

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Supplemental Revenue Assistance
Payments Program
1-SURE**

Amendment 18

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 3 has been amended to provide NCT information and references for SURE crop data.

Subparagraph 65 F has been amended to clarify that nonmultiple market crops that may require HMP are not loaded into the SURE Workbook.

Subparagraph 171 B has been amended to reference 2010 SURE.

Subparagraph 263 C has been amended to add 2010 for SURE Workbook net indemnity calculation.

Subparagraphs 305 G, 306 C, and 307 D have been amended to add 2010 for SURE Workbook indemnity and premium entry.

Subparagraph 309 C has been amended to include all practices for raisins as provided by RMA.

Subparagraph 392 B has been amended to clarify spot check procedure for verifying a producer's production records.

Subparagraph 515 E has been amended to clarify procedure in entering producer's share in the SURE Workbook.

Part 16 has been amended to clarify procedure for SWIMS.

Subparagraph 575 E has been amended to clarify procedure in regards to entering producer's share in the SURE Workbook.

Part 18 has been added to provide procedure for 2010 SURE automation.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Exhibit 4 has been amended to clarify procedure in entering producer’s share in the SURE Workbook.

Exhibit 6 has been amended to update NAMP for 2010.

Exhibit 6.5, subparagraph C has been added to provide RMA adjustments for 2010.

Exhibit 17 has been amended to update RMA quality adjustments for 2010.

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Part 3 SURE Crop Data

61 Required Crop Data

A Required Crop Data for Implementing SURE

The SURE Program requires that STC's establish several data elements. All required crop data must be established **before** FSA-682 can be finalized. The data elements are used in SURE guarantee, expected revenue, and total farm revenue calculations.

B Required Data Elements

The data elements required for SURE are:

- CEY
- final planting date
- historical marketing percentage
- maximum average loss, as applicable
- guarantee price
- NAMP for prices not established by DAFP
- prevented planting factor
- quality adjustment factor, as applicable
- unharvested factor.

*--C NCT

NCT is a web-based application that was developed as a source of crop data for NAP and other future disaster programs. Modifications have been made to NCT to capture and maintain crop data also required for SURE. The 2010 NCT is the first year to incorporate the additional data elements for SURE.

The data elements required for SURE shall be loaded into NCT beginning in crop year 2010.

State Offices shall:

- gather and load crop data required for SURE into NCT
- set the "SURE State Approval" flag, locking the data from further edits in NCT.--*

61 Required Crop Data (Continued)

*--C NCT (Continued)

County Offices shall:

- assist the State offices in loading expected county yields into NCT, at the discretion of the State Office
- run the “Single County SURE-Approved Records Report” in NCT, creating a printable report of all State-approved SURE crop data for their county
- use the printed report as a reference when data loading crop data into the 2010 SURE Workbook.

See 1-NAP, Part 10, Section 1.5 for procedure for entering and maintaining crop data in NCT for both NAP and SURE. State and County Office users shall refer to this procedure when accessing NCT and loading, reviewing, or approving crop data.--*

62 Historical Yield and Price Data

A CEY’s

Except for value loss crops, STC shall establish CEY for each crop, type, IU, practice, and planting period. CEY will be calculated using the Olympic average of 5 consecutive crop years immediately preceding the previous crop year’s historical data. The yield established *--in the applicable year’s NCT for NAP may be used if the yield was **not** overridden by an--* RMA T-Yield. If CEY was overridden or is not available, CEY must be established based on the following rules.

IF all 5 years of historic yield data is...	THEN...
available for the county	all 5 years must be used to calculate an Olympic average CEY.
not available for the county	the average will be calculated based on the simple average of the available years.

--CEY to be used for SURE (“SURE CEY”) shall be loaded in NCT according to 1-NAP, subparagraph 779 A. If historic yields are present for NAP, and are identical or similar to the yields required for SURE, the user may replicate the yields by using the “Copy from NAP CEY” function. The NAP yields will replicate to the SURE historic yields and the user can make any minor adjustments as necessary.--

62 Historical Yield and Price Data (Continued)**A CEY's (Continued)**

CEY for:

- California grapes with an IU of processing, must be the same within the county, regardless of crushing district
- fresh fruit **must** be established and used for fruit insured under an RMA fresh fruit only policy
- hybrid corn seed will be CORN/YEL/GR

Note: See paragraph 312.

- hybrid sorghum seed will be established based on an average of all hybrid sorghum seed varieties grown in the county.

B Guarantee Price

The guarantee price:

- that is used for calculating the SURE guarantee **must** be established by using an Olympic average of historical prices
- is required to be established by STC for SURE crops by crop, type, and IU
- includes value loss crops **except** nursery, floriculture, tropical finfish, mushrooms, and root stock.

63 NAMP (Continued)***--E NAMP in NCT**

State Offices shall enter NAMP into NCT according to 1-NAP, subparagraph 779 A. The NAMP value entered into NCT shall have all applicable adjustments applied according to subparagraph D.

Exception: Crops with NASS U.S. prices (Exhibit 6) will be loaded into NCT by the National Office.--*

64 Guarantee Adjustment Factors**A Using Prevented Planting and Unharvested Factors**

Prevented planting and unharvested factors are used to adjust the crop guarantee under SURE if the crop was prevented from planting or unharvested because of a natural disaster. Prevented planting and unharvested factors, if not already established for NAP purposes, shall be established for all crops according to 1-NAP, paragraph 109.

Note: Prevented planting factors will not apply to value loss, perennial, or tree crops.

B Prevented Planting and Unharvested Factor Requirements

The prevented planting and unharvested factors must be:

- the same within a State by crop, type, and IU
- less than 1 and greater than or equal to zero.

Note: The prevented planting factor **cannot** be greater than the unharvested factor.

***--C Factors in NCT**

The State Office shall load the prevented planting and unharvested factors in NCT according to 1-NAP, subparagraph 779 A.--*

65 HMP's

***--A Overview**

Multiple market crops are brought to 1 market where the production is split into fresh, processed, and if applicable, juice sales with separate prices for each use.

STC's **shall** establish HMP's for multiple market crops produced in their State.

Example: A producer has an apple crop that is delivered to a packing house. Based on grading factors, the packing house split the production as fresh and processed.

HMP must be established to determine the percentage of apples that have the fresh price applied and the percentage of apples that have the processed price applied.

B Establishing STC HMP's

COC's **shall** calculate and recommend HMP for each of the multiple market crops grown in their county for STC approval.

COC's recommendation shall be based on the following:

- NASS data
- any other source available to COC that accurately reflects local uses, such as:
 - average marketing by producers within the county
 - available warehouse, packer, or storage facility records
 - information from trade associations, National Institute of Food and Agriculture (formerly known as CSREES), State Departments of Agriculture and other similar sources.

C Establishing Producer HMP's

Producers may, at their option, submit to COC actual marketing records for the immediately preceding 3 years to determine and establish the producer's actual marketing history to be used in lieu of the STC-established HMP.

Example: For a 2009 multiple market crop, actual production records must be submitted for the 2006, 2007, and 2008 crop years.--*

65 HMP's (Continued)

D Crops Requiring HMP

The following crops have been identified as multiple market crops.

***--Note:** If STC's feel that they have crops that meet the same criteria but are **not** included in the following list, STC should contact the National Office and provide the names of crops (as listed in 2-CP) to be added.--*

- sweet potatoes
- APH-based perennial fruit crops including but not limited to:
 - apples
 - apricots
 - bananas
 - cherries
 - grapefruit
 - *--(grapes are excluded)--*
 - lemons
 - limes
 - oranges, including Mandarin
 - peaches
 - pears
 - plums
 - prunes
 - tangelos
 - tangerines.

* * *

65 HMP's (Continued)

E Applying HMP's

HMP's will be used for SURE Crop Guarantee calculations according to subparagraph 165 A and SURE Crop Revenue calculations according to subparagraph 201 M.

The percent attributed to each market shall be determined by the following.

IF the producer...	THEN the percent attributed to each market shall be...
establishes an HMP according to subparagraph C	the producer's historical marketing average over the past 3 years. Note: Acreage reports are not considered actual marketing records.
does not establish an HMP according to subparagraph C	STC approved HMP established according to subparagraph B. Note: COC may use the current year production evidence, supporting a lower percentage of the higher value market.

Notes: For multiple market crops, **the 10 percent crop loss is calculated by crop and crop type** (not crop/type/IU). These crops may be insured differently by State. However, this procedure applies as long as the crop meets the definition of a multiple-marketed crop.

HMP's are **not** applied to insured crops for which an RMA Guarantee Basis is provided.

F Nonmultiple Market Crops That May Require HMP's

Producers may not be able to provide exact production figures to the FSA Office timely for certain harvested commodities. This may be because of the unique nature of the marketing of the crop. As a result, counties will need to establish a historic market percentage to

--determine the amount that would typically be marketed. This HMP is not loaded in the SURE Workbook.--

Example: A producer of grass seed may not know the exact pounds of PLS in the harvested grass production that is stored on the farm, in advance of the sale. Often in these situations, the actual Pure Live Seed or PLS volume (or other similar marketable unit of measure) is not accurately determined until the commodity is marketed. In these situations, producers may establish a historic market percentage according to subparagraph C and County Offices shall apply that percentage to the stored production provided by the producer.

Note: This subparagraph does not apply to multiple market crops.

*--G **HMP's in NCT**

The State Office shall load HMP's for all required crops into NCT according to 1-NAP, subparagraph 779 A.--*

66 Quality Adjustment Factors (Continued)**B Basis for Quality Adjustment Factors (Continued)**

Producer B certifies that the actual average quality reductions, based on standard grade for the harvested crop, met or exceeded the average other quality adjustment factor established by STC.

Producer C certifies that the actual average quality adjustment for the harvested crop met or exceeded the average excessive moisture quality adjustment factor established by STC.

Producer D certifies that both the actual average quality adjustments for other and excessive moisture were met or exceeded on all of their harvested production.

The following quality adjustment factors will apply to the applicable producer to adjust the corn NAMP for determining crop value:

- .8750 (other) for Producer B
- .95 (excessive moisture) for Producer C
- .825 (combined factor) for Producer D.

***--C Quality Adjustment Factors in NCT**

State Offices shall load the quality adjustment factors into NCT according to 1-NAP, subparagraph 779 A. For each record, the State Office shall load either the "QA Total" or a combination of "QA: Excessive Moisture" or "QA: Other".--*

Section 4 Calculating Guarantee for Value Loss Crops

171 Value Loss Crops

A Overview

Value loss crops are crops where the plant or commodity is sold, rather than a product of the plant. Value loss crops do not lend themselves to yield loss calculations or production loss situations. Examples include, but are not limited to:

- Christmas trees
- crustaceans
- flowers
- mushrooms
- ornamental nursery
- tropical fish
- turfgrass sod.

Value loss crops are unique in that acres, yields, or prices are not used to calculate the guarantee. Guarantee will be based on the value of the inventory immediately on hand before the disaster event.

B Field Market Values

FMV-A is the dollar value of the crop immediately **before** the eligible disaster event.

FM- B is the dollar value of inventory immediately **after** the eligible disaster event.

Note: Only value loss crops that have experienced a loss:

- because of an eligible disaster event will be considered when determining the SURE guarantee and revenue
- should be loaded into the SURE Workbook according to:
 - subparagraph 515 G for 2008
 - subparagraph 575 G for 2009
 - *--subparagraph 614 G for 2010.--*

172 Insured Value Loss Crops

A SURE Guarantee Calculation

*--Currently, nursery and clams are the **only** 2 value loss crops for which insurance coverage--* is provided. Nursery is provided under a Dollar Plan of Insurance (Plan Code 50) and clams are provided under an Aquaculture Dollar Plan (Plan Code 43). Both enable a producer to elect a dollar amount of insurance that covers their inventory. These dollar plans of insurance are different than what was explained under Section 3 of this part because of the following:

- FMV-A and FMV-B will be provided by RMA for participants who were paid an indemnity
- no acres will be considered
- a SURE yield will not be required
- a NAP price will not be used.

Note: For insured participants who did not receive an indemnity, see subparagraph D.

To calculate the crop guarantee for insured value loss crops, FSA will use the following formula:

The value of the inventory on hand immediately before the disaster
--(FMV-A) x Adjustment Factors x Share x Coverage Level x Price Election--
x the SURE Multiplier.

Note: Value loss for nursery only is **not** calculated on a per crop or size basis; it is based on total inventory on hand.

B Guarantee Adjustment Factors

Each value loss crop guarantee must reflect any RMA adjustments to guarantee because of a producer under reporting inventory when the FMV-A exceeds the starting inventory or peak inventory, if applicable. Adjustment factors will always reduce the crop guarantee. Crops that are insured will have adjustment factors already included in the RMA Guarantee Basis, if applicable.

Note: Anytime FMV-A exceeds the amount of insurance a participant has, an under-report factor will be applied.

Example: RMA offers a peak endorsement that allows producers to increase the amount of insurance during times when inventory is elevated because of certain market demands, such as Christmas, spring planting, etc. Producers who do not purchase an endorsement to increase their amount of insurance may have a guarantee adjustment factor applied.

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities

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

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

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

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

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

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

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

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

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

263 Payments Included in Total Farm Revenue (Continued)

C Crop Insurance Indemnities (Continued)

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

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

For loading premiums and indemnities into the SURE Workbook for

- 2009, see subparagraph 575 G
- *--2010, see subparagraph 614 G.--*

Use the following to calculate net indemnity.

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

305 Sweet Potatoes (Continued)

G Sweet Potato Production (Continued)

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

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

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

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

- follow the balance of SURE Workbook procedure.

***--Note:** For the 2009 and 2010 SURE Workbook, user shall enter indemnity and--* premium, if applicable, on the same line with guarantee basis.

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

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

B Guarantee

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

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

C Production

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

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

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

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

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

306 California and Arizona Citrus (Continued)

C Production (Continued)

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

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

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

- follow the balance of SURE Workbook procedure.

--Note: For the 2009 and 2010 SURE Workbook, user shall enter indemnity and-- premium, if applicable, on the same line with guarantee basis.

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

A Background

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

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

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

B NAP Covered Crops

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

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

C Waived-Ins

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

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

D RMA Insured Crops

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

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

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

D RMA Insured Crops (Continued)

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

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

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

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

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

- follow the balance of SURE Workbook procedure.

***--Note:** For the 2009 and 2010 SURE Workbook, user shall enter indemnity and--* premium, if applicable, on the same line with guarantee basis.

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

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

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

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

These guarantees will be used as provided from RMA.

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

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

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

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

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

308 Crops With Written Agreement Codes “GP”, “SC”, or “TP” (Continued)

D Determining What to Dataload for Codes “GP”, “SC”, or “TP”

Follow these steps to determine what to load for crops with Written Agreement Codes of “GP”, “SC”, or “TP”.

Step	Action
1	Determine which crop/type/IU and acreage in the FSA-578 data matches the Written Agreement Code “GP”, “SC”, or “TP” in SIR RMA Section.
2	Do not use the RMA Guarantee Basis, yield, or price to load into the SURE * * * Workbook.
3	Load the crop with Plan Code “63” regardless of the plan code provided with the written agreement in SIR.
4	Follow the procedure in subparagraph 162 C for the applicable acreage to assign the appropriate price, yield, and NAMP.
5	Use the appropriate unit of measure, yield, and price for the actual crop/type/IU from FSA-578. Note: In the example, the unit of measure (UOM) is bu, but blue corn in this State/county is in lbs. Load as lbs and ensure that the price and yield are consistent with the unit of measure.)

Result: Unit 0206 from the example would be loaded into the SURE * * * Workbook with:

- 38.3 acres
- 100 percent of CEY for the crop/type/IU from FSA-578 (irrigated blue corn for grain)
- 100 percent of the NAP price for the crop/type/IU from FSA-578 (irrigated blue corn for grain)
- RMA coverage level (0.7500)
- RMA price election (1.000)
- all adjustment factors used for NAP crops (“UH” factor for applicable State).

E Production

Producers will be required to submit production evidence according to subparagraphs 201 G through J for all crops with Written Agreements Codes of “GP”, “SP”, and “TP”. This will be required regardless if the Written Agreement Codes are based on APH policies. The appropriate NAMP will be applied by crop/type/IU of the actual specialty crop.

309 Raisins

A Background

Raisins are insured under Dollar Amount of Insurance (Plan Code 50). Plan Code 50 is referred to as “50R”, “Dollar Amount of Insurance - Regular (Non-Nursery)” in Exhibit 12.

When calculating the SURE guarantee and revenue, raisin RMA policies **require** additional County Office action.

B RMA Data for Raisins

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

- an RMA Guarantee Basis **will** be provided for raisin Dollar Plans (for information only)
- there are **no acres** to load into the SURE Workbook
- there is **no yield** to load into the SURE Workbook
- producers **must** provide production to count
- the “Y” (Yield) Record will **not** display “SY Yield” or “SY Acres”.

C Data Elements for Raisins on SIR

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

Element	Reference
Record Type	“A”.
CROP	“0037 Raisins”.
TYPE	“997 No Type Specified”.
PRAC	*--As provided.--*
PLAN	50
SHR	As provided.
UNIT	As provided.
COVERAGE CAT/LVL	As provided.
PRICE ELC PCT	As provided.
ACRES	Total tons of raisins insured (laid out in trays to dry).
ZERO ACRE	Not applicable.
PRICE	As provided.
RMA Guarantee Basis	For comparison purposes only.
UOM	Ton.

*--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)	
<p><i>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).</i></p> <p><i>To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, D.C. 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish federal-relay). USDA is an equal opportunity provider and employer.</i></p>			

--*

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.

*--The County Office is not required to verify this production by each RMA or NAP unit. Total production is checked for each crop.

Example: Producer A is pulled for spot check in County B. Producer A had 3 units of corn, yellow, grain in the SURE Workbook, 100 acres in each unit. Unit 1 had a loss record of 5,000 bushels. Unit 2 had an SY yield of 80 bu. and Unit 3 had an SY yield of 75 bu. Total production for corn in the workbook is Unit 1 – 5000 bu., Unit 2 -8000 bu., and Unit 3 – 7500 bu. = 20,500 bu. total. Producer A certified to this production for corn, yellow, grain on FSA-682.

Producer is pulled for spot check and because 2 units used the SY information for production, the producer is required to submit production records. The producer submits production records that total 20,550 bu. and the County Office verifies this with the local elevator. Producer is not required to break production down by unit. County Office can verify production at the producer level since SURE is based on a whole farm.

Since there is a discrepancy, the County Office will follow subparagraph 392 H.--*

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.

392 Spot Check Process for Production (Continued)

B Production Reviewed for Spot Check (Continued)

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.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

E Entering Crop Data (Continued)

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

Acres	Prod. Share
390.00	1.0000
313.90	1.0000
19.10	1.0000
29.00	1.0000

From SIR 2008 FSA-578 data, enter crop data in all yellow cells, as follows.

Label	Full Name	Definition and Rule
Acres	Acres	Enter eligible RMA or FSA acres in tenths or hundredths, as applicable. Acres will display in hundredths. Required for all yield-based crop entries. Use RMA acres for insured crops, for all other types of coverage use FSA acres. Not required for value loss crops. For more information on acres, see Part 4.
Prod. Share	Producer Share	<p>*--Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available.</p> <p>If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B.</p> <p>RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share.</p> <p>If the SURE Data Query tool is used to eliminate the data load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place.</p> <p>A value is required for all entries.--*</p>

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data

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

RMPP Code
P
P
P
B1

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

Label	Full Name	Definition and Rule
RMPP Code	Risk Management Purchase Requirement Code	<p>Manually enter or select 1 of the 5 following RMPP codes from the drop-down menu. Required for all entries.</p> <ul style="list-style-type: none"> • “P”, purchased coverage whether NAP or RMA policy • *--”B1”, Buy-In 1 whether NAP or CAT • “B2”, Buy-In 2 whether NAP or CAT--* • “R”, relief, whether NAP or CAT • “S”, SDA/LR/BF, without any purchased coverage or waivers. <p>Note: The RMPP code (Exhibit 12) is an extremely important data entry; it drives the calculations in the Data Entry Worksheet. Different coverage types require different calculations and the codes dictate which calculations are used.</p>

Section 2 SWIMS

540 Accessing Software

A Basic Information

SWIMS is:

- designed to provide an automated process to manage the storage and retrieval of the SURE Workbook .xml files
- a shared database accessible to a limited number of all FSA National, State, and County Office employees.

B Overview

For 2008, a producer's recording county shall be responsible for uploading the recording county SURE Workbook .xml file and all associated nonrecording county SURE Workbook .xml files for that producer. The recording county shall also be responsible for resolving errors associated with any of the SURE Workbooks for that producer according to subparagraphs 541 F and 544 F.

***--Note:** The recording county, in this case, is the county that made or would have made the 2008 share payment.--*

C Accessing SWIMS

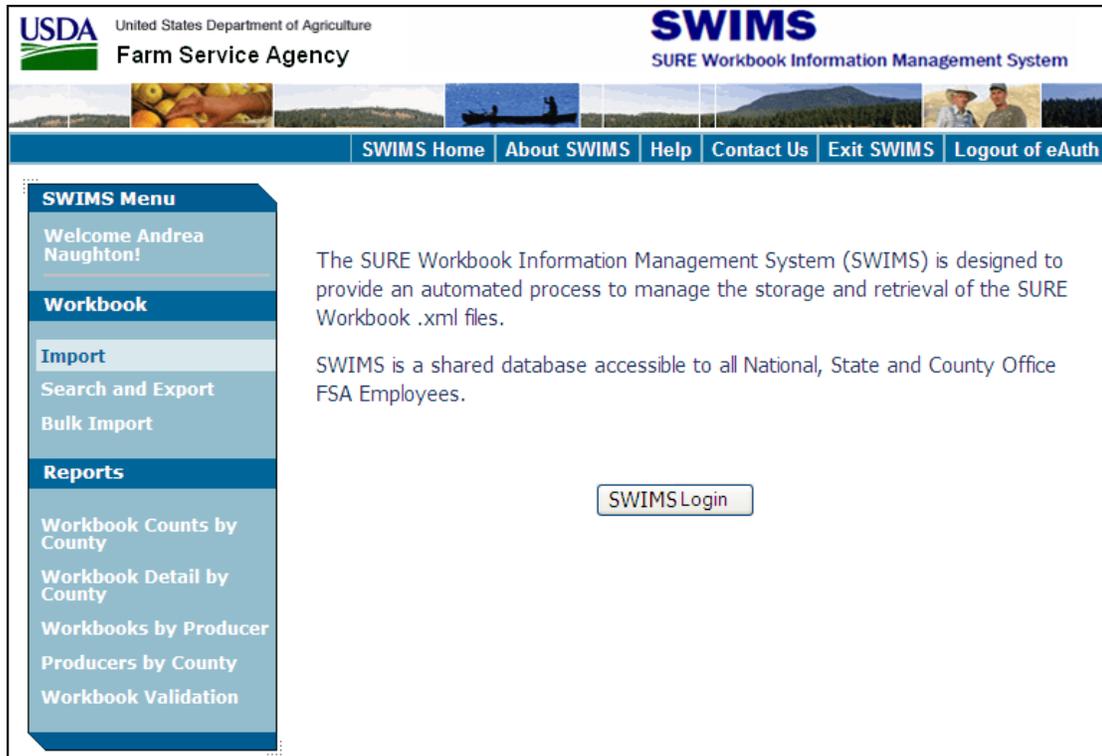
Access the SWIMS Home Page from the FSA Applications Intranet web site at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html. Under "Production Adjustment and Disaster Programs", **CLICK "SWIMS"**.

Note: Internet Explorer shall be used when accessing the SWIMS software.

*--540 Accessing Software (Continued)

D Login Screen

After users click “SWIMS”, the following SURE Workbook Information Management System (SWIMS) Screen will be displayed. CLICK “**SWIMS Login**” to continue.

**E USDA eAuthentication**

After users click “SWIMS Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**I Agree**” to proceed or “**Cancel**” to end the process.

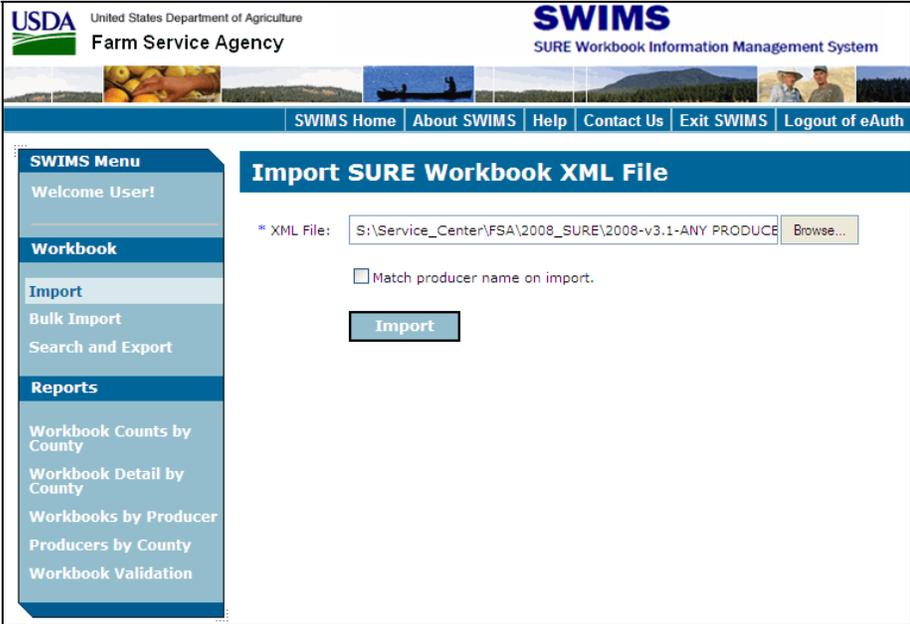
The eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The SWIMS Import SURE Workbook XML File Screen will be displayed.--*

541 Import SURE Workbook XML File (Continued)

C Importing a Single SURE Workbook XML File (Continued)

Step	Action
6	<p>The user shall CLICK “Import”.</p> 
7	<p>Once the user clicks “Import”, either the Import Successful Screen or Import Failed Screen will be displayed. If import:</p> <ul style="list-style-type: none"> • was successful, proceed to step 8 • failed, see subparagraphs E and F. <p>Note: If a message window is displayed with the following message, “The workbook with matching crop year, state/county code and producer already exist in the system. Do you want to replace the existing workbook?”, see subparagraph G.</p>
8	<p>CLICK “Import Another Workbook” to return to the Import SURE Workbook XML File Screen.</p>

***--541 Import SURE Workbook XML File (Continued)**

D Import Successful Screen

If the import was successful, the Import Successful Screen will be displayed with the following data populated by the .xml file that the user imported.

Field/Button	Description
A message stating the import was successful.	Workbook was successfully imported.
“XML File”	.xml file name.
“Crop Year”	SURE program year.
“State/County”	State and county code, county name, State name, and recording county indicator.
“Producer Name”	Name of the producer.
“TIN”	Tax ID number, ID type, and multi-county indicator.
“Data Loaded By”	The initials and date of the employee that data loaded the workbook.
“Reviewed By”	The initials and date of the employee that 2 nd party reviewed the workbook.
“Finalized By”	The initials and date of the employee that finalized the workbook.
Workbook by Producer TIN (X)	This table lists all of the workbooks that have been loaded into SWIMS for this producer, nationwide, matched by TIN. In parentheses is the count of workbooks for this producer, nationwide, that have been loaded into SWIMS.
State County Code	State and county code.
Recording County	“Yes” or “No”.
Producer Name	Name of the producer.
Import Date	The date the .xml file was imported into SWIMS.

The following is an example of the Import Successful Screen.

*--541 Import SURE Workbook XML File (Continued)

E Import Failed Screen

If the import was unsuccessful, SWIMS will display the Import Failed Screen. Users shall resolve the errors displayed according to subparagraph F.

The following is an example of the Import Failed Screen.

--*

541 Import SURE Workbook XML File (Continued)

F Error Messages

Users shall resolve the error messages displayed on the Import Failed Screen according to the following.

Error Message	Reason	Resolution
Invalid StCo Code. : 00-000	State and county code combination is not found in 1-CM. Not a valid State and county code combination.	<ul style="list-style-type: none"> ●*--Retrieve the 2008 SURE--* Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1. ● Re-enter the valid State and county code without a dash. ● Save to file. ●*--Re-import 2008 SURE Workbook--* .xml file into SWIMS.
	If the State and county code is in 1-CM, the code contains a dash that must be removed before import.	
Any of county office credentials “Data Loaded By Initials”, “Data Loaded By Date”, “2nd Party Rev Initials”, and “2nd Party Rev Date” are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	<ul style="list-style-type: none"> ● Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1. ● Enter applicable initials according to subparagraph 516 H.
Either of county office credentials “Finalized By Initials” or “Finalized By Date” are null or blank for recording county.	*--On Farm Summary of the recording county workbook, the finalized--* by initials and date are missing.	<ul style="list-style-type: none"> ● Save to file. ●*--Re-import 2008 SURE Workbook--* .xml file into SWIMS.
Invalid XML File Format	There is some missing or invalid data in the workbook.	<ul style="list-style-type: none"> ● Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1. ● Check for missing or invalid entries in: <ul style="list-style-type: none"> ● Producer Name ● TIN. *--Note: The file must be a 2008 SURE Workbook .xml. ● Save to file. ● Re-import 2008 SURE Workbook--* .xml file into SWIMS.

541 Import SURE Workbook XML File (Continued)

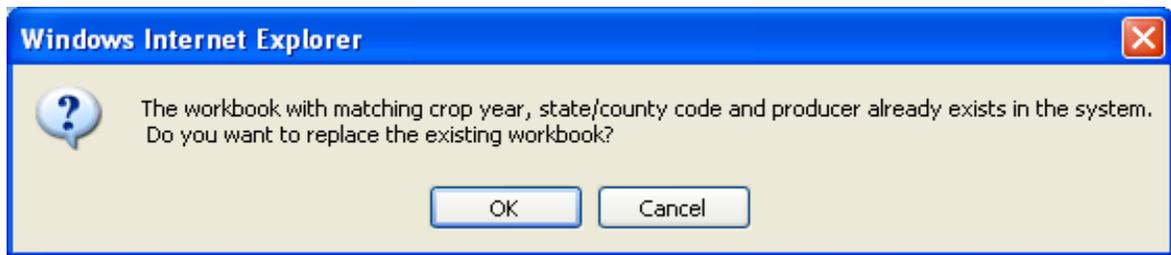
F Error Messages (Continued)

Error Message	Reason	Resolution
Invalid TIN Type	The TIN type in the Basic Producer Information on data entry is missing or invalid.	<ul style="list-style-type: none"> •*--Retrieve the 2008 SURE--* Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1. • Check for missing or invalid entries in: <ul style="list-style-type: none"> • Producer Name • TIN. • Save to file. •*--Re-import 2008 SURE Workbook--* .xml file into SWIMS.
Invalid State/County Code in Farm Summary	A summarized nonrecording county workbook has an invalid State/county code on the Farm Summary page.	<ul style="list-style-type: none"> • Retrieve the nonrecording county *--2008 SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1. • Save to file. • Re-summarize nonrecording and recording county 2008 SURE Workbooks according to, subparagraph 516 D. • Re-import nonrecording and recording county 2008 SURE--* Workbook .xml files into SWIMS.

541 Import SURE Workbook XML File (Continued)**G Duplicate Workbooks**

Once the user selects “Import”, if a message window is displayed with the following message, “The workbook with matching crop year, state/county code and producer already exists in the system. Do you want to replace the existing workbook?”, then a duplicate workbook for the same year, State and county code, and producer already exists in the *--SWIMS database.--*

The following is an example of the Windows Internet Explorer message window.



CLICK:

- *--“OK” to replace the workbook that is already in SWIMS with the workbook that the user is attempting to load
- “Cancel” to keep the workbook that is already in SWIMS and to cancel the upload of--* the workbook that the user is attempting to load.

542 Bulk Import

A Overview

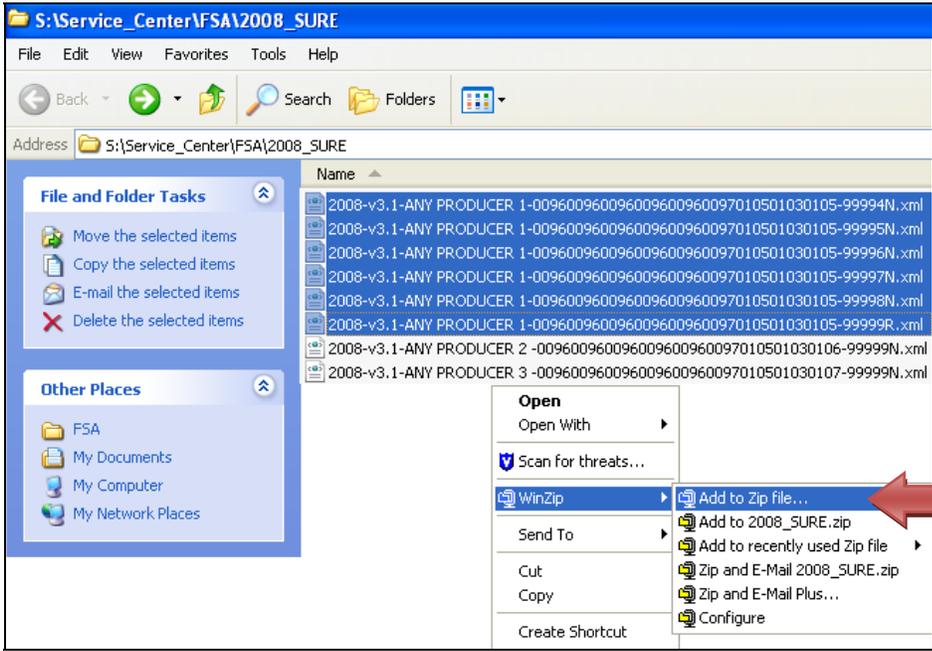
--The bulk import option allows users to import multiple SURE Workbook .xml files, according to subparagraph 540 B, by uploading a compressed file. Before using the Bulk Import option, the user must create a compressed file according to subparagraph B.--

* * *

542 Bulk Import (Continued)

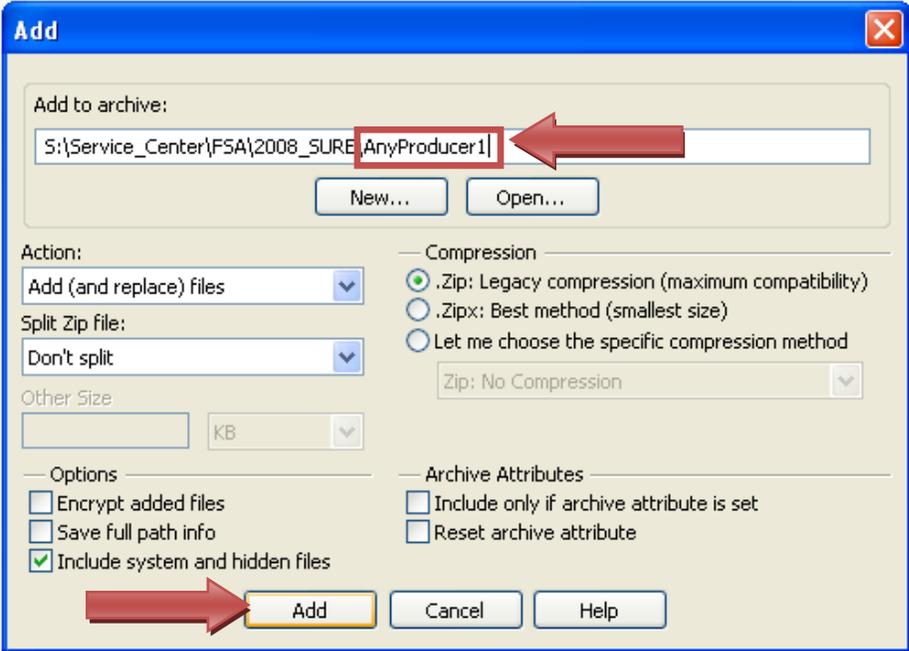
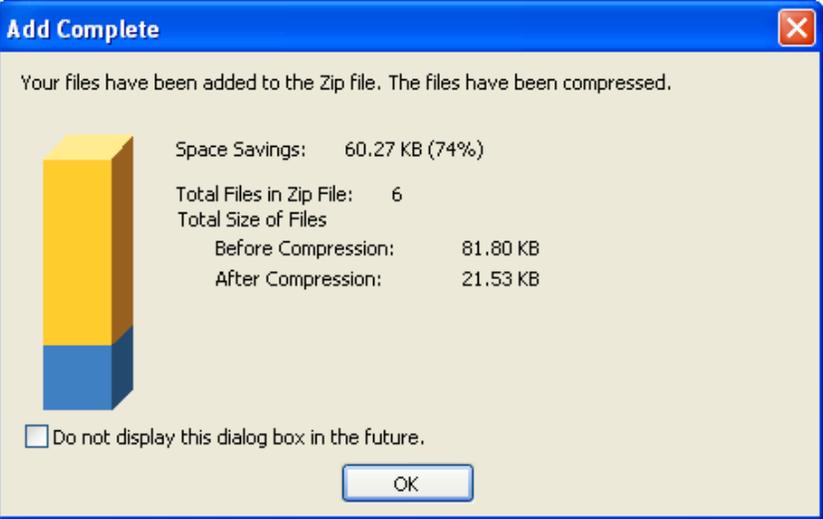
B Creating a Compressed File

To use the Bulk Import option, the user will first have to compress the files in the “S:\Service_Center\FSA\2008_SURE” folder. Complete the following to compress the files.

Step	Action
1	Navigate to the “S:\Service_Center\FSA\2008_SURE” folder
2	<p>Select all of the files to be bulk imported into SWIMS according to subparagraph 540 B.</p> <p>Note: To select multiple files, single left click the first file until it is highlighted, scroll down pressing the “Ctrl” key while selecting each file to import according to subparagraph 540 B.</p>
3	<p>Right click the selected group of files, left click “WinZip”, and left click “Add to Zip file...”.</p>  <p>In this example, county 99999 is the recording county for Any Producer 1. The user in county 99999 will import Any Producer 1’s recording and nonrecording county workbooks.</p> <p>County 99999 is also the nonrecording county for Any Producer 2 and Any Producer 3. County 99999 will not import these workbooks according to subparagraph 540 B.</p>

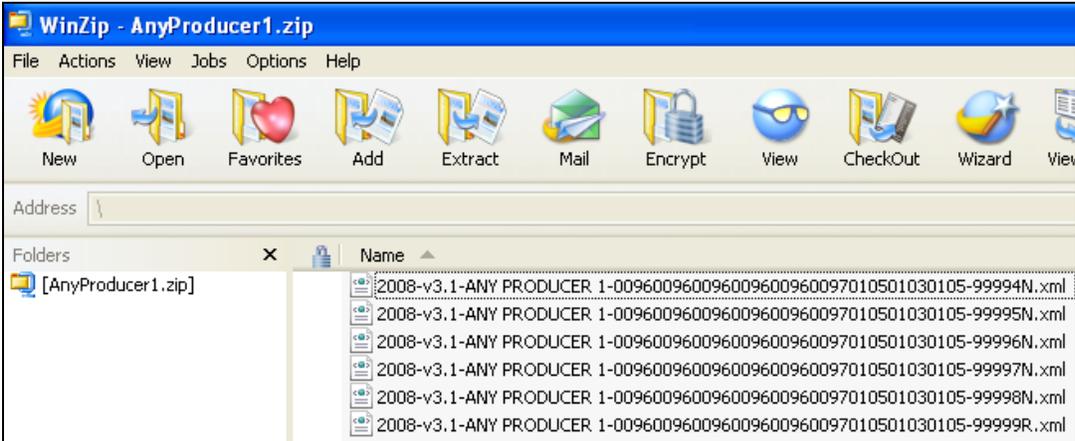
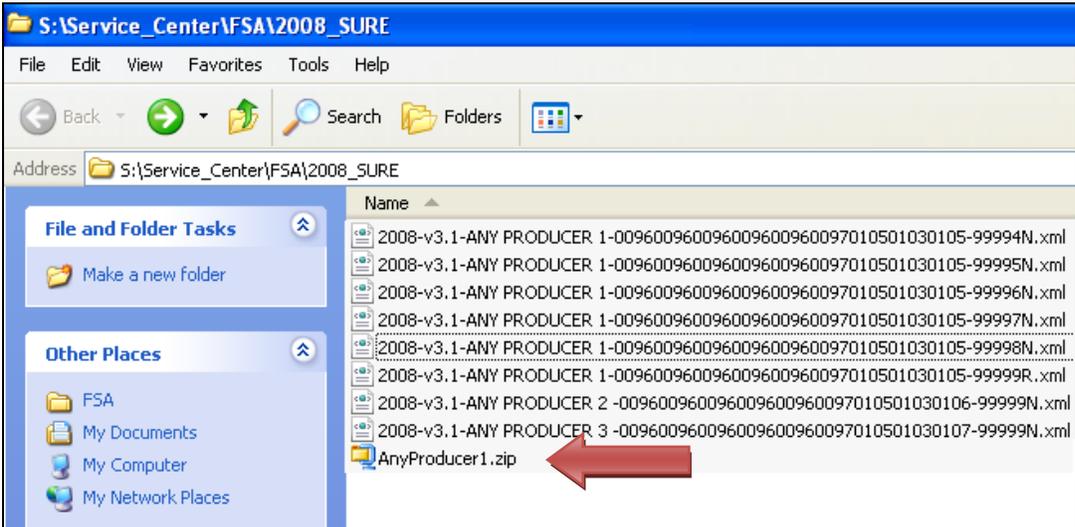
542 Bulk Import (Continued)

B Creating a Compressed File (Continued)

Step	Action
4	<p>An Add dialog box will be displayed. In the “Add to archive:” field, “S:\Service_Center\FSA\2008_SURE” will pre-populate. Add a unique file name to this. In this example, “AnyProducer1”. Use default settings as depicted and CLICK “Add”.</p> 
5	<p>Once the user selects “Add”, an Add Complete dialog box will be displayed, CLICK “OK”.</p>  <p>Note: The user may choose to check (✓) “Do not display this dialog box in the future.”</p>

542 Bulk Import (Continued)

B Creating a Compressed File (Continued)

Step	Action
6	<p>Once the user clicks “OK”, a WinZip window will be displayed.</p>  <p>The screenshot shows the WinZip application window titled "WinZip - AnyProducer1.zip". The menu bar includes File, Actions, View, Jobs, Options, and Help. The toolbar contains icons for New, Open, Favorites, Add, Extract, Mail, Encrypt, View, CheckOut, Wizard, and View. The address bar is empty. The left pane shows a folder named "[AnyProducer1.zip]". The right pane displays a list of files with the following names: "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99995N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99997N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99998N.xml", and "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99999R.xml".</p>
7	<p>The user may close the WinZip window.</p>
8	<p>Within the “S:\Service_Center\FSA\2008_SURE” folder, the compressed file just created will be displayed.</p>  <p>The screenshot shows a Windows Explorer window titled "S:\Service_Center\FSA\2008_SURE". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar shows the path "S:\Service_Center\FSA\2008_SURE". The left pane shows "File and Folder Tasks" with a "Make a new folder" button, and "Other Places" with links to FSA, My Documents, My Computer, and My Network Places. The right pane displays a list of files with the following names: "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99995N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99997N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99998N.xml", "2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99999R.xml", "2008-v3.1-ANY PRODUCER 2-009600960096009600960097010501030106-99999N.xml", and "2008-v3.1-ANY PRODUCER 3-009600960096009600960097010501030107-99999N.xml". A red arrow points to the file "AnyProducer1.zip" at the bottom of the list.</p>

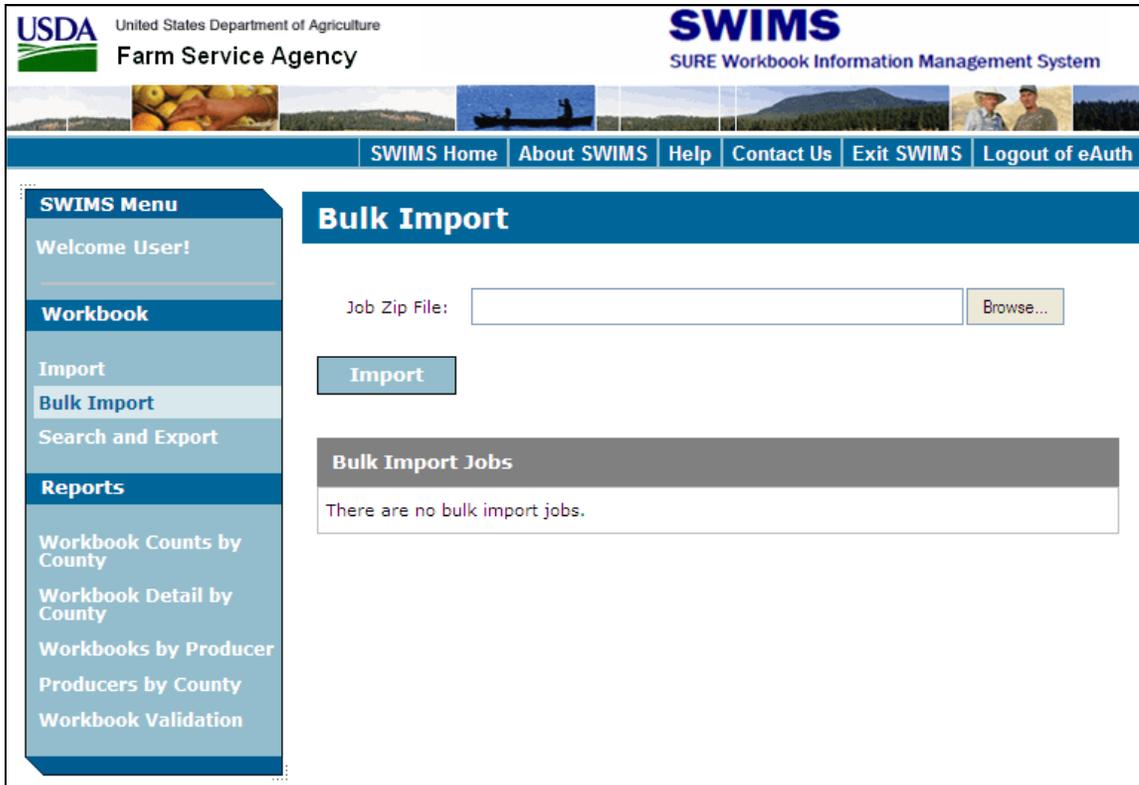
542 Bulk Import (Continued)

C Importing a Compressed File

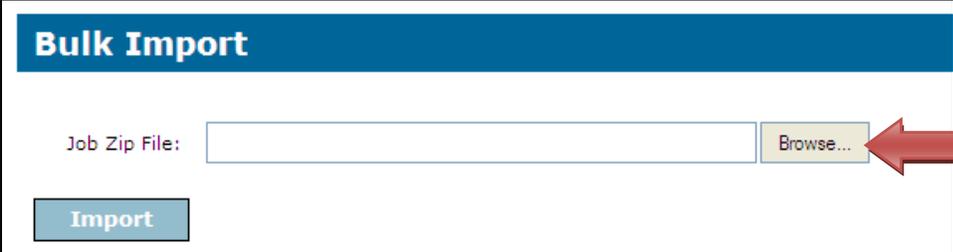
*--Once the user has created a compressed file according to subparagraph B, the file is ready to be imported into SWIMS, using the Bulk Import option.

From the left margin, CLICK “Bulk Import”. The Bulk Import Screen will be displayed.

The following is an example of the Bulk Import Screen.

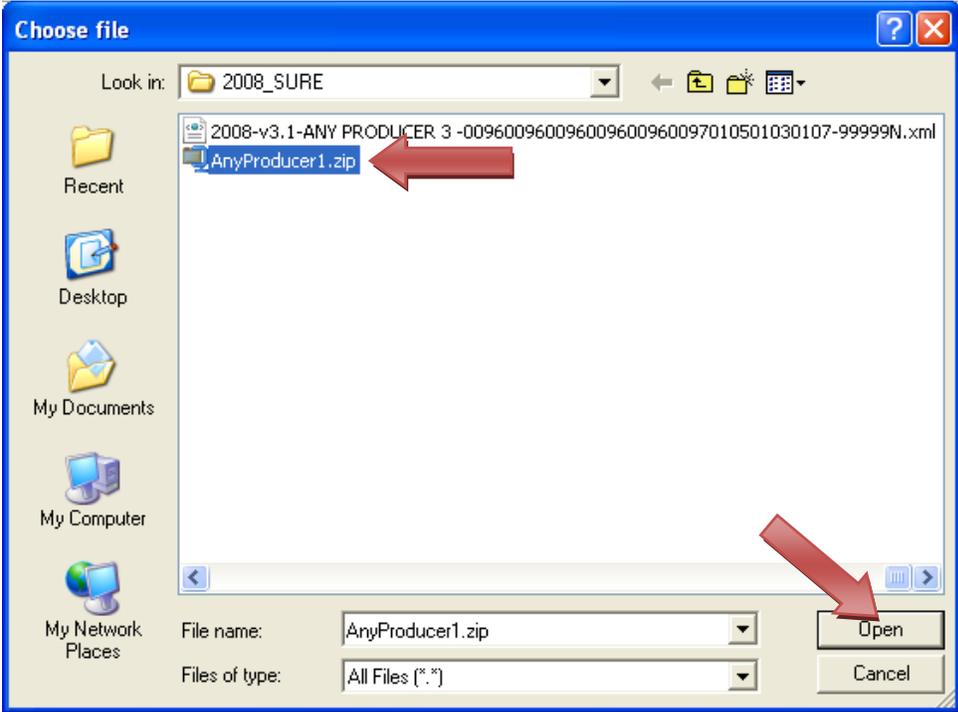
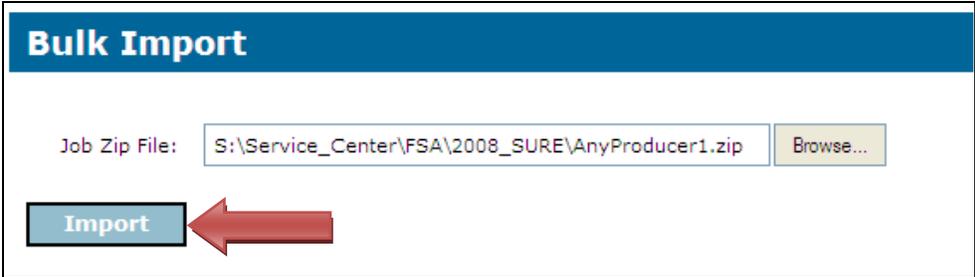


--*

Step	Action
1	On the Bulk Import Screen, CLICK “Browse”. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
2	Navigate to the “S:\Service_Center\FSA\2008_SURE” folder.

542 Bulk Import (Continued)

C Importing a Compressed File (Continued)

Step	Action
3	<p>Select the compressed file created using the instructions in subparagraph C and CLICK “Open”.</p> 
4	<p>On the Bulk Import Screen, CLICK “Import”.</p> 

542 Bulk Import (Continued)

C Importing a Compressed File (Continued)

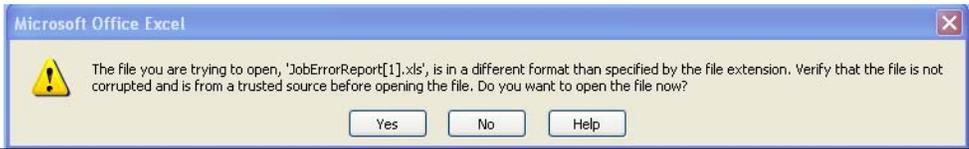
Step	Action																		
5	<p>Upon import, the Bulk Import Jobs table may indicate a status of “Not Started” or “Processing”.</p> <table border="1" data-bbox="394 432 1466 701"> <thead> <tr> <th colspan="6" data-bbox="394 432 1466 499">Bulk Import Jobs</th> </tr> <tr> <th data-bbox="394 499 719 638">File Name</th> <th data-bbox="719 499 873 638">Submitted Date ▼</th> <th data-bbox="873 499 1011 638">Total No. of files</th> <th data-bbox="1011 499 1149 638">No. of files not imported</th> <th data-bbox="1149 499 1304 638">Status</th> <th data-bbox="1304 499 1466 638">Error Report</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 638 719 701">2008_SURE_99999.zip</td> <td data-bbox="719 638 873 701">5/2/2011</td> <td data-bbox="873 638 1011 701">0</td> <td data-bbox="1011 638 1149 701">0</td> <td data-bbox="1149 638 1304 701">Not started</td> <td data-bbox="1304 638 1466 701"></td> </tr> </tbody> </table> <p>Note: If the Bulk Import Jobs table needs refreshed, CLICK “Status”. Do not click the Refresh button the browser, as it will only replicate the jobs, slowing down the system.</p>	Bulk Import Jobs						File Name	Submitted Date ▼	Total No. of files	No. of files not imported	Status	Error Report	2008_SURE_99999.zip	5/2/2011	0	0	Not started	
Bulk Import Jobs																			
File Name	Submitted Date ▼	Total No. of files	No. of files not imported	Status	Error Report														
2008_SURE_99999.zip	5/2/2011	0	0	Not started															
6	<p>SWIMS features an e-mail notification system. The user that imported the compressed file will receive an e-mail when the import is complete. The following is an example of the e-mail notification.</p> <table border="1" data-bbox="394 1003 1401 1434"> <tr> <td data-bbox="394 1003 1401 1434"> <p>***** SWIMS Notification Message *****</p> <p>User</p> <p>The bulk import job you submitted has completed.</p> <p>Job File Name: AnyProducer1.zip</p> <p>Submitted Date: 5/25/2011</p> <p>Number of files added or updated: 0</p> <p>Number of files not imported: 6</p> <p>Total number of files in job: 6</p> <p>To see the bulk import error report, login to SWIMS by clicking here.</p> <p>Questions or Concerns?</p> <p>Contact the EMSO Help Desk by e-mail at FSA.EMSO@wdc.usda.gov or by phone at 202-690-2256.</p> </td> </tr> </table>	<p>***** SWIMS Notification Message *****</p> <p>User</p> <p>The bulk import job you submitted has completed.</p> <p>Job File Name: AnyProducer1.zip</p> <p>Submitted Date: 5/25/2011</p> <p>Number of files added or updated: 0</p> <p>Number of files not imported: 6</p> <p>Total number of files in job: 6</p> <p>To see the bulk import error report, login to SWIMS by clicking here.</p> <p>Questions or Concerns?</p> <p>Contact the EMSO Help Desk by e-mail at FSA.EMSO@wdc.usda.gov or by phone at 202-690-2256.</p>																	
<p>***** SWIMS Notification Message *****</p> <p>User</p> <p>The bulk import job you submitted has completed.</p> <p>Job File Name: AnyProducer1.zip</p> <p>Submitted Date: 5/25/2011</p> <p>Number of files added or updated: 0</p> <p>Number of files not imported: 6</p> <p>Total number of files in job: 6</p> <p>To see the bulk import error report, login to SWIMS by clicking here.</p> <p>Questions or Concerns?</p> <p>Contact the EMSO Help Desk by e-mail at FSA.EMSO@wdc.usda.gov or by phone at 202-690-2256.</p>																			
7	<p>When the user receives the e-mail that the bulk import job is complete, the user may return to SWIMS and review the bulk import job and the status report.</p> <table border="1" data-bbox="394 1577 1466 1843"> <thead> <tr> <th colspan="6" data-bbox="394 1577 1466 1644">Bulk Import Jobs</th> </tr> <tr> <th data-bbox="394 1644 719 1787">File Name</th> <th data-bbox="719 1644 873 1787">Submitted Date ▼</th> <th data-bbox="873 1644 1011 1787">Total No. of files</th> <th data-bbox="1011 1644 1149 1787">No. of files not imported</th> <th data-bbox="1149 1644 1304 1787">Status</th> <th data-bbox="1304 1644 1466 1787">Status Report</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 1787 719 1843">AnyProducer1.zip</td> <td data-bbox="719 1787 873 1843">5/25/2011</td> <td data-bbox="873 1787 1011 1843">6</td> <td data-bbox="1011 1787 1149 1843">6</td> <td data-bbox="1149 1787 1304 1843">Completed</td> <td data-bbox="1304 1787 1466 1843">View Report</td> </tr> </tbody> </table>	Bulk Import Jobs						File Name	Submitted Date ▼	Total No. of files	No. of files not imported	Status	Status Report	AnyProducer1.zip	5/25/2011	6	6	Completed	View Report
Bulk Import Jobs																			
File Name	Submitted Date ▼	Total No. of files	No. of files not imported	Status	Status Report														
AnyProducer1.zip	5/25/2011	6	6	Completed	View Report														
8	<p>The user may delete the compressed file from the “S:\Service_Center\FSA\2008_SURE” folder once the Bulk Import Jobs Status is displayed as “Completed”.</p>																		

542 Bulk Import (Continued)

D Bulk Import Jobs Table

Once a user has completed importing a compressed file, the Bulk Import Jobs table will be displayed.

Bulk Import Jobs					
File Name	Submitted Date ▼	Total No. of files	No. of files not imported	Status	Status Report
AnyProducer1.zip	5/25/2011	6	6	Completed	View Report

Field/Button	Description
File Name	The file name of the compressed file that was uploaded.
Submitted Date	The date the compressed file was uploaded.
Total No. of Files	The total number of files contained within the compressed file that was uploaded.
No. of files not imported	The total number of files contained within the compressed file that was uploaded that did not import successfully into SWIMS.
Status	“Not Started”, “Processing”, or “Completed”.
Status Report	<p>The user shall CLICK “View Report” to resolve errors.</p> <p>Note: If the user clicks “View Report” and the following message is displayed, “The file you are trying to open, ‘JobErrorReport[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?”, CLICK “Yes”.</p> 

Note: Users shall resolve all errors on the Bulk Import Status Report **before** attempting to resolve errors on the Workbook Validation Report.

542 Bulk Import (Continued)

E Status Report

Once the user has clicked “View Report”, the report will open in an Excel document and the following information will be displayed.

Field/Button	Description
Bulk Import Status Report	Title.
FSA Internal Use Only: This report shall not be distributed	Disclaimer stating that the report shall not be shared with anyone that is not an FSA employee.
Job File Name	The name of the compressed file that was uploaded.
Submitted Date	The date the compressed file was uploaded.
User	The name of the user that uploaded the compressed file.
Number of files added or updated	The number of .xml files successfully imported.
Number of files not imported	The number of .xml files that did not import.
Total number of files in job	The total number of .xml files in the compressed file that was uploaded.
Job Status	“Not Started”, “Processing”, or “Completed”.
Report Generated On	The date the report was created.
File Name	The name of the .xml file.
Status	“Updated”, “Failed to Import”, or “Added”.
Message	A message about the status of the import. See subparagraph G.

542 Bulk Import (Continued)

E Status Report (Continued)

The following is an example of the Bulk Import Status Report.

*--

Bulk Import Status Report		
FSA Internal Use Only: This report shall not be distributed.		
Job File Name: AnyProducer1.zip		
Submitted Date: 6/29/2011		
User: User:ea Naughton		
Number of files added or updated: 0		
Number of files not imported: 6		
Total number of files in job: 6		
Job Status: Completed		
Report Generated On: June 29, 2011		
File Name	Status	Message
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99994N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99994N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99995N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99996N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99996N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99997N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99997N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99998N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99998N.xml	Failed to import	Any of county office credentials "Data Loaded By Initials", "Data Loaded By Date", "2nd Part Rev Initials", and "2nd Part Rev Date" are null or blank.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99999R.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-00960096009600960097010501030105-99999R.xml	Failed to import	Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.

--*

542 Bulk Import (Continued)

F Status Report – Messages

Resolve messages on the Bulk Import Status Report according to the following.

Message	Reason	Resolution
Workbook successfully replaced an existing workbook.	The workbook imported was a duplicate and replaced a workbook already in database.	Not applicable.
Invalid StCo Code.	State and county code combination is not found in 1-CM. Not a valid State and county code combination. If the State and county code is in 1-CM, then the code contains a dash that must be removed before import.	<ul style="list-style-type: none"> • Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1. • Re-enter the valid State county code without a dash. • Save to file. • Re-import SURE Workbook .xml file into SWIMS.
Any of county office credentials “Data Loaded By Initials”, “Data Loaded By Date”, “2nd Party Rev Initials”, and “2nd Party Rev Date” are null or blank.	On Farm Summary, the data loader and/or the 2nd party reviewer initials and date are missing.	<ul style="list-style-type: none"> • Retrieve the SURE Workbook .xml file into the 2008 SURE Interim Workbook Template v3.1. • Enter applicable initials according to subparagraph 516 H.
Either of county office credentials “Finalized By Initials” or “Finalized By Date” are null or blank for recording county.	*--On Farm Summary of the recording county workbook,--* the finalized by initials and date are missing.	<ul style="list-style-type: none"> • Save to file. • Re-import SURE Workbook .xml file into SWIMS.

***--543 Search and Export**

A Overview

The Search and Export Screen allows users to find a single SURE Workbook .xml file from the SWIMS database, to save and retrieve into the workbook template to make additions/corrections and for summarization into the recording county workbook.

Search and Export also allows users to delete SURE Workbook .xml file from the SWIMS database and to restore deleted SURE Workbook .xml file to the SWIMS database.

From the left margin, CLICK “Search and Export”. The Search and Export Workbook Screen will be displayed.

B Example of Search and Export Workbook Screen

The following is an example of the Search and Export Workbook Screen.

--*

543 Search and Export (Continued)

C Searching and Exporting a Single SURE Workbook .XML File

To search for a SURE Workbook .xml file for export, users may enter **any** of the following search criteria:

- Crop Year
- Producer Name
- State
- County
- TIN
- TIN Type.

The option to search for workbooks that have been deleted from SWIMS is available by clicking the check box “Include Deleted Workbooks”.

Once the desired search criteria has been entered, the user shall CLICK “Search”.

SWIMS will display a table that lists the workbooks that match the criteria entered.

The following is an example of the Search and Export Workbook Screen with the displayed search results.

Search and Export Workbook

Search Criteria

Crop Year: 2008
 Producer Name: Any Producer
 State: Any
 County: Any
 TIN:
 TIN Type: Any

[Modify Criteria](#)

Workbooks (1)

Producer Name	State County Code	Recording County	TIN	Export	Delete/ Restore
Any Producer 1 Errors	11-001	Yes	000000000-S	Export	Delete

*--543 Search and Export (Continued)

C Searching and Exporting a Single SURE Workbook .XML File (Continued)

The Search and Export Workbook Screen will display the search results with the following information.

Field/Button	Description
Producer Name	CLICK "Producer Name" to sort the table by producer name.
(x) Errors (if applicable)	<p>If validation errors are found within the workbook, the number of errors will be displayed in parentheses. User may place their cursor over "Errors" and a box will be displayed, with the error messages listed. See subparagraph 541 F to resolve errors.</p> <p>Note: If no validation errors are found within the workbook, this will not be displayed.</p>
State and County Code	CLICK "State County Code" to sort the table by State and county code.
Recording County	"Yes" or "No". CLICK "Recording County" to sort the table by recording county (yes) and nonrecording county (no).
TIN	CLICK "TIN" to sort the table by Tax ID number.
Export	CLICK "Export" to download the .xml file, save to "S:\Service_Center\FSA\2008_SURE" folder structure, and make applicable changes, if necessary.
Delete/Restore	<p>CLICK "Delete" to delete the SURE Workbook .xml file from SWIMS.</p> <p>Note: There is no confirmation message when "Delete" is selected. If a workbook is inadvertently deleted, the user may search for the SURE Workbook .xml file by choosing the option to "Include Deleted Workbooks" in the search criteria.</p> <p>CLICK "Restore" to restore the SURE Workbook .xml file in SWIMS.</p>

--*

544 Reports (Continued)

C Workbook Detail by County

The Workbook Detail by County Report will provide a report in Excel format by crop year, State, and county of specific details from within each of the workbooks, for a county or all counties, that have been imported into SWIMS.

Field/Button	Description
Producer Name	Name of the producer.
State County Code	State and county code.
State	State name.
County	County name.
Recording County	“Yes” or “No”.
Multi-County	Multiple or single.
SDA/LR/BF	Socially Disadvantaged/Limited Resource/Beginning Farmer: “Yes” or “No”.
Data Loaded By	Data loaded by initials.
Data Loaded Date	Data loaded by date.
Reviewed By	2nd party review initials.
Reviewed Date	2nd party review date.
Finalized By	Finalized by initials.
Finalized Date	Finalized by date.
Created By	*--Name of the user that first imported the .xml file.--*
Creation Date	Date the .xml file was created.
Last Updated By	Name of the user that last uploaded the .xml file.
Last Updated Date	Date the .xml file was last uploaded.
Last Downloaded By	Name of the user that last downloaded the .xml file.
Last Download Date	Date the .xml file was last downloaded.
Last Deleted By	Name of the user that last deleted the .xml file.
Last Deletion Date	Date the .xml file was last deleted.
Last Restored By	Name of the user that last restored a deleted .xml file.
Last Restoration Date	Date the deleted .xml was last restored.
File Name	.xml file name.
Status	“Active” or “Inactive”.

The following is an example of the Workbook Detail by County Report search screen.

Workbook Detail by County Report

Crop Year:

State:

County:

***--544 Reports (Continued)**

D Workbooks by Producer

The Workbook by Producer Report will provide a report in Excel format by crop year, producer TIN, and TIN type of specific details from within each of the workbooks for that producer that has been imported into SWIMS. See subparagraph C for more information on the data elements in this report. This report also includes validation errors. For a list of validation errors and resolutions. See subparagraph F.

Following is an example of the Workbooks by Producer Report search screen.

Workbooks by Producer Report

Crop Year: 2008 ▼

TIN:

TIN Type: E ▼

Generate Report

--*

*--544 Reports (Continued)

F Workbook Validation (Continued)

The following includes the potential validation errors and resolutions.

Validation Error	Description	Resolution
Producer is multi-county and combination of Crop Year, StCo Code, and Producer ID match at least one existing instance in the database.	There is a duplicate workbook for the same crop year, State and county code, and producer TIN in the database.	The recording county shall review the workbooks in SWIMS for the same year, State and county, and producer and delete the duplicate workbook.
For any producer, more than one workbook is marked as the recording county.	There is more than 1 workbook in the database that is marked as the recording county workbook.	Determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as nonrecording county.
A non-recording county workbook present in the database is not present in the Farm Summary of the producer's recording county workbook.	An administrative or nonrecording county workbook is present in the database but has not been summarized to the recording county workbook.	The recording county shall ensure all of a producer's administrative county's workbooks have been correctly summarized to the recording county workbook.
For multi-county producer and recording county workbook, a non-recording county workbook identified in the Farm Summary is not present in the database.	An administrative or nonrecording county workbook has been summarized to the recording county workbook but is not present in the database.	The recording county shall ensure that all administrative county workbooks have been imported into the database.
For the producer, no workbook is marked as the recording county.	There is no workbook in the database that is marked as the recording county workbook.	Determine the correct recording county for the producer and the recording county shall ensure that the appropriate county's workbook is marked as recording county and all other workbooks are marked as nonrecording county.

--*

544 Reports (Continued)

F Workbook Validation (Continued)

Validation Error	Description	Resolution
<p>Producer Name is not the same for a group of the same Producer IDs.</p>	<p>For a group of workbooks with the same producer TIN, the producer's name is not consistent.</p>	<p>This is a valid situation if the County Office used a unique identifier in the producer's name for workbooks exceeding 100 line entries according to subparagraphs 511 A and 515 C.</p> <p>If the County Office did not intend for the producer's name to be different, the recording county shall ensure the producer's name is correct in all workbooks.</p> <p>*--The user shall delete the file from SWIMS with the incorrect name, fix the .xml file to have the correct name, and re-import the file with the correct name.--*</p> <p>Note: The correct producer's name is the producer's name as it appears in SCIMS.</p>
<p>For the producer marked as multi-county, the count of workbooks in the database must be greater than one and less than eight.</p>	<p>The recording county workbook for multi-county producers can hold summarized data for 7 total counties. The recording county and 6 additional administrative counties. This validation error indicates that there are 8 or more workbooks in SWIMS.</p>	<p>This is a valid situation if the producer does indeed participate in more than 7 counties and the workbooks were sent to the National Office for manual summarization according to subparagraph 516 D.</p> <p>*--Note: If the County Office is receiving this validation message and the workbooks were sent to the National Office for manual summarization, the State Office shall send the following to the National Office for an exception to be created in SWIMS:</p> <ul style="list-style-type: none"> • the State and county code • producer name • producer TIN • TIN type.--* <p>If the producer does not participate in more than 7 counties, the recording county shall review the workbooks that have been loaded in SWIMS to delete any workbooks that are causing the error.</p>

575 Completing SURE Workbook Data Entry Worksheet (Continued)

E Entering Crop Data (Continued)

Label	Full Name	Definition and Rule
Int. Use	Intended Use	Manually enter or select FSA IU from drop-down menu.
Stat. Code	Status Code	Manually enter or select FSA first character status code from drop-down menu; required for all entries. If the cell turns red, a crop that was reported/entered on FSA-578 as a double-crop does not meet the double-cropping definition according to 2-CP, paragraph 73. Ensure that the status code has been entered correctly, matches FSA-578, and the crop is eligible for SURE according to Part 4. If so, the cell will remain red, continue with data entry.
Practice	Practice	Manually enter or select FSA practice from drop-down menu; irrigated (IR), non-irrigated (NI), or other (for value loss). Required for all entries.

575 Completing SURE Workbook Data Entry Worksheet (Continued)

E Entering Crop Data (Continued)

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

Acres	Prod. Share
19.10	1.0000
390.00	1.0000
29.00	1.0000
313.90	1.0000

From SIR 2009 FSA-578 data, enter crop data in all yellow cells, as follows.

Label	Full Name	Definition and Rule
Acres	Acres	<p>Enter eligible RMA or FSA acres in tenths or hundredths, as applicable. Acres will display in hundredths. Required for all yield-based crop entries. Use RMA acres for insured crops, for all other types of coverage use FSA acres. Not required for value loss crops. For more information on acres, see Part 4.</p> <p>Note: Do not load ineligible acres, such as <i>de minimis</i>, uninsured acres, etc.</p>
Prod. Share	Producer Share	<p>*--Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available.</p> <p>If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B.</p> <p>RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share.</p> <p>If the SURE Data Query tool is used to eliminate the data load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place.</p> <p>A value is required for all entries.--*</p>

575 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data

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

RMPP Code
P
P
B
P

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

Label	Full Name	Definition and Rule
RMPP Code	Risk Management Purchase Requirement Code	<p>Manually enter or select 1 of the 4 following RMPP codes from the drop-down menu. Required for all entries.</p> <ul style="list-style-type: none"> • “P”, purchased coverage whether NAP or RMA policy. • “B”, Buy-In for 2009 only applies for insured crops listed in Exhibit 51 and must have a plan code coverage of “IY” or “IV”. • “R”, relief, whether NAP or CAT. • “S”, SDA/LR/BF, without any purchased coverage or waivers.. <p>Note: The RMPP code (Exhibit 12) is an extremely important data entry; it drives the calculations in the Data Entry Worksheet. Different coverage types require different calculations and the codes dictate which calculations are used.</p>

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

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

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

Examples: 09CORNLN, 09WHTLN.

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

- NAP, “09NAP”.

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

587-599 (Reserved)

***--Part 18 2010 SURE Automation**

Section 1 SURE Intranet Web Site

600 Accessing Software

A Basic Information

The SURE Intranet web site is designed to provide a single web location for all reports and tools needed for the SURE Program.

B Overview

The SURE Intranet web site contains reports and tools for 2008, 2009, and 2010 SURE program years. Each year's option will be different based on the reports and tools that were made available for the applicable program year.

C Accessing the SURE Intranet Site

Access the SURE Intranet Site Home Page from the FSA Applications Intranet web site at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html. Under "Production Adjustment and Disaster Programs", **CLICK "SURE"**.

Note: Internet Explorer shall be used when accessing the SURE Intranet web site.--*

*--600 Accessing Software (Continued)

D Login Screen

After users click “SURE”, the following Supplemental Revenue Assistance Payments Program (SURE) Screen will be displayed. CLICK **“Enter SURE”** to continue.

USDA United States Department of Agriculture
Farm Service Agency Supplemental Revenue Assistance Payments Program (SURE)

SURE Home About SURE Help Contact Us Exit SURE Logout of eAuth

SURE Menu
SURE Home

Supplemental Revenue Assistance Payments Program (SURE)

SURE provides assistance for crop production, quality, and revenue losses due to natural disaster or adverse weather. SURE supplements crop insurance or Noninsured Crop Disaster Assistance Program coverage elected by the producer and is only legislated for losses occurring through September 30, 2011.

USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642, option 1, option 2. Please provide us with the specific URL with which you have a problem or concern.

Screen ID: SURESIGNUPEntry01

SURE Home | FSA Internet | FSA Intranet | USDA.gov
Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.Gov | White House

E USDA eAuthentication

After users click “Enter SURE”, the USDA eAuthentication Warning Screen will be displayed. CLICK **“I Agree”** to proceed or **“Cancel”** to end the process.

The eAuthentication Login Screen will be displayed. Users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK **“Login”**.

The SURE Select Program Year Screen will be displayed.--*

***--601 SURE Select Program Year Screen**

A Overview

After users are logged in and have been authenticated, the SURE Select Program Year Screen will be displayed. The SURE Select Program Year Screen will allow users to select the program year.

The available program years are:

- 2010
- 2009
- 2008.

The SURE Select Program Year Screen will default to the current program year.

B Example of SURE Select Program Year Screen

The following is an example of the SURE Select Program Year Screen.



C Action

The user shall select the program year with which to work and CLICK “**Submit**”.--*

***--602 SURE 2010 Main Menu**

A Overview

After users have selected the 2010 program year, the SURE 2010 Main Menu will be displayed.

For 2010, the SURE Intranet web site contains the following reports:

- SURE Information Report (Web)
- Detailed Payment Report for SURE
- RMA Producer Data Change Report
- RMA Producers not in SCIMS Report
- All RMA Producers Report.

For 2010, the SURE Intranet web site contains the following tools:

- SURE Data Query Tool
- SURE Workbook Template
- Tools for Factoring RMA Data:
 - By Share
 - By Eligible Acres
 - By Stage
 - By Share Differences
- Tolerance Tool
- Peanut Tool.

For 2010, the SURE Intranet web site contains the link “NCT (2009-2012)”.--*

*--602 SURE 2010 Main Menu (Continued)

B Example of the SURE 2010 Main Menu

The following is an example of the SURE 2010 Main Menu.

--*

*--603 SIR (Web)

A Background

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

- producer’s acreage data
- any insurance data provided by RMA
- payment data
- weighted CC yield data.

B Accessing SIR (Web)

From the 2010 Main Menu, CLICK “SURE Information Report (Web)” and select the producer in SCIMS. The SURE Select County Screen will be displayed. The following is an example of the SURE Select County Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

Producer : ANY PRODUCER

Select County

<input type="checkbox"/>	State-County
<input type="checkbox"/>	State - County
<input type="checkbox"/>	State - County

Select the county or counties for which to print SIR (Web), and CLICK “Create SIR”. SIR (Web) will display in a separate window in PDF format, this report shall be printed, used to complete the producer’s workbook, and filed in the producer’s program folder.

Both SIR (Web) and SIR (S36) shall be printed/reprinted **before** issuing payments to ensure that the most current data is being used.

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

*--603 SIR (Web) (Continued)

C Data Elements on SIR (Web)

The following data elements will print on SIR (Web).

SIR (Web)	
Source File	Data Included
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable (displays current year data)
2010 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	

--*

*--603 SIR (Web) (Continued)

C Data Elements on SIR (Web) (Continued)

SIR (Web) – 2010 RMA Data	
RMA Label	Data Entry Workbook Label
Gross Indemnity	Gross Indemnity
Producer Premium	Producer Premium
Record Type Code	
Location State	Physical State
Location County	Physical County
Crop Code	Crop
Crop Type Code	Crop Type
	Intended Use
	Status Code
Farming Practice Code	Practice
Acres	Acres
Insured Share	Producer Share
	RMPR Code
Insurance Plan Identifier	Plan Code
Coverage Category	
AGR Policy Flag	
Written Agreement Type	
Stage Code	Stage Code
Stage Factor	Adjustment Factor #1
Unit Number	Unit Number
	Planting Period
Zero Acre Flag	

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

*--603 SIR (Web) (Continued)

C Data Elements on SIR (Web) (Continued)

SIR (Web) - 2010 RMA Data	
RMA Label	Data Entry Workbook Label
Guarantee Reduction	Guarantee Adjustment Code
Guarantee Reduction Factor	Guarantee Adjustment Factor
Multiple Cropping	Guarantee Adjustment Code
Multiple Cropping	Guarantee Adjustment Factor
Option Code	Guarantee Adjustment Code
Option Code	Guarantee Adjustment Factor
Unit of Measure	Unit of Measure
Crush District	Crushing District
Guarantee Basis	RMA Guarantee Basis
Coverage Level	Coverage Level
Price Election Percent	Price Election
	Yield (APH)
Yield	
Adjusted APH Yield	
Weighted Adjusted Yield	
	County Expected Yield
	Calculated Weighted Average Yield
	Historical Marketing Percentage
Price	Price
Production to Count	Production to Count
	Production Type
	2010 NAMF
	QA Factor
	Salvage Value
FMV-A	FMV A
FMV-B	FMV B

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

*--603 SIR (Web) (Continued)

C Data Elements on SIR (Web) (Continued)

SIR (Web) - 2010 RMA Data	
RMA Label	Data Entry Workbook Label
Farm Serial Number	
Grid ID	
Gleaned Acreage Code	
SY - Yield	
SY - Acres	
SY - Yield Type	
SY - Person Sharing	
Date Planted	
Update Date	
Date of Loss - Primary	
Date of Loss - Secondary	
SBI - Approved Insurance Provider	
SBI - ID Number	
SBI - ID Type Code	
SBI - Name	
Source File	Data Included
2010 Payment Data	DCP Direct Payments
	DCP Counter-Cyclical Payments
	ACRE Direct Payments
	ACRE ACRE Payments
	Price Support Payments
	Price Support - CMA Payments
	NAP Payments
	Other Disaster Payments
2010 CC Yield Data	Crop
	Weighted Counter-Cyclical Yield
	Unit of Measure

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

A disclaimer will be displayed on the last page of the 2010 SIR (Web) that states the following:

“This report contains sensitive data. It is for FSA Internal Use Only and shall not be distributed.

Not all SURE Data is provided on the 2010 SURE Information Report (Web). Additional SURE information is available, including NAP and NAP/CAT Relief Data by printing the 2010 SURE Information Report (S36).”--*

*--604 SIR (S36)

A Background

The SIR (S36) is being provided as a reference report that will summarize the data that has been loaded into System 36 for a producer, including NAP, NAP Relief, and CAT Relief data.

B Accessing SIR (S36)

From Menu FAX250, access SIR (S36) according to the following.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, 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 "3", "2010 Supplemental Revenue Assistance Program" and PRESS "Enter".
7	MHAE00	ENTER "1", "2010 SURE Information Report (S36) Note: Additional SURE Information is available on the 2010 SURE Information Report (Web)" and PRESS "Enter".
8	MHAEPS01	Enter the appropriate printer on the Printer Selection Screen and PRESS "Enter".
9	MHAERA01	On the Producer Selection Screen, users are required to enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of producer's TIN • producer's TIN and type • producer's last name.

Both SIR (S36) and SIR (Web) shall be printed/reprinted **before** issuing payments to ensure that the most current data is being used.

If no NAP or NAP/CAT Relief Data is on file for the producer, Screen MHAER101 will be displayed with the message, "Producer: Producer Name. No NAP or NAP/CAT Relief Data is on file for the producer. Press CMD7 to Exit or Enter to print negative SIR (S36)". User shall either:

- print a negative SIR (36)
- notate on SIR (Web) that "No NAP or NAP/CAT Relief Data is on file for the producer" and the County Office employee shall **initial and date** the notation.

Note: SIR's (S36) are internal documents; and may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

*--604 SIR (S36) (Continued)

C Data Elements on SIR (S36)

SIR (S36)	
Source File	Data Included
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable (displays current year data)
NAP Data – 2010 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period
	Other Fee Paid
	Transaction Number
	Amount Collected
	Refund Amount
NAP Data – 2010 NAP Approved Yield History File	Unit Number
	Crop
	Type
	Intended Use
	Planting Period
	Practice
	Approved Yield
	Unit of Measure
	Actual Production
	Unit of Measure
	Crop Year
	Yield
	Yield Type
NAP Data – 2010 Notice of Loss File	Crop
	Type
	Planting Period
	Unit Number
	Disaster Begin Date
	Disaster Apparent Date
	Disaster End Date
	Approval Date
	Disapproval Date
Disaster Event	

--*

*--604 SIR (S36) (Continued)

C Data Elements on SIR (S36) (Continued)

SIR (S36)	
Source File	Data Included
NAP Data – NAP Application for Payment	Crop
	Type
	Intended Use
	Practice
	Planting Period
	Unit
	Share
	Stage
	Crushing District
	Disaster Begin Date
	Loss Apparent Date
	Acres
	Actual Production
	Adjusted Production
	Adjusted Production Flag
	Assigned Production
	Eligible Prevented Planted Acres
	Assigned Prevented Planted Production
	Unit of Measure
	APH Yield
	APH Code
	Adjusted Yield
	Salvage Value
	COC Salvage Value
	Graduated Price
	Beginning Inventory
	Ending Inventory
	Ineligible Cause of Loss
FMV A	
FMV B	

--*

*--604 SIR (S36) (Continued)

C Data Elements on SIR (S36) (Continued)

SIR (S36)	
Source File	Data Included
2010 NAP Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount
2010 CAT Relief Data	Crop
	Crop Type
	Intended Use
	Planting Period
	Gross Buy In Amount
	Transaction Number
	Refund Amount

A disclaimer will be displayed on the last page of the 2010 SIR (S36) that states the following:

“This report contains sensitive data. It is for FSA Internal Use Only and shall not be distributed.

Not all SURE Data is provided on the 2010 SURE Information Report (S36). Additional SURE information is available, including acreage, RMA, Payment and CC Yield data by printing the 2010 SURE Information Report (Web).”--*

***--605 Detailed Payment Report for SURE**

A Overview

The Detailed Payment Report for SURE provides the ability to search for producer payment, receivable, and market gain activities through SCIMS. The report is designed to provide the program benefit payment along with offsetting receivables and market gain/loss amounts.

B Accessing the Detailed Payment Report for SURE

From the 2010 Main Menu, CLICK “Detailed Payment Report for SURE” and select the producer in SCIMS. The following is an example of the SURE Select County Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

Producer : ANY PRODUCER

Select County

<input type="checkbox"/>	State-County
<input type="checkbox"/>	State - County
<input type="checkbox"/>	State - County

Select the county or counties for which the Detailed Payment Report for SURE will be displayed, and CLICK “Detailed Payment Data”.--*

*--605 Detailed Payment Report for SURE (Continued)

C Information on the Detailed Payment Report for SURE

The following information appears on the Detailed Payment Report for SURE.

Field	Description
State/County	Displays the State/county associated with customer activity.
Alpha Program Code	Displays the program code associated with the customer’s activity. See subparagraph D.
Reference Code	Displays the reference number associated with the program payment (that is, “FM – Farm”, “CT – Contract”, etc).
Reference Number	Displays the number associated with the reference code (that is, “302B”).
Date	Displays the date associated with the applicable activity: <ul style="list-style-type: none"> payable date is the “Payment Request Date” receivable date is the “Receivable Establishment Date” market gain date is the “Date of Gain/Loss”.
Activity Type	Displays descriptions of the type of activity reported. Note: The following 3 types of activity are captured: <ul style="list-style-type: none"> payments receivables market gains/losses.
Activity ID	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	Displays the amount of the applicable activity.
Program Total	Displays the net amount of activities for the State/county by program code.

D Example of the Detailed Payment Report for SURE

The following is an example of the Detailed Payment Report for SURE.

U.S. Department of Agriculture Farm Service Agency 2010 Detailed Payment Report for SURE							Prepared: 10-13-2011 PAGE: 1
Producer ID/Name: 9999 S ANY PRODUCER							
State/County	Alpha Program Code	Reference Code	Reference Number	Date	Activity Type	Activity ID	Activity Amount
99999	10ACREDP	FM	0000795	2009-11-03	Payable	7504030	210.00
				2010-02-05	Payable	7819276	313.00
		Program Total					
99999	10EDCPDP	FM	0000065	2009-11-04	Payable	7506035	17.00
							Program Total

--*

--605 Detailed Payment Report for SURE (Continued)*E 2010 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, “10ACREDP”
 - ACRE Payment Code, “10ACRE”
- DCP:
 - Direct Payment Code, “10EDCPDP”
 - Counter Cyclical Code, “10EDCPCC”
- LDP:
 - “10LDPCOMMC”
 - “10ELDPCOMM”
 - “10ELDPECOMM”
- Marketing Loan Gain:
 - “10COMMLN”
 - “10COMMFLN”
 - “10COMMWLN”
- NAP, “10NAP”.

For LDP’s and market loan gains, “comm” will **not** actually appear in the alpha program code. The name (or abbreviated name) of the commodity for which LDP was received or the marketing loan gain was earned will be displayed. For example, “10CORNLN”, “10WHTLN”.

The market loan gains on CMA’s will not appear on the reports. These will be displayed on 2010 SIR (Web) Payment Data and shall be entered in the “CMA” section provided in the 2010 SURE Workbook.

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

***--606 RMA Producer Data Change Report**

A Overview

A producer’s RMA data may change. A list of producers whose RMA data has changed since the last update date will be displayed on the RMA Producer Data Change Report.

B Accessing RMA Producer Data Change Report

From the 2010 Main Menu, CLICK “RMA Producer Data Change Report”. The RMA Producer Data Change - Select County Screen will be displayed. The following is an example of the RMA Producer Data Change - Select County Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

Report : RMA Producer Data Change

Select County

State: State

County: County

When a producer’s RMA data is changed, a whole new set of data is received for the producer. For a list of producers whose RMA data has changed since a certain date, enter the last update date.

Last Update Date: 9/15/2011

Submit Main Menu

Select State and county and enter the last update date. CLICK “Submit” to generate a list of producers whose data has changed since the last update date for the selected county. CLICK “Main Menu” to return to the program year specific main menu.--*

***--606 RMA Producer Data Change Report (Continued)**

B Accessing RMA Producer Data Change Report (Continued)

A list of producers whose data has changed since the last update date for the selected county will be displayed. Select the producer and CLICK “Submit” to generate SIR (Web). The following is an example of the RMA Data Change - Select Producer Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

State : State (99) County : County (999)

Report : RMA Producer Data Change

Select Producers

Please select up to 5 producers to generate SIR (Web).

	ID Number (last 4)	RMA ID Type	Producer Name	Update Date
<input type="checkbox"/>	9999	S	Any Producer	09/15/2001

This report shall be checked every 7 calendar days **and** before issuing payments, to ensure that the most current data is being used in the workbook, even after a producer has been paid.

Note: Any change to producer data will be underlined and highlighted.

In the following situations, a producer will be displayed on the 2010 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.

Note: Any screen prints or SIR’s that are generated through the, “RMA Producer Data Change Report” option are internal documents; and may be shared with other FSA offices, but shall **not** be shared with any party that is not an FSA employee.--*

--607 RMA Producers Not in SCIMS*A Background**

If a producer is **not** in SCIMS, or the RMA producer's TIN does **not** match FSA's records, a list of producers with RMA data will be displayed on the RMA Producers Not in SCIMS Report.

B Accessing RMA Data for RMA Producers Not in SCIMS

From the Main Menu, CLICK "RMA Producers Not in SCIMS". The RMA Producers Not in SCIMS Screen will be displayed. The following is an example of the RMA Producers Not in SCIMS - Select County Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

Report : RMA Producers not in SCIMS

Select County

State: State

County: County

Submit Main Menu

The user shall select State, county, and CLICK:

- "Submit" to generate a list of producers not in SCIMS
- "Main Menu" to return to the program year specific main menu.--*

***--607 RMA Producers Not in SCIMS (Continued)**

B Accessing RMA Data for RMA Producers Not in SCIMS (Continued)

Once the user has clicked “Submit”, a list of producers not in SCIMS will be displayed. The user can select a producer and CLICK “Submit” to print SIR that will only contain RMA data. CLICK:

- “County Selection” to return to the previous screen
- “Main Menu” to return to the program year specific main menu.

The following is an example of the RMA Producers Not in SCIMS - Select Producers Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

State : State (99) County : County (999)

Report : RMA Producers not in SCIMS

Select Producers _____

Please select a producer to generate SIR.

	ID Number	RMA ID Type	Producer Name	Update Date
<input type="checkbox"/>	9999	S	Any Producer	09/15/2001

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

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

After the producer has either been added to SCIMS or TIN has been corrected, the producer should no longer appear on this list and SIR can be printed according to subparagraph 603 B and/or 606 B.

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

***--608 All RMA Producers Report**

A Overview

There are cases where a field office may need to identify an RMA producer. The All RMA Producers Report notifies County Offices of producers who have RMA coverage.

B All RMA Producers Report

From the 2010 Main Menu, CLICK “All RMA Producers”, select State and county, and CLICK “Submit”. The following is an example of the All RMA Producers - Select County Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

Report : All RMA Producers

Select County

State: State

County: County

Submit Main Menu

An excel file will be created. CLICK “pen” on the File Download dialog box and a list of all RMA producers for which we have received RMA data for in that county will be displayed.

File Download

Do you want to open or save this file?

Name: 28027RMAPRODUCERS.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: outlet2.cert.sc.egov.usda.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

--609 SURE Data Query Tool*A Overview**

The SURE Data Query Tool software is web-based software that queries 2010 FSA-578 data and also has the capability to retrieve some NCT data.

The SURE Data Query Tool Screen:

- will display all 2010 compliance data reported by the selected producer in the selected administrative State and County Office
- provides the ability to:
 - combine multiple records into 1 unit
 - mark acreage records as eligible for SURE

Notes: Zero acreage records, or acreage records with “0” (zero) reported acres and “0” (zero) determined acres with no tract for field numbers, should **not** be marked as eligible and subsequently shall **not** be exported into the 2010 SURE Workbook.

GS is not an eligible intended use for SURE. In the case where the crop’s grain production is being included in the SURE application, crops with the intended use of GS may be imported into the 2010 SURE Workbook but the intended use shall be changed from GS to GR and the Production to Count shall only reflect the grain production.

- export eligible acreage to an .xml file that can be imported into the 2010 SURE Workbook.

After user clicks “Export Acreage/NCT Data” from the County Selection Screen, the SURE Data Query Tool Screen will be displayed.--*

*--609 SURE Data Query Tool (Continued)

B Accessing the SURE Data Query Tool

From the 2010 Main Menu, users select “SURE Data Query Tool” and select the producer in SCIMS. The following is an example of the SURE Select County Screen.

Select the county for which to use the SURE Data Query Tool, and CLICK “Export SURE Data”.

C Example SURE Data Query Tool Screen

The following is an example of the SURE Data Query Tool Screen.

<input type="checkbox"/> Eligible	Unit #	Location (if not admin)	Crop	Type	IU	Status	Practice	Rep Acres	Det Acres	Share	Plant Date	Farm	Tract	Field
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	15.80		1.0000	2010-06-14	0001807	2676	6
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	9.80		1.0000	2010-06-15	0000966	1327	1
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	19.10		1.0000	2010-06-15	0000966	1327	2
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	13.10		1.0000	2010-06-15	0000966	1327	4
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	39.20		1.0000	2010-06-15	0001807	2679	1
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	49.20		1.0000	2010-06-19	0002204	3222	2
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	72.90		1.0000	2010-06-20	0004867	2926	9

--*

*--609 SURE Data Query Tool (Continued)

D Field Descriptions and Actions

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

Field/Button	Description	Action
Program Year	The selected year will be displayed.	
Admin State	Administrative State selected on the SURE Select County Screen will be displayed with the State code.	
Admin County	Administrative County selected on the SURE Select County Screen will be displayed with the County code.	
Producer	Name of the selected producer will be displayed.	
Eligible	Manual selection.	Check (✓) the “ Eligible ” box next to the crops that are eligible for 2010 SURE. If all displayed crops are eligible for 2010 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 F.	
Ineligible Crops	Lists crops that are ineligible for 2010 SURE. These crops cannot be selected for eligibility. See subparagraph 32 G for ineligible crops.	

--*

***--609 SURE Data Query Tool (Continued)**

E Summarized Acreage

After all acreage line items have been selected, unit numbers entered, 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 2010 SURE Workbook.

The following is an example of summarized acreage line items.

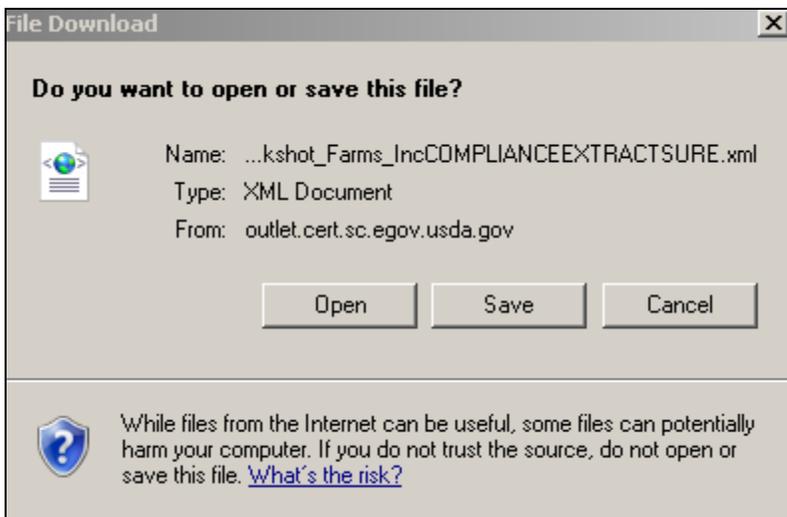
Summarized data to be exported.										
Unit #	Location	Crop	Type	IU	Status	Practice	Rep Acres	Share	UOM	NAMP
		SOYBEANS	COM	GR	I	N	32.20	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	15.80	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	9.80	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	13.10	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	39.20	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	19.10	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	49.20	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	72.90	1.0000	BU	0.6900

CLICK:

- “Update” to make changes or re-summarize
- “Export” to save the data to an .xml file.

F Action

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



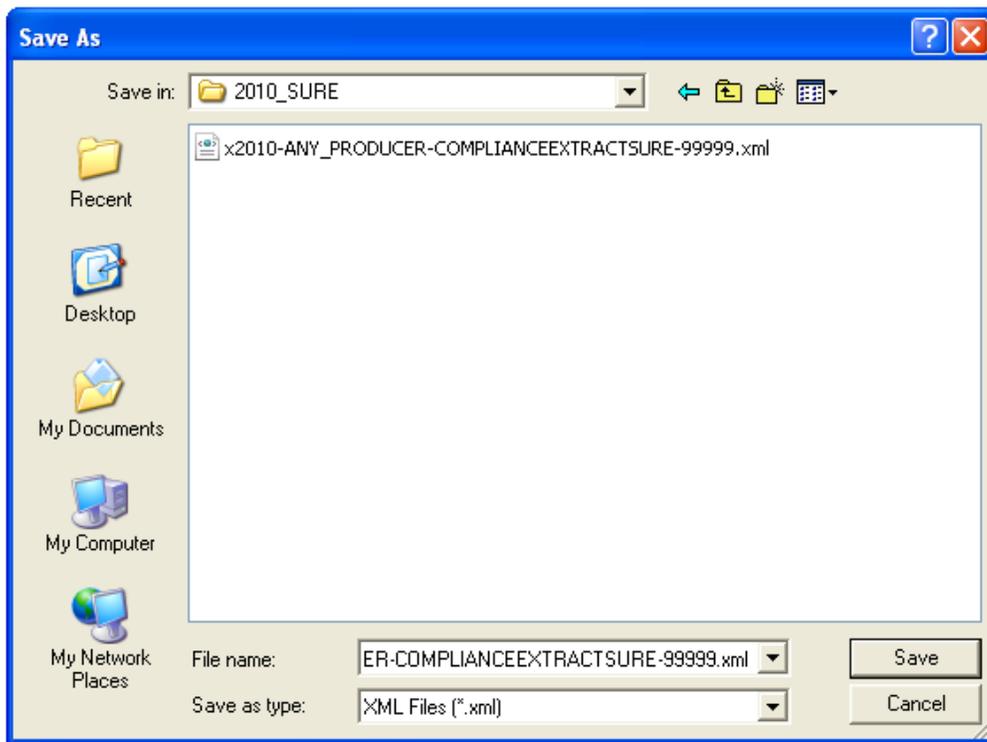
--*

*--609 SURE Data Query Tool (Continued)

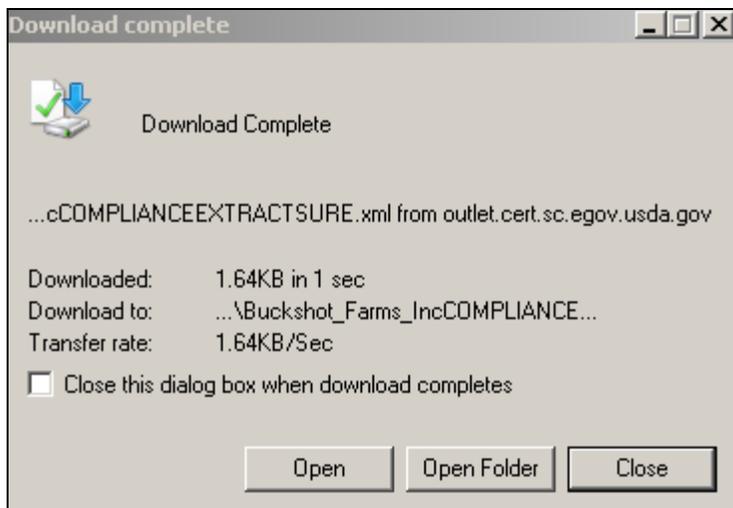
F Action (Continued)

After users click “Save”, the following Save As dialog box will be displayed. Navigate to the “S:\Service_Center\FSA\2010_SURE” folder and CLICK “Save” to save the .xml file.

Note: If the “2010_SURE” folder does **not** exist, create the folder according to subparagraph 613 B.



The following Download complete dialog box will be displayed. CLICK “Close” to return to the 2010 SURE Compliance Tool.



***--610 Importing .XML File Into SURE Workbook**

A Overview

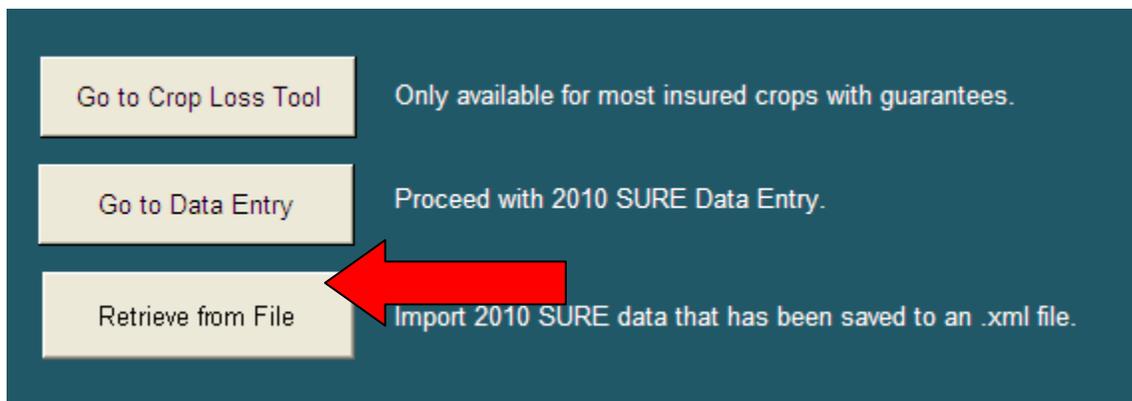
After the .xml file is saved to “S:\Service_Center\FSA\2010_SURE”, the file can be imported into the 2010 SURE Workbook.

To import the .xml file, the user will use the “Retrieve from File” button in the 2010 SURE Workbook.

B “Retrieve From File” Button

Within the 2010 SURE Workbook, on the Main Menu Page or Data Entry Worksheet, CLICK “Retrieve from File”.

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



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



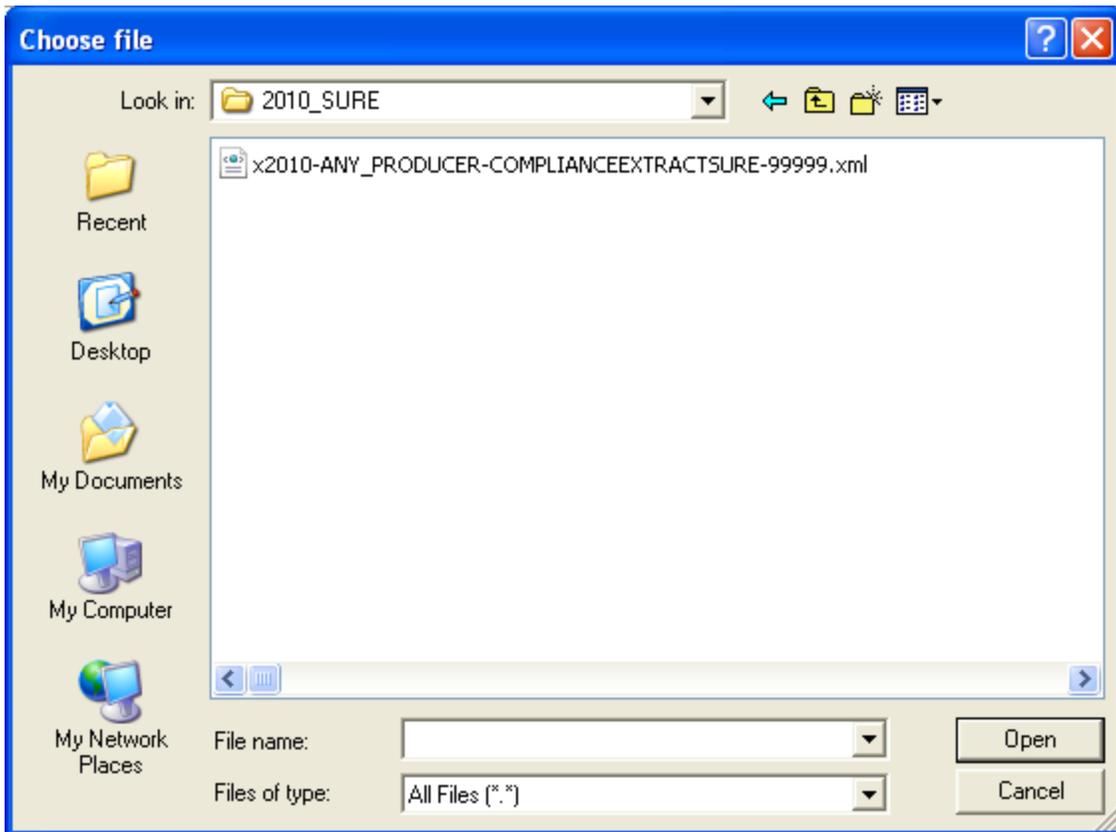
--*

***--610 Importing .XML File Into SURE Workbook (Continued)**

B “Retrieve From File” Button (Continued)

After users click “Retrieve from File”, the following Browse dialog box will be displayed. The folder is automatically defaulted to “S:\Service_Center\FSA\2010_SURE”. Select the applicable XML file that was extracted from the 2010 SURE Data Query Tool and CLICK “OK” to complete the retrieval.

Note: The extracted SURE Compliance Tool file will be named “x2010-PRODUCER_NAME-COMPLIANCEEXTRACTSURE-99999” (99999 will be replaced with the administrative State and county code).



The acreage data from the 2010 SURE Data Query Tool will be displayed on the Data Entry Worksheet in the 2010 SURE Workbook as provided in the following example. Complete the remainder of the 2010 SURE Workbook according to paragraph 614.

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Practice	Acres	Prod. Share	RMPP Code	Plan/ Cov. Code	Stage Code		Unit #	Plt Per.	Guarantee Adjustments				Unit of Meas	
										H UH PP	Adj. Fact. 1			Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3		Adj. Cd.
	BARLEY	SPR	GM	I	IR	1,053.20	.3170	P				1							BU
	BARLEY	SPR	GM	IP	IR	112.50	.3170	P				2							BU
	CHRISTMAS TREES	DOU	RS	I	NI	1,200.00	.0200	P				3							
	CHRISTMAS TREES	SCO	FH	I	NI	646.00	.0200	P				4							
	PEAS	AUS	DE	I	IR	700.00	.3170	P				5							LBS.
	PEAS	AUS	DE	IP	IR	58.30	.3170	P				6							LBS.

--*

--611 2010 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:

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

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 614 C, note in “Producer Name” definition and rule.

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.--*

--611 2010 SURE Workbook Function (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: See 3-PL, Exhibit 2 for the definition of recording county. 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.--*

--612 Preparing Documents to Complete 2010 SURE Workbook*A Preparing Documents**

The SURE Workbook process is a completely manual process. The SURE Workbook does **not** have the capability to check or reference other systems, such as SCIMS, Farm Records, or Web Subsidiary. These other systems will need to be checked by the user to ensure that the producer is active and eligible for SURE. Collecting documentation before the user begins to complete the SURE Workbook will ease the SURE Workbook process for the user and the producer.

All documentation shall be filed in the producer's program folder.

Note: Payment software is capable of referencing Web eligibility.

B AD-1026A or Producer Farm Data Report

Either AD-1026A or the Producer Farm Data Report:

- generated from Farm Records according to 3-CM, can be used to confirm producers are linked to a farm and show all farms and cropland acres nationwide
- will assist County Offices in determining that all acreage is accounted for in the SURE Workbook and whether the producers are in a single county or multiple counties.

C Disaster Declaration

A SURE eligibility requirement is that at least 1 of the counties with which the producer is associated is a county that has, or is contiguous to a county with, a disaster declaration; otherwise, the producer will have had to suffer a 50 percent loss. See paragraph 3 for more information about eligibility criteria.

A list of eligible counties can be found at

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=sure>.*

***--612 Preparing Documents to Complete 2010 SURE Workbook (Continued)**

D Production Evidence

Producers may need to provide verifiable, reliable, and/or certifiable production records. Date-stamp and write the county's name on the original production record, copy, and return the original to the producer. See Part 7 for more information.

E Crop Data

Data elements, such as price, CEY, unharvested factor, prevented planting factor, historical marketing percentage, quality adjustment factor, maximum average loss level, and NAMP will be established by STC and provided by the State Office. See Part 3 for more information.

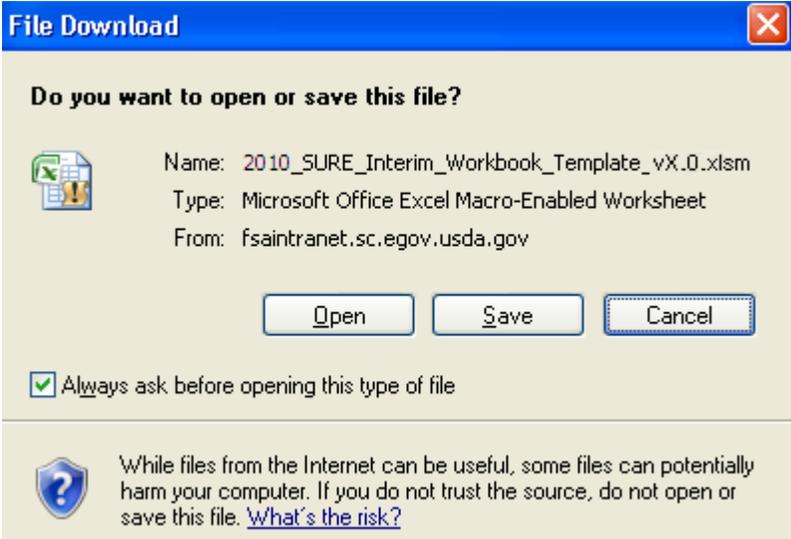
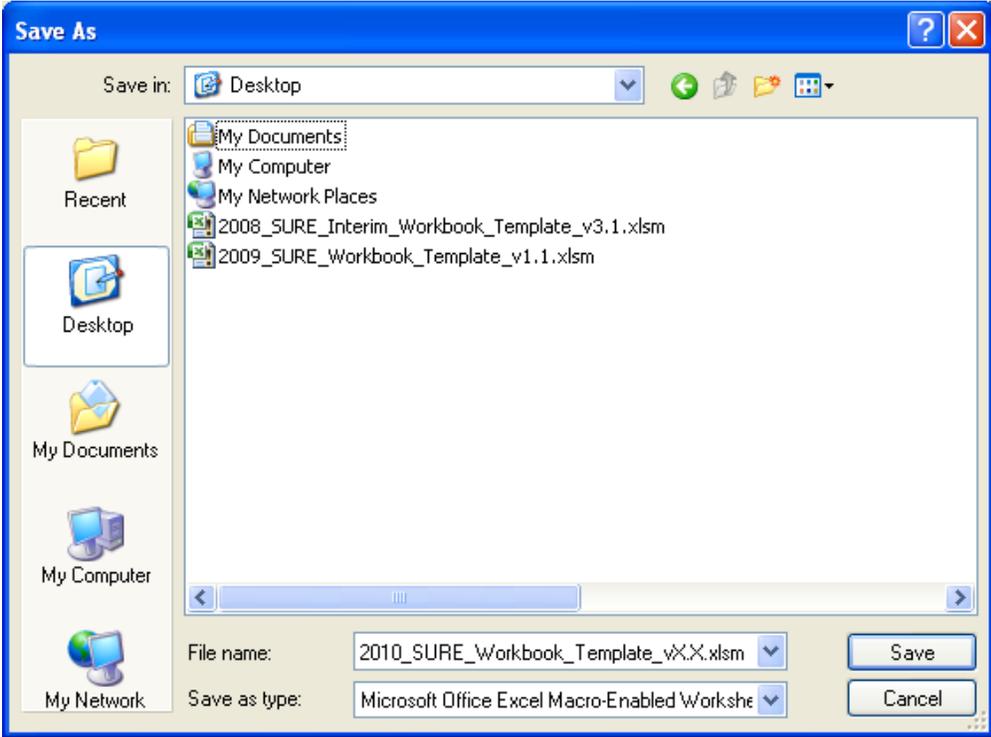
F Completing SURE Workbooks

County Offices shall work with producers to complete the SURE Workbook for each producer applying for SURE for the eligible crops and acreage administered in that county.--*

***--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook**

A Accessing and Saving the SURE Workbook Template

Access and save the SURE Workbook template according to the following.

Step	Action
1	On the SURE Program Year: 2010 Screen, CLICK “2010 SURE Workbook vX.0”.
2	<p>The File Download dialog box will be displayed. CLICK “Save”.</p> 
3	<p>The Save As dialog box will be displayed. Save file to Desktop.</p> 

--*

***--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

A Accessing and Saving the SURE Workbook Template (Continued)

Step	Action
4	<p>The document will be placed on the user’s desktop with an icon. The document will be named, “2010_SURE__Workbook_Template_vX.0.xlsm”.</p> <p>The version number shall correspond with the current version posted on the SURE Intranet Web Page.</p> <p>Note: There will be a need for more than 1 SURE Workbook template saved to a user’s desktop for the purposes of summarizing multi-county data according to subparagraph 615 D. For additional SURE Workbook templates, name as follows:</p> <ul style="list-style-type: none"> • “2010_SURE__Workbook_Template_vX.X.2.xlsm” • “2010_SURE__Workbook_Template_vX.X.3.xlsm”.

Note: The SURE Workbook is for FSA internal use only and shall **not** be distributed.

Saving the workbook template to the user’s desktop will need to be done if there is a new workbook version issued, or if the template on the user’s desktop needs to be replaced.--*

***--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

B Creating a New Folder in Which to Save All SURE Workbook Data

Before completing and saving a SURE Workbook for a producer, a new folder will need to be created on the **S:** drive according to the following.

Step	Action
1	Do either of the following: <ul style="list-style-type: none"> • on the Desktop, DOUBLE-CLICK “My Computer” • at the bottom left corner of user’s screen, RIGHT-CLICK “Start” and LEFT-CLICK “Explore”.
2	DOUBLE-CLICK “(S:) drive”. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Network Drives</p> <ul style="list-style-type: none">  andrea.naughton on 'Dcwashing2s614\Fhome\$' (H:)  Fshared\$ on 'Dcwashing2scl2' (S:) ←  Shareu\$ on 'Dcwashing2scl2' (U:) </div>
3	DOUBLE-CLICK “ Service_Center ”.
4	DOUBLE-CLICK “ FSA ”.
5	Left-click “ Make a new Folder ”  ,  , or if neither of these buttons are available right-click in blank white area within the folder window, left-click “ New ”, left-click “ Folder ”.
6	A new folder will be created in the S:\Service_Center\FSA folder, the default name of the new folder will be “New Folder”. Rename the folder according to step 7.
7	RIGHT-CLICK “ New Folder ” and LEFT-CLICK “ Rename ”.
8	Rename the folder “ 2010_SURE ”.

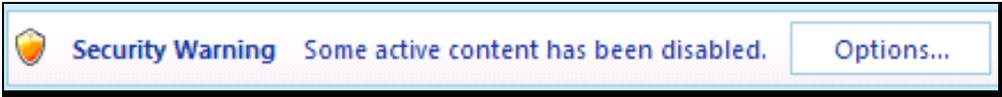
Note: Creating the new “2010_SURE” folder **only needs to be done 1 time at each Service Center**. All SURE Workbook data can be saved to this location.

Important: The naming format of this folder is **extremely important** for the SURE Workbook “**Save**” function to operate. Ensure that the folder is named, “**2010_SURE**”, with the underscore **exactly** as displayed here.--*

***--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

C Enabling Macros

Enable macros in the SURE Workbook according to the following.

Step	Action
1	<p>Every time a user opens the SURE Workbook Template, at the top of the screen, between the toolbar and the window, the following security warning will be displayed. CLICK “Options...”.</p>  <p>The following Microsoft Office Security Options dialog box will be displayed. CLICK “Enable this content” and CLICK “OK”.</p>  <p>Note: This step needs to be performed every time the SURE Workbook is opened.</p> <p>Warning: Do not attempt to permanently enable macros; this will make the SURE Workbook unusable and could potentially create a security breach.</p>

--*

***--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

D Saving a Producer’s SURE Workbook

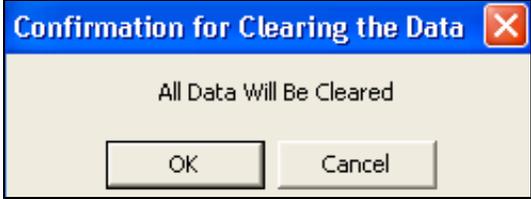
When the user needs to save a producer’s SURE Workbook, the user shall save the data according to the following.

Step	Action
1	CLICK “Save to File” from the Data Entry or Farm Summary Worksheet.
2	<p>The following Browse For Folder dialog box will be displayed. To save an .xml file to the “S:\Service_Center\FSA\2010_SURE” folder that was created by following subparagraph B, CLICK “OK”.</p> <div data-bbox="396 617 906 1117" data-label="Image"> </div> <p>Note: If the “2010_SURE folder” was not created, the following Browse For Folder dialog box will be displayed.</p> <div data-bbox="488 1264 976 1740" data-label="Image"> </div> <p>CLICK “Cancel” and return to subparagraph B to create the folder as instructed.</p>

--*

*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

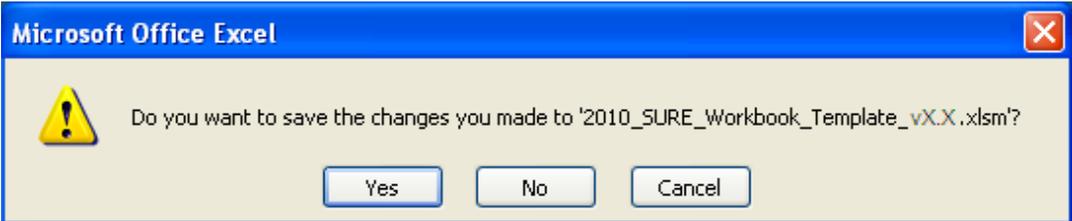
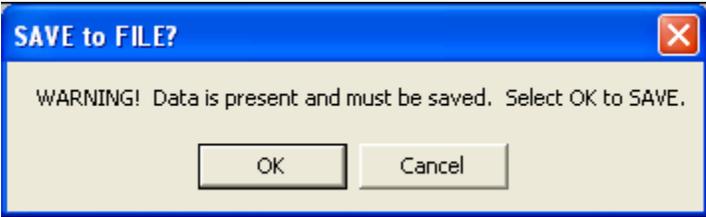
D Saving a Producer’s SURE Workbook (Continued)

Step	Action
3	<p>An .xml file will be created, the file will be automatically named, and the 9-digits of the producer’s ID will be automatically encrypted. The pre-established naming convention includes the following:</p> <ul style="list-style-type: none"> • program year • version number • producer’s name • 9-digits of producer’s ID (encrypted) • State and county code • Recording County indicator (“R”, recording county; “N”, nonrecording county”). <p>A “XML Created” dialog box will be displayed with the following message, CLICK “OK”.</p>  <p>After users click “OK”, the SURE Workbook will clear all manual entries and the .xml file will be saved to the folder location indicated.</p>
4	<p>When users click “OK” on the Browse For Folder dialog box, the Confirmation for Clearing the Data dialog box will be displayed, CLICK “OK”.</p> 

--*

*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Saving a Producer’s SURE Workbook (Continued)

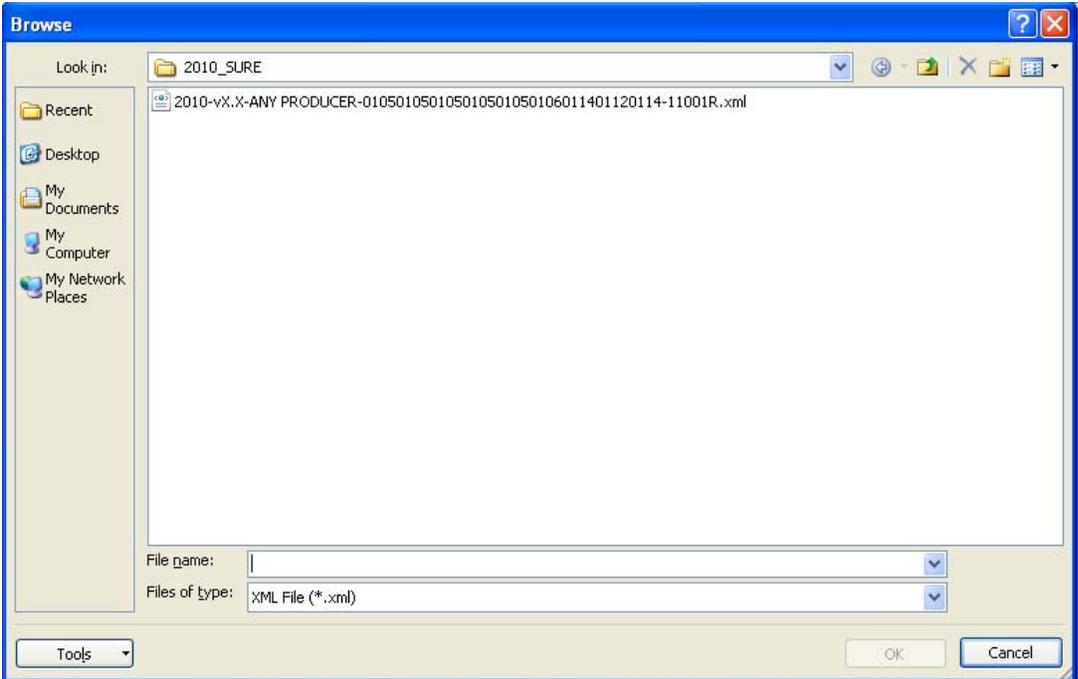
Step	Action
5	<p>When ready to close the 2010 SURE Workbook Template, do 1 of the following:</p> <ul style="list-style-type: none"> • CLICK “X” in the upper right hand corner • click the Office Button, CLICK “Close” • click the Office Button, CLICK “Exit Excel”. <p>When 1 of these options are taken, the user will get the following message.</p>  <p>CLICK “No”.</p> <p>If the user clicks:</p> <ul style="list-style-type: none"> • “Yes”, the data will be saved in the template and not in an .xml file • “No”, the template will be saved in the same state it was when it was opened • “Cancel”, the current page will be displayed.
6	<p>If the user does not follow steps 1 through 5, the following message may be displayed.</p>  <p>CLICK “OK”.</p> <p>If the user clicks:</p> <ul style="list-style-type: none"> • “OK”, the workbook will be displayed; follow steps 1 through 5 • “Cancel”, the Start Page, will be displayed; go to step 5.

--*

***--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

E Retrieving a Producer’s SURE Workbook Data

Retrieve a producer’s SURE Workbook data; for example, to continue work, make changes, or summarize multi-county information, according to the following.

Step	Action
1	Open the SURE Workbook Template from the Desktop and CLICK “Retrieve From File” from the Data Entry Worksheet or Start Page.
2	After users click “Retrieve From File” , the following Browse dialog box will be displayed with the content of the “S:\Service_Center\FSA\2010_SURE” folder where the user has saved the producer’s SURE Workbook data. The user will select the producer’s .xml file and CLICK “OK” .  <p>After user has selected the appropriate .xml file and clicked “OK”, the data will populate into the blank “2010_SURE_Workbook_Template_vX.0.xlsm”.</p>

--*

--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)*F Transferring SURE Workbook Data to the Recording County**

After a multi-county producer's SURE 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 and administrative counties shall coordinate with each other to timely complete and transmit the completed SURE Workbook and any other data needed to conduct and execute the 2010 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.

Note: When a recording county receives an .xml file by e-mail, the file **must** be saved to the 2010 SURE folder, and opened from the 2010 SURE folder.--*

***--614 Completing SURE Workbook Data Entry Worksheet**

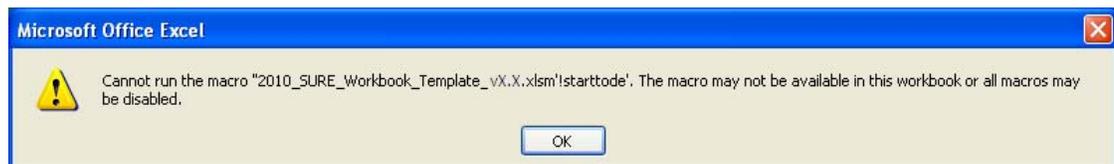
A Overview

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 613 C”; 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 subparagraphs 616 A and B for completing the 2010 Crop Loss Tool
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved .xml file.

--614 Completing SURE Workbook Data Entry Worksheet (Continued)*A Overview (Continued)**

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.

Note: For 2010, 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.

If the user chooses to enter the **same** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell yellow. This will **not** corrupt the workbook. If the user enters a **different** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell orange. This is a warning to the user to review that unit of measure, price, and/or NAMP are, in fact, different.

For crops that could have different prices or NAMP's, these cells will remain yellow and will have to be manually entered.

The price for the following crops will remain yellow and will have to be entered manually:

- barley, regardless of type or use
- peanuts, regardless of type or use
- apples, regardless of type or use
- sweet potatoes, by stage code
- California processed grapes, by crushing district.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

A Overview (Continued)

On the Data Entry Worksheet, cells that are:

- yellow will normally be completed, but are not always required to be completed
- gray or dark gray, do **not** enter anything into the cell; it may corrupt the calculation.

Note: If data is entered into a gray or dark gray cell, navigate the cursor to the cell and PRESS **“Delete”** to delete the entry.

2010 Data Entry		Basic Information										Other Payment Amounts:					Other Payment Amounts:											
<input type="button" value="Clear All Data"/> <input type="button" value="Sort Data"/> <input type="button" value="Go to 1st Crop Line"/>	<input type="button" value="Repeat Crop"/>	Producer Name:	Any Producer								DCP	Direct Payments	\$ 8,000.00				NAP Payments											
		ID Number (9 Digits):	999999999								CC Payments					Information Only (No Data Entry)												
		Recording County	StCo Code	11-001							ACRE	Direct Payments					RMA (Crop Ins.)	\$	15,000									
		Admin. County	StCo Code	11-001							ACRE Payments					Indemnities	\$											
Put an "x" in cell if:		Land is in a Disaster County									Price Support (LDP, MG, Market Certs.)					Imputed CAT/NAP Amt:	\$	30,434										
		Producer is multi-county									FSA Settlements																	
		Producer is SDA/LR/BF									RMA Settlements																	
											Other Disaster Payments																	
											Guar. Pmts./Contract Growers																	
SURE Guarantee Information																												
Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPPR Code	Plan/ Cov. Code	Stage Code		Unit #	Plt Per.	Guarantee Adjustments						Unit of Meas	Cr. Dist	RMA Guar. Basis (\$)	RMA Elections					
										H UH PP	Adj. Fact.1			Adj. Cd.	Adj. Fact.2	Adj. Cd.	Adj. Fact.3	Adj. Cd.	Adj. Fact.4				Cov. Level	Price Elect.				
	Alfalfa		FG	I	N	19.10	1.0000	P	NY	H	100	01																
	Corn	YEL	GR	I	N	390.00	1.0000	P	25	H	102												\$ 297,022	.7500	1.0000			
	Oats	SPR	GR	I	N	29.00	1.0000	R	IY	H																		
	Soybeans	COM	GR	I	N	313.90	1.0000	P	25	H	102												\$ 177,923	.7500	1.0000			

										Revenue Data							
Yield (APH)	County Exp. Yield	SURE Yield (Do Not Enter Data)	Hist. Mrkt. %	Price (\$)	Production to Count	Prod Type	2010 NAMP (\$)	QA Factor	Salvage Value (\$)	RMA Net Indemnity							
										Producer Premium	Gross Indemnity						
4.22		4.22		\$ 4.7500	31,600.00		\$ 3.5000	.8000									
		147		\$ 11.5000	15,695.00		\$ 7.0000	.8000		\$ 800.00	\$ 10,800.00						
	78	51		\$ 84.0000	76.40		\$ 88.0000	.8000									
		43		\$ 3.8500	2,320.00		\$ 1.8000	.8000		\$ 400.00	\$ 5,400.00						

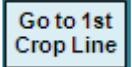
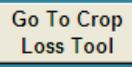
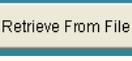
Value Loss Crops Only		COC Determinations (only required for adjustments)				Value Loss Crops Only	
		Adjusted Production (Overrides Production to Count)	Assigned Production (Added to Production to Count)	Salvage Value (\$) (Overrides Salvage Value)		Fld Mrkt A (\$) (Overrides FMV A)	Fld Mrkt B (\$) (Overrides FMV B)
Fld Mrkt Val A (\$)	Fld Mrkt Val B (\$)						

Note: Screen captures are for example purposes **only**.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

B Data Entry Worksheet Macros

The following provides Data Entry Worksheet macros and functions.

Macro	Function
	Located on the Data Entry Worksheet in the upper left corner; when clicked, the “ Confirm Clear All ” button will be displayed. All data entered will be deleted if users CLICK “Confirm Clear All” .
	Sorts crops that have been loaded into the Data Entry Worksheet in alphabetical order. If any crops have the physical State and county code loaded on the line entry, these will be sorted to the top in alphabetical order and the remaining line entries will be sorted below, in alphabetical order.
	Ensures that the Data Entry Worksheet is scrolled to the top. Note: Users must start data entry at the top of the Data Entry Worksheet. If users do not, the Weighted Average Yield Tool and 10 Percent Loss Tool will not function correctly.
	Copies the last crop, crop type, intended use, and practice to the next row.
	This icon is located immediately under the NAP Payments and RMA Indemnities Information Section on top of the Data Entry Worksheet. This icon is a link to the SURE web site where the SURE Workbook template and tools are located.
	See subparagraph K.
	See subparagraph J.
	See subparagraph I.
	See subparagraph 613 D.
	See subparagraph 613 E.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information

The following is an example of the Data Entry Worksheet, “Basic Information” data cells.

Basic Information		
Producer Name:	Any Producer	
ID Number (9 Digits):	999999999	ID Type: S
Recording County	StCo Code 11-001	District of Columbia DC
Admin. County	StCo Code 11-001	District of Columbia DC
Put an "x" in cell if:	Land is in a Disaster County	x
	Producer is multi-county	x
	Producer is SDA/LR/BF	

The following 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 612 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 (1 recording county, 1 nonrecording) will need to be summarized together as if the producer is multi-county, according to subparagraph 616 D.
ID Number (9-digits)	Enter producer’s TIN as it appears in SCIMS, without dashes. If producer is not in SCIMS, see paragraph 607.
ID Type	Use the drop-down menu to select “ S ” (Social Security) or “ E ” (EIN).
Recording County StCo Code	Enter the FSA State and county code for the producer’s recording State and county. Do not enter a dash or slash; a code entered as “01001” will be displayed as “01-001”. See 1-CM, Exhibit 101 for FSA State and county codes. The State and county name will be populated automatically based on the State and county code entered.
Admin County StCo 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”. See 1-CM, Exhibit 101 for FSA State and county codes.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

C Entering Producer Information (Continued)

Field	Definition and Rule
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.
Producer is multi-county	Enter “X” if the producer is eligible for SURE in more than 1 county. User shall mark “X” manually for recording county workbook for a multiple county producer. “X” will be populated automatically if the recording and admin county code differ. An error message will be displayed if multi-county flag is deleted and other county data is present on the Farm Summary.
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 2010 Web Eligibility.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts

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

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		

Other Payment Amounts:	
NAP Payments	

Information Only (No Data Entry)	
RMA (Crop Ins.) Indemnities	\$ 15,000
Imputed CAT/NAP Amt:	\$ 30,434

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

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 or administrative county for program year 2010. 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 or administrative county for program year 2010.
ACRE	Direct Payments <u>1/</u>	Enter 100 percent of the total ACRE direct payment, including peanuts, the producer received in all counties nationwide or administrative county for program year 2010. 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 or administrative county for program year 2010.
	CMA <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 or administrative county for program year 2010.
FSA Settlements		Enter total FSA settlement payments, not including FLP settlements, the producer received in the administrative county for program year 2010. FSA settlements include payments to the producer as a result of a court proceeding. These types of payments will not have a program code and will not appear on any Producer Payment History Report. The producer will have to certify to this payment amount, if applicable.
RMA Settlements		Enter total RMA settlement payments the producer received in the administrative county for program year 2010. RMA settlements include payments to the producer because of arbitration. These types of payments will not appear on any RMA report. The producer will have to certify to this payment amount, if applicable.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts (Continued)

Field	Definition and Rule
Other Disaster Payments	Enter any other FSA disaster program payments (programs authorized through Section 32 funds or potential ad hoc programs; any programs that are approved will be identified in Part 9) the producer received in the administrative county for program year 2010.
Guaranteed Payment to Contract Growers	Enter total guaranteed payments to contract growers the producer received in the administrative county for program year 2010. The producer will have to certify to this payment amount, if applicable.
NAP Payments	Enter total NAP payments the producer received in all counties nationwide or by the administrative county for program year 2010.
RMA (Crop Ins.) Indemnities	RMA gross indemnities and producer premiums are included in the crop data entry with the result automatically entered here. Manual entry is not allowed in this cell. If the net indemnity is equal to or less than zero, a dash “-” will be displayed.
Imputed CAT/NAP Amt:	Imputed CAT/NAP payments are automatically calculated according to subparagraph 263 H, when applicable. Manual entry is not allowed in this cell.

1/ DCP Direct and DCP CC, ACRE Direct and ACRE-ACRE, and LDP payment amounts are found in the 2010 SIR (Web). 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.

2/ Price Support - CMA payments are found in 2010 SIR (Web).

Notes: The 2010 SIR (Web) 2010 Payment Data Section referenced in paragraph 603 and the 2010 Detailed Payment Report for SURE referenced in paragraph 605 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.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

E Entering Crop Data

For all manually entered data, the entry **must** be a valid entry according to the tables in this paragraph and/or spelled correctly or the error message, “The value you entered is not valid. The user has restricted values that can be entered into this cell.”, will be displayed.



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***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

E Entering Crop Data (Continued)

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

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice
	Alfalfa		FG	I	NI
	Corn	YEL	GR	I	NI
	Oats	SPR	GR	I	NI
	Soybeans	COM	GR	I	NI

After an entry has been made on a line, the color of the line will become brighter and the data will be bolded.

From 2010 SIR, enter crop data in yellow cells according to the following.

Label	Full Name	Definition and Rule
Phys. St/Co (if not Admin)	Physical State and County Code (If Not Administrative County)	Enter State and county code for the physical State and county, if applicable. Only required if physical county is not administrative county; otherwise, leave blank. Do not enter a dash or slash; code entered as “01001” will be displayed as “01-001”. See 1-CM, Exhibit 101 for State and county codes.
Crop	Crop Name	Manually enter or select FSA crop name from drop-down menu. Required for all entries, according to 2-CP, Exhibit 10.5. The top 11 crops nationwide are at the top of the drop-down menu, followed by all other crops.
Crop Type	Crop Type	Enter 3-character FSA crop type (for example, “COM”). Entry must be a valid crop type code for the crop name that has been entered. Required for all entries, if applicable. If the cell turns red, an invalid code has been entered; enter valid code according to 2-CP, Exhibit 10.5.
Int. Use	Intended Use	Manually enter or select FSA IU from drop-down menu.
Stat. Code	Status Code	Manually enter or select FSA first character status code from drop-down menu; required for all entries. If the cell turns red, a crop that was reported/entered on FSA-578 as a double-crop does not meet the double-cropping definition according to 2-CP, paragraph 73. Ensure that the status code has been entered correctly, matches FSA-578, and the crop is eligible for SURE according to Part 4. If so, the cell will remain red, continue with data entry.
Practice	Practice	Manually enter or select FSA practice from drop-down menu; irrigated (I), nonirrigated (N), or other (for value loss). Required for all entries.

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***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

E Entering Crop Data (Continued)

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

Acres	Prod. Share
19.10	1.0000
390.00	1.0000
29.00	1.0000
313.90	1.0000

From 2010 SIR, enter crop data in yellow cells according to the following.

Label	Full Name	Definition and Rule
Acres	Acres	<p>Enter eligible RMA or FSA acres in tenths or hundredths, as applicable. Acres will display in hundredths. Required for all yield-based crop entries. Use RMA acres for insured crops (subject to tolerance according to paragraph 100), for all other types of coverage use FSA acres. Not required for value loss crops. See Part 4 for more information on acres.</p> <p>Note: Do not load ineligible acres, such as <i>de minimis</i>, uninsured acres, etc.</p>
Prod. Share	Producer Share	<p>Enter producer’s share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available.</p> <p>If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B.</p> <p>RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share.</p> <p>If the SURE Data Query Tool is used to eliminate the data load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place.</p> <p>A value is required for all entries.</p>

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***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

F Entering SURE Guarantee Data

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

RMPP Code
P
P
B
P

Enter user determined SURE guarantee data in yellow cells according to the following.

Label	Full Name	Definition and Rule
RMPP Code	Risk Management Purchase Requirement Code	<p>Manually enter or select 1 of the 3 following RMPP codes from the drop-down menu. Required for all entries.</p> <ul style="list-style-type: none"> • “P”, purchased coverage whether NAP or RMA policy. • “R”, relief, whether NAP or CAT. • “S”, SDA/LR/BF, without any purchased coverage or waivers. <p>Note: The RMPP code (see Exhibit 12, subparagraph C, page 3) is an extremely important data entry; that drives the calculations in the Data Entry Worksheet. Different coverage types require different calculations and the codes dictate which calculations are used.</p>

The following provides RMPP code special situations.

Special Situation 1: If Producer A **has** purchased coverage (“**P**”) or is participating in relief (“**R**”) **and** they have **also** certified as SDA, LR, or BF (“**S**”), then the user would enter the “**P**” or “**R**” accordingly, **not** “**S**”. Although the producer may have certified to being SDA/LR/BF, if the producer paid for coverage or participation, it should be coded to indicate purchased coverage.

Special Situation 2: If Producer B has **not** purchased coverage (“**P**”) **and** is **not** participating in relief (“**R**”) **and** they have certified as SDA, LR, or BF (“**S**”), then the user would enter “**S**” because the producer has **not** paid for coverage, but is still eligible to participate in SURE.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

F Entering SURE Guarantee Data (Continued)

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

Plan/ Cov. Code
NY
25
IV
25

Enter user determined SURE guarantee data in yellow cells according to the following.

Label	Full Name	Definition and Rule								
Plan/ Cov. Code	Plan Code/ Coverage Code	Manually enter, or select from the drop-down menu, the RMA plan or other coverage code; required for all entries. RMA plan codes are as follows.								
		12	13	14	25	41	42	43	44	45
		47	50N	50R	51	55	61	63	73	90
		<p>Note: RMA will provide plan code “50”, the user must select “50N” (Dollar Plan of Insurance for Nursery crops (0073)) or “50R” (Dollar Plan of Insurance for crops other than Nursery).</p>								
		<p>Other coverage codes are as follows:</p>								
		<ul style="list-style-type: none"> • “TY”, insurable yield-based crop without purchased insurance coverage • “IV”, insurable value-based crop without purchased insurance coverage • “NY”, noninsurable yield-based crop with or without purchased NAP coverage • “NV”, noninsurable value-based crop with or without purchased NAP coverage. 								
		<p>The Plan/Coverage Code (Exhibit 12) data entry is extremely important; it drives the Data Entry Worksheet calculations. Different plan and coverage types require different calculations and the codes dictate which calculations are used. NAP crops do not have a plan code number and will be coded “NY” or “NV”. If RMPR code is “P”, the Plan/Coverage Code will either be an RMA Plan Code number, “NY”, or “NV”.</p>								

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--614 Completing SURE Workbook Data Entry Worksheet (Continued)*F Entering SURE Guarantee Data (Continued)**

The following provides plan/coverage code examples.

- Example 1:** If the producer purchased a “Revenue Assurance” type policy, the user could see on the 2010 SIR (Web) RMA Section and the Plan Code Chart that “Revenue Assurance” policies have a plan code of “25”. The user would select plan code 25 from the drop-down menu.
- Example 2:** Grapefruit is an insurable crop in County A, but the producer did **not** purchase crop insurance, they paid the fee for Relief. The user would select “IY” from the drop-down menu because it was an insurable yield-based crop without an RMA plan code.
- Example 3:** Watermelons are a noninsurable crop in County A and the producer purchased NAP coverage. The user would select “NY” from the drop-down menu because it was a NAP covered yield-based crop.
- Example 4:** If the crop is an insurable yield-based crop and the producer has **not** purchased an RMA policy; therefore, does **not** have a plan code, but the producer **has** paid the fee for Relief or has certified to SDA, LR, or BF, then the plan coverage code would be “IY” for the insurable yield-based crop.
- Example 5:** If the crop is an insurable value-based crop, and the producer has **not** purchased an RMA policy; therefore, does **not** have a plan code, but the producer **has** paid the fee for Relief, or has certified to SDA, LR, or BF, then the plan coverage code would be “IV” for the insurable value-based crop.
- Example 6:** If the crop is a noninsurable yield-based crop and the producer has either purchased NAP coverage, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be “NY” for the noninsurable yield-based crop.
- Example 7:** If the crop is a noninsurable value-based crop and the producer has either purchased NAP coverage, relief, or has certified to SDA, LR, or BF, then the plan coverage code would be “NV” for the noninsurable value-based crop.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

F Entering SURE Guarantee Data (Continued)

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

Stage Code	
H UH PP	Adj. Fact. 1
H	
H	
H	
H	

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Stage Code: H, UH, PP	Stage Code: Harvested, Unharvested, Prevented Planted	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 SIR (S36) NAP Data Other CCC-576 	Manually enter or select FSA stage code from drop-down menu. Options are “ H ”, harvested; “ UH ”, unharvested; and “ PP ”, prevented planted. Required for all entries. RMA prevented codes are “ P2 ”, “ PF ”, “ PT ”; they will be loaded into the SURE Workbook as “ PP ”.
Stage Code: Adj. Fact. 1	Stage Code: Adjustment Factor 1	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 NCT 	<p>Enter adjustment factor as determined by the State Office or provided by RMA, if applicable.</p> <p>For insured crops, data comes from SIR RMA Section and the following:</p> <ul style="list-style-type: none"> “PP” factor applies NAP “UH” factor does not apply to crops with a guarantee basis (Exhibit 12) NAP “UH” factor applies to crops without a guarantee basis (Exhibit 12). <p>For all other types of coverage, entry is required for any crop with a stage code of “UH” or “PP.” Enter the value as a whole number. The calculation defaults to “1.0000” if no value is entered. “PP” factors are always less than 1.0000.</p>

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***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

F Entering SURE Guarantee Data (Continued)

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

Unit #	Plt Per.	Guarantee Adjustments					
		Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4
100	01						
102							
102							

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Unit #	Unit Number	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 SIR (S36) NAP Data 	Enter RMA or NAP unit number. Required for all crops with purchased coverage (NAP, RMA).
Plt Per.	Planting Period	<ul style="list-style-type: none"> 2010 SIR (S36) NAP Data Relief Data 	Enter 2-digit FSA planting period (for example, "01", "02"); required for all NAP coverable crops.
Guarantee Adjustments: Adj. Cd.	Guarantee Adjustment Codes	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data User Determined 	Enter guarantee adjustment code, if applicable. For insured crops, this is required for crops with an RMA adjustment code and factor on SIR RMA Section, including guarantee, reduction, multiple-cropping, and option codes. For other types of coverage, this is required for late-planted crops. The Data Entry Worksheet can hold up to 3 adjustment codes.
Guarantee Adjustments: Adj. Fact. 2, 3, 4	Guarantee Adjustment Factors 2, 3, 4	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 NCT 	Enter RMA guarantee adjustment factor; if applicable. Enter value as a number with up to 4 decimal places. The calculation defaults to "1.000" if no value is entered. The Data Entry Worksheet can hold up to 3 adjustment factors. If any of the Guarantee Adjustment Factors are 0.000 or 1.000, enter 1.000 or leave blank.

Note: See Exhibit 4 for more information.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

F Entering SURE Guarantee Data (Continued)

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

Unit of Meas	Cr. Dist	RMA Guar. Basis (\$)	RMA Elections	
			Cov. Level	Price Elect.
TON				
BU		297,022	.7500	1.0000
BU				
BU		177,923	.7500	1.0000

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Unit of Meas	Unit of Measure	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 SIR (S36) NAP Data Producer Certified Production 	Manually enter or select the unit of measure for the crop from the drop-down menu. Must match the RMA or NAP unit of measure. This is an important entry, as it drives the rounding rules for the yields.
Cr. Dist	Crushing District	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 SIR (S36) NAP Data 	Only required for California grapes with IU of processed (PR). Enter the crushing district for the crop, according to 1-NAP, subparagraph 757 A or RMA data.
RMA Guar. Basis (\$)	RMA Guarantee Basis in Dollars	2010 SIR (Web) RMA Data	Enter RMA Guarantee Basis in whole dollars as provided by RMA. Required for RMA crops with purchased coverage, as applicable.
RMA Elections - Cov. (%)	RMA Elections - Coverage Level Percentage	2010 SIR (Web) RMA Data	Enter RMA coverage level as a number with up to 4 decimal places as provided by RMA. Required for all RMA crops with purchased coverage.
RMA Elections - Price (%)	RMA Elections - Price Election Percentage	2010 SIR (Web) RMA Data	Enter RMA price election as a number with up to 4 decimal places as provided by RMA. Required for all RMA crops with purchased coverage.

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***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

F Entering SURE Guarantee Data (Continued)

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

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

Enter SURE guarantee data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Yield (APH)	Actual Production History	2010 SIR (S36) NAP Data	Enter NAP approved yield in hundredths, as applicable. Required for purchased NAP yield-based crops. Note: See paragraph 311 for avocados and pecans.
County Exp. Yield	County Expected Yield	2010 NCT	Enter 100 percent of CEY as determined by STC or COC, if applicable. Required for all "R", and "S" RMPR Code entries and purchased whole farm revenue policies (for example AGR and AGR-Lite), except for value loss. The SURE Workbook will factor 65 percent of the entered CEY for "R", and "S" types of coverage. Note: See paragraph 311 for avocados and pecans.
SURE Yield	SURE Yield	SURE Workbook Calculates	The SURE Workbook will determine the SURE Yield after all data entry is complete and all yield data is complete on the Yield Determination Tool.

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

F Entering SURE Guarantee Data (Continued)

Label	Full Name	Source	Definition and Rule
Hist. Mrkt %	Historical Marketing Percentage	2010 NCT	Enter the Historical Marketing Percentage as determined by STC or producer certified and COC approved. Must total 100 percent for all IU's of the crop/type or a message will display in the workbook saying "Warning: Total of HMP for all uses of the acres must equal 100 percent." Each county/crop/type/use must be the same or a message will be displayed in the workbook saying, "Warning: HMP should be the same for all crop/type/use in the county unless there are differences for specific acreages." Required for multiple-market crops with IU of FH, PR, JU. This cell will highlight if the crop has IU of FH, PR, or JU, if the crop is not a multiple market crop no entry is required. Enter the value as a whole number. The calculation defaults to 100 percent if no value is entered. For more information, see paragraph 65. For insured multiple market crops, only applicable to plan codes 50R, 51, 55, 61, and 63. Do not enter HMP in cases described in subparagraph 65 F.
Price	Price	<ul style="list-style-type: none"> • 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • 2010 NCT 	For insured crops, where an RMA price is provided on SIR, use RMA price. For all other situations, use the NAP price as determined by STC. Required for all entries and policies without a specific yield or price, except value loss. For more information, see Part 6.

--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

G Entering Revenue Data

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

Production to Count	Prod Type	2010 NAMP (\$)
31,600.00		\$ 3.5000
15,695.00		\$ 7.0000
76.40		\$ 88.0000
2,320.00		\$ 1.8000

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Production to Count	Production to Count	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 SIR (S36) NAP Data Producer 	Enter the production as provided by RMA, NAP or the producer. Required for all entries except value loss, do not enter for value loss.
Prod. Type	Production Type Indicator	User Determined	<p>Manually enter or select the production type indicator from the drop-down menu, if applicable. Valid options are:</p> <ul style="list-style-type: none"> certified (C) appraised (A) blank “_”. <p>“C” indicates to the user that maximum average loss applies. If maximum average loss applies, calculate the production outside of the SURE Workbook. Only if the maximum average production is greater than the producer’s certified production to count, enter the maximum average loss production in the “COC Adjusted Production” field. Not applicable to value loss crops.</p> <p>Note: “Production Type” field must be blank when quality adjustment factor is being applied.</p>
2010 NAMP (\$)	2010 National Average Market Price	2010 NCT	Enter regional NAMP for the crop year, as determined by STC. Required for all crops except value loss. See paragraph 63.

--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

G Entering Revenue Data (Continued)

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

QA Factor

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
QA Factor	Quality Adjustment Factor	2010 NCT	<p>Enter quality adjustment factor, as determined by STC, if applicable, according to paragraph 66. Required for crops with quality affected because of disaster, except value loss. Enter the value as a number with up to 4 decimal places.</p> <p>QA Factor will not be allowed to be entered if the Production Type code is "A".</p> <p>The calculation defaults to "1.000" if no value is entered.</p>

Determine when to enter quality adjustment factor according to the following.

IF the crop ...	AND the type of Approved Quality Adjustment Factor is...	THEN ENTER in the "QA Factor" field on the Data Entry Worksheet...	AND ENTER in the "Prod. QA Factor" field on the Crop Loss Tool or the 10 Percent Loss Tool...
<ul style="list-style-type: none"> is insured has an "L" (Loss) Record present on SIR 	Excessive Moisture and Other	the combined Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	only the Excessive Moisture Quality Adjustment Factor.
	Total	the Total Quality Adjustment Factor	leave blank, not applicable.
<ul style="list-style-type: none"> is listed in Exhibit 17 with a "yes". is listed in Exhibit 17 with a "no" is not listed in Exhibit 17. 	Excessive Moisture and Other	the combined Excessive Moisture and Other Quality Adjustment Factor (according to paragraph 66)	no entry required if QA Factor loaded on Data Entry.
	Total	the Total Quality Adjustment Factor	no entry required if QA Factor loaded on Data Entry.

Note: The workbook does not allow QA Factors to be entered if the production type code is (A) appraised or if the stage code is (UH) unharvested.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

G Entering Revenue Data (Continued)

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

Salvage Value (\$)

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Salvage Value (\$)	Salvage Value in Dollars	<ul style="list-style-type: none"> • 2010 SIR (Web) RMA Data • 2010 SIR (S36) NAP Data • Producer 	Enter salvage value in whole dollars, if applicable.

--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet, “RMA Net Indemnity” data cells.

RMA Net Indemnity	
Producer Premium	Gross Indemnity
\$ 800.00	\$ 10,800.00
\$ 400.00	\$ 5,400.00

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
RMA Net Indemnity <u>1/</u> <u>2/</u>	Producer Premium	2010 SIR (Web) RMA Data	Enter the whole dollar amount as reported in the “A” (Acreage) Record of SIR. Note: If an indemnity is entered on a line of the SURE Workbook, but there is no premium for the line, “0” (zero) must be entered for the premium.
	Gross Indemnity	2010 SIR (Web) RMA Data	Enter the whole dollar amount as reported in the “L” (Loss) Record of SIR

- 1/ When SIR includes crops that are ineligible for SURE, and gross indemnities and producer premiums are included in the records for those crops, use 1 line to enter this data in the 2010 SURE Workbook. On this line, under the “Crop” column, select “Ineligible Crop Indemnity” and enter the total producer premiums for all crops administered by the county that are ineligible for SURE that have been paid an indemnity. The total gross indemnities for these crops would also be entered on this line. These will be the **only** entries allowed when “Ineligible Crop Indemnity” is selected as the crop for a line.
- 2/ For all eligible SURE crops, enter the premium and indemnity reported on SIR for each crop as reported. The SURE Workbook will include all indemnities and **only** the premium for crops where an indemnity has been paid for the net indemnity calculation.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

G Entering Revenue Data (Continued)

The following is an example of the Data Entry Worksheet, “Value Loss Crops Only” data cells.

Value Loss Crops Only	
Fld Mrkt Val A (\$)	Fld Mrkt Val B (\$)

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
Value Loss Crops Only - Fld Mrkt A (\$) <u>1/</u>	Field Market Value A in Dollars	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 SIR (S36) NAP Data Producer 	Enter FMV A in whole dollars, if applicable.
Value Loss Crops Only - Fld Mrkt B (\$) <u>1/</u>	Field Market Value B in Dollars	<ul style="list-style-type: none"> 2010 SIR (Web) RMA Data 2010 SIR (S36) NAP Data Appraised 	Enter FMV B in whole dollars, if applicable.

1/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred, according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

H Entering COC Determination Data

The following is an example of the Data Entry Worksheet, “COC Determinations (only required for adjustments)” data cells.

COC Determinations (only required for adjustments)				
Adjusted Production (Overrides Production to Count)	Assigned Production (Added to Production to Count)	Salvage Value (\$) (Overrides Salvage Value)	Value Loss Crops Only	
			Fld Mrkt A (\$) (Overrides FMV A)	Fld Mrkt B (\$) (Overrides FMV B)

Enter revenue data in light green cells according to the following.

Label	Full Name	Source	Definition and Rule
COC Determinations - Adjusted Production	COC Adjusted Production	COC Determined	Enter COC adjusted production. This amount will override the producer’s production to count.
COC Determinations - Assigned Production	COC Assigned Production	COC Determined	Enter COC assigned production. This amount will be added to the producer’s production to count.
COC Determinations - Salvage Value	COC Salvage Value	COC Determined	Enter COC salvage value in whole dollars. This amount will override the producer’s salvage value.
COC Determinations - Value Loss Crops Only - Fld Mrkt A (\$) <u>1</u> /	COC Field Market Value A in Dollars	COC Determined	Enter COC FMV A in whole dollars, for value loss crops only . This amount will override the producer’s FMV A.
COC Determinations - Value Loss Crops Only - Fld Mrkt B (\$) <u>1</u> /	COC Field Market Value B in Dollars	COC Determined	Enter COC FMV B in whole dollars, for value loss crops only . This amount will override the producer’s FMV B.

1/ Only enter FMV A or FMV B in the SURE Workbook if a loss occurred according to paragraphs 171 through 174. If no loss occurred, do **not** enter this value loss crop into the SURE Workbook.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

I Crop Loss Tool

See subparagraph 616 B for information on the Crop Loss Tool.



Note: Data will transfer from the Data Entry Worksheet to the Crop Loss Tool using the “Go To Crop Loss Tool” button.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

J Value Loss Tool

The SURE Workbook features a Value Loss Tool. The Value Loss Tool may be used for noninsurable or NAP value loss crops without CCC-576 on file and that have graduated prices. To navigate to the Value Loss Tool, from the Data Entry Worksheet, CLICK “Go To Value Loss Tool”.



The SURE Workbook provides a Value Loss Tool Worksheet to assist users in calculating “Field Market Value A” and “Field Market Value B” fields for value loss crops. Users enter the crop, type, IU, graduated price code, beginning inventory, ending inventory, ineligible inventory, and graduated price for all line entries of the same value loss crop, type, and IU.

2010 Value Loss Tool				Clear Entries	
Any Producer Admin. County: 11-001					
Crop	Type	Int. Use	Graduated Price Code	Beginning Inventory	Ending Inventory
MOLLUSK	MUS	FH	010	20,000	15,000
MOLLUSK	MUS	FH	012	40,000	35,000

Ineligible Inventory	Graduated Price	Field Market Value A	Field Market Value B
		\$ 1,350	\$ 1,151
500	\$ 0.0175	\$ 350	\$ 271
200	\$ 0.0250	\$ 1,000	\$ 880

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

FMV A and FMV B are calculated for each line item. The blue cells display the FMV A and FMV B totaled for all line items entered. Users manually enter the calculated FMV A and FMV B on the Data Entry Worksheet. Value Loss Tool does **not** interface with the Data Entry Worksheet, all entries are manual and resulting “Field Market Value A” and “Field Market Value B” fields **must** be manually transferred to the Data Entry Worksheet by the user. To return to the Data Entry Worksheet, CLICK “Go To Data Entry”.

Note: The Value Loss Tool is optional. If users choose to use the Value Loss Tool, the page shall be printed and filed in the producer’s SURE Program folder.--*

--614 Completing SURE Workbook Data Entry Worksheet (Continued)*K Yield Determination Tool**

The SURE Workbook features a Yield Determination Tool. When all crop data entry is complete, CLICK **“Go To Yield Determination Tool”**. The SURE Workbook will navigate the user to the Yield Determination Tool to enter applicable yields, if necessary.



If any additional crop line entries are loaded into the Data Entry Worksheet, or the “Yield (APH)” or “County Exp. Yield” entries are changed in the SURE Workbook, the “SURE Yield” field will need to be recalculated.

Either of the following will reset the **“Go To Yield Determination Tool”** button, to re-run the Yield Determination Tool and Weighted Average Yield Tool, according to this subparagraph:

- changing the “Yield (APH)” or “County Exp. Yield” entries
- clicking “Go To Yield Determination Tool”.

If the Yield Determination Tool is not applicable, then the user will not go to the Yield Determination Tool. The user will be redirected to the Weighted Average Yield Tool.

If the Weighted Average Yield tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

Weighted CC yields are provided in the 2010 SIR (Web), 2010 CC Yield Section if the producer has established CC yield for the crop on any farm in the applicable SURE program year. The following is an example of the 2010 SIR (Web), 2010 CC Yield Data.

10 2010 CC YIELD DATA		
CROP	WTD CC YIELD	UOM
CORN	145	BU
OATS	24	BU
SOYBN	43	BU

*Crop was reported on 2010 FSA-578, Report of Acreage

The SURE Workbook has been designed to retrieve SURE crops that the user has loaded from the Data Entry Worksheet for which CC yields apply to the Yield Determination Tool. See Exhibit 30 for a list of SURE crops with CC yields.

In the following example, the Yield Determination Tool has identified the following as crops for which CC yields apply:

- insured corn, yellow, grain
- insured soybeans, common, grain
- waived-in oats, spring, grain.

The user has entered the Weighted CC Yield from the 2010 SIR (Web), “2010 CC Yield Data” Section.

2010 Yield Determination Tool					
Any Producer					
Admin. County: 11-001					
Counter-Cyclical Yields					
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	U O M	CC Yield
	Insured Corn	YEL	gr	bu	145
	Insured Soybeans	COM	gr	bu	43
	Waived-in Oats	SPR	gr	bu	24

Note: If the producer does **not** have an established CC yield in the applicable SURE program year for the crop, the user shall leave the cell **blank.--***

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

RMA weighted adjusted yield is provided on the 2010 SIR (Web), “2010 RMA Data” Section.

8 2010 RMA DATA	
REC	CROP
TYP	0041 CORN
A	ACRES: 123.00
	YIELD: 136.00
	ADJ APH: 136.00
	WTD ADJ YLD: 136.00

The SURE Workbook has been designed to identify SURE crops that the user has loaded from the Data Entry Worksheet for which the RMA weighted adjusted yield applies to the Yield Determination Tool, using the RMPR Code and Plan Code.

Note: Plan codes 12, 13PRF, 14PRF, 41, 47, and 73 will **not** have an RMA weighted adjusted yield.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

In the following example, the Yield Determination Tool has identified the following as insured crops for which RMA weighted adjusted yield applies:

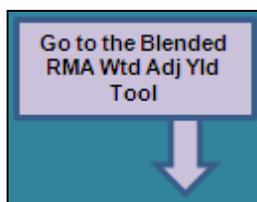
- insured corn, yellow, grain
- insured soybeans, common, grain.

The user has entered the RMA weighted adjusted APH from the 2010 SIR (Web), “2010 RMA Data” Section.

2010 Yield Determination Tool						
Any Producer						
Admin. County: 11-001						
Counter-Cyclical Yields						RMA WTD ADJ YLD
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	U O M	CC Yield	
	Insured Corn	YEL	gr	bu	145	147
	Insured Soybeans	COM	gr	bu	43	41
	Waived-in Oats	SPR	gr	bu	24	

Notes: If the producer has a CC yield, but no RMA weighted adjusted yield, no entries are required. If the producer has an RMA weighted adjusted yield, but no CC yield, no entries are required.

The SURE Workbook allows for entering only one RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for multiple RMA weighted adjusted yields. See paragraph 619 for instructions for using the “Blended RMA Weighted Adjusted Yield Tool,” that can be accessed by the “Go to the Blended RMA Wtd Adj Yld Tool” button on the top of the “2010 Yield Determination Tool”.



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***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

If any crops are added or removed from the Data Entry Worksheet, any CC yields or RMA weighted adjusted yields that have been entered on the Yield Determination Tool will be deleted, the cells will turn orange, and the message, "Crop entries changed, review data." will be displayed. This indicates that a crop has been added or removed from the Data Entry Worksheet and the CC yield and RMA weighted adjusted yield entries need to be re-entered.

After the CC yields and RMA weighted adjusted yields are re-entered, and the user either clicks "Go To Data Entry" or "Go To Weighted Average Yield Tool", the orange coloring and message will no longer be displayed.--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

NAP adjusted yield for NAP is provided on the 2010 SIR (S36), “2010 NAP Approved Yield History File” Section.

CROP YEAR	YIELD	YLD TYPE
2009	1.77	A
2007	1.68	R
2006	1.70	A
2005	1.60	O
2004	1.59	P
2003	1.79	A

The SURE Workbook has been designed to identify SURE crops that the user has loaded from the Data Entry Worksheet for which the NAP adjusted APH applies to the Yield Determination Tool, using the RMPR Code and Coverage Code.

In the following example, the Yield Determination Tool has identified NAP Alfalfa FG as a noninsured crop with purchased coverage for which NAP adjusted APH applies. The user has entered **all** of the annual yield data for NAP, including year, yield, and yield type from SIR Section 3, 2009 NAP Approved Yield History File.

Clear Entries
Go To Data Entry
Go To Weighted Average Yield Tool

NAP Yield - Vertical Format: Enter x on a crop line and click here.

Crop Information for NAP Adjusted Yield

Unit	Crop	Crop Type	Use	Plnt Per	U O M	Pr	Acres	Message
100	Alfalfa		Fg	1	Ton	N	19.10	Adj Yld: 1.69 Ton

NAP Yields

Year	Yield	Yld Type	Year	Yield	Yld Type
2009	1.77	A	2008	1.68	R

Year	Yield	Yld Type	Adj NAP Yield												
2007	1.70	A	2006	1.60	O	2005	1.59	P	2004	1.79	A				1.69

Note: The user will enter **every** year, yield, and yield type present in 2010 SIR (S36), “2010 NAP Approved Yield History File” Section. The Yield Determination Tool has been designed to remove the applicable replacement yields.--*

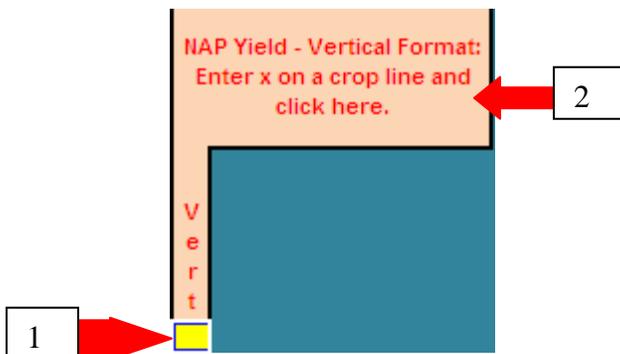
***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

The 2010 SURE Workbook features a NAP Yield Vertical Format, to assist in the loading of NAP Adjusted Yield Data.

To use the NAP Yield Vertical Format:

- place an “X” in the ‘Vert’ cell
- click the “NAP Yield-Vertical Format: Enter x on a crop line and click here.” button.



After the user clicks the “NAP Yield-Vertical Format: Enter x on a crop line and click here.” button, the NAP Yield-Vertical Format pop-up window will be displayed. The user can then enter the crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window.

NAP Yield Vertical Format		
CROP YEAR	YIELD	YLD TYPE
2009	1.77	A
2008	1.68	R
2007	1.70	A
2006	1.60	O
2005	1.59	P
2004	1.79	A

After the user has entered all applicable crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window, the user shall click the “Return to Yield Determination Tool” button. This button will return the user to the Yield Determination Tool and the NAP Adjusted Yields the user entered in the NAP Yield-Vertical Format will be displayed in the tool.



--614 Completing SURE Workbook Data Entry Worksheet (Continued)*K Yield Determination Tool (Continued)**

If any of the following NAP crop data; State and county code, crop, type, IU, status code, practice, acres, unit, planting period, or unit of measure changes, the cells will turn orange and the message, “Crop entries changed, review data.”, will be displayed. This indicates 1 of these data entries has changed on the Data Entry Worksheet and the NAP yield data entries need to be reviewed. After the SURE Workbook is saved and retrieved, the orange coloring and message will no longer be displayed.

After all yield entry has been completed on the Yield Determination Tool, CLICK “**Go To Weighted Average Yield Tool**” to continue.



If the Weighted Average Yield Tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.

To go back to Data Entry Worksheet, CLICK “**Go to Data Entry**”.



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***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

L Weighted Average Yield Tool

The SURE Workbook features a Weighted Average Yield Tool. When all crop data and yield entry is complete, and the user has clicked “Go To Weighted Average Yield Tool”, the SURE Workbook will navigate the user to the Weighted Average Yield Tool.

If the Weighted Average Yield Tool is not applicable, then the user will not go to the Weighted Average Yield Tool. The user will be redirected to the Farm Summary.

The following is an example of the Weighted Average Yield Tool.

2010 Weighted Average Yield Tool								Clear Entries		Go To Data Entry		Go To Farm Summary	
Any Producer Admin. County: 24-005								Enter data for crops physically grown in this county, but administered by a different county.					
Information from Other Administrative Counties										Weighted Average Yields			
St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres				
								0.00	0.00				
										Information Only:			
										Single-Admin County WAY	Multi-Admin County WAY		
24-005	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22			
24-005	Alfalfa		Fg	Ton	NAP	32.00	4.22			4.22			
24-005	Oats	SPR	Gr	Bu	Waived-in	29.00	51.00			51			

Entries will be required on the weighted average yield tool if the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties

In this case, the weighted average yield data from **1 administrative** county **must** be added to the other administrative county’s Weighted Average Yield Tool for the yields to be weighted.

This action needs to be performed for multi county producers with NAP yield based crops, waived-in yield based crops, and insured crops with plan codes 50R, 51, 55, 61, 63.

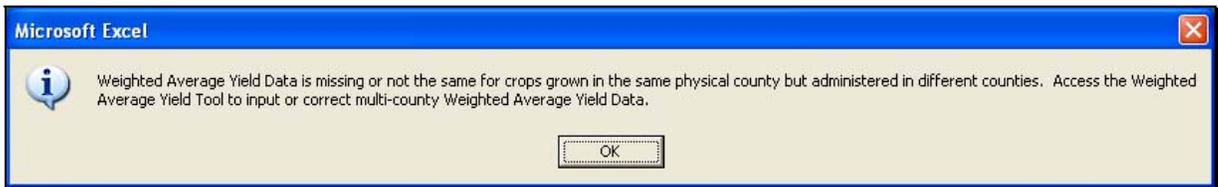
This action does **not** need to be performed for single county producers or multi county producers with insured crops with plan codes 12, 13, 14, 25, 41, 42, 43, 44, 45, 47, 50N, 73, 90, and NAP value loss crops.--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

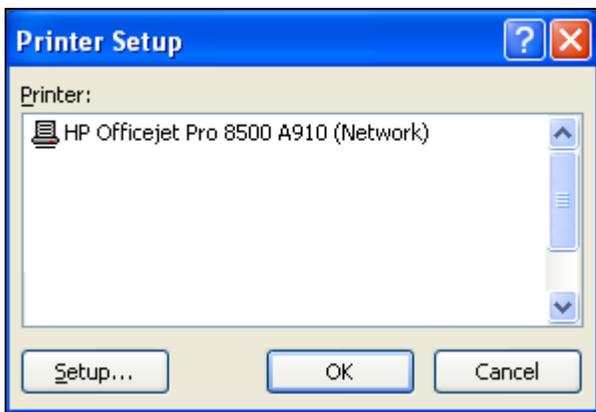
L Weighted Average Yield Tool (Continued)

Users will be notified if entries are required on the Weighted Average Yield Tool after the recording county summarizes the nonrecording county workbooks to the farm summary.

If the same crop is being grown in the same physical county, but is administered in multiple counties, then the following message will be displayed, “Weighted Average Yield Data is missing or not the same for crops grown in the same physical county but administered in different counties. Access the Weighted Average Yield Tool to input or correct multi-county Weighted Average Yield Data.” CLICK “OK”.



A Printer Setup dialog box will be displayed, select a printer and CLICK “OK”.



The 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields) will print. The following is an example of the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields).

<p>2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)</p> <p><i>Multiple County Weighted Average Yields - If the producer is active in multiple counties and grows the same crop in the same physical county, but is administered in multiple counties, then a Weighted Average Yield must be determined according to the instructions provided in 1-SURE par 614 L.</i></p> <p>Note: This Multiple County WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.</p>		Producer:	Any Producer
		Recording Co:	County, State

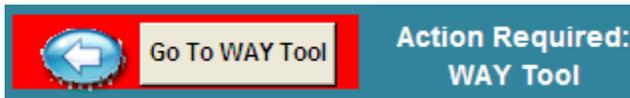
Admin Co.	Phys. Co.	Crop / Type / Use
99-999	99-999	Alfalfa / / FG
99-998	99-999	Alfalfa / / FG

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*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

After the user prints the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields), it will be indicated on the Farm Summary that an action is required, by displaying the following.



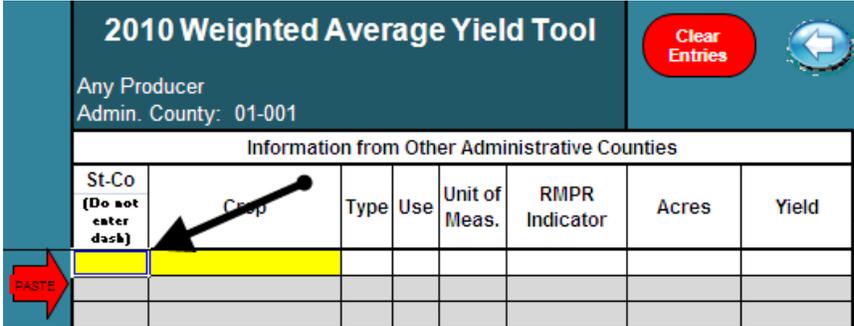
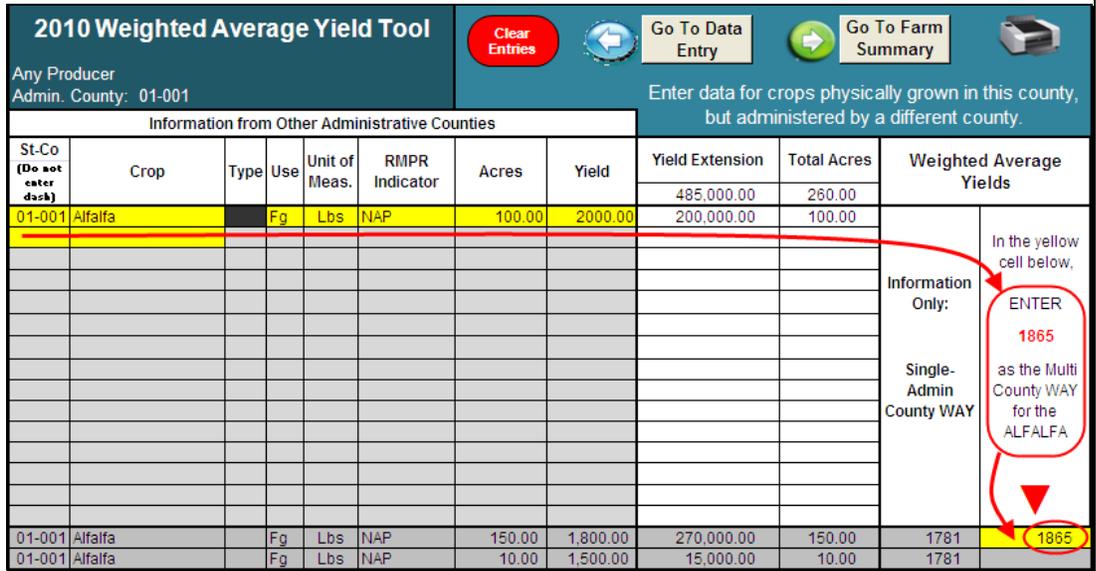
The user shall click “Go To WAY Tool” and add the weighted average yield data from 1 administrative county (listed on the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)) to the other administrative county’s (listed on the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)) weighted average yield tool for the yields to be weighted, according to the following.

Step	Action
1	Open all applicable SURE Workbooks (listed on the 2010 Multi-County Weighted Average Yield Tool Report (Missing Yields)) for the producer and navigate to the “ Weighted Average Yield Tool ” on all SURE Workbooks.
2	Click 1 administrative county’s SURE Workbook on the taskbar.
3	For the common crop that is grown in the same physical county, select the cells “St-Co”, “Crop”, “Type”, “Use”, “Unit of Meas.”, “RMPR Indicator”, “Acres”, and “Yield”, according to the following example.
4	After the cells are selected, right-click the selected cells and LEFT-CLICK “ Copy ”.
5	Click on the other administrative county’s SURE Workbook.

--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action
6	<p>On the other administrative county's SURE Workbook, click the top left yellow cell in the "St-Co" column.</p> 
7	<p>CLICK red "Paste" arrow, the copied data will populate to the appropriate cells. The Weighted Average Yield calculation will be performed for all lines of the same physical county, crop, type, use, and unit of measure.</p> <p>After the "St-Co", "Crop", "Type", "Use", "Unit of Meas.", "RMPR Indicator", "Acres", and "Yield" data is entered, follow the instructions for "Data Entry for Multiple County Farms", shown on the right side of the following screen capture. The multiple county weighted average yield must be entered manually by the user, where the instructions indicate.</p> <p>Note: If the crop with the weighted average yield is a multiple market crop, the weighted average yield must be entered for all uses of the crop within the SURE Workbook.</p> 

--*

*--614 Completing SURE Workbook Data Entry Worksheet (Continued)

L Weighted Average Yield Tool (Continued)

Step	Action																																	
8	<p>The calculated Multi-County Weighted Average Yield must be entered into the other administrative county's workbook weighted average yield tool.</p> <table border="1"> <thead> <tr> <th>St-Co (Do not enter dash)</th> <th>Crop</th> <th>Type</th> <th>Use</th> <th>Unit of Meas.</th> <th>RMPR Indicator</th> <th>Acres</th> <th>Yield</th> <th>Yield Extension</th> <th>Total Acres</th> <th>Weighted Average Yields</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>01-001</td> <td>Alfalfa</td> <td></td> <td>Fg</td> <td>Lbs</td> <td>NAP</td> <td>100.00</td> <td>2,000.00</td> <td></td> <td></td> <td>2000</td> </tr> </tbody> </table>	St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	Weighted Average Yields									0.00	0.00		01-001	Alfalfa		Fg	Lbs	NAP	100.00	2,000.00			2000
St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	Yield Extension	Total Acres	Weighted Average Yields																								
								0.00	0.00																									
01-001	Alfalfa		Fg	Lbs	NAP	100.00	2,000.00			2000																								
9	The user will then have to re-summarize the admin county data into the recording county Farm Summary according to subparagraph 616 D.																																	
10	To load the next crop, if necessary, CLICK "Clear Entries" and return to step 1.																																	
11	<p>If the user is prompted to print the 2010 Multi County Weighted Average Yield Tool Report (Deleted Yields) according to subparagraph 615 D.</p> <p>Users will be notified if entries on the Weighted Average Yield Tool need to be deleted or recalculated, when the following message is displayed, "Weighted Average Yield Data must be reviewed. Weighted Average Yield Data was deleted for a crop requiring a multi-county Weighted Average Yield." CLICK "OK"</p>																																	

--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

L Weighted Average Yield Tool (Continued)

Step	Action															
<p>11 (Cntd)</p>	<p>A Printer Setup dialog box will be displayed. Select a printer and CLICK “OK”.</p> <div data-bbox="402 396 867 716" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>The 2010 Multi-County Weighted Average Yield Tool Report (Deleted Yields) will print.</p> <div data-bbox="402 865 1438 1171" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">2010 Multi-County Weighted Average Yield Tool Report (Deleted Yields)</td> <td style="width: 30%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Producer:</td> <td>Any Producer</td> </tr> <tr> <td>Recording Co:</td> <td>County, State</td> </tr> </table> </td> </tr> </table> <p><i>One or more counties have been deleted and the Multiple-county Weighted Average Yields must be recalculated for one or more crops according to the instructions provided in 1-SURE, par 614 L.</i></p> <p>Note: <i>The recalculated Multiple-county WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Admin Co.</th> <th style="width: 20%;">Phys. Co.</th> <th style="width: 60%;">Crop / Type / Use</th> </tr> </thead> <tbody> <tr> <td>99-999</td> <td>99-999</td> <td>Alfalfa / / FG (Recalculate)</td> </tr> <tr> <td>99-998</td> <td>99-999</td> <td>-Alfalfa / - / FG-</td> </tr> </tbody> </table> </div> <p>The struck out crop indicates the admin county workbook has been deleted from the Farm Summary.</p> <p>On the Weighted Average Yield Tool, the user shall:</p> <ul style="list-style-type: none"> • CLICK “Clear Entries” • manually delete the “Multi-Admin County WAY” (as indicated in step 8) by placing the cursor in the cell and pressing delete (for the struck out crop) • return to step 1 if the crops need to be recalculated. As indicated with “Recalculate”. 	2010 Multi-County Weighted Average Yield Tool Report (Deleted Yields)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Producer:</td> <td>Any Producer</td> </tr> <tr> <td>Recording Co:</td> <td>County, State</td> </tr> </table>	Producer:	Any Producer	Recording Co:	County, State	Admin Co.	Phys. Co.	Crop / Type / Use	99-999	99-999	Alfalfa / / FG (Recalculate)	99-998	99-999	-Alfalfa / - / FG-
2010 Multi-County Weighted Average Yield Tool Report (Deleted Yields)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Producer:</td> <td>Any Producer</td> </tr> <tr> <td>Recording Co:</td> <td>County, State</td> </tr> </table>	Producer:	Any Producer	Recording Co:	County, State											
Producer:	Any Producer															
Recording Co:	County, State															
Admin Co.	Phys. Co.	Crop / Type / Use														
99-999	99-999	Alfalfa / / FG (Recalculate)														
99-998	99-999	-Alfalfa / - / FG-														

--*

***--614 Completing SURE Workbook Data Entry Worksheet (Continued)**

M Go To Farm Summary

After the basic producer information, other payment amounts, crop data, COC determinations, yields, and weighted average yields are entered and complete, the user can move to the Farm Summary Worksheet by clicking “Go To Farm Summary”. The SURE Workbook will navigate the user to the Farm Summary Worksheet.



After users click “Go to Farm Summary”, the 10% Loss Tool will run. See subparagraph 616 C for more information about the 10% Loss Tool.--*

***--615 Completing SURE Workbook Farm Summary Worksheet**

A Farm Summary Worksheets

Much of the Farm Summary Worksheet is automatically calculated for the user from the entries made throughout the SURE Workbook. The applicable items to be completed by the user are highlighted in yellow. The Farm Summary Worksheet includes:

- producer information
- farm data
- eligibility information
- payment information
- disclaimer statement
- FSA County Office Use Only portion.

Producer Name Any Producer		2010 SURE Program Farm and Eligibility Summary	FSA County Office Use Only	
Recording County District Of Columbia Dc			SURE Payment Amount No Initials	
			Initials	Date (mm/dd/yyyy)
		Data Loaded by:		
		2nd Party Rev:		
		Finalized by:		
Farm Data				
County:		11-001		
1. Program Guarantee		\$ 595,692		
2. Not Applicable for 2010				
3. Expected Revenue		\$ 769,456		
4. Estimated Crop Value		\$ 185,092		
5. Other Revenue		\$ 46,634		
6. Disaster Declaration ("X")		x		
Eligibility Information				
Farm Requirement	7. Located in a Disaster County?		Yes	
			59%	
Crop Requirement	9. Does at least one crop have the required 10% loss? (yes = "X")			
	10. Crops with a 10% loss (List at least one crop, if applicable.)			
* Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.				
Payment Information				
Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)		\$ 595,692	
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)		\$ 692,510	
	13. SURE Guarantee (lesser of Item 11 or Item 12)		\$ 595,692	
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)		\$ 231,726	
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.		\$ 0	
DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.				

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

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

B Producer Information

This following example portion contains producer name and recording county. This information is populated from the Data Entry Worksheet.

Producer Name Any Producer
Recording County Anywhere, ST

C Farm Data

This following example portion contains farm data cells.

Farm Data	
County:	11-001
1. Program Guarantee	\$ 595,692
2. Not Applicable for 2010	
3. Expected Revenue	\$ 769,456
4. Estimated Crop Value	\$ 185,092
5. Other Revenue	\$ 46,634
6. Disaster Declaration ("x")	x

Item	Title	Content
1	Program Guarantee	SURE guarantee calculated from the data entered into the Data Entry Worksheet. Used to calculate the SURE payment amount.
2	Not Applicable for 2010	Stimulus is not available for 2010 SURE.
3	Expected Revenue	Calculated from the data entered into the Data Entry Worksheet.
4	Estimated Crop Value	
5	Other Revenue	
6	Disaster Declaration ("x")	Disaster declaration indicator carried over from the Data Entry Worksheet.

--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

D Farm Data for Other Counties

Only in cases where the producer is a multi-county producer and this SURE Workbook is being completed by the recording county, will the user perform the functions to copy and paste the following data from the Farm Summary Worksheet submitted to the recording county by another administrative county. The recording county's SURE Workbook will display the Farm Data for **each** administrative county to which the producer is associated in each county's column in this section.

Farm Data		
County:	11-001	11-002
1. Program Guarantee	\$ 595,692	\$ 4,654
2. Not Applicable for 2010		
3. Expected Revenue	\$ 769,456	\$ 6,226
4. Estimated Crop Value	\$ 185,092	\$ 6,544
5. Other Revenue	\$ 46,634	\$ 750
6. Disaster Declaration ("X")	x	x

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

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

D Farm Data for Other Counties (Continued)

For the recording county to complete the “copy and paste” process, follow the instructions on the top of the Farm Summary Worksheet on both the recording and administrative county’s SURE Workbooks.

The following are the instructions for the **recording county** to follow on the **recording county’s** SURE Workbook. The steps to be taken in each workbook are in white cells.

FARM SUMMARY	INSTRUCTIONS FOR THE RECORDING COUNTY		NON-RECORDING County Workbook			RECORDING County Workbook		
	Recording County Workbook:	Instructions for the RECORDING COUNTY Workbook to transfer Farm Data onto the Farm Summary.	1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Non-Recording County's Workbook on the taskbar.	3. Click "Copy Data" button	4. Click on the Recording County's Workbook on the taskbar.	5. If the Farm Summary was not displayed after step 4, go back to step 2.	6. Click "Paste Data" button.
Anywhere, ST			Use on Recording County Workbook Only:					

The following are the instructions for the **recording county** to follow on the **administrative county’s** SURE Workbook.

FARM SUMMARY	INSTRUCTIONS FOR THE NON-RECORDING COUNTY		NON-RECORDING County Workbook			RECORDING County Workbook		
	Non-Recording County Workbook:	Instructions for the NON-RECORDING COUNTY Workbooks to transfer Farm Data onto the Farm Summary.	1. Open all workbooks for the producer and go to each Farm Summary.	2. Click on an Non-Recording County's Workbook on the taskbar.	3. Click "Copy Data" button	4. Click on the Recording County's Workbook on the taskbar.	5. If the Farm Summary was not displayed after step 4, go back to step 2.	6. Click "Paste Data" button.
Anywhere, ST			Use on Non-Recording County Workbook Only:					

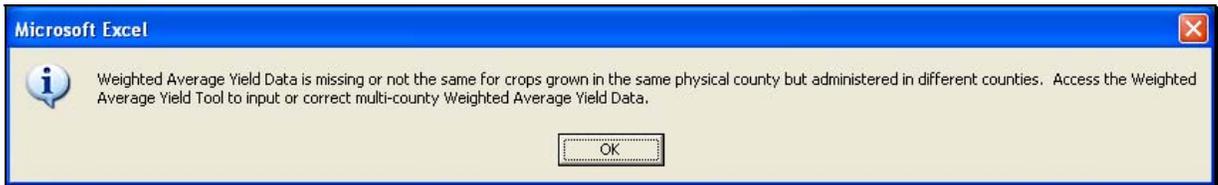
Step	Action
1	Open all SURE Workbooks for the producer and go to each Farm Summary Worksheet. Note: There will be a need for more than one SURE Workbook Template. See subparagraph 613 A, step 4.
2	On administrative county’s workbook, click on the taskbar.
3	On administrative county’s workbook, CLICK “ Copy Data ”.
4	On recording county’s workbook, click on the taskbar.
5	If the Farm Summary Worksheet was not displayed after step 4, go back to step 2.
6	CLICK “ Paste Data ”.
7	Repeat steps 2 through 6 for additional administrative counties.

Note: These instructions will **only** appear if the user has appropriately marked “Multi-County Producer” and/or “xx-xxx is Recording County” on the Data Entry Worksheet Basic Information Section.--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

D Farm Data for Other Counties (Continued)

If the message, “Weighted Average Yield Data is missing or not the same for crops grown in the same physical county but administered in different counties. Access the Weighted Average Yield Tool to input or correct multi-county Weighted Average Yield Data.”, is displayed, see subparagraph 614 L.



If the user needs to remove the pasted data, the user shall:

- ENTER “D” (for delete) in the cell above the pasted county data
- PRESS “Enter”
- CLICK “To Delete a County Enter a “D” above the county, press “enter” and click on this box”.

Farm Data		Enter data for up to six additional counties:			
County:	11-001	D 11-002			
1. Program Guarantee	\$ 595,692	\$ 4,654			
2. Not Applicable for 2010					
3. Expected Revenue	\$ 769,456	\$ 6,226			
4. Estimated Crop Value	\$ 185,092	\$ 6,544			
5. Other Revenue	\$ 46,634	\$ 750			
6. Disaster Declaration (X)	x	x			

To Delete a County
Enter a "D" above the county, press "enter" and click on this box.

If the message, “Weighted Average Yield Data must be reviewed. Weighted Average Yield Data was deleted for a crop requiring a multi-county Weighted Average Yield.”, is displayed, see subparagraph 614 L.



--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

D Farm Data for Other Counties (Continued)

Each SURE Workbook is only able to summarize 6 additional county workbooks. If a recording county has a producer with more than 6 additional workbooks to summarize, the following procedure shall be followed.

Step	Action
1	Complete the workbook with the maximum 6 additional workbooks.
2	Create a second workbook for the same recording county.
3	Only complete the “Basic Information” block on the Data Entry Worksheet showing the same recording county. Do not enter any crop or payment data.
4	Go to the Farm Summary page.
5	Add the remaining administrative counties.
6	Save the file adding a “2” at the end of the file name so it will not overwrite the first recording county workbook.
7	Send the 2 .xml files to the National Office by e-mail. The files will be merged and returned as 1 file.

E Eligibility Information

The following Farm Requirement items will be automatically populated from the Data Entry Worksheet or calculated.

Item	Title
7	Located in a Disaster County?
8	Production Loss % for the farm

Eligibility Information		
Farm Requirement	7. Located in a Disaster County?	Yes
	8. Production Loss % for the farm	59%

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

If a producer is multi-county and the “copy and paste” process has been performed as described in subparagraph D, the percentage displayed in item 8 will represent the revenue loss for all counties included in the summarization.--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

E Eligibility Information (Continued)

If the revenue loss is less than 50 percent and the land is **not** located in a disaster county or a county contiguous to a disaster county, the message, “Farm requirement not met. Farm must be located in a disaster county or production loss must be greater than 50%.”, will be displayed.

* Farm requirement not met. Farm must be located in a disaster county or production loss must be greater than 50%.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.

The following Crop Requirement data must be manually entered by the user.

Item	Title
9	Does at least 1 crop have a 10 percent production loss? (yes = “x”) (no, blank)
10	Crops with a 10 percent production loss. (List at least 1 crop, if applicable.)

Crop Requirement	9. Does at least one crop have the required 10% loss? (yes = "x")	x	
	10. Crops with a 10% loss (List at least one crop, if applicable.)		corn

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

If at least 1 crop of economic significance has a 10 percent production loss, ENTER “**X**” in item 9. After this has been completed, the SURE payment amount will be displayed in the Payment Information portion.

Note: See paragraph 616 C to determine if 10 percent production loss has been met.

If no crops have a production loss of 10 percent or greater, leave item 9 blank. If left blank, the message, “Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.”, will be displayed.

* Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

F SURE Information

The following data will be automatically calculated.

Item	Title and Rule
11	Program Farm Guarantee (total of item 1)
12	90 percent of Expected Revenue Cap (90 percent multiplied times the total of item 3)
13	SURE Guarantee (lesser of item 11 or item 12)
14	Total Farm Revenue (Total of item 4 plus total of item 5)
15	SURE Payment, Prior to PL (60 percent times (item 13 - item 14)). Zero if negative.

Payment Information		
Calculated Payment Amount	11. Program Farm Guarantee (Total of Item 1)	\$ 595,692
	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	\$ 692,510
	13. SURE Guarantee (lesser of Item 11 or Item 12)	\$ 595,692
	14. Total Farm Revenue (Total of Item 4 + Total of Item 5)	\$ 152,094
	15. SURE Payment, Prior to PL (60% times (Item 13 - Item 14)). Zero if negative.	\$ 266,159

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

G Disclaimer Statement

The following disclaimer will print on the bottom of the Farm Summary Worksheet.

DISCLAIMER: The payment data reflected on this farm summary is the result of the SURE payment calculation process. Payment amounts are subject to payment eligibility and payment limitation requirements and may vary.

--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

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	\$ 266,159	
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	aaa	11/11/2011
2nd Party Rev:	bbb	11/11/2011
<i>Finalized by:</i>	ccc	11/11/2011

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

--615 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”.--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

J Navigation Buttons

The following provides Farm Summary Worksheet navigation buttons and functions.

Button	Function
	Returns user to the Data Entry Worksheet.
	Navigates the user to the SURE Workbook-generated FSA-682, page 2. See paragraph 617.
	Navigates the user to the 10% Loss Tool.
	Returns user to the Weighted Average Yield Tool.
	<p>Prints the following summaries:</p> <ul style="list-style-type: none"> • Data Entry • Yield Determination Tool, if applicable • Loss Percentage Table for Multicounty Farms, if applicable (subparagraph K) • Farm Summary • 10% Loss Tool. • FSA-682, page 2 (paragraph 617). <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 and the FSA-682 Page 2 only.
	Prints the Multi County Weighted Average Yield Tool Report (subparagraph 614 L)
	Prints a Detailed Farm Summary (subparagraph 614 L).

--*

***--615 Completing SURE Workbook Farm Summary Worksheet (Continued)**

K Example of Loss Percentage Table for Multicounty Farms

The following is an example of a Loss Percentage Table for Multicounty Farms.

Producer Name Any Producer Recording County District Of Columbia Dc		2010 Loss Percentage Table for Multicounty Farms										
Crop - Type - Use			Admin County Loss	Total Farm Loss	Crop - Type - Use			Admin County Loss	Total Farm Loss	Crop - Type - Use		
Alfalfa - Fg			No Loss	No Loss								
Corn - YEL - Gr			54%	54%								
Oats - SPR - Gr			95%	95%								
Soybeans - COM - Gr			96%	96%								

L Example of Detailed Farm Summary

The following is an example of a Detailed Farm Summary.

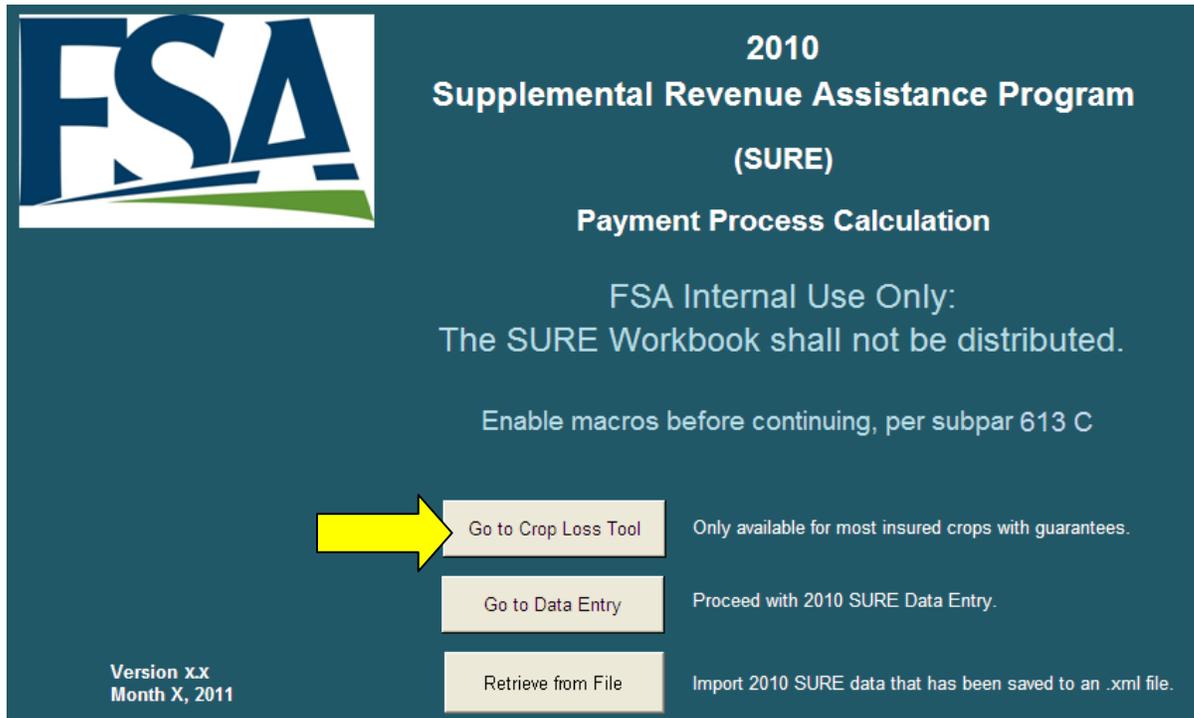
Producer Name Any Producer Administrative County District Of Columbia Dc		2010 SURE Program Farm and Eligibility Summary - Detailed												
A. Administrative County Information														
Information for Crops in this Administrative County		1. Total Crop Guarantees \$595,692			2. Total Other Revenue \$46,634			3. Total Estimated Crop Value \$105,460			4. Difference \$443,598			
B. Detailed Information by Line Entry							C. Detailed Information by Crop/Type/Use							
5. St-Co	6. Crop	7. Acres	8. Unit	9. Guarantee	10. Crop Value	11. Difference (Items 9 - 10)	12. Crop - Type - Use	13. Guarantee	14. Crop Value	15. Difference (Items 13 - 14)				
11-001	Alfalfa	19.10	100	\$ 230	\$ 8,848	\$ (8,618)	Alfalfa - Fg	\$ 230	\$ 8,848	\$ (8,618)				
11-001	Corn	390.00	102	\$ 341,575	\$ 87,892	\$ 253,683	Corn - YEL - Gr	\$ 341,575	\$ 87,892	\$ 253,683				
11-001	Oats	29.00		\$ 39,290	\$ 5,379	\$ 33,911	Oats - SPR - Gr	\$ 39,290	\$ 5,379	\$ 33,911				
11-001	Soybeans	313.90	102	\$ 214,597	\$ 3,341	\$ 211,256	Soybeans - COM - Gr	\$ 214,597	\$ 3,341	\$ 211,256				

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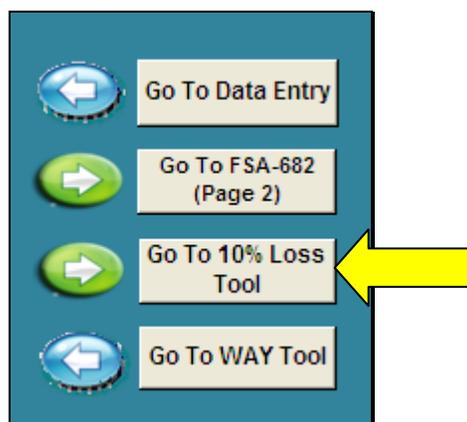
***--616 Completing SURE Workbook Crop Loss Tools**

A Overview

There are 2 Crop Loss Tools in the SURE Workbook. The first is an optional preliminary crop loss tool called the “2010 Crop Loss Tool” and is accessed by the “Go to Crop Loss Tool” on the start page of the 2010 SURE Workbook.



The second crop loss tool is called the “10% Loss Tool” and is accessed by the “Go To 10% Loss Tool” button on the Farm Summary Page.



--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

B 2010 Crop Loss Tool

The 2010 Crop Loss Tool:

- is optional
- calculates a loss percentage **only** for insured crops that have a guarantee basis provided by RMA
- **requires** that only minimal data need to be entered
- provides a preliminary method for determining when a producer has met the 10 percent or 50 percent loss requirement for farms where all crops are as follows.

Each crop must be:

- completely insured (not waived-in or NAP)
- covered under plan code 12, 13, 14, 25, 42, 44, 45, 73, 90 (RMA guarantee provided)
- eligible for SURE, excluding honey
- have the same RMA Weighted Adjusted Yield for all acres of the same crop within a physical county.

If an entered crop does **not** meet these specifications, the requirement being violated will turn red in the blue box in the upper portion of the 2010 Crop Loss Tool, as well as the data in the Basic Crop Information. This **must** be corrected **before** work in the 2010 Crop Loss Tool may continue.

In the following example, “47” has been entered in the column for “Plan/Cov. Code.” This has caused the cell to turn red with the following line of requirements turning red in the green box in the upper right hand corner, “Be covered under Plan Codes 12, 13, 14, 25, 42, 44, 45, 73, 90.” This crop does **not** meet this requirement, the wheat crop insured under a “Plan Code 47” **cannot** be included in the Crop Loss Tool and **must** be removed.

2010 Crop Loss Tool

Basic Information

Producer Name: Any Producer
 Admin. St Co Code: 11-001
 Put an "x" in cell if this is a Multi-county Producer:

If all crops have been entered for the SURE Farm, the production loss for the 50% Farm Requirement is: 70%

Repeat Crop
Go To Data Entry (No Transfer)
Transfer Data → **Data Entry**

This tool can only be used if all of the following conditions apply:

Each crop must:

Be completely insured (not waived-in or NAP)
 Be covered under Plan Codes: 12, 13, 14, 25, 42, 44, 45, 73, 90
 Have the same RMA Wtd Adj Yld for all entries of the crop for the physical county.

Note: If there are more than 100 line entries for the administrative county, only the first 100 administrative county crop lines will be transferred to Data Entry.

Crop Loss %	Other Admin County (Enter "x" only if the entry is administered in another county)	Basic Crop Information										Value of Normal Production Information												
		Physical St/Co (Leave blank if same as Admin Co)	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plan/Cov. Code	MM Crop Code ("X")	Cr. Dist.	CA Grapes Only	H UH FP	Stage Code	Guarantee Adjustments							RMA Guar. Basis (\$)	RMA Elections		Yields
													Adj. Fact. 1	Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4		Cov. Level	Price Elect.	CC	RMA Wtd Adj Yld
54%			Corn	YEL	Gr	1.0000	10	47			H									\$ 297.022	.7500	1.0000	145	147

--616 Completing SURE Workbook Crop Loss Tools (Continued)*B 2010 Crop Loss Tool (Continued)**

When all crops on the farm do **not** fall under the requirements in this subparagraph, the entire SURE Workbook will need to be completed and the 10% Loss Tool will be used to determine eligibility based on crop losses.

When all crops on the farm have met requirements of the 2010 Crop Loss Tool, and a 2010 Crop Loss Tool has been completed; the tool may show that the producer is **not** eligible for SURE. In this case, the producer **must** be made aware of the results of the 2010 Crop Loss Tool. It is the producer's responsibility to decide whether or not to proceed with the completion of the SURE Workbook.

The only way the 2010 Crop Loss Tool can be accurate is if **all** crops on the farm have met the 2010 Crop Loss Tool requirements, and **all** crops have been included in the 2010 Crop Loss Tool. The 2010 Crop Loss Tool only allows limited data and is only to be used as a preliminary determination of eligibility based on production loss. There is always a possibility that the results of the 10% Loss Tool will differ from those of the 2010 Crop Loss Tool after the entire SURE Workbook has been completed, especially when crop loss is close to the 10 percent or 50 percent level. The results of the 2010 Crop Loss Tool **must always** be verified with the Loss Percentage Table **after** the SURE Workbook is completed to ensure that a producer eligible for SURE.

Minimum data is required to be entered in the 2010 Crop Loss Tool because only the loss is being calculated. Data from other counties may be entered to determine if the total farm meets the 50 percent production loss requirement or if similar crops in multiple counties will meet the 10 percent crop loss requirement.--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

B 2010 Crop Loss Tool (Continued)

When data from other counties are entered, an “X” **must** be placed in the “Other Administrative county Indicator” column to the immediate left of the Basic Crop Information. If an “X” is **not** entered, that crop will be transferred to the Data Entry Worksheet when data is transferred to the Data Entry Worksheet.

See paragraph 614 for detailed instructions on entering data in all of the other columns of the 2010 Crop Loss Tool.

2010 Crop Loss Tool

Basic Information

Producer Name: Any Producer

Admin. St Co Code: 11-001

Put an "x" in cell if this is a Multi-county Producer:

If all crops have been entered for the SURE Farm, the production loss for the 50% Farm Requirement is:
70%

Repeat Crop

Go To Data Entry (No Transfer)

Transfer Data

Data Entry

This tool can only be used if all of the following conditions apply:

Each crop must:

- Be completely insured (not waived in or NAP)
- Be covered under Plan Codes: 12, 13, 14, 25, 42, 44, 45, 73, 90
- Be eligible for SURE, excluding honey
- Have the same RMA Wtd Adj Yld for all entries of the crop for the physical county.

Note: If there are more than 100 line entries for the administrative county, only the first 100 administrative county crop lines will be transferred to Data Entry.

Crop Loss %	Other Admin County <small>(Enter "x" only if the entry is administered in another county)</small>	Basic Crop Information Clear Data										Value of Normal Production Information												
		Physical St/Co <small>Leave blank if same as Admin Co</small>	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plan/Cov. Code	MM Crop ("")	Cr. Dist. CA Grapes Only	Stage Code	Guarantee Adjustments								RMA Guar. Basis (\$)	RMA Elections		Yields	
												H UH PP	Adj. Fact. 1	Adj. Cd.	Adj. Fact. 2	Adj. Cd.	Adj. Fact. 3	Adj. Cd.	Adj. Fact. 4		Cov. Level	Price Elect.	CC	RMA Wtd Adj Yld
54%			Corn	YEL	Gr	1.0000	102	25			H								\$ 297,022	7500	1.0000	145	147	
96%			Soybeans	COM	Gr	1.0000	102	25			H								\$ 177,923	7500	1.0000	43	41	

Value of Actual Production Information					COC Determinations (adjustments)		
Price (\$)	Production to Count	Prod Type	Prod. QA Factor	Salvage Value (\$)	Adjusted Prod. <small>(Override Production to Count)</small>	Assigned Prod. <small>(Added to Production to Count)</small>	Salvage Value (\$) <small>(Overrides Salvage Value)</small>
\$ 11.5000	15695						
\$ 3.8500	2320						

When completed, the 2010 Crop Loss Tool will show the total farm loss just below the Basic Information block in the upper left corner of the tool.

2010 Crop Loss Tool

Basic Information

Producer Name: Any Producer

Admin. St Co Code: 11-001

Put an "x" in cell if this is a Multi-county Producer:

If all crops have been entered for the SURE Farm, the production loss for the 50% Farm Requirement is:
70%

*--616 Completing SURE Workbook Crop Loss Tools (Continued)

B 2010 Crop Loss Tool (Continued)

For each individual crop, the tool will display the crop loss to the left in the Basic Crop Information Section.

Crop Loss %	Other Admin County	Basic Crop Information							Clear Data	
	(Enter "x" only if the entry is administered in another county)	Physical St/Co	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plant Cov. Code	MM Crop ("x")	Cr. Dist. CA Grapes Only
54%			Corn	YEL	Gr	1.0000	102	25		
96%			Soybeans	COM	Gr	1.0000	102	25		

Icon	Action
	Prints the 2010 Crop Loss Tool only .
	Copies the last crop, crop type, and intended use to the next row.
	Provides access to the Data Entry Worksheet of the SURE Workbook. Using this button, no data will transfer from the Crop Loss Tool to the Data Entry Worksheet.
	Transfers data from the 2010 Crop Loss Tool to Data Entry Worksheet and the 10% Loss Tool. Since the 2010 Crop Loss Tool only uses minimum data, each data line must be completed after data has been transferred to Data Entry Worksheet. After transferred, data will remain in the 2010 Crop Loss Tool.
	Clears all data in the 2010 Crop Loss Tool.

--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

B 2010 Crop Loss Tool (Continued)

Quality adjustment data from the 2010 Crop Loss Tool will only transfer to Data Entry Worksheet if the crop is **not** listed in Exhibit 17 with a “yes”, indicating that the crop has already been adjusted by RMA. If the crop is listed in Exhibit 17 with a “yes”, the quality adjustment data will **not** transfer to Data Entry Worksheet or the 10% Loss Tool. Quality adjustment data will have to be entered manually for these crops when applicable. See subparagraph 614 G, “QA Factor”.

C 10% Loss Tool

The 10% Loss Tool has been provided to assist in determining if at least 1 crop of economic significance had a production loss of at least 10 percent. If the applicant is a multi-county producer, with all county workbooks merged into the recording county workbook, with counties having crops in common and no crops by county meeting the 10 percent loss requirement, the 10% Loss Tool will calculate the loss for each common crop for the total farm and display the results in the Loss Percentage Table.

The 10% Loss Tool is a calculator that is used to determine the percentage of loss, by crop/type/IU for the applicant. The data that has been entered in the Data Entry Worksheet will automatically populate in the lower portion (white cells) of the 10% Loss Tool.

10% Loss Tool					Clear All Loss Data				
Any Producer Admin. County: 11-001					Additional Crop Loss Entries				Loss % for District of Columbia DC
St-Co	Crop	Type	IU	Acres	Value of Normal Production	Value of Actual Production	Enter "x" if Crop is a Multiple Market Crop	Enter Prod. QA Factor, if appl.	
11-001	Alfalfa		Fg	19.10	\$ 383	\$ 150,100			No Loss
11-001	Corn	YEL	Gr	390.00	\$ 396,029	\$ 180,493			54%
11-001	Oats	SPR	Gr	29.00	\$ 124,236	\$ 6,418			94%
11-001	Soybeans	COM	Gr	313.90	\$ 248,808	\$ 8,932			96%

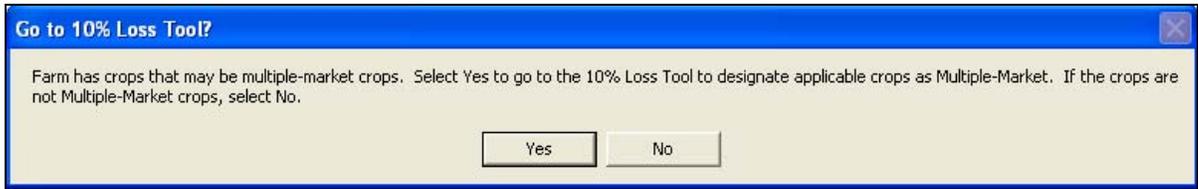
The only data that will be manually entered will be the 2 columns under “Additional Crop Loss Entries”. The first column is for multiple market crops. ENTER “X” in this column for all multiple market crops. This allows for multiple market crops (with different IU) to be combined as 1 crop for the 10 percent loss calculation.

The second column that may need a manual entry is for quality adjustment. Crops that are not listed with a “yes” in Exhibit 17, and have a Quality Adjustment Factor entered on the Data Entry Worksheet, will have the Quality Adjustment Factor automatically pulled over from the Data Entry Worksheet. For crops in Exhibit 17 that have a “yes,” see subparagraph 614 G, “QA Factor” for instructions on when to enter an applicable Quality Adjustment Factor.--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

C 10% Loss Tool (Continued)

The SURE Workbook can detect if potential multiple market crops have been entered into the workbook (ie: multiple lines of crops listed in subparagraph 65 D with different IU, such as FH, PR, and/or JU). If the workbook detects such crops, data entries might be needed in the Multiple Market Crop portion of the 10% Loss Tool. The SURE Workbook will display the following message, “Farm has crops that may be multi-market crops. CLICK “Yes” to go to the 10% Loss Tool to designate applicable crops as Multi-Market. If the crops are not Multiple-Market crops, CLICK “No”.”



10% Loss Tool					Clear All Loss Data		Additional Crop Loss Entries		Loss % for District of Columbia DC
Any Producer Admin. County: 11-001					Value of Normal Production	Value of Actual Production	Enter "x" if Crop is a Multiple Market Crop	Enter Prod. QA Factor, if appl.	
St-Co	Crop	Type	IU	Acres					
11-001	Alfalfa		Fg	19.10	\$ 383	\$ 150,100			No Loss
11-001	Corn	YEL	Gr	390.00	\$ 396,029	\$ 180,493			54%
11-001	Oats	SPR	Gr	29.00	\$ 124,236	\$ 6,418			94%
11-001	Soybeans	COM	Gr	313.90	\$ 248,808	\$ 8,932			96%
11-001	Apples	COM	Fh	150.00	\$ 20,267	\$ 3,094	x	8500	89%
11-001	Apples	COM	Pr	125.00	\$ 18,667	\$ 1,102	x	8500	89%

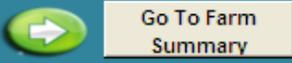
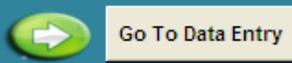
Whenever changes are made to crop data, a tan block will be displayed in the 10% Loss Tool title block with the following text, “Crop changes. Review data.” Any blocks that have turned tan in the data entry portion of the 10% Loss Tool should be reviewed for accuracy.

The last column of the 10% Loss Tool shows the loss percentage for the county for each crop/type/IU. For multiple market crops that have an “X” entered, loss is calculated by crop/type.--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

C 10% Loss Tool (Continued)

Actions that can be taken from this tool are as follows.

Icon	Action
	Clears all manually entered data. Only data in the columns under “Additional Crop Loss Entries” can be entered manually.
	Farm Summary Page will be displayed.
	Data Entry Worksheet will be displayed.

If the 10% Loss Tool shows “#N/A” or “#VALUE!”, CLICK “**Clear All Loss Data.**” This will clear any manual entries in the 10% Loss Tool and reset the 10% Loss Tool calculator.--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

D Loss Percentage Table

After any needed additional data has been entered and the 10% Loss Tool is complete, access the Farm Summary Page to review the 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 will show crop losses for the administrative county as well as the total farm.

On the Farm Summary Page, the Loss Percentage Table will be displayed in the lower right of the screen.

The Loss Percentage Table calculates the crop loss percentage for the crops loaded in the Data Entry Worksheet for the administrative county. For multiple county producers, the SURE Workbook will calculate crop losses for similar crops in different counties that have been merged with the workbook and show the total loss under “Total Farm Loss” in the Loss Percentage Table.

In the following example for a single county, apples, corn, oats, and soybeans meet the 10 percent loss requirement, alfalfa does not. On the Farm Summary Page, item:

- 9 (subparagraph 615 E) the user shall enter an “X” to indicate that at least 1 crop meets the 10 percent loss requirement
- 10, the user shall enter at least 1 crop of economic significance that meets the 10 percent loss requirement (in this example, the user could enter apples, corn, oats, or soybeans); only 1 crop is required to meet the 10 percent loss requirement to qualify.

Loss Percentage Table				
Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	
Apples	COM	Fh	89%	
Apples	COM	Pr	89%	
Corn	YEL	Gr	54%	
Oats	SPR	Gr	94%	
Soybeans	COM	Gr	96%	

--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

D Loss Percentage Table (Continued)

In the following example, no crops meet the 10 percent loss requirement. On the Farm and Summary page, item:

- 9 (subparagraph 615 E) the user shall leave the entry blank to indicate that no crops meet the 10 percent loss requirement
- 10 shall be left blank.

No crops meet the 10% Loss Requirement.				
Loss Percentage Table				
Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	
Apples	COM	Fh	No Loss	
Apples	COM	Pr	No Loss	
Corn	YEL	Gr	No Loss	
Oats	SPR	Gr	No Loss	
Soybeans	COM	Gr	No Loss	

If items 9 and 10 are left blank, no payment will be calculated and the following message will be displayed.

* Farm is not eligible for payment because at least one crop of economic significance is not indicated to have suffered at least a 10% loss.

If this message is displayed, complete the SURE Workbook process and see Part 11 to determine COC action based on eligibility criteria.--*

***--616 Completing SURE Workbook Crop Loss Tools (Continued)**

D Loss Percentage Table (Continued)

For multiple county producers, the SURE Workbook will use crop data for similar crops from counties that have been merged into the workbook to determine a total farm loss for the crop. This will be shown in the last column of the Loss Percentage Tool.

In this example, corn, oats, and soybeans show the losses for this administrative county. The total loss shows the losses for corn, oats, and soybeans for all counties merged with this administrative county workbook. For multiple county farms, the “Total Farm Loss” must be used for determining if a crop meets the 10 percent loss requirement.

Loss Percentage Table				
Crop	Type	Use	Admin County Loss	Total Farm Loss
Alfalfa		Fg	No Loss	No Loss
Apples	COM	Fh	No Loss	No Loss
Apples	COM	Pr	No Loss	No Loss
Corn	YEL	Gr	53%	74%
Oats	SPR	Gr	94%	94%
Soybeans	COM	Gr	96%	97%

--*

*--617 Completing SURE Workbook FSA-682, Page 2

A FSA-682, Page 2

FSA-682, page 2 is generated from the SURE Workbook. When the SURE Workbook is complete, the recording county will print FSA-682, page 2 and attach it to FSA-682 for producer's signature. If the producer is multi-county there will be one FSA-682, page 2 printed for **each** SURE Workbook from the county with which the producer is associated.

No data entry is required on FSA-682, page 2, as it populates data from the Data Entry Worksheet. If any data is found to be missing from FSA-682, page 2, return to the Data Entry Worksheet to complete the information.

B Example of FSA-682, Page 2

The following is an example of FSA-682, page 2.

FSA-682 (1-5-11)													Page ___ of ___ (Page 2)						
14. Producer Name Any Producer										15. Administrative County and State District Of Columbia Dc			16. Crop Year 2010						
PART C - ADDITIONAL REVENUE INFORMATION																			
Type of Payment										Amount									
17. Total RMA Indemnities										\$ 15,000.00									
18. Total FSA Settlements										0									
19. Total RMA Settlements										0									
20. Guaranteed Payments to Contract Growers										0									
21. LDP, Market Gain, and Market Certificate Payments to CMA Producers										0									
PART D - CROP INFORMATION																			
22. Pfigs. SvcCo Code	23. Crop	24. Type	25. Int. Use	26. Acres	27. Share	28. Stg	29. Coverage Status	30. Ins/ Nonins	31. Prod Type	32. Production to Count	33. Salvage Value (\$)	Field Market Value		Production		37. Salvage Value (\$)	Field Market Value		
												34A. A	34B. B	35. Adjusted	36. Assined		38A. A	38B. B	
11-001	Alfalfa		Fg	19.10	100%	H	Purchased	Non-ins.		31,600.00									
11-001	Corn	YEL	Gr	390.00	100%	H	Purchased	Insurable		15,695.00									
11-001	Oats	SPR	Gr	29.00	100%	H	Relief	Insurable		76.40									
11-001	Soybeans	COM	Gr	313.90	100%	H	Purchased	Insurable		2,320.00									
PART E - ADMINISTRATIVE COC APPROVAL for PARTS A, B, C, D																			
The producer in Item 14 has land that is within a Secretarial designated or contiguous county that is administered by the county in Item 15. <input type="checkbox"/> YES <input type="checkbox"/> NO																			
39. COC Action:			40. Subject to Reconsideration			41. COC or Designee Signature			42. Date (MM-DD-YYYY)										
Approved Disapproved			YES NO																

--*

*--618 Factoring RMA Data

A Overview

There may be situations where the RMA data that is received on SIR must be factored or split before it is loaded into the SURE Workbook. These situations may include, but are **not** limited to:

- if the share provided by RMA differs from the FSA shares, the RMA Indemnity, RMA Producer Premium, and the RMA Guarantee Basis need to be split by share, according to subparagraph 292 C
- if the total acres provided by RMA include acres eligible and ineligible for SURE, the RMA Guarantee Basis and RMA Production to Count will need to be split by SURE eligible and ineligible acres, according to subparagraph 292 C
- if a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may need to be split by stage.

If the RMA and FSA shares differ for insured crops:

- **with** an RMA Guarantee Basis and it is determined that FSA shares are correct and the FSA share **is lower**, the RMA Guarantee Basis will need to be adjusted downward using the FSA share
- **without** an RMA Guarantee Basis and it is determined that the FSA shares are correct and the FSA shares are **higher**, a Share Adjustment Factor (SAF) will need to be calculated.

B Tools for Factoring RMA Data

Three external worksheets have been developed to assist Field Offices in factoring or splitting the RMA data.

These external worksheets are available for download from the SURE Intranet site. Access the SURE Intranet web site according to subparagraph 600 C.

Users shall click on 1 of the following 3 links on the SURE Intranet site to open, save, complete, and print the document:

- “Factoring RMA Data by Share”
- “Factoring RMA Data by Eligible Acres”
- “Factoring RMA Data by Stage”
- “Factoring RMA Data by Share Differences”.--*

***--618 Factoring RMA Data (Continued)**

C Factoring RMA Data by Share

If the share provided by RMA differs from the FSA shares, the RMA Indemnity, RMA Producer Premium, and RMA Guarantee Basis need to be split by share, according to subparagraph 292 C.

To split or factor the RMA Indemnity, RMA Producer Premium, and RMA Guarantee Basis by share, the user shall use the Factoring RMA Data by Share Tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described in the following.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU for the crop.
	Share	Enter total RMA share for the crop.
	Gross Indemnity	Enter total RMA indemnity for the crop.
	Producer Premium	Enter total RMA producer premium for the crop.
	Guarantee Basis	Enter total RMA Guarantee Basis for the crop.
Data for SURE Program Purposes	Share	Enter FSA shares for the crop. Must total to RMA share.
	Gross Indemnity	Resulting factored RMA Indemnity to be entered into the SURE Workbook.
	Producer Premium	Resulting factored RMA Producer Premium to be entered into the SURE Workbook.
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the SURE Workbook.

The following is an example of the Factoring RMA Data by Share Tool.

Factoring RMA Data by Share							
Enter RMA Data here	FSA Crop Name	Type	IU	Share	Gross Indemnity	Producer Premium	Guarantee Basis
	CORN	YEL	FG	0.7500	\$ 8,000.00	\$ 1,500.00	\$ 10,000
				0.2500	\$ 2,666.67	\$ 500.00	\$ 3,333
				0.2500	\$ 2,666.67	\$ 500.00	\$ 3,333
				0.1250	\$ 1,333.33	\$ 250.00	\$ 1,667
				0.1250	\$ 1,333.33	\$ 250.00	\$ 1,667
				0.7500			

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

***--618 Factoring RMA Data (Continued)**

D Factoring RMA Data by Eligible Acres

If the total acres provided by RMA include acres eligible and ineligible for SURE, the RMA Guarantee Basis and RMA Production to Count will need to be split by SURE eligible and ineligible acres, according to subparagraph 292 G.

To split or factor the RMA Guarantee Basis and RMA Production to Count by SURE eligible and ineligible acres, the user shall use the Factoring RMA Data by Eligible Acres Tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described in the following.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU for the crop.
	Unit of Meas	Enter FSA Unit of Measure for the crop.
	Reported Acres	Enter total RMA acres for the crop.
	Guarantee Basis	Enter total RMA Guarantee Basis for the crop.
	Production to Count	Enter total RMA production to count for the crop.
Enter SURE Eligible Acres Here	Crop	Entries carried down from data entered in the preceding cells.
	Type	
	IU	
	Unit of Meas	
	Reported Acres	Enter total SURE eligible acres, as determined by the user.
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the SURE Workbook.
	Production to Count	Resulting factored RMA Production to Count to be entered into the SURE Workbook.

The following is an example of the Factoring RMA Data by Eligible Acres Tool.

Factoring RMA Data by Eligible Acres							
Enter RMA Data Here	FSA Crop Name	Type	IU	Unit of Meas	Reported Acres	Guarantee Basis	Production to Count
	CORN	YEL	FG	TON	50.00	\$ 10,000	1200.00
Enter SURE Eligible Acres Here	Crop	Type	IU	Unit of Meas	Reported Acres	Guarantee Basis	Production to Count
	CORN	YEL	FG	TON	25.00	\$ 5,000	600.00

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

***--618 Factoring RMA Data (Continued)**

E Factoring RMA Data by Stage

If a loss record is provided by RMA and a portion of the acreage is unharvested, the RMA Guarantee Basis may need to be split by stage.

To split or factor the RMA Guarantee Basis by stage, the user shall use the Factoring RMA Data by Stage Tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described according to the following.

Section	Entry Label	Description
Enter RMA Data Here	FSA Crop Name	Enter FSA crop name.
	Type	Enter FSA crop type.
	IU	Enter FSA IU.
	Stage	Stage code, no entry required.
	Reported Acres	Enter RMA acres from the "L" (Loss) Record by stage, next to the corresponding stage code.
	Guarantee Basis	Enter RMA Guarantee Basis from the "A" (Acreage) Record.
RMA Guarantee for SURE Program Purposes	Crop	Entries carried down from data entered in the preceding cells.
	Type	
	IU	
	Stage	
	Acres	
	Guarantee Basis	Resulting factored RMA Guarantee Basis to be entered into the SURE Workbook

The following is an example of the Factoring RMA Data by Stage Tool.

Factoring RMA Data by Stage						
<i>Enter RMA Data Here</i>	FSA Crop Name	Type	IU	Stage	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	\$ 10,000
				UH	9.75	
<i>RMA Guarantee for SURE Program Purposes</i>	Crop	Type	IU	Stage	"L" Record Acres	Guarantee Basis
	CORN	YEL	FG	H	35.00	\$ 7,821
				UH	9.75	\$ 2,179

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

***--618 Factoring RMA Data (Continued)**

F Factoring RMA Data by Share Differences

If the share provided by RMA differs from the FSA shares and it is determined that the difference does not meet 1 of the exceptions in subparagraph 35 I, then follow the procedure in this table.

IF...	AND it is determined that FSA shares are...	AND FSA shares are...	AND there is...	THEN...
RMA shares differ from FSA shares	correct	lower than the RMA shares	an RMA Guarantee Basis	the RMA Guarantee Basis will need to be adjusted downward using the Factoring RMA Data by Share Differences for an Insured Crop With an RMA Guarantee Basis Tool.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	no adjustment is required.
		higher than the RMA shares	an RMA Guarantee Basis	no adjustment is required.
			not an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)	SAF will need to be determined using the Factoring RMA Data by Share Differences for an Insured Crop Without an RMA Guarantee Basis Tool.
	incorrect according to subparagraph 292 B			see subparagraph 292 B.

The following are the 2 components to the Factoring RMA Data by Share Differences Tool:

- calculating an adjusted RMA Guarantee Basis for an insured crop **with** an **RMA Guarantee Basis**
- determining SAF for an insured crop **without** an **RMA Guarantee Basis**.--*

***--618 Factoring RMA Data (Continued)**

G Adjusted RMA Guarantee Basis for an Insured Crop With an RMA Guarantee Basis

To calculate an adjusted RMA Guarantee Basis for an insured crop with an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis Tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described in the following.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured’s RMA share for the crop/unit.
	RMA Guarantee Basis	Enter RMA Guarantee Basis for the crop/unit from the applicable “A” (Acreage) Record.
Enter FSA Data Here	Share	Enter FSA share for the crop. Must be determined as the correct share for the producer.
Data for SURE Program Purposes	Adjusted RMA Guarantee Basis	Calculated adjusted RMA Guarantee Basis to be entered into the “RMA Guarantee Basis” field in the SURE Workbook for the line entry.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop with an RMA Guarantee Basis Tool.

	Share	RMA Guarantee Basis
<i>Enter RMA Data Here</i>	0.8000	\$ 10,000
<i>Enter FSA Data Here</i>	0.6000	
<i>Data for SURE Program Purposes</i>	Adjusted RMA Guarantee Basis	\$ 7,500

Note: The screen capture is for example purposes **only**.--*

***--618 Factoring RMA Data (Continued)**

H SAF for an Insured Crop Without an RMA Guarantee Basis

To determine SAF for an insured crop without an RMA Guarantee Basis, the user shall use the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis Tool.

The user will need to enter data in the cells highlighted in yellow; the resulting factored data will be in blue, as described in the following.

Section	Entry Label	Description
Enter RMA Data Here	Share	Enter insured’s RMA share for the crop/unit.
Enter FSA Data Here	Share	Enter FSA share for the crop. Must be determined as the correct share for the producer.
Data for SURE Program Purposes	Share Adjustment Factor (SAF)	Calculated SAF. In the SURE Workbook: <ul style="list-style-type: none"> • “Guarantee Adjustment Code” field, ENTER “SAF” • “Guarantee Adjustment Factor” field, enter the calculated SAF value.

The following is an example of the Factoring RMA Data by Share Differences – Insured Crop without an RMA Guarantee Basis Tool.

Insured Crop without an RMA Guarantee Basis (Plan Codes 50R, 51, 55, 61, 63)		
	Share	
<i>Enter RMA Data Here</i>	0.6000	
<i>Enter FSA Data Here</i>	0.8000	
<i>Data for SURE Program Purposes</i>	Share Adjustment Factor (SAF)	0.7500

Note: The screen capture is for example purposes **only**.--*

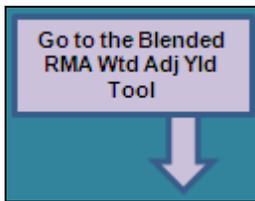
***--619 Blending Multiple RMA Weighted Adjusted Yields**

A Overview

The SURE Workbook allows entering only **one** RMA weighted adjusted yield per crop, crop type, and IU. See paragraph 132 for reasons for a producer having multiple RMA weighted adjusted yields.

B Accessing RMA Weighted Adjusted Yield Tool

From the Yield Determination Tool, CLICK “Go to the Blended RMA Wtd Adj Yld Tool”.



If the RMA Weighted Adjusted Yield Tool is not applicable, the following message will be displayed.



--*

***--619 Blending Multiple RMA Weighted Adjusted Yields (Continued)**

B Accessing RMA Weighted Adjusted Yield Tool (Continued)

If the RMA Weighted Adjusted Yield Tool is applicable, the 2010 RMA Weighted Adjusted Yield Tool will be displayed.

2010 RMA Weighted Adjusted Yield Tool							 		
Any Producer Admin. County: 11-001									
Phys. St/Co (if not Admin)	Crop	Crop Type	Int Use	Unit Number	Coverage Level	Price Election	RMA Acres	RMA Weighted Adjusted Yield	Blended RMA Weighted Adjusted Yield
	Corn	YEL	gr	100	0.7500	1.0000	21.00	140.00	138.19
	Corn	YEL	gr	102	0.7500	1.0000	32.00	137.00	138.19

Enter the RMA Acres and RMA Weighted Adjusted Yield data from 2010 SIR (Web) RMA Data.

Label	Definition and Rule
RMA Acres	Enter the RMA acres from the “A” (Acreage) Record in tenths or hundredths, as applicable. Acres will display in hundredths.
RMA Weighted Adjusted Yield	Enter the RMA weighted adjusted yield from the acreage, “A”, record in whole numbers, tenths, or hundredths, as applicable. The yield will display in hundredths.

As acres and yields are entered, the blended yield will be displayed in the “Blended RMA Weighted Adjusted Yield” field.

To clear entered data, CLICK “Clear Entries”.--*

***--619 Blending Multiple RMA Weighted Adjusted Yields (Continued)**

C Yield Determination Tool

After entering all RMA acres and RMA weighted adjusted yields, continue with the workbook by clicking **“Go to Yield Determination Tool”**. The 2010 Yield Determination Tool will be displayed.

2010 Yield Determination Tool						RMA WTD ADJ YLD	Blended RMA WAY
Counter-Cyclical Yields							
Phys. St/Co (if not Admin)	Crop	Crop Type	Use	U O M	CC Yield		
	Insured Corn	YEL	gr	lbs	120		138.19

The blended weighted adjusted yield will be displayed in the “Blended RMA WAY” field. The workbook will compare this value to the CC yield, if applicable, to determine the SURE yield for the farm. Continue with completing the workbook.--*

***--620 Tolerance Tool**

A Overview

According to paragraph 100, SURE benefits for insured crops are based on RMA acres. SURE eligible RMA planted acres will be compared to SURE eligible FSA planted acres. If RMA and FSA planted acres differ, a tolerance applies according to subparagraph 100 B. When the difference has been determined, the guarantee basis may need to be reduced.

The Tolerance Tool has been developed to assist County Office users in calculating the difference between SURE eligible RMA planted acres and SURE eligible FSA planted acres and to reduce the guarantee basis by this difference, when applicable.

The Tolerance Tool is available on the SURE Intranet web site. Access the SURE Intranet web site according to subparagraph 600 C.

B Using the Tolerance Tool

From 2010 SIR (Web) RMA Data Section, enter data for all yellow cells according to the following.

Label	Definition and Rule
State and County	Enter the administrative State and county.
Producer Name	Enter the producer's name.
Crop	Enter the crop for which tolerance is being determined.
Type	Enter the 3-character FSA crop type. Entry must be a valid crop type for the crop entered.
Use	Enter IU for the crop and crop type entered. Entry must be a valid IU for the crop and crop type entered.

--*

***--620 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

The Summarized Tolerance Information Section of the Tolerance Tool is for informational purposes **only**. This section summarizes the information entered in the Acreage Information Section, displays the Tolerance Determination, and provides, if applicable, the guarantee basis reduction used in reducing the RMA Guarantee Basis. The resulting entries are based solely on the entries made in the Acreage Information Section of the Tolerance Tool. All data entered in the Tolerance Tool is required, as applicable.

Acreage Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
RMA Acreage/Loss	<p>SURE eligible acres are taken from SIR “A” (Acreage) Record and entered under the “Acreage” column unless an “L” (Loss) Record exists. If there is an “L” (Loss) Record on SIR, SURE eligible acres are taken from the “L” (Loss) Record and entered under the “Loss” column.</p> <p>Note: Paragraph 100 instructs users to total all RMA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in the “Acreage” cell, the “Loss” cell will be grayed out. If acres are entered in the “Loss” cell, the “Acreage” cell will be grayed out. Only enter acres once per line entry, either in “Acreage” or “Loss” cell, as applicable.</p>
FSA Reported/ Determined	<p>Enter the reported acreage from SIR under the “Reported” column unless determined acres are available. If determined acres are available, enter the applicable acres under the “Determined” column.</p> <p>Note: Paragraph 100 instructs users to total all FSA acreage when making a manual calculation. The Tolerance Tool will perform this calculation and requires that each acreage amount be entered individually on a separate line. If acres are entered in “Reported” cell, the “Determined” cell will be grayed out. If acres are entered in “Determined” cell, the “Reported” cell will be grayed out. Only enter acres once per line entry, either in “Reported” or “Determined” cell, as applicable.</p>

--*

*--620 Tolerance Tool (Continued)

B Using the Tolerance Tool (Continued)

Guarantee Basis Information	
Identifier (Optional)	County Office may enter a unique identifier; that is, unit number, to assist in identifying the line entry.
Original	Enter the RMA Guarantee Basis from SIR for the applicable acreage line entry entered in the Acreage Information Section.
Reduced	<p>If the Tolerance Tool determines tolerance has been exceeded, and determines that the RMA Guarantee Basis must be reduced, the Tolerance Tool will calculate and display the reduced RMA Guarantee Basis in this column for the applicable acreage based on the calculated reduction found in the “Guarantee Basis Reduction” field in the Summarized Tolerance Information Section of the Tolerance Tool.</p> <p>This reduced RMA Guarantee Basis must be entered in the SURE Workbook in the “RMA Guarantee Basis” field for the applicable acreage line entry. This reduced RMA Guarantee Basis supersedes the RMA Guarantee Basis provided on SIR.</p> <p>If the Tolerance Tool does not calculate a reduced RMA Guarantee Basis, no further action is required for tolerance. Use the RMA Guarantee Basis as provided on SIR.</p>

--*

***--620 Tolerance Tool (Continued)**

B Using the Tolerance Tool (Continued)

The following are examples of the Tolerance Tool.

Example 1:

SURE Program Reducing Guarantee Basis for Tolerance					State and County		Anywhere ST	
					Producer Name		Any Producer	
					Crop		CORN	
					Type		YEL	
					Use		GR	
Summarized Tolerance Information (Informational Only)								
Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	348.50	321.50	27.00	17.43	17.43	Exceeds	Yes	0.9225
Acreage Information								
Identifier (optional)	RMA		FSA		Guarantee Basis Information			
	Acreage	Loss	Reported	Determined	Identifier (opt.)	Original	Reduced	
	115.30			109.50		\$ 83,359	\$ 76,899	
		159.70		141.00		\$ 111,566	\$ 102,920	
	348.5		321.5					

Example 2:

SURE Program Reducing Guarantee Basis for Tolerance					State and County		Anywhere ST	
					Producer Name		Any Producer	
					Crop		SOYBN	
					Type		COM	
					Use		GR	
Summarized Tolerance Information (Informational Only)								
Farm Data	Total RMA Acres for Tolerance	Total FSA Acres for Tolerance	Absolute Difference	5% of the Total RMA Acres for Tolerance	Tolerance Threshold	Tolerance Determination	Reduce RMA Guarantee Basis	Guarantee Basis Reduction
	229.00	276.70	47.70	11.45	11.45	Exceeds	No	
Acreage Information								
Identifier (optional)	RMA		FSA		Guarantee Basis Information			
	Acreage	Loss	Reported	Determined	Identifier (opt.)	Original	Reduced	
	123.90			151.50				
		39.60		53.50				
	65.50		71.70					
	229.0		276.7					

Note: The screen captures are for example purposes only.--*

***--621 Peanut Tool**

A Overview

As provided in paragraph 134, the RMA Weighted Adjusted Yield for peanuts is **not** printed on SIR and the guarantee basis provided for peanuts is not correct for producers with multiple “A” (Acreage) Records. RMA is not able to provide the requested data for peanut producers with multiple “A” (Acreage) Records because of multiple contract prices. Since the correct information is not available for peanut producers in this situation, County Offices will calculate the RMA Weighted Adjusted Yield and Guarantee Basis with the assistance of the Peanut Tool.

The Weighted Adjusted Yield and Guarantee Basis will be calculated **only** for peanut records that do **not** contain an RMA Weighted Adjusted Yield.

The Peanut Tool:

- was developed to assist Field Offices in calculating the RMA Weighted Adjusted Yield and Guarantee Basis for peanuts
- is available for download on the SURE Intranet web site. Access the SURE Intranet web site according to subparagraph 600 C.

B Using the Peanut Tool

The following is an example of the Peanut Tool.

Clear Entries

Producer Name: Any Producer

Peanut Tool

Phys. St/Co (if not Admin)	Crop Type	Unit	RMA Plan Code	RMA Acres	Adjusted APH Yield	Current RMA Guarantee	RMA Weighted Adjusted Yield	Guarantee Basis
	RUN	201	90	87.10	3802.00	\$ 11,878	2,897.99	\$ 9,054
	RUN	202	90	51.70	1375.00	\$ 3,141	2,897.99	\$ 6,620
	SPW	202	90	42.10	850.00	\$ 1,407	973.86	\$ 1,612
	SPW	203	90	51.30	1075.50	\$ 2,168	973.86	\$ 1,963
99-999	RUN	401	90	35.80	875.70	\$ 1,248	915.88	\$ 1,305
99-999	RUN	401	90	62.50	938.90	\$ 2,105	915.88	\$ 2,053

From SIR, enter data in all yellow cells as follows. All data entered in the Peanut Tool is required with the exception of the physical State and county if it is **not** applicable. Multiple types and/or counties may be loaded in the tool at the same time. The Peanut Tool will calculate the RMA Weighted Adjusted Yield and Guarantee Basis by county/crop/type.--*

***--621 Peanut Tool (Continued)**

B Using the Peanut Tool (Continued)

Label	Definition and Role
Producer Name	Enter the producer's name.
Phys. St/Co (if not Admin)	Enter the physical location for the county if multiple counties are administered in 1 county.
Crop Type	Enter or select the 3-character FSA crop type code. Entry must be a valid peanut crop type code.
Unit	Enter the RMA unit number.
RMA Plan Code	Enter the RMA insurance plan code.
RMA Acres	Enter the RMA acres from the "A" (Acreage) Record. Acres will display in hundredths.
Adjusted APH Yield	Enter the adjusted APH yield from the "A" (Acreage) Record. The yield will display in hundredths.
Current RMA Guarantee	Enter the RMA Guarantee Basis in whole dollars.

As each row of data is entered, the RMA Weighted Adjusted Yield and Guarantee Basis will be calculated and displayed in the applicable fields.

C Navigation Buttons

The following provides navigation buttons and functions.

Button	Function
	Click and the "Confirmation for Clearing the Data" box will be displayed. Click either of the following: <ul style="list-style-type: none"> • "OK" to clear the data • "Cancel" to return to the tool.
	Print the document.

--*

***--621 Peanut Tool (Continued)**

D Loading Data in the SURE Workbook

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

E Printing and Filing Peanut Tool Document

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

622-650 (Reserved)

Part 19 (Reserved)

651-700 (Reserved)

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

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

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)		7, 321, 706, 708, 721
AD-1026A	Supplemental to AD-1026 (Continuation)		391, 512, 572, 612
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

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	SCIMS Customer Search Screen	553
	Supplemental Revenue Assistance Payments Program (SURE) Screen	600
	SURE Select Program Year Screen	601
	SWIMS Bulk Import Screen	542
	SWIMS Import Failed Screen	541
	SWIMS Import Successful Screen	541
	SWIMS Import SURE Workbook XML File Screen	541
	SWIMS Search and Export Workbook Screen	543
CQT 100	Compliance Query Tool (CQT) Screen	551
CQT 201	Search Selection Screen	552
CQT 202	Farm Selection Screen	554
CQT 203	Producer Selection Screen	555
CQT 204	State/County Selection Screen	556
CQT 205	Producers Crop Data	557
SURE08Confirm01	Record Calculated Payment Confirmation Page	714
SURE08Confirm01	Modify Calculated Payment Confirmation Page	717
SURE08Confirm01	Delete Calculated Payment Confirmation Page	718
SURE08MainMenu01	Supplemental Agricultural Disaster Assistance (SURE) Home Page	711
SURE08Record01	Record Calculated Payment Page	713
SURE08Record01	Modify/Delete Calculated Payment Page	716

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. Enter result in the SURE Workbook, “RMA Indemnity” field.
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.	
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.	
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.	

SIR RMA Data (Continued)

RMA Label	RMA Label Description	Data Entry Workbook Label	Description	Action Required
ACRES	Acres	Acres	Acres from the "A" (Acreage) Record are reported acres.	<p>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.</p> <p>Notes: RMA uses the lesser of the reported or determined acres to calculate the guarantee basis. RMA determined acres are informational only.</p> <p>For raisins, see paragraph 309. RMA data provided in SIR "ACRES" field represents the total tons of raisins insured, not acres.</p>
			Acres from the "L" (Loss) Record are determined 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.	<p>*--Enter producer's share as a number, with up to 4 decimal places. Use the FSA share, unless RMA data is available.</p> <p>If RMA and FSA shares differ (ie: 1.000 versus 0.5000), see subparagraph 292 B.</p> <p>RMA share is provided with 3 decimal places, FSA share is 4 decimal places. If RMA and FSA shares are technically the same but differ because of the decimal place (ie: 0.334 versus 0.3334), enter the RMA share.</p> <p>If the SURE Data Query Tool is used to eliminate the data load process, then the County Office is not required to change the FSA share to match the RMA share, because of the difference in decimal place.</p> <p>A value is required for all entries.--*</p>
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.

NASS U.S. Prices (Continued)

B 2009 NASS U.S. Prices

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

Crop Code	Type Abbr	Crop Name	Type Name	Use	Unit of Measure	2009 NAMF
0001		Tobacco Burley			LBS	1.709
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.754
0002	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.754
0002	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.754
0002	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.754
0002	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.754
0003		Tobacco Virginia Fire Cured			LBS	2.100
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.468
0004	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.468
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.242
0005	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.242
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	5.039
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.700
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	5.23
0011	HRW	Wheat	Hard Red Winter Wheat	GR	BU	4.71
0011	*--HWR--*	Wheat	Hard White Winter Wheat	GR	BU	4.71
0011	HWS	Wheat	Hard White Spring Wheat	GR	BU	5.23
0011	SRW	Wheat	Soft Red Winter Wheat	GR	BU	4.71
0011	SWS	Wheat	Soft White Spring Wheat	GR	BU	5.23
0011	SWW	Wheat	Soft White Winter Wheat	GR	BU	4.71
0016	SPR	Oats	Spring	GR	BU	2.02
0016	WTR	Oats	Winter	GR	BU	2.02
0018	LGR	Rice	Long Grain		LBS	0.140
0018	MGR	Rice	Medium Grain		LBS	0.140
0018	SGR	Rice	Short Grain		LBS	0.140
0022		Cotton, ELS			LBS	1.170
0031	COM	Flax	Common	SD	BU	8.15
0031	LIN	Flax	Linola	SD	BU	8.15
0038		Sugarcane		PR	LBS	0.171
0039		Sugar Beets		PR	TON	46.70

NASS U.S. Prices (Continued)

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

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

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NASS U.S. Prices (Continued)

*--C 2010 NASS U.S. Prices

The following provides NASS U.S. prices for determining NAMP.

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2010 Price
0001		Tobacco Burley			LBS	1.549
0002	FCA	Tobacco Flue Cured	Flue Cured (012)		LBS	1.690
	FCB	Tobacco Flue Cured	Flue Cured (013)		LBS	1.690
	FCC	Tobacco Flue Cured	Flue Cured (014)		LBS	1.690
	FCD	Tobacco Flue Cured	Flue Cured (11a)		LBS	1.690
	FCE	Tobacco Flue Cured	Flue Cured (11b)		LBS	1.690
0003		Tobacco Virginia Fire Cured			LBS	2.000
0004	FRA	Tobacco Fire Cured	Flue Cured (022)		LBS	2.467
	FRB	Tobacco Fire Cured	Flue Cured (023)		LBS	2.467
0005	DAA	Tobacco Dark Air Cured	Dark Air Cured (035)		LBS	2.242
	DAB	Tobacco Dark Air Cured	Dark Air Cured (036)		LBS	2.242
0008	CBA	Tobacco Cigar Binder	Cigar Binder (051)		LBS	6.188
0010	CGA	Tobacco Cigar Filler	Cigar Filler Tobacco (041)		LBS	1.750
0011	HRS	Wheat	Hard Red Spring Wheat	GR	BU	6.49
	--HRW--	Wheat	Hard Red Winter Wheat	GR	BU	5.37
	HWR	Wheat	Hard White Winter Wheat	GR	BU	5.37
	HWS	Wheat	Hard White Spring Wheat	GR	BU	6.49
	SRW	Wheat	Soft Red Winter Wheat	GR	BU	5.37
	SWS	Wheat	Soft White Spring Wheat	GR	BU	6.49
	SWW	Wheat	Soft White Winter Wheat	GR	BU	5.37
0016	SPR	Oats	Spring	GR	BU	2.52
	WTR	Oats	Winter	GR	BU	2.52
0018	LGR	Rice	Long Grain		LBS	NA
	MGR	Rice	Medium Grain		LBS	NA
	SGR	Rice	Short Grain		LBS	NA
0022		Cotton, ELS			LBS	NA
0031	COM	Flax	Common	SD	BU	NA
	LIN	Flax	Linola	SD	BU	NA
0038		Sugarcane		PR	LBS	NA
0039		Sugar Beets		PR	TON	NA

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NASS U.S. Prices (Continued)

***--C 2010 NASS U.S. Prices**

Crop Code	Type Abbr	Crop Name	Type Name	Use	Meas	2010 Price
0041	YEL	Corn	Yellow	GR	BU	5.18
	YEL	Corn	Yellow	SD	BU	5.18
0051	GRS	Sorghum	Grain	GR	BU	5.02
	HIF	Sorghum	Hybrid Interplanting Fg	SD	BU	5.02
	HIG	Sorghum	Hybrid	SD	BU	5.02
	HSF	Sorghum	Hybrid Standardplant Fg	SD	BU	5.02
	HSG	Sorghum	Hybrid Standardplant Gr	SD	BU	5.02
	HSS	Sorghum	Hybrid Standardplant Su	SD	BU	5.02
0058		Cranberries		FH	BBL	46.50
		Cranberries		PR	BBL	46.50
0067	AUS	Peas	Austrian Peas	DE	LBS	0.171
0075	RUN	Peanuts	Runner Peanuts	NP	LBS	0.225
	SPE	Peanuts	Southeast Spanish Peanuts	NP	LBS	0.225
	SPW	Peanuts	Southwest Spanish Peanuts	NP	LBS	0.225
	VAL	Peanuts	Valencia Peanuts	NP	LBS	0.225
	VIR	Peanuts	Virginia Peanuts	NP	LBS	0.225
0078	NON	Sunflowers	Confectionery - Sunflower	GR	LBS	NA
	OIL	Sunflowers	Sunflower Oil	GR	LBS	NA
0080	DOP	Millet	Dove Proso	GR	BU	NA
0081	COM	Soybeans	Common	GR	BU	11.30
	EDA	Soybeans	Edamame Soybeans	GR	BU	11.30
	LER	Soybeans	Lerado	GR	BU	11.30
0091	SPR	Barley	Spring Barley	GR	BU	3.22
	WTR	Barley	Winter Barley	GR	BU	3.22
0094		Rye		GR	BU	5.03
0129		Rapeseed		SD	LBS	NA
0469		Macadamia Nuts			LBS	0.750
0711	FAL	Canola	Fall Seeded	SD	LBS	NA
	SPR	Canola	Spring Canola	SD	LBS	NA

Note: For all price entries with “NA”, prices are not currently available and will be updated when the price becomes available.--*

SURE RMA Adjustments

A 2008 SURE RMA Adjustments

The following crops, States, and areas within States, are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district **must** be consistent with *--NAMP established according to subparagraph 63 D.--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Blueberries	0012	90	Alabama	All	All	Fresh	\$(0.27)	lb
						Processing	\$(0.20)	lb
			All Other States (Excluding FL, GA, OR, WA)	All	All	Fresh	\$(0.53)	lb
			All Other States (Excluding GA, ME) (Including OR, WA)	All	All	Processing	\$(0.20)	lb
			FL	All	Rabbiteye	Fresh	\$(0.27)	lb
						Southern Highbush	Fresh	\$(1.35)
			GA	All	Rabbiteye	Fresh	\$(0.27)	lb
					Rabbiteye	Processing	\$(0.20)	lb
			GA	All	Southern Highbush	Fresh	\$(0.27)	lb
						Processing	\$(0.13)	lb
			ME	All	Lowbush	Processing	\$(0.13)	lb
			OR	All	All	Fresh	\$(0.32)	lb
WA	All	All	Fresh	\$(0.49)	lb			
Onions	0013	90	CO	Multiple	Reds	All	\$(6.35)	cwt.
					Whites	All	\$(6.00)	cwt.
					Yellows	All	\$(5.75)	cwt.
			GA	Multiple	Yellows	All	\$(4.85)	cwt.
					ID, OR, WA	Multiple	Whites, Reds	All
			Yellows	All			\$(4.85)	cwt.
			KS	Multiple	Reds	All	\$(6.35)	cwt.
					Whites	All	\$(6.00)	cwt.
					Yellows	All	\$(5.75)	cwt.
			MI	Multiple	Yellows, Whites, Reds	All	\$(4.50)	cwt.
			NV	Multiple	Yellows, Whites, Reds	All	\$(3.10)	cwt.
			NM	Multiple	Whites, Reds	All	\$(8.00)	cwt.
					Yellows	All	\$(4.55)	cwt.
			NY	Multiple	Whites, Reds	All	\$(4.15)	cwt.
					Yellows	All	\$(2.05)	cwt.
			OR, WA	Multiple	Yellows/ White	All	\$(4.85)	cwt.
			TX	Multiple	Red	All	\$(6.00)	cwt.
					White	All	\$(6.00)	cwt.
					Whites, Reds	All	\$(8.00)	cwt.
					Yellows	All	\$(5.00)	cwt.
Yellows	All	\$(4.55)			cwt.			
UT	Multiple	Yellows, Whites, Reds	All	\$(3.10)	cwt.			

*--SURE RMA Adjustments (Continued)

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Avocados	0019	90	CA	All	Hass Varieties	All	\$(0.10)	lb
			FL	All	Green Varieties	All	\$(2.65)	55 lb bu
Peaches	0034	90	AL, AR, FL, MD, MO	Multiple	All	Fresh	\$(5.25)	50 lb bu
			All Other Insured States	Multiple	All	Processing	\$(1.40)	50 lb bu
			CO, NJ	Multiple	All	Fresh	\$(5.50)	50 lb bu
			CT, MA, NH, RI, VT	Multiple	All	Fresh	\$(7.10)	50 lb bu
			FL, GA, MI, SC	Multiple	All	Processing	\$(1.55)	50 lb bu
			GA	Northern	All	Fresh	\$(4.85)	50 lb bu
				Southern	All	Fresh	\$(5.25)	50 lb bu
			IL, MS	Multiple	All	Fresh	\$(5.75)	50 lb bu
			KY, TN	Multiple	All	Fresh	\$(6.00)	50 lb bu
			LA	Multiple	All	Fresh	\$(6.75)	50 lb bu
			MI, NY, PA, VA, WV	Multiple	All	Fresh	\$(4.75)	50 lb bu
			NC, SC	Multiple	All	Fresh	\$(4.85)	50 lb bu
			NY	Multiple	All	Processing	\$(1.80)	50 lb bu
			OK	Multiple	All	Fresh	\$(6.25)	50 lb bu
			TX	All Others	All	Fresh	\$(7.00)	50 lb bu
				Hildago	All	Fresh	\$(7.10)	50 lb bu
Prunes	0036	90	CA	Multiple	All	All	\$(500.00)	\$/per dried ton
Processing Beans	0046	90	All	All	Lima	All	\$(100.00)	ton
			DE	All	Snap	All	\$(48.00)	ton
			IL	All	Snap	All	\$(33.00)	ton
			IN	All	Snap	All	\$(46.00)	ton
			MD	All	Snap	All	\$(48.00)	ton
			MI	All	Snap	All	\$(41.00)	ton
			MN	All	Snap	All	\$(30.00)	ton
			NJ	All	Snap	All	\$(48.00)	ton
			NM	All	Snap	All	\$(48.00)	ton
			NY	All	Snap	All	\$(51.00)	ton
			NC	All	Snap	All	\$(48.00)	ton
			OR	All counties except Malhuer	Snap	All	\$(47.00)	ton
			PA	All	Snap	All	\$(55.00)	ton
			TN	All	Snap	All	\$(48.00)	ton
			TX	All	Snap	All	\$(48.00)	ton
			VA	All	Snap	All	\$(48.00)	ton
WA	All	Snap	All	\$(47.00)	ton			
WI	All	Snap	All	\$(30.00)	ton			

*--SURE RMA Adjustments (Continued)

A 2008 SURE RMA Adjustments (Continued)--*

Crop	Crop Code	Plan Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure
Fresh Nectarines	0220	90	CA	All	All	Early	\$(1.60)	25 lb lug
						Late	\$(1.60)	25 lb lug
						Mid	\$(1.60)	25 lb lug
Processing Cling Peaches	0221	90	CA	All	All	Extra Early	\$(75.00)	ton
						Nonextra Early	\$(75.00)	ton
Processing Freestone	0222	90	CA	All	All	All	\$(59.00)	ton
Fresh Freestone Peaches	0223	90	CA	All	All	Early	\$(1.34)	22 lb lug
						Late	\$(1.34)	22 lb lug
						Mid	\$(1.34)	22 lb lug
			ID	All	All	All	\$(2.53)	22 lb lug
			OR	All	All	All	\$(2.53)	22 lb lug
			UT	All	All	All	\$(2.13)	22 lb lug
			WA	All	All	All	\$(2.53)	22 lb lug
Coffee	0256	90	HI	Hawaii	All	All	\$(0.45)	lb
				Honolulu	All	All	\$(0.16)	lb
				Kauai	All	All	\$(0.16)	lb
				Maui	All	All	\$(0.16)	lb

SURE RMA Adjustments (Continued)

B 2009 SURE RMA Adjustments (Continued)

The following crops, States, and areas within States, are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district must be consistent with *--NAMP established according to subparagraph 63 D.--*

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit of Measure			
Blueberries	0012	AL	All	All	Fresh	\$ (0.35)	lb			
					Processing	\$ (0.15)	lb			
		All Other States (Excluding OR and WA)	All	All	All	Fresh	\$ (0.55)	lb		
						Processing	\$ (0.21)	lb		
		All Other States (Including OR and WA)	All	All	All	Processing	\$ (0.21)	lb		
						Fresh	\$ (0.28)	lb		
		FL	All	All	Rabbiteye	Fresh	\$ (0.28)	lb		
					Southern Highbush	Fresh	\$ (1.35)	lb		
		GA	All	All	Rabbiteye	Fresh	\$ (0.28)	lb		
					Rabbiteye	Processing	\$ (0.21)	lb		
					Southern Highbush	Fresh	\$ (0.28)	lb		
ME	All	All	Lowbush	Processing	\$ (0.15)	lb				
OR	All	All	All	Fresh	\$ (0.34)	lb				
WA	All	All	All	Fresh	\$ (0.51)	lb				
Onions	0013	CO	All	All	Red	All	\$ (6.35)	cwt.		
					White	All	\$ (6.00)	cwt.		
					Yellow	All	\$ (5.75)	cwt.		
		GA	All	All	Yellow	All	\$ (5.10)	cwt.		
		ID, OR, WA	All	All	All	White & Red	All	\$ (5.35)	cwt.	
						Yellow	All	\$ (4.85)	cwt.	
		KS	All	All	All	Red	All	\$ (6.35)	cwt.	
						White	All	\$ (6.00)	cwt.	
						Yellow	All	\$ (5.75)	cwt.	
		MI	All	All	Yellow, White, & Red	All	\$ (4.50)	cwt.		
		NV, UT	All	All	Yellow, White, & Red	All	\$ (3.45)	cwt.		
		NM	All	All	All	White & Red	All	\$ (8.20)	cwt.	
						Yellow	All	\$ (4.90)	cwt.	
		NY	All	All	All	White & Red	All	\$ (4.15)	cwt.	
						Yellow	All	\$ (2.05)	cwt.	
		OR, WA	All Others	All	Yellow & White	All	\$ (5.10)	cwt.		
		TX	All	All	All	All	Red	All	\$ (6.35)	cwt.
							White	All	\$ (6.35)	cwt.
							White & Red	All	\$ (8.20)	cwt.
All Others	Yellow						All	\$ (4.90)	cwt.	
141, 371, 389	Yellow						All	\$ (4.90)	cwt.	
Avocados	0019	CA	All	All	Hass Varieties	All	\$ (0.10)	lb		
		FL	All	All	Green Varieties	All	\$ (2.80)	55 lb bu		

SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments

The following crops, States, and areas within States, are authorized to make adjustments to NAMP. NAMP adjustments by State and county or crushing district must be consistent with NAMP established according to subparagraph 63 D.

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Blueberries	0012	AL	All	All	Fresh	\$ (0.35)	lb
			All	All	Processing	\$ (0.15)	lb
		All Other States (excluding FL, GA, OR, WA)	All	All	Fresh	\$ (0.51)	lb
		All Other States (excluding GA, ME, including OR, WA)	All	All	Processing	\$ (0.20)	lb
		FL	All	Rabbiteye	Fresh	\$ (0.35)	lb
		FL	All	Southern Highbush	Fresh	\$ (1.65)	lb
		GA	All	Rabbiteye	Fresh	\$ (0.35)	lb
		GA	All	Rabbiteye	Processing	\$ (0.15)	lb
		GA	All	Southern Highbush	Fresh	\$ (0.35)	lb
		ME	All	Lowbush	Processing	\$ (0.15)	lb
		OR	All	All	Fresh	\$ (0.31)	lb
		WA	All	All	Fresh	\$ (0.47)	lb
Onions	0013	CO	All	Red	All	\$ (7.00)	cwt.
			All	White	All	\$ (6.70)	cwt.
			All	Yellow	All	\$ (6.35)	cwt.
		GA	All	Yellow	All	\$ (8.00)	cwt.
		ID, OR, WA	All	White & Red	All	\$ (5.00)	cwt.
			All	Yellow	All	\$ (4.65)	cwt.
		KS	All	Red	All	\$ (7.00)	cwt.
			All	White	All	\$ (6.70)	cwt.
			All	Yellow	All	\$ (6.35)	cwt.
		MI	All	Yellow, White, & Red	All	\$ (2.95)	cwt.
		NV, UT	All	Yellow, White, & Red	All	\$ (4.85)	cwt.
		NM	All	White & Red	All	\$ (8.70)	cwt.
All	Yellow		All	\$ (4.85)	cwt.		

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Onions	0013	NY	All	White & Red	All	\$ (4.15)	cwt.
		NY	All	Yellow	All	\$ (1.95)	cwt.
		OR, WA	All Others	Yellow & White	All	\$ (5.00)	cwt.
		TX	All	White & Red	All	\$ (9.25)	cwt.
		TX	All	White & Red	All	\$ (8.70)	cwt.
		TX	All Others	Yellow	All	\$ (7.75)	cwt.
		TX	141, 371, 389	Yellow	All	\$ (4.85)	cwt.
Avocados	0019	CA	All	Hass Varieties	All	\$ (0.10)	lb
		FL	All	Green Varieties	All	\$ (2.80)	55 lb bu.
Peaches	0034	WV	All	All	Fresh	\$ (5.25)	50 lb bu.
		MI, NJ, NY, VA	All	All	Fresh	\$ (5.50)	50 lb bu.
		AR, IL, MD, PA	All	All	Fresh	\$ (5.75)	50 lb bu.
		NC	All	All	Fresh	\$ (5.85)	50 lb bu.
		MS	All	All	Fresh	\$ (5.90)	50 lb bu.
		Al	All	All	Fresh	\$ (6.10)	50 lb bu.
		CO, OK	All	All	Fresh	\$ (6.25)	50 lb bu.
		FL, GA, MO, SC	All	All	Fresh	\$ (6.65)	50 lb bu.
		TN	All	All	Fresh	\$ (7.25)	50 lb bu.
		KY, LA	All	All	Fresh	\$ (7.75)	50 lb bu.
		CT, MA, NH, RI, VT	All	All	Fresh	\$ (8.00)	50 lb bu.
		TX	All Others	All	Fresh	\$ (8.50)	50 lb bu.
		TX	Hildago	All	Fresh	\$ (8.65)	50 lb bu.
		All Other States	All	All	Processing	\$ (1.60)	50 lb bu.
		FL, GA, SC	All	All	Processing	\$ (1.70)	50 lb bu.
		MI	All	All	Processing	\$ (1.55)	50 lb bu.
NY	All	All	Processing	\$ (2.20)	50 lb bu.		
Prunes	0036	CA	All	All	All	\$ (500.00)	dried ton
Processing Beans	0046	All	All	Lima	All	\$ (100.00)	ton
		DE	All	Snap	All	\$ (48.00)	ton
		IL	All	Snap	All	\$ (33.00)	ton
		IN	All	Snap	All	\$ (46.00)	ton

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Processing Beans	0046	MD	All	Snap	All	\$ (48.00)	ton
		MI	All	Snap	All	\$ (41.00)	ton
		MN	All	Snap	All	\$ (30.00)	ton
		NJ	All	Snap	All	\$ (48.00)	ton
		NM	All	Snap	All	\$ (48.00)	ton
		NY	All	Snap	All	\$ (51.00)	ton
		NC	All	Snap	All	\$ (48.00)	ton
		OR	All Others	Snap	All	\$ (47.00)	ton
		PA	All	Snap	All	\$ (55.00)	ton
		TN	All	Snap	All	\$ (48.00)	ton
		TX	All	Snap	All	\$ (48.00)	ton
		VA	All	Snap	All	\$ (48.00)	ton
		WA	All	Snap	All	\$ (47.00)	ton
WI	All	Snap	All	\$ (30.00)	ton		
Beans (Dry Edible)	0047	CA	All	Baby Lima	All	\$ (0.04)	lb
		CA	All	Blackeye	All	\$ (0.04)	lb
		CA	All	Garbanzo (Large Kabuli)	All	\$ (0.04)	lb
		CA	All	Large Lima	All	\$ (0.05)	lb
Table Grapes	0052	CA	All	All	All	\$ (5.12)	21/22 lb Lug
Grapes	0053	AR	All	All	All	\$ (100.00)	ton
		CA	Crush District 1	multiple	All	\$ (175.00)	ton
		CA	Crush District 10	multiple	All	\$ (175.00)	ton
		CA	Crush District 11	multiple	All	\$ (70.00)	ton
		CA	Crush District 12	multiple	All	\$ (35.00)	ton

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Grapes	0053	CA	Crush District 13	multiple	All	\$ (35.00)	ton
		CA	Crush District 14	multiple	All	\$ (35.00)	ton
		CA	Crush District 16	multiple	All	\$ (125.00)	ton
		CA	Crush District 17	multiple	All	\$ (70.00)	ton
		CA	Crush District 2	multiple	All	\$ (125.00)	ton
		CA	Crush District 3	multiple	All	\$ (175.00)	ton
		CA	Crush District 4	multiple	All	\$ (175.00)	ton
		CA	Crush District 5	multiple	All	\$ (70.00)	ton
		CA	Crush District 6	multiple	All	\$ (125.00)	ton
		CA	Crush District 7	multiple	All	\$ (70.00)	ton
		CA	Crush District 8	multiple	All	\$ (125.00)	ton
		CA	Crush District 9	multiple	All	\$ (35.00)	ton
		CO	All	All	All	\$ (162.00)	ton
		ID	All	Juice Grapes	All	\$ (78.00)	ton
		ID	All	Wine Grapes	All	\$ (78.00)	ton
		MI	All	Juice Grapes	All	\$ (50.00)	ton
		MI	All	Wine Grapes	All	\$ (50.00)	ton
		MS	All	All	All	\$ (100.00)	ton
		MO	All	All	All	\$ (100.00)	ton
		NY	All	Juice Grapes	All	\$ (78.00)	ton
		NY	All	Wine grapes	All	\$ (78.00)	ton
		NC	All	All	All	\$ (100.00)	ton
		OH	All	All	All	\$ (100.00)	ton
		OR	Benton	All	All	\$ (142.00)	ton
		OR	Clackamas	Wine grapes	All	\$ (142.00)	ton
		OR	Douglas	Wine grapes	All	\$ (142.00)	ton
		OR	Hood River	Juice Grapes	All	\$ (78.00)	ton
		OR	Hood River	Wine grapes	All	\$ (78.00)	ton
		OR	Jackson	Wine grapes	All	\$ (142.00)	ton
		OR	Josephine	Wine grapes	All	\$ (142.00)	ton
OR	Lane	Wine grapes	All	\$ (142.00)	ton		

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Grapes	0053	OR	Linn	Wine grapes	All	\$ (142.00)	ton
		OR	Marion	Wine grapes	All	\$ (142.00)	ton
		OR	Morrow	Juice Grapes	All	\$ (78.00)	ton
		OR	Morrow	Wine grapes	All	\$ (78.00)	ton
		OR	Polk	Wine grapes	All	\$ (142.00)	ton
		OR	Umatilla	Juice Grapes	All	\$ (78.00)	ton
		OR	Umatilla	Wine grapes	All	\$ (78.00)	ton
		OR	Wasco	Juice Grapes	All	\$ (78.00)	ton
		OR	Wasco	Wine grapes	All	\$ (78.00)	ton
		OR	Washington	Wine grapes	All	\$ (142.00)	ton
		OR	Yamhill	Wine grapes	All	\$ (142.00)	ton
		PA	All	Juice Grapes	All	\$ (100.00)	ton
		PA	All	Wine grapes	All	\$ (100.00)	ton
		TX	All	All	All	\$ (100.00)	ton
		WA	All	Juice Grapes	All	\$ (78.00)	ton
		WA	All	Wine Grapes	All	\$ (78.00)	ton

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Apples	0054	Regions: WEST: CA, AZ, UT, CO, NM CENTRAL: IL, IN, MI, MN, MO, OH, WI NORTHWEST: WA, OR, ID SOUTHCENTRAL: AR, TN, GA SOUTHEASTERN: NC, SC, VA NORTHEAST I: MD, PA, NJ, WV, NY NORTHEAST II: MA, CT, RI NORTHEAST III: ME, NH, VT	All	All	Fresh, Varietal Group A, Varietal Group B	\$ (0.025)	Region Units: WEST: CA, AZ, UT Box/35 lbs CO bu./40 lbs NM bu./42 lbs CENTRAL: IL, IN, MI, MN, MO, OH, WI bu./42 lbs NORTHWEST: WA,OR,ID Box/35 lbs SOUTHCENTRAL: AR,TN,GA bu./42 lbs SOUTHEASTERN: NC,SC,VA bu./42 lbs NORTHEAST I: MD,PA,NJ,WV,NY bu./42 lbs NORTHEAST II: MA,CT,RI bu./42 lbs NORTHEAST III: ME,NH,VT bu./42 lbs

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Apples	0054	Regions: WEST: CA, AZ, UT, CO, NM CENTRAL: IL, IN, MI, MN, MO, OH, WI NORTHWEST: WA, OR, ID SOUTHCENTRAL: AR, TN, GA SOUTHEASTERN: NC, SC, VA NORTHEAST I: MD, PA, NJ, WV, NY NORTHEAST II: MA, CT, RI NORTHEAST III: ME, NH, VT	All	All	Processed	\$ (0.020)	Region Units WEST: CA, AZ, UT Box/35 lbs CO bu./40 lbs NM bu./42 lbs CENTRAL: IL, IN, MI, MN, MO, OH, WI bu./42 lbs NORTHWEST: WA,OR,ID Box/35 lbs SOUTHCENTRAL: AR, TN, GA bu./42 lbs SOUTHEASTERN: NC, SC, VA bu./42 lbs NORTHEAST I: MD, PA, NJ, WV, NY bu./42 lbs NORTHEAST II: MA, CT, RI bu./42 lbs NORTHEAST III: ME, NH, VT bu./42 lbs

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Cabbage	0072	IL, MI, NY, OH, WI	All	All	Processing	\$ (0.20)	cwt.
		VA, WI	All	All	Fresh	\$ (1.50)	cwt.
		All Other States	All	All	Fresh	\$ (3.00)	cwt.
Potatoes	0084	CA	San Joaquin	All	All	\$ (4.00)	cwt.
		CO, ID, ME, MI, MN, MT, NE, NY, ND, OH, OR, PA, WA, WI	All	All	CO (Fall)	-4.0%	cwt.
		FL	All	Table Stock	All	\$ (2.80)	cwt.
		TX	All	All	Spring	\$ (0.90)	cwt.
		TX	All	All	Summer	\$ (4.00)	cwt.
Tomatoes (Fresh Market)	0086	AL, GA, SC, Northern FL	All	All	All	\$ (4.00)	25 lb box
		AR	All	All	All	\$ (3.35)	20 lb box
		CA	All	All	All	\$ (3.23)	25 lb box
		PA	All	All	All	\$ (5.26)	25 lb box
		TN	All	All	All	\$ (3.77)	25 lb box
		VA, MD	All	All	All	\$ (5.26)	25 lb box
Tomatoes	0087	Other States	All	All	All	-12.0%	N/A
Pears	0089	CA	All	All Other Types	All	\$ (79.00)	ton
		CA	All	Bartletts	All	\$ (79.00)	ton
		OR, WA	All	All Other Types	All	\$ (85.00)	ton
		OR, WA	All	Anjou/Bosc	All	\$ (85.00)	ton
		OR, WA	All	Bartletts	All	\$ (85.00)	ton
		OR, WA	All	Comice	All	\$ (85.00)	ton
		PA	All	All	All	\$ (80.00)	ton
Plums	0092	CA	All	All	All	\$ (1.34)	28 lb Lug
Clams	0107	FL	All	All	All	\$ (0.10)	per clam
		MA	All	All	All	\$ (0.08)	per clam
		SC	All	All	All	\$ (0.04)	per clam
		VA	All	All	All	\$ (0.06)	per clam

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SURE RMA Adjustments (Continued)

*--C 2010 SURE RMA Adjustments (Continued)

Crop	Crop Code	State	County	Type	Practice	Adjustment Amount	Unit
Fresh Apricots	0218	CA	All	All	All	\$ (2.29)	24 lb Lug
		ID	All	All	All	\$ (1.40)	24 lb Lug
		OR	All	All	All	\$ (1.40)	24 lb Lug
		WA	All	All	All	\$ (1.40)	24 lb Lug
Processing Apricots	0219	CA	All	All	All	\$ (146.00)	ton
Fresh Nectarines	0220	CA	All	All	Early	\$ (1.60)	25 lb Lug
		CA	All	All	Late	\$ (1.60)	25 lb Lug
		CA	All	All	Mid	\$ (1.60)	25 lb Lug
Processing Cling Peaches	0221	CA	All	All	Extra-Early	\$ (75.00)	ton
		CA	All	All	Non-Extra-Early	\$ (75.00)	ton
Processing Freestone	0222	CA	All	All	All	\$ (59.00)	ton
Fresh Freestone Peaches	0223	CA	All	All	Early	\$ (1.34)	22 lb Lug
		CA	All	All	Late	\$ (1.34)	22 lb Lug
		CA	All	All	Mid	\$ (1.34)	22 lb Lug
		ID	All	All	All	\$ (2.53)	22 lb Lug
		OR	All	All	All	\$ (2.53)	22 lb Lug
		UT	All	All	All	\$ (2.13)	22 lb Lug
		WA	All	All	All	\$ (2.53)	22 lb Lug
Coffee	0256	HI	Hawaii	All	All	\$ (0.45)	lb
		HI	Honolulu	All	All	\$ (0.16)	lb
		HI	Kauai	All	All	\$ (0.16)	lb
		HI	Maui	All	All	\$ (0.16)	lb

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RMA Quality Adjustments Table

*--The following provides insurable crops and indicates whether a policy provides for quality adjustments.

Crop	Is there a Quality Adjustment?		
	2008/2009	2010	2011
Almonds	No	No	
Apples	Yes	Yes	
Avocado (CA)	No	Yes	
Avocado (FL)	No	No	
Banana (HI)	N/A	No	
Barley	Yes	Yes	
Beans, Dry	Yes	Yes	
Beans, Processing	No	No	
Blueberries	Yes	Yes	
Buckwheat (new program for 2010)	Yes	Yes	
Cabbage	Yes	Yes	
Canola	Yes	Yes	
Cherries	Yes	Yes	
Citrus Fruit (AZ and CA)	Yes	Yes	
Citrus Fruit, Dollar (CA)	No	No	
Citrus Fruit (FL)	Yes	Yes	
Citrus Fruit (TX)	Yes	No	
Coffee (HI)	N/A	No	
Corn	Yes	Yes	
Cotton, ELS	Yes	Yes	
Cotton, Upland	Yes	Yes	
Cranberries	Yes	Yes	
Cucumbers	Yes	N/A	
Figs	Yes	Yes	
Flax	Yes	Yes	
Forage	No	No	
Grapes	Yes	Yes	
Grapes, Table	Yes	Yes	
Hybrid Seed, Corn	Yes	No	
Hybrid Seed, Sorghum	Yes	No	
Macadamia Nuts	No	No	
Millet	Yes	Yes	
Mint	No	Yes	
Mustard	Yes	Yes	
Oats	Yes	Yes	
Onions	Yes	Yes	
Papaya (HI)	N/A	No	
Pasture, Rangeland, Forage	No	No	
Peanuts	Yes	Yes	
Pears	Yes	Yes	

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RMA Quality Adjustments Table (Continued)

Crop	Is there a Quality Adjustment?		
	2008/2009	2010	2011
Peas, Dry	Yes	Yes	
Peas, Green	Yes	Yes	
Pecans	Yes	No	
Peppers, Chile	No	No	
Peppers, Fresh Market	Yes	Yes	
Plums	Yes	Yes	
Popcorn	Yes	Yes	
Potatoes, Central and Southern	Yes	Yes	
Potatoes, Northern	Yes	Yes	
Processing Pumpkins	No	No	
Prunes	Yes	Yes	
Raisins	Yes	Yes	
Rapeseed	No	No	
Rice	Yes	Yes	
Rice, Wild	No	No	
Rye	Yes	Yes	
Safflower	Yes	Yes	
Sorghum, Grain	Yes	Yes	
Soybeans	Yes	Yes	
Squash, Winter	Yes	N/A	
Stonefruit: <ul style="list-style-type: none"> • Apricots, Fresh • Apricots, Processing • Nectarines, Fresh • Peaches, Clingstone, Processing • Peaches, Freestone, Fresh • Peaches, Freestone, Processing • Plums, Fresh 	Yes	Yes	
Strawberries (2008 only, no program in 2009)	Yes	Yes	
Sugar Beets	Yes	Yes	
Sugarcane	No	No	
Sunflowers	Yes	Yes	
Sweet Corn, Fresh Market	Yes	Yes	
Sweet Corn, Processed	Yes	Yes	
Sweet Potatoes	Yes	Yes	
Tobacco	Yes	Yes	
Tomatoes, Fresh Market	Yes	Yes	
Tomatoes, Processed	Yes	Yes	
Walnuts	Yes	Yes	
Wheat	Yes	Yes	

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