA	American Recovery and Reinvestment Act (Pub. L. 111-005) (Stimulus)	35, 36, 151, 173, 174, 196, 304, 516, 705
BF	beginning farmer or rancher	Text, Ex. 2, 12
CAP	Crop Assistance Program	263
CC	counter-cyclical	121, 261, 263, 515, Ex. 8
CEY	county expected yield	Text, Ex. 12
DBA	doing business as	35
ELAP	Emergency Assistance for Livestock Program	9, 32, 263, 705
FMV	Field Market Value	Text, Ex. 4
FWADM	Financial Web Application Data Mart	263, 583
GRIP	Group Risk Income Protection	121, 162, 201, 308, Ex. 2
HMP	historical marketing percentages	65, 165, 201, 292, 305-307
HRW	hard red winter	100
IU	intended use	Text, Ex. 2, 4
LR	limited resource farmer or rancher	Text, Ex. 2, 12
MPCI	Multiple Peril Crop Insurance	91, 162, 202, 304, Ex. 4
NAMP	national average market price	Text, Ex. 5
NCT	national crop table	62, 63, 163, 233
NRRS	National Receipts and Receivables System	701, 715, 718, 719
PRF	pasture, rangeland, forage	Text, Ex. 2, 12, 51
RI	rainfall index	162, 201, 263, 304
RMPR	Risk Management Purchase Requirement	Text, Ex. 2, 12
SAF	share adjustment factor	519, 579
SBI	Substantial Beneficial Interest	35, 513, 573, Ex. 4
SIR	SURE Information Report Note: For 2008, SIR stood for SURE Interim Report.	Text, Ex. 4
SURE	Supplemental Revenue Assistance Payments	Text, Ex. 2, 4, 12, 22, 23
SY	subsequent year	201, 301-303, 305, 307-309, 513, 573, Ex. 4
VI	vegetation index	130, 162, 201, 304

--SIR RMA Data--

This table provides information to be used from SIR that may be used to complete the SURE * * * Workbook.

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
GROSS INDM	Gross Indemnity	RMA Indemnity	Listed in "L" (Loss) Record, gross indemnities paid to a producer without subtracting the premium	See subparagraph 263 C for calculations.
PROD PREMIUM	Producer Premium		Amount of premium paid by the producer is listed in "A" (Acreage) Record for yield-based crops and value loss crops.	Enter result in the SURE * * * Workbook, "RMA Indemnity" field.
REC TYP	Record Type Code		<p>These codes indicate the source record type:</p> <ul style="list-style-type: none"> • "I", Insurance in Force • "A", Acreage • "L", Loss • "Y", Subsequent Year Yield • "S", "Substantial Beneficial Interest". <p>There will be multiple record types included for the same unit. The record type indicator will key the user as to which record type and corresponding entry will be used for data entry into the SURE * * * Workbook. Each RMA label and Data Entry Workbook label contained in this table will explain which record type to use when multiple record types may include the same information.</p>	No action required.
LOC ST...	Location State	Physical State	Listed in "A" (Acreage) Record, FSA State code for the physical location of the acreage.	If some or all of the records are not administrated by user's county, forward the report to the applicable administrative county.
LOC...CO	Location County	Physical County	Listed in "A" (Acreage) Record, FSA county code for the physical location of the acreage.	

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
CROP	Crop Code	Crop	RMA crop code and crop name.	Compare RMA crop/type/practice to FSA crop/type/IU/practice from SIR, FSA-578 Data (see 2-CP, Exhibit 10.5, if necessary). FSA crop/type/IU/practice shall be entered in the SURE Workbook. Note: See Part 2, if the crop is not on FSA-578.
TYPE	Crop Type Code	Crop Type	RMA type code and type name.	
PRAC	Farming Practice Code	Practice	RMA practice code and practice name.	
ACRES	Acres	Acres	Acres from the "A" (Acreage) Record are reported acres. Acres from the "L" (Loss) Record are determined acres.	RMA reported acres will be loaded into the SURE Workbook for insured crops with plan codes with an RMA basis (paragraphs 91 and 162). If a portion of the acres are ineligible because of being subsequently planted, the reported acres will be used to split the RMA data. Note: RMA uses the lesser of the reported or determined acres to calculate the guarantee basis. RMA determined acres are informational only. For raisins, see paragraph 309. RMA data provided in SIR "ACRES" field represents the total tons of raisins insured, not acres.
SHR	Insured Share	Producer Share	RMA producer's share is displayed on SIR in 3 decimal places. The SURE Workbook entry can be up to 4 decimal places.	If RMA share does not match FSA share for the acreage, see Part 2 to prorate the RMA data for the share. Enter the share as displayed on SIR (that is, if the RMA share equals 0.333 and FSA-578 share equals 0.3333; the SURE Workbook entry shall be, "0.333"). The SURE Workbook will automatically display the entry as, "0.3330". *--Note: The Compliance Tool will show 4 decimal places and can be use as is.--*
PLAN	Insurance Plan Identifier	Plan Code	The plan code of insurance that the producer purchased.	Enter the plan code as displayed, except for Plan Code "50", use "50R" or "50N", accordingly. See Exhibit 12.
COVERAGE CAT	Coverage Category		<ul style="list-style-type: none"> • "C", CAT • "A", Buy-Up. 	No action required.

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
STAGE (Cntd)	Stage Code (Cntd)	Stage Code (Cntd)	<ul style="list-style-type: none"> • “P”, check with producer to see if acreage was harvested or unharvested • “P2”, Prevented • “PB”, check with producer to see if acreage was harvested or unharvested • “PF”, Prevented • “PT”, Prevented • “S”, Harvested • “UB”, Unharvested • “UG”, Unharvested • “UH”, Unharvested • “US”, Unharvested • “W1”, Unharvested • “_”, (blank), check with producer to see if acreage was harvested or unharvested. 	<p>Enter the “H”, harvested; “PP”, prevented; or “UH”, unharvested code, as applicable, into the SURE Workbook according to the stage codes provided by RMA.</p> <p>Notes: If the Guarantee Reduction Code is “P” or “E”, in the SURE Workbook, “Stage Code” field, select “PP” code.</p> <p>*--For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
STAGE FCTR	Stage Code	Adjustment Factor #1	Listed in "L" (Loss) Record, Reduction factor provided by RMA based on Stage Code	<p>Enter the Stage Code factor as displayed.</p> <p>If 0.000 or 1.000, enter 1.000 or leave blank.</p> <p>If the Stage Code is "P2", "PF", or "PT", the Guarantee Reduction Code in the "A" (Acreage) Record is "P" or "E". Enter the Guarantee Reduction factor in the SURE Workbook, "Adjustment Factor #1" field, this factor supersedes the stage code factor provided by RMA.</p> <p>*--Note: For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>
UNIT	Unit Number	Unit Number	RMA Unit Number	Enter unit number as displayed.
ZERO ACRE	Zero Acre Flag		<p>Listed in "A" (Acreage Record), as follows:</p> <ul style="list-style-type: none"> • "I", Total insurable acres of Pasture, Rangeland, Forage (FRG) • "U", Uninsured acres - planted to the insured crop, but not insurable • "N", No history acres - never planted • "-", or BLANK, regular acreage report. 	<p>If the Zero Acre Flag is "I", "U", or "N", then no action is required. For informational purposes only.</p> <p>If the Zero Acre Flag is "-" or BLANK, then load acres into 2008 SURE Workbook as provided, if applicable.</p>

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
GUAR REDUC CDE	Guarantee Reduction	Guarantee Adjustment Code	<p>Listed in "A" (Acreage) Record, as follows:</p> <ul style="list-style-type: none"> • "L", Late Planting • "M", Maximum Late Planted Reduction • "P", Prevented Planting • "E", Eligible PP acres from another unit and/or crop • "F", First Year thinning for Pecan • "C", Percent Stand Limitation for Cherries • "D", Amount of Insurance Reduction for the following: <ul style="list-style-type: none"> • Fixed Dollar Citrus (0215) in California • Fixed Dollar Strawberries (0110) • Reduction Other Than Percent Stand Limitation for Cherries (0057) • "_", No Reduction. 	<p>Enter the Guarantee Reduction Code as displayed, unless the Guarantee Reduction Code is "P" or "E".</p> <p>If the Guarantee Reduction Code is "P" or "E", select the prevented "PP" code in the SURE Workbook, "Stage Code" field.</p> <p>Note: Do not enter the Guarantee Reduction Code in the "Guarantee Adjustment Code" field if the Guarantee Reduction Code is "P" or "E".</p> <p>*--For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
GUAR REDUC FCTR	Guarantee Reduction Factor	Guarantee Adjustment Factor	Listed in "A" (Acreage) Record, Reduction factor provided by RMA based on Guarantee Reduction flag.	<p>Enter the Guarantee Reduction factor as displayed, unless the Guarantee Reduction Code is "P" or "E".</p> <p>If 0.000 or 1.000, enter 1.000 or leave blank.</p> <p>If the Guarantee Reduction Code is "P" or "E", enter the factor in the SURE Workbook, "Adjustment Factor #1" field; this factor supersedes the Stage Code factor provided by RMA.</p> <p>Note: Do not enter the Guarantee Reduction factor in the "Guarantee Adjustment Factor" field if the Guarantee Reduction Code is "P" or "E".</p> <p>*--For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
MULTI CROP CDE	Multiple Cropping Flag	Guarantee Adjustment Code	Listed in “L” (Loss) Record	
<p>These codes are applicable to the first insured crop for which an indemnity was earned and a loss record is present.</p> <p>If the first insured crop has an “L” (Loss) Record and the multiple crop code is “DC” (Double-Cropping) it indicates that a subsequent insured crop planted on the same acres did meet RMA double-cropping provisions. Any code other than “DC” (Double-Cropping) on the first insured crop, for which an indemnity was earned and a loss record is present, indicates that a subsequent insured crop planted on the same acres did not meet RMA double-cropping provisions.</p> <p>Note: The first insured crop for which an “L” (Loss) Record is present, may not be first crop planted.</p> <p>Example: If insured soybeans follow insured wheat and an indemnity is not earned on the wheat, but an indemnity is earned on the soybeans, these codes would be applicable to the soybeans.</p>			<ul style="list-style-type: none"> • “DC”, meets double-cropping requirements • “FC”, 100 percent indemnity (second crop planted and no other code applies) • “IR”, 65 percent indemnity reduction • “NS”, reported no insured second crop • “RI”, restore indemnity • “RP”, 65 percent reduction to prevented planting payment on first crop • “WI”, waive insurance on second crop. 	<p>See paragraph 91 to determine acreage eligibility and see examples of various double-crop scenarios.</p> <p>A further explanation of how RMA interprets and uses these codes can be seen at www.rma.usda.gov/FTP/Publications/M13_Handbook/2008/approved/REC21EXH.PDF, on pages 1 through 3.</p> <p>*--Note: For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>
<p>These codes are only applicable to the second insured crop for which an indemnity was earned. “SW” also indicates that a crop loss record was filed on the first insured crop planted on the same acreage in the same year.</p>			<ul style="list-style-type: none"> • “SC”, 100 percent indemnity on second crop. • “SW” waived indemnity on second crop acreage. 	

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
MULTI CROP FCTR	Multiple Cropping Reduction	Guarantee Adjustment Factor	Listed in "L" (Loss) Record, Reduction factor provided by RMA based on Multiple-Cropping flag.	<p>Enter the multiple-cropping factor as displayed on SIR.</p> <p>If 0.000 or 1.000, enter 1.000 or leave blank.</p> <p>*--Note: For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>
OPTION CD	Option Code	Guarantee Adjustment Code	Listed in "A" (Acreage) Record, 2 or more characters that designate a producer's elected options.	<p>Enter the first 2 characters of the option code as displayed, if applicable.</p> <p>*--Note: For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>
OPTION FCTR	Option Code Reduction	Guarantee Adjustment Factor	Listed in "A" (Acreage) Record, factor provided by RMA based on producer's option elections.	<p>Enter the option code factor as displayed, unless the option code is blank, then no entry required.</p> <p>If 0.000 or 1.000, enter 1.000 or leave blank.</p> <p>Note: This factor may be lesser than or greater than 1.0.</p> <p>*--For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do not load this entry into the SURE Workbook.--*</p>

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
UOM	Unit of Measure	Unit of Measure	Listed in "L" (Loss) Record, RMA unit of measure.	Load the unit of measure as displayed.
CR DIST	Crush District	Crushing District	California grapes with IU of "Processing" only; for districts 1 through 17.	Load as displayed.
GUAR BASIS	Guarantee Basis	RMA Guarantee Basis	Listed in "A" (Acreage) Record, RMA Guarantee Basis, as defined in subparagraph 162 A.	Enter the guarantee basis as displayed, unless adjustments are required because of ineligible acres or share discrepancies.
COVERGE... LVL	Coverage Level	Coverage Level %	The coverage percentage selected by the producer when purchasing the insurance policy.	Enter coverage level as displayed.
PRICE ELC PCT	Price Election Factor	Price Election %	The price percentage selected by the producer when purchasing the insurance policy.	Enter price election percentage as displayed, unless the price election percent displayed is 0.0000, then enter 1.0000.
YIELD	Yield		Listed in "A" (Acreage) Record, APH before any adjustments. For avocados and pecans, it is the producer yield which is not an APH yield.	No action required. For informational purposes only, this will not be entered into the SURE Workbook.
ADJ APH	Adjusted APH Yield		Listed in "A" (Acreage) Record, adjusted APH yield by RMA using the procedures outlined in Part 5.	
WTD ADJ YLD	Weighted Adjusted Yield		Listed in "A" (Acreage) Record, weighted adjusted APH yields by RMA using the procedures outlined in Part 5.	

NASS U.S. Prices (Continued)

B 2009 NASS U.S. Prices

This table provides NASS U.S. prices for determining NAMF.

Crop Code	Type Abbr	Crop Name	Type Name	Use	Unit of Measure	2009 NAMF
0001		Tobacco Burley			LBS	1.709
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.754
0002	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.754
0002	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.754
0002	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.754
0002	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.754
0003		Tobacco Virginia Fire Cured			LBS	2.100
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.468
0004	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.468
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.242
0005	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.242
***	***	***	***		***	***
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	5.039
***	***	***	***		***	***
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.700
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	5.23
0011	HRW	Wheat	Hard Red Winter Wheat	GR	BU	4.71
0011	HWW	Wheat	Hard White Winter Wheat	GR	BU	4.71
0011	HWS	Wheat	Hard White Spring Wheat	GR	BU	5.23
0011	SRW	Wheat	Soft Red Winter Wheat	GR	BU	4.71
0011	SWS	Wheat	Soft White Spring Wheat	GR	BU	5.23
0011	SWW	Wheat	Soft White Winter Wheat	GR	BU	4.71
0016	SPR	Oats	Spring	GR	BU	2.02
0016	WTR	Oats	Winter	GR	BU	2.02
0018	LGR	Rice	Long Grain		LBS	0.140
0018	MGR	Rice	Medium Grain		LBS	0.140
0018	SGR	Rice	Short Grain		LBS	0.140
0022		Cotton, ELS			LBS	1.170
0031	COM	Flax	Common	SD	BU	8.15
0031	LIN	Flax	Linola	SD	BU	8.15
0038		Sugarcane		PR	LBS	*--.171
0039		Sugar Beets		PR	TON	46.70--*

NASS U.S. Prices (Continued)

***--B 2009 NASS U.S. Prices (Continued)**

Crop Code	Type Abbr	Crop Name	Type Name	Use	Unit of Measure	2009 NAMP
0041	YEL	Corn	Yellow	GR	BU	3.55
0041	YEL	Corn	Yellow	SD	BU	3.55
0051	GRS	Sorghum	Grain	GR	BU	3.22
0051	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	3.22
0051	HIG	Sorghum	Hybrid	SD	BU	3.22
0051	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	3.22
0051	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	3.22
0051	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	3.22
0058		Cranberries		FH	BBL	49.30
0058		Cranberries		PR	BBL	49.30
0067	AUS	Peas	Austrian Peas	DE	LBS	0.227
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.217
0075	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.217
0075	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.217
0075	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.217
0075	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.217
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	0.2210
0078	OIL	Sunflowers	Sunflower Oil	GR	LBS	0.1380
0080	DOP	Millet	Dove Proso	GR	BU	2.90
0081	COM	Soybeans	Common	GR	BU	9.59
0081	EDA	Soybeans	Edamame Soybeans	GR	BU	9.59
0081	LER	Soybeans	Lerado	GR	BU	9.59
0091	SPR	Barley	Spring Barley	GR	BU	2.61
0091	WTR	Barley	Winter Barley	GR	BU	2.61
0094		Rye		GR	BU	4.93
0129		Rapeseed		SD	LBS	0.263
0469		Macadamia Nuts			LBS	0.700
0711	FAL	Canola	Fall Seeded	SD	LBS	0.162
0711	SPR	Canola	Spring Canola	SD	LBS	0.162

--*