

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Supplemental Revenue Assistance Payments Program
1-SURE

Amendment 15

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 37:

- B has been amended to correct the policy of STC granting relief
- H has been amended to correct the policy for requesting relief.

Subparagraph 122 A has been amended to clarify that for multiple-marketed crops, CEY is based on crop and type.

Subparagraphs 233 B and 233 E have been amended to remove spot check procedure information on quality. The information is now included in paragraph 393.

Paragraph 236 has been withdrawn. The information on spot check procedure is now included in paragraph 393.

Subparagraph 263 J has been amended to allow recording counties to coordinate with administrative counties for entering “Other Payment Amounts”.

Subparagraph 292 B has been amended to clarify:

- procedure for share discrepancies that exist when FSA-recorded shares are correct
- that total farm revenue must be based on FSA shares.

Subparagraph 321 A has been amended to provide updated guidance on forms required when applying for benefits.

Part 12 has been added to include compliance and spot check procedures for SURE, and provide FSA-778, “SURE Compliance Worksheet”.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 573 D has been amended to clarify when changes to SIR will not show up as an underlined change.

Subparagraph 575 D has been amended to instruct recording counties to enter “Other Payment Amounts” when this is the only data for an administrative county.

Subparagraphs 584 B and 585 B have been amended to correct reference to Federal (F) tax ID type.

Exhibit 4 has been amended to provide clarifications and updates on SIR RMA data.

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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 G.--*
		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 G.--*
	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 G.--*
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 G.--*

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 maybe 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.--*

* * *

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

STC's shall do the following for relief cases submitted according to subparagraph I:

- review each request for equitable relief and clearly document in STC minutes the justification for granting or denying equitable relief
- include the following information in STC minutes when granting or denying equitable relief:
 - producer's name
 - program year
 - SURE Program
 - action taken by the producer.

G COC Action

COC shall do the following for relief cases submitted according to subparagraph H:

- review each equitable relief request and clearly document the justification for recommending equitable relief, along with all supporting documentation to STC
- document the justification for recommending equitable relief in COC minutes according to 7-CP, subparagraph 82 C **before** submitting equitable relief cases to STC.

H 7-CP Equitable Relief Cases

--County Offices shall follow 7-CP for submitting equitable relief cases to STC. If relief-- is approved under 7-CP, follow subparagraph 35 F for collecting fees.

Note: FSA-321 is **not** needed, just a memorandum to STC.

38-60 (Reserved)

Part 5 Yields

121 General Information

A Overview

Each commodity on a farm that has eligible acreage must have a SURE yield established for the location county, crop, type, and IU. Eligible acreage includes:

- planted or prevented planted acreage of an eligible SURE crop
- taps for maple sap
- colonies for honey.

SURE yield is used in the crop guarantee and expected revenue calculations.

Value loss crops will not have a SURE yield established. Value loss crops include, but are not limited to:

- aquaculture
- Christmas trees
- nursery.

B Definition of SURE Yield

SURE yield means, for a county, crop/crop type/IU that:

- is insured, the higher of 100 percent of the weighted CC yield, or:
 - weighted adjusted APH yield
 - weighted CEY for crops with no RMA established yield
- is covered by NAP, the higher of 100 percent of the weighted CC yield or weighted adjusted yield
- met RMPR by requesting a waiver as SDA, LR, or BF, paid a buy-in fee, or relief was granted, the higher of 65 percent of the weighted CC yield or 65 percent weighted CEY.

Meeting more than 1 of the conditions in this subparagraph would allow the eligible crop to have more than 1 SURE yield if insurance is not provided for all farming practices or growing stages of the crop (paragraph 121.5).

Note: RMA will provide a guarantee basis for Group Risk Plan, GRIP, and PRF policies. These policies do **not** have an RMA weighted adjusted yield provided by RMA; therefore, the comparison to the weighted CC yield does **not** apply and SURE yield will **not** be determined.

C CC Yield

CC yield is established according to 1-DCP.

121 General Information (Continued)**D Weighting CC Yield**

For all farms in which the producer has an interest, the CC yield will be weighted based on the farm level base acres and farm level CC yield for the administrative State and county and crop, if established. CC yields are maintained for the crop's primary use. * * *

Weighted CC yields will be converted to tons for corn FG (silage) and grain sorghum and dual purpose sorghum SG. The converted yield will be used in comparison and calculations for the SURE Program. SURE will use the conversion factors provided in 1-DCP.

Note: The weighted CC yield is provided on SIR, CC Yield Data Section, for crops for which FSA-578 was filed.

121.5 Adjustments to CC Yield for Special Conditions**A Overview**

CC yield adjustments may be applicable for eligible crops that have more than 1 SURE yield and there is a difference between the RMA APH yield and NAP approved yield, or assigned yield.

The special conditions include:

- full season soybeans that are covered by a policy or plan of insurance, but double-cropped soybeans are covered by NAP or waived-in
- summer fallow wheat is covered by a policy or plan of insurance, but continuous-cropped wheat is covered by NAP or waived-in.

121.5 Adjustments to CC Yield for Special Conditions (Continued)**B Adjusting CC Yield**

CC yield shall be adjusted:

- by the same percentage CEY was adjusted for assigned yield comparisons
- using the same procedure used in establishing CEY for NAP purposes.

The adjusted CC yield will be loaded in the SURE Workbook according to subparagraph 515 J for 2008 or subparagraph 574 K for 2009.

C Examples of a Crop Covered by NAP

Example 1: Under NAP, CEY for double-cropped soybeans was established at 65 percent of the full season CEY. For NAP covered double-cropped soybeans, the adjusted weighted CC yield will be factored at 65 percent of the normal weighted CC yield.

Example 2: An “all wheat” yield was established at 30 bushels. “All wheat” includes irrigated, nonirrigated, and all practices for the crop. NAP is available for continuous-cropped wheat **only**, with an established CEY of 20 bushels. Apply the same factor, .6667 ($20 \div 30$), to the weighted CC yield to determine the adjusted weighted CC yield.

D Example of Waived-In Soybeans

CEY for waived-in soybeans was established at 50 percent of the normal CEY. The weighted CC yield will also be factored by 50 percent.

122 CEY's

A Establishing CEY's

State Offices are required to establish STC-approved yields using the following procedure:

- consult with County Offices to determine yields that are needed; COC recommendations shall be documented in the COC minutes to indicate the source of the yield data used, the number of years in the average, etc.; STC representative shall concur with COC yield recommendations or work with COC to establish an acceptable yield
- use the following sources, in the order shown, based on the applicable crop years, to establish CEY recommendation:
 - NASS data
 - other government sources, such as Extension Service, State Department of Agriculture, Bureau of the Census, etc.
 - other reliable sources, such as universities, buyers, and cooperatives

Note: Yields should be established on the basis of harvested acres, not planted.

- yields shall be established by type, IU, planting period, and practice, if applicable

***--Note:** For multiple-marketed crops, CEY is based on crop and type instead of crop/type/intended use, as defined in paragraph 65.--*

- STC minutes shall include yield determinations and documentation to support CEY's
- State Office shall verify that yields are comparable with yields established for adjoining counties and States.

122 CEY's (Continued)

B Irrigated Yields

If the county has both irrigated and nonirrigated acreage, a yield must be established for each practice.

C Calculating CEY's

CEY is the Olympic average calculated by:

- obtaining the yields of the crop for the 5 consecutive crop years immediately preceding the previous crop year
- dropping the crop years with the highest and lowest yields
- averaging the yields for the remaining 3 crop years using a simple average.

Example: For the 2008 crop year, the base period would be 2002 through 2006.

If 5 crop years of data is not available for establishing CEY, STC shall:

- use the best data available to obtain as many crop years of data as possible within the 5 consecutive crop years immediately preceding the previous crop year
- establish CEY for those crops by computing a simple average of the data obtained
- thoroughly document why 5 crop years of data is not available and the sources of the data used.

123 CEY Adjustments**A Adjustments**

COC is required to adjust CEY downward for acreage:

- where the practice used by the producer is not capable of producing CEY in a normal year
- for double-cropped commodities, if applicable

Notes: COC shall establish a reduced CEY when 1 or both of the growing seasons would not normally allow a producer to obtain CEY.

A reduction normally doesn't apply to irrigated double-cropped acres.

- where the area, regional climate, soil type, or other environmental factors do not normally allow a producer to obtain CEY
- for fruit and nut crops, because of age (including crops that are in decline or immature because of underage or overage), spacing, tree count, or management.

Notes: COC's are not required to reduce CEY if the spacing/tree count or age does not significantly differ from the standard spacing/tree count or age in the county.

COC must reduce CEY if age or spacing of trees causes the trees to not be capable of producing CEY. DAFP has developed these reductions for COC's use as a guide from sources, such as State university research stations, CSREES, RMA Regional Offices, and FSA State Offices. See 1-NAP for reduction guidelines.

233 Quality Loss General Requirements (Continued)

***--B Applying Quality Adjustment Factors**

NAMP will be adjusted by a quality adjustment factor, or combination of factors, **only** for that harvested production from eligible SURE acres located in a region or county that STC has determined was impacted by an adverse weather event. The average adjustment to actual production must take into consideration **all** harvested production from that approved region or county. This applies to the other, excessive moisture, and/or total quality adjustment factors as outline in paragraph 66. Producers are **not** allowed to have the quality adjustment factor, or combination of factors, apply to only a portion of the crop's harvested production in an approved region or county. If a producer does **not** have verifiable production records to meet the average quality adjustment for each independent factor of other, total, or excessive moisture, as applicable, for all harvested production in an approved region or county they should not be certifying they meet the quality adjustment factor (or combination of factors).--*

Any harvested production for a crop that is outside the STC-approved region or county is **not** eligible for the quality adjustment.

***--Example:** STC has approved an excessive moisture quality adjustment factor for corn in County A because of a freeze. Producer B has corn in County A as well as the adjacent County B. The excessive moisture quality adjustment factor will **only** be used to adjust NAMP of the total verifiable harvested production of the producer's corn in County A. The harvested corn production from County B will **not** have the excessive moisture quality adjustment factor applied to NAMP,--* unless a STC-approved quality adjustment factor for corn was established in County B.

If not already adjusted, County Offices must adjust all harvested production to standard moisture before applying the quality adjustment factor to NAMP that will then be multiplied by the total harvested production in the approved area to determine crop revenue for the production in the affected area.

Note: For all RMA crops with a loss record or APH data, and for all NAP crops with production, the moisture has already been adjusted. As stated in subparagraph 201 D, if a producer had NAP coverage, but does not have production, or if the producer met RMPR on the crop by way of requesting a waiver as SDA, LR, BF, paid a buy-in fee, or was granted relief, then the producer must provide acceptable production evidence according to subparagraphs 201 G through J. If this evidence contains production for crops where moisture would be adjusted, but the adjustment has not been completed, then this would be the only time a County Office would have to adjust for standard moisture. Typically, most production evidence will already have the moisture adjusted.

233 Quality Loss General Requirements (Continued)**B Applying Quality Adjustment Factors (Continued)**

When adjusting NAMP for other types of quality factors, for example, small kernel size, foreign material, vomitoxin, etc., apply the quality adjustment factor to NAMP that will then be multiplied by the total harvested production in the approved area to determine the crop revenue for the production in the affected area.

In general, quality adjustment factors are to be determined based on the difference between actual price received and the normal market price.

Example: The normal market price at the time of market is \$4.10 per bushel for corn. Because of quality factors documented from local markets, on average many producers are only receiving \$3.50 per bushel for the crop. As a result, the factor considered for producers certifying that their production meets the quality adjustment would be .8536. See paragraph 66 for establishing quality adjustment factors.

* * *

Note: If the quality factor for crop, type, and IU at the county is established for the other and excessive moisture quality adjustment factors, there is a combination factor applied to NAMP according to paragraph 66. However, producers will certify separately to each factor and **must** meet the average threshold for each factor separately.

* * *

233 Quality Loss General Requirements (Continued)

C When Quality Adjustment Factors Will Not Apply to Production

Quality adjustment factors will not apply to production:

- that is unmarketable because the production to count will be equal to zero
- that is unharvested

Note: All unharvested production will have the unadjusted NAMP applied.

- from acres that are not eligible for SURE.

D Exceptions for Excessive Moisture When Determining the Quality Adjustment Factor

There may be situations where the producer may incur excessive drying expenses because of excessive moisture. As a result, the actual price received may not be different from the normal market price. In these situations producers may still be eligible for an adjustment in quality if they have acceptable evidence of the actual moisture at time of harvest.

COC shall use local and regional elevators to determine price adjustments because of excess moisture.

Example: A county has an early freeze which does not allow the 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 15 percent moisture. The buying price for corn at the local and regional markets average \$4.10 per bushel for corn with moisture content of 15 percent or less. Producer A dried all corn to acceptable moisture levels before marketing the crop. Producer A has acceptable evidence to show the moisture content of the crop at harvest averaged 25 percent moisture. As a result, the adjustment factor would have been .8780 ($25 - 15 = 10 \times .05 \text{ cents} = \$.50$, $\$4.10 - .50 = \3.60 , $\$3.60 \div \$4.10 = .8780$) had the crop not been dried before market. Even though Producer A received the normal market price, COC may apply the quality adjustment factor to NAMP if the STC-established quality adjustment factor met or exceeded .8780 and the producer had verifiable and reliable production records.

* * *

233 Quality Loss General Requirements (Continued)

E Quality Adjustment Factor Impact to NAP

When establishing NAMP for NAP crops, the 12-month average market price **cannot** exceed the NAP market price. The NAP market price is the current price for the crop for the applicable NAP crop year.

For NAP covered crops and crops for which NAP coverage was not obtained, but waived-in, the quality adjustment factor is applied to NAMP rather than the NAP market price (which is the NCT crop price). When the quality adjustment factor has been applied to NAMP, the result will be compared to the NAP market price. If the NAP market price is lower than NAMP adjusted for quality, then the NAP market price will be used as NAMP. Otherwise, the quality adjusted NAMP will be used.

Example: An actual crop price used for crop year 2008 in the 2010 NCT is determined to be \$4.20. The NAP market price or “current price” in NCT for 2008 is \$4. NAMP will be the lower of the 2 prices or, for this example, the NAP market price of \$4 will be used. If a quality adjustment factor is applicable, the quality adjustment factor will first be applied to NAMP of \$4.20 **before** being adjusted to NAP market price. So if a quality adjustment factor of 5 percent applied, NAMP would be adjusted because of quality as follows:

$$\$4.20 \times .95 = \$3.99 \text{ adjusted NAMP.}$$

The adjusted NAMP would then be compared to the NAP market price of \$4. Because the adjusted NAMP is less than the NAP market price of \$4, the adjusted NAMP would be \$3.99.

F RMA Production on SIR

The production associated to a RMA loss record on SIR (Exhibit 4) includes production adjustments because of reduced quality for many crops (Exhibit 17). For SURE purposes, County Offices do **not** need to be concerned with whether or not the production listed has been adjusted because of quality. If production has already been adjusted for quality, an increased indemnity is received and will already be considered when determining total farm revenue. As a result, County Offices shall follow the same procedure for all producers regardless of whether or **not** the crop indicates it was previously adjusted for quality by RMA.

233 Quality Loss General Requirements (Continued)

G Producer Certification

The quality adjustment factors that may be applicable to a crop are other, excessive moisture, or total, according to paragraph 66.

IF States choose to set up...	THEN producers will...
both other and excessive moisture quality adjustment factors for a crop	certify to each quality adjustment factor separately.
only the total quality adjustment factor for a crop	only certify to the total quality adjustment factor.

Producers requesting an approved quality adjustment factor apply for a crop in their area must certify that the:

- quality affecting the crop was caused by an eligible adverse weather event
- same basis that the quality adjustment factor was approved for (price or quality) was used to determine the producer’s quality loss
- average of the producer’s quality loss meets or exceeds the approved quality adjustment threshold.

Although producers are only required to certify that they have met the certification criteria in this subparagraph, they must maintain all verifiable documentation used for justification. The quality loss that they are certifying to must have either:

- a test from a State university or STC-approved lab
- sales evidence that shows a reduction in price or grade of the crop related to the loss in quality.

This documentation will be used in spot checks.

Example: A quality threshold has been approved based on quality (excessive moisture following a freeze) for all corn in a county at 24 percent or more moisture resulting in a .9500 quality adjustment factor. If the producer certifies that the threshold of 24 percent is met or exceeded, based on excessive moisture following the freeze, NAMP will be adjusted by the approved quality adjustment factor of .9500 for the producer’s total harvested corn production in the approved region or county. The producer must maintain verifiable documentation proving that the threshold was met or exceeded. If the total harvested production of corn for this producer in the approved region or county does not average 24 percent or more excessive moisture, the producer is not eligible for the quality adjustment.

233 Quality Loss General Requirements (Continued)

H COC Eligibility Determinations

COC is responsible for determining the following:

- if the reduction in quality or price was because of an eligible adverse weather event
- production evidence meets requirements for verifiable evidence if subject to spot check
- the average actual quality loss meets or exceeds the STC-established quality adjustment factor.

235 Hay and Forage Provisions (Continued)**F 2008 and 2009 Forage Exception (Excessive Precipitation Only)**

For 2008 and 2009 mechanically harvested forage for hay, STC may waive the provisions in subparagraphs B, C, and D that require verifiable evidence by producers to support quality.

If waiver is elected by STC, additional documentation **must** be provided to show the county received above normal precipitation. Third party sources such as universities, National Institute of Food and Agriculture, or forage analysis labs, **must** document that this excessive precipitation did cause a reduction in hay quality that resulted in a reduction in value.

Documentation from third party sources **must**:

- support the procedure STC used in establishing quality adjustment factors as outlined in subparagraph 66 B * * *
- show evidence that the average quality of forage in the county declined because of the excessive precipitation during normal harvest periods
- include tests from within the county for the applicable year that supports the reduction in quality; these test results may include, but are **not** limited to the following:
 - crude protein
 - total digestible nutrients
 - relative feed value
 - any documentation of price decline because of forage quality based on these test values

235 Hay and Forage Provisions (Continued)**F 2008 and 2009 Forage Exception (Excessive Precipitation Only) (Continued)**

- document each forage type, the timing of harvest may vary by types of forage; for forage types that have multiple cuttings throughout the year, evidence **must** show the excessive precipitation affected quality on average for the total production from all cuttings.

Example: The warm season native forage may **not** have been affected by the excessive precipitation while early harvested alfalfa was impacted.

Notes: As discussed in paragraph 304, pasture, rangeland, forage pilot polices do **not** distinguish between types of forage. As a result, STC **must** establish an average quality adjustment factor based all perennial forage types for producers who have PRF. This factor is in addition to the quality adjustment factor established by specific forage type that could be used for producers who did **not** purchase PRF.

If price was used in determining the quality adjustment factor for PRF, then the NASS “All Hay” price **must** be used.

Producers will still be **required** to certify that their production is eligible for the quality adjustment factor for forages on FSA-682. However, verifiable evidence is **not** required if STC elects to use the procedure in this subparagraph.

For producers who do **not** have verifiable production evidence and are eligible under this waiver, the following statement must be added to the ninth bullet in FSA-682, Part F:

“Exception in 1-SURE, subparagraph 235 F applies”.

The producer **must** initial and date this statement.

236 (Withdrawn--Amend. 15)**237-260 (Reserved)**

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, *--the recording county must coordinate with administrative counties to determine whether the recording county will run the report and enter all payments or if each administrative county will be responsible for running the report and entering all payments for that administrative county.--*

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, and the recording county was responsible for entering all payments in the workbook, 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)

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 calculated 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 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.

Example #2: 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 ensure that the provider has verified FSA’s share as correct.
2	A revised RMA Guarantee Basis must be recalculated based upon the producer’s correct share using the “Factoring RMA Data by Share Differences Tool” in the workbook.
3	Use the revised RMA Guarantee Basis to determine SURE crop guarantee.--*

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
- *--total farm revenue must be based on the FSA share.--*

Notes: 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.

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
- *--applicable forms, 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.

386 FSA-682 Cancellations Because of March 18, 2010, Quality Factor Changes**A Background**

As of March 18, 2010, State Office may establish 1 of the following for SURE crops:

- total quality adjustment factor for all causes
- excessive moisture quality adjustment factor and other quality adjustment for quality adjustment other than excessive moisture.

To accommodate the change from the previous single quality factor (Approved Quality Reduction), FSA-682, Part B, Quality Reduction Information Section has been modified.

B Processing FSA-682's With Quality Factors That Changed

County Offices shall notify producers who had previously certified to a quality adjustment factor, if the State Office has changed the quality factors for the applicable crop. If the producer fails to complete a new FSA-682 within 45 calendar days of the notification, the COC shall disapprove the existing FSA-682.

The previous FSA-682 shall be marked "Canceled" and kept in the SURE folder. Follow this handbook for processing the new FSA-682, including SURE Workbook updates, all required COC determinations, and payment processing.

C Handling FSA-682's With Unchanged Quality Factors

No specific action is required if STC set a total quality adjustment factor for the crops to which the producer had previously certified to a quality reduction. The total quality percentage is considered equivalent, for SURE Program purposes, to the "Approved Quality Reduction" percentage on the previous FSA-682 version.

D Handling FSA-682's With No Quality Factors

No specific action is required if the producer had **no** entry in Part B, Quality Reduction Information, for a crop.

387-390 (Reserved)

*--Part 12 Compliance Reviews

391 SURE Compliance Reviews

A Overview

Compliance reviews for SURE are required to ensure the accuracy of the information provided by producers. Review will be required as determined by:

- National Compliance Review list
- subparagraph B.

B Additional Required Selections

Additional selections may be required when COC, DD, or STC has reason to believe inaccurate data or inaccurate certification was provided. Inaccurate data or certification includes, but is not limited to, the following:

- missing and/or inaccurate acreage or production reports

Note: County Offices shall verify that all acreage has been reported. AD-1026A will provide a complete list of land for which the producer has an interest.

- producer provided production not marketed as shared or otherwise questionable
- questionable quality reduction certification
- questionable RMPR certification

Note: If a producer is selected for spot check and the producer elected *de minimis*, the producer shall be required to provide an explanation of the reason or methodology they used to elect *de minimis*.

- inventory to support FMV A and/or FMV B is questionable.

C Completing FSA-778

For each producer selected according to subparagraph A or B, complete FSA-778. The information shall be recorded in the National Compliance Review database:

- only if the producer was on the National Compliance Review list
- according to 2-CP.

Note: Producers only selected according to subparagraph B shall **not** be loaded into the National Compliance Review database.--*

*--391 SURE Compliance Reviews (Continued)

D Example of FSA-778

The following is an example of FSA-778.

Office Staff Actions:					Handbook or Other Reference	YES	NO	N/A
5. Were all acres on all farms nationwide reported on FSA-578? If "NO", explain:					1-SURE, paragraph 31			
6. Were ownership and shares verified? If "NO", explain.					1-SURE, paragraph 31			
7. Are RMA and FSA acres within tolerance? If "NO", explain:					1-SURE, paragraph 100			
8. Was production marketed in the same manner it was shared on FSA-682? If "NO", explain:					1-SURE, paragraph 392			
9. Does harvested production evidence support the quality reduction factor? If "NO", explain:					1-SURE, paragraph 393			
10. Does the participant meet risk management purchase requirement (RMPR) on all eligible crops? If "NO", explain:					1-SURE, paragraph 35			
11. If producer elected <i>de minimis</i> , does crop(s) meet <i>de minimis</i> requirements? If "NO", explain:					1-SURE, paragraph 35			
12. Does inventory evidence match producer's records for FMV-A? If "NO", explain:					1-SURE, paragraph 392			
13. Does inventory evidence match producer's records for FMV-B? If "NO", explain:					1-SURE, paragraph 392			
14. Does reported production match verifiable/reliable records? If "NO", explain:					1-SURE, paragraph 392			
15. Was a valid signature obtained on FSA-682? If "NO", explain:					1-CM			

***--391 SURE Compliance Reviews (Continued)**

D Example of FSA-778 (Continued)

FSA-778 (05-06-11)		Page 2 of 2	
16. Were there any discrepancies for the participant that would result in a recalculation of SURE benefits? Refer to 1-SURE, paragraphs 392 and 393. If "YES", check all discrepancy types that apply.			
	A. Not all crops/acres recorded on FSA-578		E. Questionable RMPR certifications
	B. Producer provided or otherwise questionable production not marketed as shared		F. Questionable de minimis elections
	C. Questionable quality reduction certification		G. Inventory does not support FMV-A
	D. Inventory does not support FMV-B		H. Enter amount of requested refund: \$
17A. Reviewer's Signature		17B. Title	
		17C. Date (MM-DD-YYYY)	
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--392 Spot Check Process for Production*A Production Overview**

All SURE eligible crops and acreage will have production to count as stated in paragraph 201. Production to count includes all harvested, appraised, converted, and assigned production. See paragraph 201 to ensure that all production is captured for all NAP coverable and insurable SURE eligible crops and acreage from the producer's SURE farm.

B Production Reviewed for Spot Check

Producers selected for spot check may have production records to be verified. Those producers who have production to count based on **any** of the following sources will have that production reviewed and verified:

- production from RMA "SY Acre" and "SY Yield"
- production from NAP APH data
- production from verifiable or reliable sources.

Producers will be required to submit actual verifiable and reliable production records when RMA "SY Acre" and "SY Yield" or NAP APH data was used as a production data source.

Note: If a portion of a producer's production to count was based on RMA loss records, or from an approved notice of loss for NAP (CCC-576 on file), then that portion can be excluded from the production review. No verification of production is required if all of a producer's production to count was from these sources. However, if the producer certified to any quality factor, those factors will still be reviewed according to paragraph 393.

Producers that fail to provide production evidence or do not have any evidence to submit will be considered ineligible for SURE. A receivable shall be established according to 64-FI to collect the overpayment.

C Requesting Information for Verifying Records

All production sources identified in subparagraph B will have the records verified. County Offices, upon receipt of the verifiable and reliable production data, will contact elevators, organizations, or facilities to verify submitted production evidence. The request to the elevator, organization, or facility, for verification of the producer's production evidence, must be specific as to the information requested and should include, but is not limited to, the following:

- producer's name and address
- crop or crops
- why the request is being made
- what information is being requested.--*

***--392 Spot Check Process for Production (Continued)**

D Spot Checking Unmarketable Production

Unmarketable production is production that cannot be sold. For production to be considered unmarketable, it must be refused because of quality. Production that is refused because of market conditions is not considered unmarketable.

Spot check unmarketable production according to the following table.

IF...	THEN...
production was refused at a warehouse, vegetable shed, wholesale market, retail outlet, or other delivery point, and a record exists documenting delivery to this point Note: The production must be refused because of quality conditions, and not because of economic factors or management decisions.	<ul style="list-style-type: none"> • verify receipt of information with the delivery point and disposition of the crop, if possible • verify that no feed or financial benefits were received.
the crop has been disposed of without record	<ul style="list-style-type: none"> • have the producer certify, in writing, to the disposition of the crop • check with local storage and market facilities in the area to verify that the production was neither sold nor stored.

E Spot-Checking Actual Markets

If the producer selected for spot check has production that has multiple markets, determine the crop's final use in the applicable year. Verify the production sold to the fresh, processed, and/or juice market with the delivery point.--*

--392 Spot Check Process for Production (Continued)*F Spot-Checking Value Loss**

As with other SURE crops, value loss crops that had FMV-A and FMV-B determined from RMA loss records or an approved notice of loss for NAP (CCC-576 on file) can be excluded from the spot check process. All other sources for documenting either FMV-A or FMV-B must be verified by validating propagation records, purchase records, or sales records.

G Producers' Shares

The spot check production process shall include a verification of any document deemed necessary to determine that production was shared or would have been shared if produced in the same manner as reported.

H Production Discrepancies

All discrepancies found during the review and verification of production during the spot check process will have SURE payments recalculated with the correct production information. If the corrected SURE payment is more than 5 percent difference or more than \$1,000 difference from the incorrect payment, the underpayment shall be issued or a receivable shall be established according to 64-FI to address the overpayment.

When RMA production discrepancies appear and/or there is the appearance of a potential abuse case on any RMA units, notify RMA using AD-2007 according to 4-RM, Exhibit 6.

If circumstances warrant, and the reviewing authority determines it necessary, a production error may be reviewed to determine whether any violation of NAP policy has occurred.

I Ineligibility

Follow paragraph 12 if the review discovers an unacceptable, incorrect, or false production certification on FSA-682 is related to or the result of a misrepresentation, scheme, or device.--*

--393 Spot Check Process for Verifying Quality Adjustment Factors*A Overview**

Quality factors are established by county/crop/type/IU according to paragraph 66. All producers who certified to meeting the quality adjustment factor for all of their harvested production, specific to that county and crop, on FSA-682 also certified that they have the verifiable production evidence to validate that certification. All producers pulled for spot check who made any quality certifications must provide the evidence to prove the certification.

If the producer fails to provide verifiable supporting evidence where required by COC or as the result of spot check, the producer will be determined as not meeting the quality threshold. Follow subparagraph 393 E for these situations.

B Required Documentation

Producers must have maintained verifiable documentation that will justify that their quality loss factor or factors met or exceeded the STC-established quality adjustment factor or factors. Also, the verifiable production evidence will be evaluated to make certain the quality discounts were for the eligible disaster conditions used as a basis for the approved factors and that the evidence is the same basis (price or quality discounts according to paragraph 66) for which the county established quality adjustment factor was based.

When spot-checking quality certifications, all documentation for all of the harvested production (regardless of the production source used for SURE) shall be considered, such as, settlement sheets that include production quality discounts or pricing quality discounts. The verifiable production evidence documenting quality discounts will be checked and calculated to determine whether on average, the approved quality adjustment factors have been met or exceeded.

The documentation must be dated and contain specific production information related to the quality affected crop (bushels, pounds, tons, etc.). Records must also be verified with the production sources as instructed in subparagraph 392 C. The review shall determine whether the documentation provided substantiates the certified quality loss adjustment.--*

--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)*C Determining Producer's Quality Threshold**

Spot-checked producers who certified to meeting an established quality loss threshold by county/crop/type/IU must be able to meet or exceed it when averaging all harvested production. All harvested production quantities with sources that did not have verifiable evidence are treated as unaffected by quality in this average.

The calculation for the average quality adjustment factor on a spot-checked producer basis must be based on the same basis (price or quality discounts according to paragraph 66) for which the quality adjustment factor was approved for a county/crop/type/IU.

Example 1: Producer threshold for quality discount basis.

Approved loss threshold is 20 percent quality affected crop = .8000:

- 1,000 bushels verifiable production evidence with 40 percent quality loss (.6000 factor)
- 550 bushels certified production (treated as unaffected by quality 1.0 factor)
- 1,550 bushels of total harvested production.

1000 bushels x 0.6 = 600 (verifiable)

550 bushels x 1.0 = 550 (certified production, unaffected by quality)

Total = 1150 (weighted factor)

$1150/1550 = .7400$

.7400 is less than .8000 (exceeds threshold)--*

***--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)**

C Determining Producer’s Quality Threshold (Continued)

Example 2: Producer threshold for price basis.

The approved quality factor for a quality-affected crop is a .8000 factor based on a 20 percent quality reduction factor. The average selling price basis for unaffected by quality production for this crop in this county was \$4 per bushel. The average selling price for affected production with quality discounts of 20 percent is \$3.20.

- The producer provides a verifiable 40 percent price reduction because of eligible quality conditions resulting in a price of \$2.40 received by the producer for 1,000 bushels of the crop.
- 550 bushels were certified as reliable production (was not sold but fed to livestock).

Note: Since there were not any verifiable records for this production, there is no quality adjustment applied, so the full price (unaffected by quality) of \$4 per bushel is used for this production in determining the quality threshold.

$$\begin{aligned}
 1000 \text{ bushels} \times \$2.40 &= \$2400 \text{ (verifiable)} \\
 550 \text{ bushels} \times \$4 &= \underline{\$2200} \text{ (reliable treated as unaffected by quality)} \\
 &= \$4600 \text{ (crop value)}
 \end{aligned}$$

$$\$4600 \text{ (crop value)} / 1550 \text{ (total bushels)} = \$2.97$$

\$2.97 is less than \$3.20 (exceeds threshold)--*

--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)*C Determining Producer's Quality Threshold (Continued)**

If the quality factor for crop/type/IU at the county is established for the other and excessive moisture quality adjustment factors, there is a combination factor applied to NAMP according to paragraph 66.

However, producers certify to each factor separately and **must** meet the average threshold for each factor separately.

Example 1: County A has an “other quality adjustment factor” for corn/yel/grain of .8750 and an “excessive moisture quality adjustment factor” of .8875. Producer B certified they had verifiable production evidence to meet both quality factors. Producer B will have the combination factor of .7625 applied to their NAMP; however, they must meet the .8750 threshold and .8875 threshold separately. Only:

- other quality adjustment factors from the verifiable production evidence may be used to determine the .8750 threshold
- excessive moisture quality adjustment factors from the verifiable production evidence may be used to determine the .8875 threshold.

Example 2: County C has a “total quality adjustment factor” for corn/yel/grain of .8540. Excessive moisture is 1 of the quality issues as the basis to determine the .8540 factor. Producer D certified that all of their harvested production for corn in County C met the .8540 threshold. Any combination of the quality adjustment factors, including excessive moisture, from Producer D's verifiable evidence may be used to determine whether the average quality factor established for corn is met by Producer D.--*

--393 Spot Check Process for Verifying Quality Adjustment Factors (Continued)*D Exceptions for Excessive Moisture When Determining Quality Adjustment Factor Threshold**

There may be situations where the producer may incur excessive drying expenses because of excessive moisture before marketing a crop. As a result, the actual price received may not be different from the normal market price. In these situations, producer's certifications for excessive moisture quality adjustment factors may be validated, if they have acceptable evidence of the actual moisture at harvest time and this evidence supports moisture levels that were used to establish price discounts for the factors established.

Example: A county has an early freeze which does not allow the 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 15 percent moisture. The buying price for corn at the local and regional markets average \$4.10 per bushel for corn with moisture content of 15 percent or less. Producer A dried all corn to acceptable moisture levels before marketing the crop. Producer A has acceptable evidence to show the moisture content of the crop at harvest averaged 25 percent moisture. As a result, the adjustment factor would have been .8780 ($25 - 15 = 10 \times .05 \text{ cents} = \$.50$, $\$4.10 - .50 = \3.60 , $\$3.60 \div \$4.10 = .8780$) had the crop not been dried before market. Even though Producer A received the normal market price, COC may apply the quality adjustment factor to NAMP if the STC-established quality adjustment factor met or exceeded .8780 and the producer had verifiable and reliable production records.

E Quality Certifications Not Meeting the Threshold

If it is determined, based on verified production records, that the quality adjustment factor for the producer's harvested production does not meet or exceed the STC-established quality factor or factors, then the actual value of production will be recalculated without using the quality adjustment factors. The recalculated total crop value will then be used to figure the SURE over-payment. All corrected SURE payments will be compared to the incorrect payments. For all overpayments of 5 percent or more or \$1,000 or more, a receivable will be established according to 64 FI.--*

Parts 13-15 (Reserved)**394-400 (Reserved)****401-510 (Reserved)**

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 and the .xml files that are generated when the workbook is saved. **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.

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

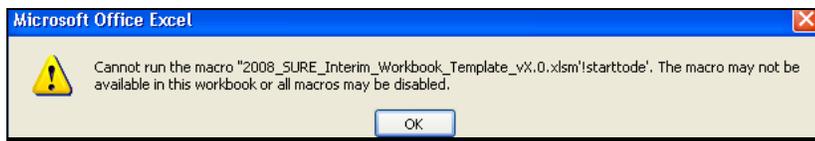
A Overview

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

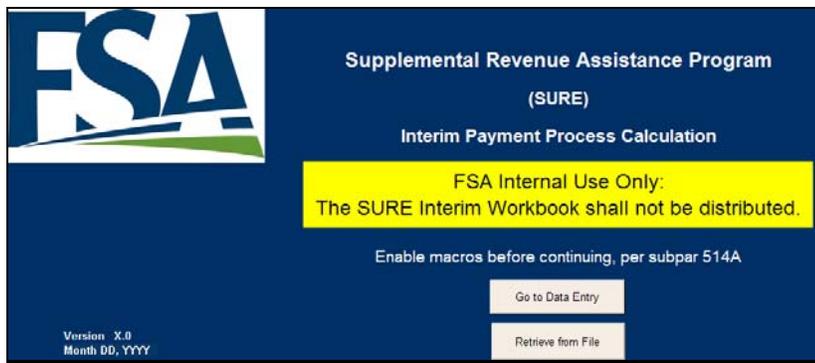
- disclaimer message, “FSA Internal Use Only: The SURE Interim Workbook shall not be distributed.”

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 and the .xml files that are generated when the workbook is saved.--* **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 and the .xml files that are generated when the workbook is saved.--* 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.

557 Producers Crop Data (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Producers Crop Data Screen.

Field/Button	Description	Action
Producer Name and Address	Name and address of the selected producer will be displayed.	
Year	2009 will be displayed.	
Admin State	Administrative State selected on the State/County Selection Screen will be displayed.	
Admin County	Administrative County selected on the State/County Selection Screen will be displayed.	
Eligible	Manual selection.	Check (✓) the “ Eligible ” box next to the crops that are eligible for 2009 SURE. If all displayed crops are eligible for 2009 SURE, check (✓) the “ Eligible ” box in the header to select all crops.
Unit Number	Manual entry. Unit number is a unique number that can be used to summarize multiple acreage line items into 1 line item. Users can enter the RMA or NAP unit number, if applicable, or any other unique number.	Enter a unit number for the acreage line item. If the same unit number is entered for multiple acreage line items, the line items will be considered 1 unit if all of the following match: <ul style="list-style-type: none"> • location • crop • crop type • intended use • status • practice • share. If any of the preceding items are different, the acreage line items will be considered separate units.
Update	Summarizes all selected line items to allow for exporting into an XML file. See subparagraph D.	
Ineligible Crops	Lists crops that are ineligible for 2009 SURE. These crops cannot be selected for eligibility. See subparagraph 32 G for ineligible crops.	

***--557 Producers Crop Data (Continued)**

D Summarized Acreage

After all acreage line items have been selected, unit numbers added, and “Update” has been clicked, the selected acreage line items will be summarized into a separate table that can be exported into an XML file to be used in the 2009 SURE Workbook.

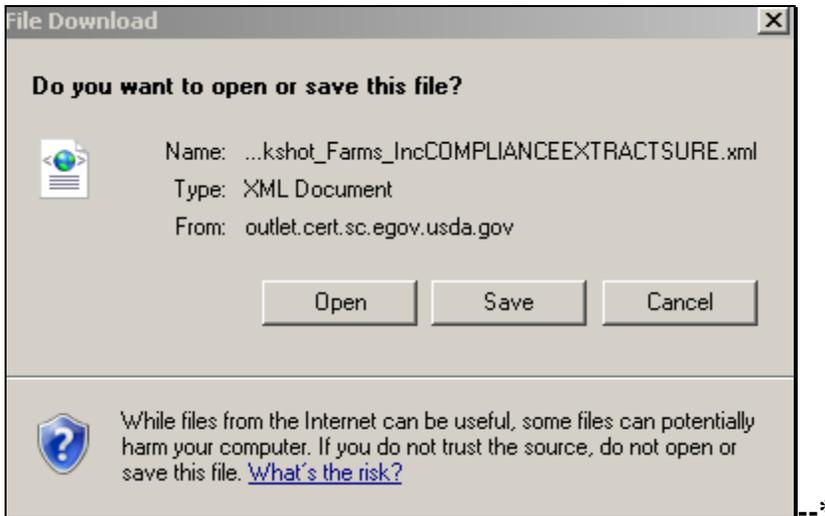
Following is an example of summarized acreage line items.

Summarized data to be exported.								
Unit Number	Location	Crop Name	Crop Type	Intended Use	Crop Status	Irrigated Practice	Reported Acres	Producer Share
1		BARLEY	SPR	GM	I	I	1,053.20	31.7
2		BARLEY	SPR	GM	IP	I	112.50	31.7
3		CHRISTMAS TREES	DOU	RS	I	N	1,200.00	2
4		CHRISTMAS TREES	SCO	FH	I	N	846.00	2
5		PEAS	AUS	DE	I	I	700.00	31.7
6		PEAS	AUS	DE	IP	I	58.30	31.7

CLICK “**Export**” to save the data to an XML file.

E Action

After “**Export**” is clicked, the following File Download dialog box will be displayed. CLICK “**Save**”.



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 and the .xml files that are generated when the workbook is saved. **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 (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 data not shown on SIR, because it was not needed for SURE--*
- 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

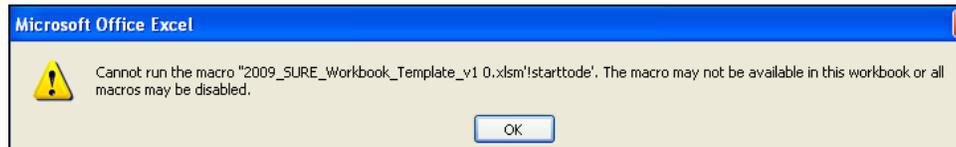
A Overview

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

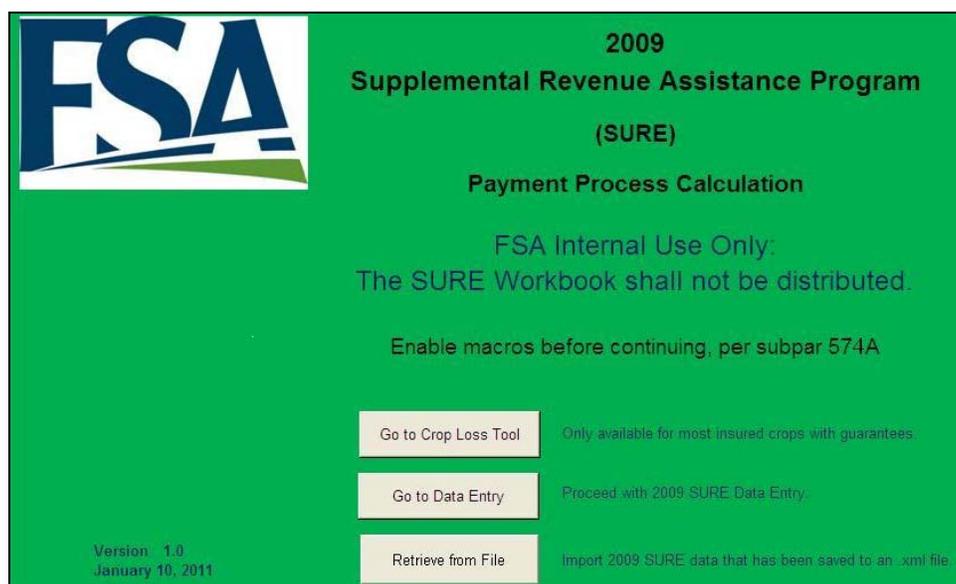
- disclaimer, “FSA Internal Use Only: The SURE Workbook shall not be distributed.”

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 and the .xml files that are generated when the workbook is saved. **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



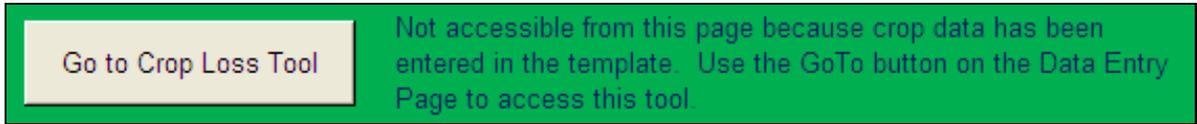
- version number and date
- “Go to Crop Loss Tool” button, to access the Crop Loss Tool (see paragraph 577 for completing the 2009 Crop Loss Tool)
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved XML file.



***--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	Enter producer’s name as it appears in SCIMS (no special characters, such as “&” ampersands, “\” backslashes, etc.). 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.
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.

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		

575 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued)

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

***--Notes:** The SURE Report referenced in paragraph 583 enables each County Office, whether administrative or recording county, to view all “other payment amounts” for a producer in all counties where they have an interest. The administrative county may enter the “other payment amounts” during the completion of the workbook for the producer in that administrative county, however, it will be the recording county’s responsibility to ensure that all “other payment amounts” issued for all counties is entered accurately for the producer. The recording county shall ensure that there are no duplicate entries or missing payments.

If the only data that would be entered in a workbook for a producer in an administrative county is “Other Payment Amount”, the administrative county will notify the recording county and the “Other Payment Amount” data for the administrative county will be entered in the recording county’s workbook by the recording county. The administrative county will not complete a workbook for the producer in this case.--*

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 * * *. 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.

***--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 (Continued)

I Errors

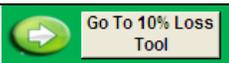
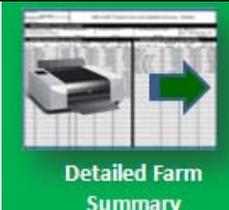
If any cell on the Farm Summary Worksheet contains, “#VALUE!” or “#N/A”, go back to the Data Entry Worksheet and make sure each applicable highlighted or yellow cell is completed for each crop.

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 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 and the .xml files that are generated when the workbook is saved. 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).

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)”, “Federal (F)”, 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)”, “Federal (F)”, 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”--*

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)		391, 512, 572
AD-2007	FSA/RMA Compliance Referral Form		1, 92, 100, 201, 291, 292, 392
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

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-770 SURE	Supplemental Revenue Assistance Program (SURE) Program Checklist	21	
FSA-778	SURE Compliance Worksheet	391	
I-551	Permanent Resident Card or Resident Alien Card		31, Ex. 2

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

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
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

Delegations of Authority

This table lists delegations of authority in this handbook.

Delegation	Reference
In routine cases, COC may redelegate, in writing, to CED the authority to act on, or sign, as applicable, FSA-682's.	5

--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. See 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. Notes: 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 used 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	
AGR	AGR Policy Flag		Listed in "A" (Acreage) Record, as follows: <ul style="list-style-type: none"> "Y" "N". 	IF...	THEN...
				"N"	no action is required. Indicates producer does not have both an AGR/AGR Lite policy and an MPCI policy.
				"Y"	see paragraph 162.
WRTN AGMT	Written Agreement Type		Listed in the "A" (Acreage) Record, code that indicates that the crop is insured with a written agreement. Note: The balance of the Written Agreement Codes may be found in RMA Manual 13, FCIC Appendix III, Exhibit 11-8 by applicable year.	If the code is anything other than "GP", "TP", or "SC", no action is required.	
				For crops with the following Written Agreement Codes, it is necessary for County Offices to compare the "A" (Acreage) Record acreage and crop/type to FSA-578 data to determine which crop is included in the written agreement. Comparing the crop/type and acreage may be the only way to identify the crop and acreage. See paragraph 308 for more details.	
				IF the Written Agreement Code is...	THEN load...
				"SC", the producer has a "Special Purpose Corn" (such as Blue Corn, for example) and the crop code must equal corn (0041) and applies to any plan code where present	all corn included in the written agreement according to paragraph 162 C . County Offices assign a yield and price, use RMA policy coverage level and price election, and apply all adjustment factors used for NAP crops. Note: This is an insured crop and NAMP is not capped at the NAP price to calculate revenue.
			"GP", the producer has a Group Risk Plan or GRIP with hybrid grain sorghum, hybrid corn seed, popcorn, sweet corn, or any other specialty corn or grain sorghum. The plan code must be either 12 or 73	the crop and acreage included in the written agreement according to paragraph 308 and subparagraph 162 C . County Offices assign a yield and price, use RMA policy coverage level percent and price election percent, and apply all adjustment factors used for NAP crops. Note: This is treated as an insured crop and NAMP is not capped at the NAP price to calculate revenue.	
			"TP", the producer has a variety, type, or practice of a crop for which a standard policy or plan of insurance is not available without a written agreement. The coverage may be based on a more standard variety or practice and type, rather than the actual crop insured under the written agreement. Code "TP" may be used with multiple plan codes.	the crop and acreage included in the written agreement according to paragraph 308 and subparagraph 162 C . County Offices assign a yield and price, use RMA policy coverage level percent and price election percent, and apply all adjustment factors used for NAP crops. Note: This is treated as an insured crop and NAMP is not capped at the NAP price to calculate revenue.	

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
STAGE	Stage Code	Stage Code	<p>Listed in “L” (Loss) Record, as follows:</p> <ul style="list-style-type: none"> • “0”, Harvested • *--“1”, Unharvested – Stage of plant growth • “2”, Unharvested – Stage of plant growth • “2G”, Unharvested – Stage of plant growth, gleaned • “3”, Unharvested – Stage of plant growth • “3G”, Unharvested – Stage of plant growth, gleaned • “4”, Unharvested – Stage of plant growth • “4G”, Unharvested – Stage of plant growth, gleaned • “C”, Harvested – Certified for seed • “DC”, Denied Claim • “FL”, Unharvested – Final loss, check with producer to see if acreage was harvested or unharvested • “H”, Harvested • “HD”, Harvested – Harvested dry • “HG”, Harvested – Gleaned acreage • “I”, Unharvested – Immature • “M”, Unharvested – Mature, 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>Stage Code “DC” applies to any claim inspected by the adjuster and denied, resulting in no indemnity payment. Ask the producer why the claim was denied to determine SURE eligibility. Reasons span a wide range.</p>

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"> ●*--“NC”, Unharvested – Not certified because of insured causes ● “NR”, not replanted, check with producer to see if acreage was harvested or unharvested ● “P”, uninsured loss, check with--* producer to see if acreage was harvested or unharvested ● “P2”, Prevented ●*--“PB”, bypassed because of uninsured cause of loss, check with producer--* to see if acreage was harvested or unharvested ● “PF”, Prevented ● “PT”, Prevented ●*-- “S”, Harvested – Spring seeded acreage ● “UA”, Unharvested – With production adjustment (plan 47 only) ● “UB”, Unharvested – bypassed because of insured cause of loss--* ● “UG”, Unharvested ● “UH”, Unharvested ● “US”, Unharvested ●*--“W1”, Unharvested – Acreage to be paid under winter coverage option ● “W2”, Unharvested – Acreage under winter coverage option ● “W3”, Unharvested – Acreage under winter coverage option--* ● “_”, (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>