

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Supplemental Revenue Assistance Payments Program 1-SURE	Amendment 22
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 263 C, 306 C, 307 D, 803 C, 803 F, 804 F, and 806 F have been amended to update references to 2011 SURE procedure.

Part 19 has been added to provide procedure for 2011 SURE automation.

Subparagraph 806 I has been amended to add the SWIMS deadline for 2011 SURE Workbooks.

Exhibit 12, subparagraph D has been added to include the SURE Plan/Coverage Code Chart for 2011.

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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
- *--2011, see subparagraph 664 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.

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, 2010, and 2011 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, 2010, and 2011 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.--*

557 Producers Crop Data (Continued)

C Field Descriptions and Actions

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

Field/Button	Description	Action
Producer Name and Address	Name and address of the selected producer will be displayed.	
Year	2009 will be displayed.	
Admin State	Administrative State selected on the State/County Selection Screen will be displayed.	
Admin County	Administrative County selected on the State/County Selection Screen will be displayed.	
Eligible	Manual selection.	Check (✓) the “ Eligible ” box next to the crops that are eligible for 2009 SURE. If all displayed crops are eligible for 2009 SURE, check (✓) the “ Eligible ” box in the header to select all crops.
Unit Number	<p>Manual entry.</p> <p>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.</p> <p>*--Note: If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the actual unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.--*</p>	<p>Enter a unit number for the acreage line item.</p> <p>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:</p> <ul style="list-style-type: none"> • location • crop • crop type • intended use • status • practice • share. <p>If any of the preceding items are different, the acreage line items will be considered separate units.</p>
Update	Summarizes all selected line items to allow for exporting into an .xml file. See subparagraph D.	
Ineligible Crops	Lists crops that are ineligible for 2009 SURE. These crops cannot be selected for eligibility. See subparagraph 32 G for ineligible crops.	

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

D Summarized Acreage

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

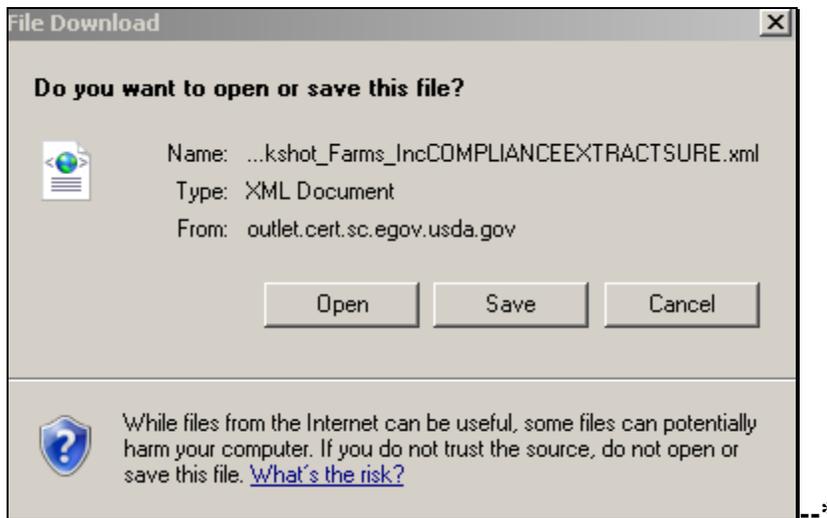
Following is an example of summarized acreage line items.

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

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

E Action

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



***--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 vX.X--*
- 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 links:

- “NCT (2009-2012)”
- *--“SWIMS” --*

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.

*--

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
 County User

SURE
 Year Selection

Reports
 SIR (Web)
 Detailed Payment
 RMA Producers
 • Data Change
 • Not in SCIMS
 • All Producers

Tools
 SURE Data Query Tool
 SURE Workbook v1.2
 Factoring RMA Data
 • By Share
 • By Eligible Acres
 • By Stage
 • By Share Differences
 Tolerance Tool
 Peanut Tool

Links
 NCT (2009-2012)
 SWIMS

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2010

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

Tools
 SURE Data Query Tool
 SURE Workbook Template v1.2 (Windows 7 & XP)
 Tools for Factoring RMA Data
 • By Share
 • By Eligible Acres
 • By Stage
 • By Share Differences
 Tolerance Tool
 Peanut Tool

Screen ID: SURESIGNUPMainMenu01

--*

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

Buttons: Create SIR, Export SURE Data, Detailed Payment Data, Select Producer, Main Menu

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, may be saved, used to complete the producer’s workbook, and filed in the producer’s program folder.

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

Note SIR is an internal document; 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 * * *
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	*--RMA 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).”--*

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

--*

***--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 Producer 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”. Following is an example of the All RMA Producers - Select County Screen.

--An Excel file will be created. CLICK “Open” on File Download dialog box and a list of-- all RMA producers for which FSA has received RMA data in that county will be displayed.

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	<p>Manual entry.</p> <p>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.</p> <p>*--Note: If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the actual unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.--*</p>	<p>Enter a unit number for the acreage line item.</p> <p>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:</p> <ul style="list-style-type: none"> • location • crop • crop type • intended use • status • practice • share. <p>If any of the preceding items are different, the acreage line items will be considered separate units.</p>
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.

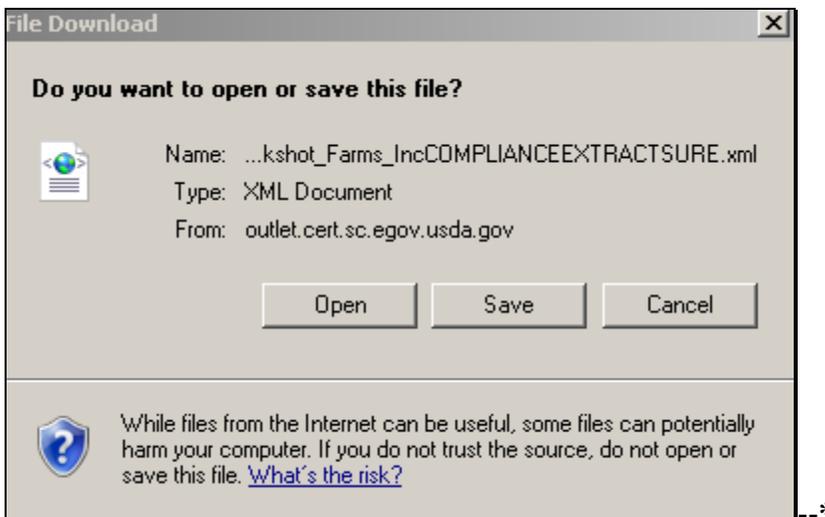
Summarized data to be exported.										
Unit #	Location	Crop	Type	IU	Status	Practice	Rep Acres	Share	UOM	NAMP
		SOYBEANS	COM	GR	I	N	32.20	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	15.80	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	9.80	1.0000	BU	0.6900
		SOYBEANS	COM	GR	I	N	13.10	1.0000	BU	0.6900
		SOYBEANS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

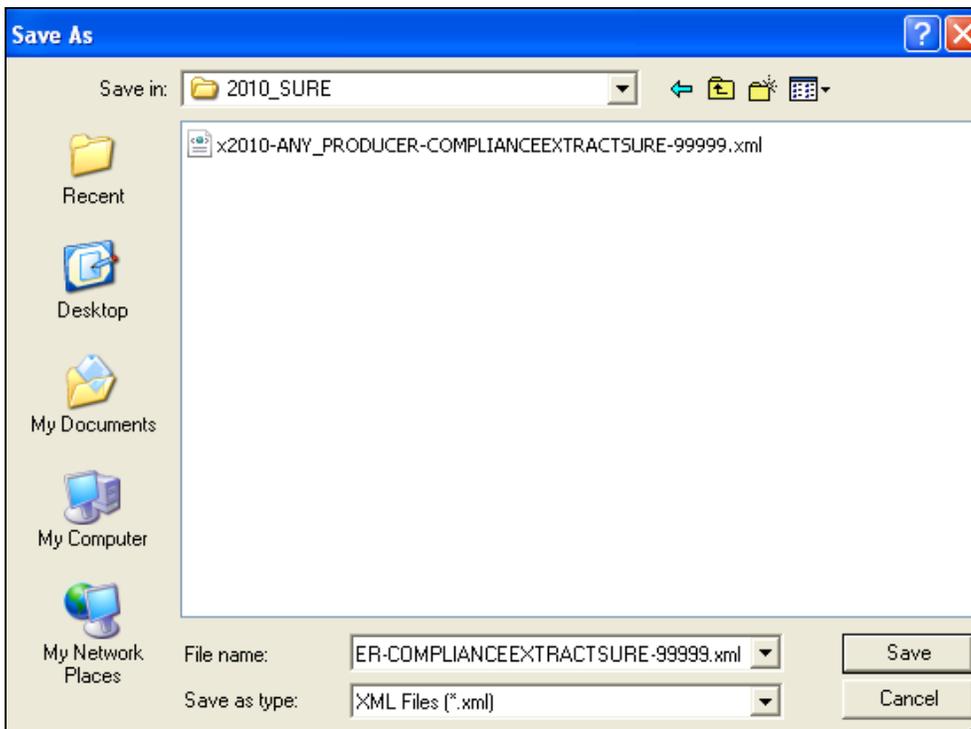


609 SURE Data Query Tool (Continued)

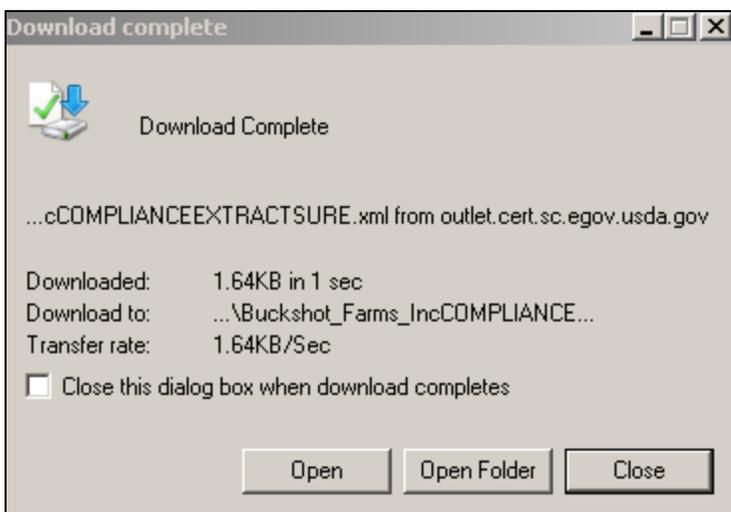
F Action (Continued)

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 Data Query Tool.--*



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

A Overview

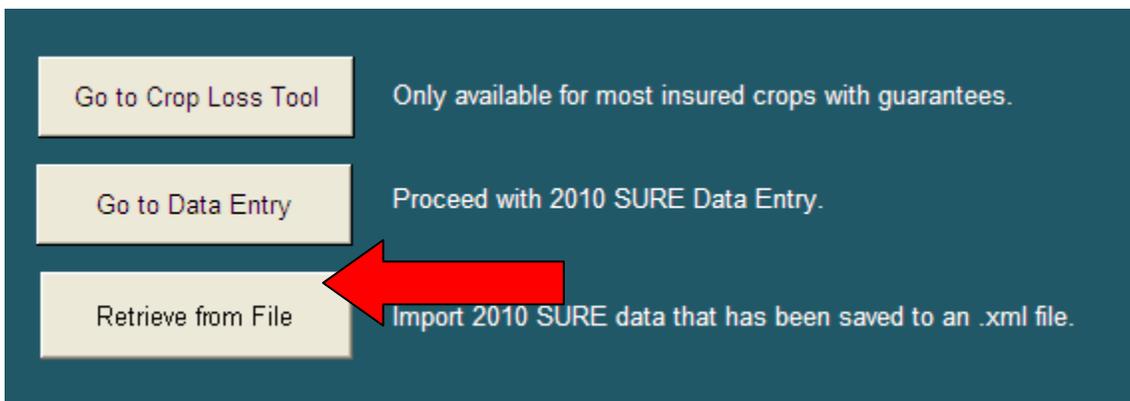
After the .xml file is saved to “S:\Service_Center\FSA\2010_SURE”, the file can be imported into the 2010 SURE Workbook.

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

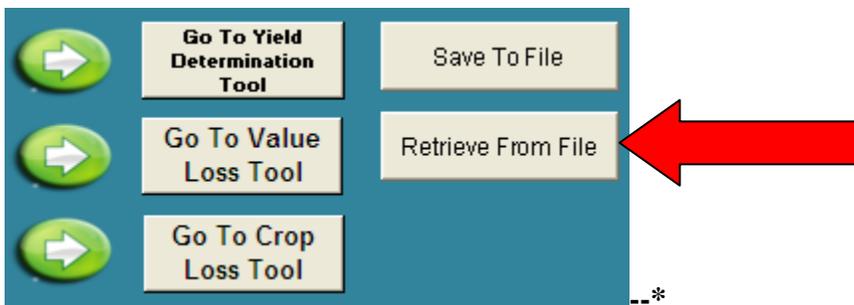
B “Retrieve From File” Button

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.

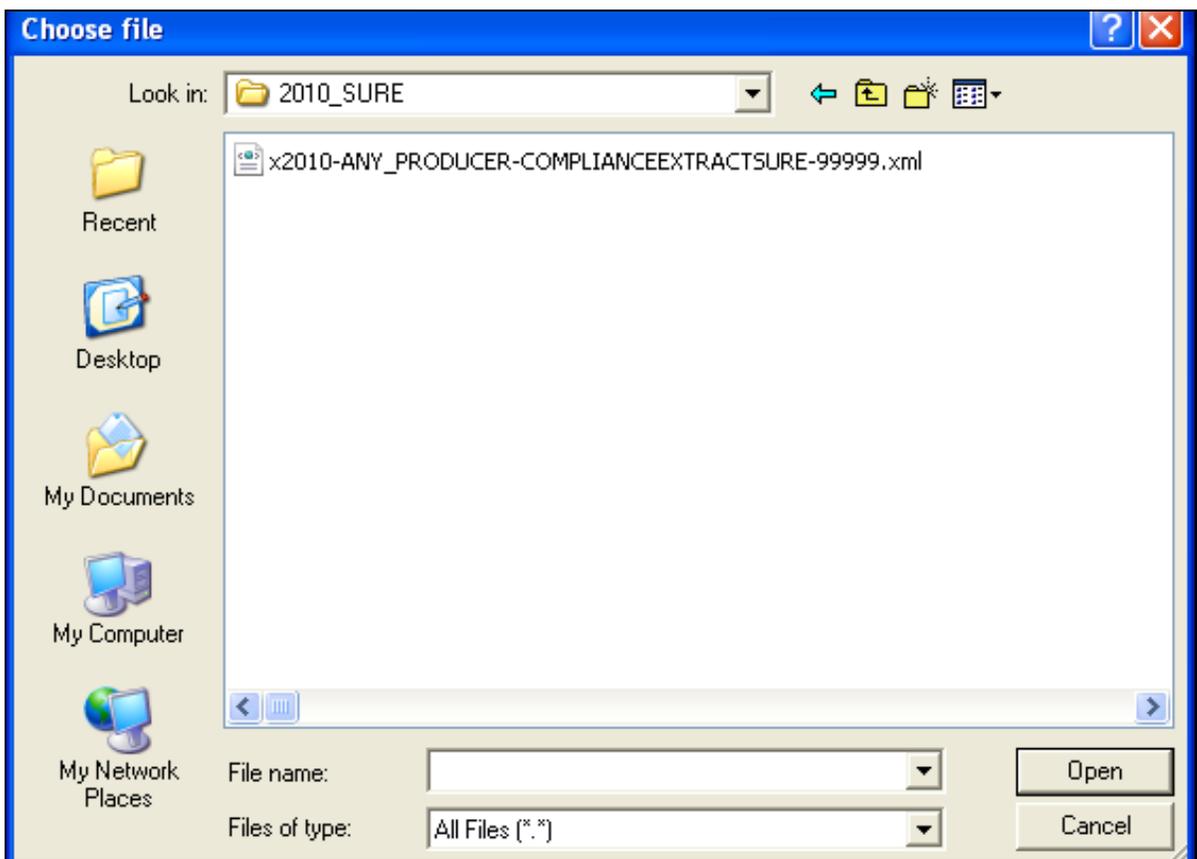


***--610 Importing .XML File Into SURE Workbook (Continued)**

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	Prac-tice	Acres	Prod. Share	RMPP Code	Plan/ Cov. Code	Stage Code		Unit #	Unit of Meas	2010 NAMP (\$)
										H UH PP	Adj. Fact. 1			
	CORN	YEL	GR	I	N	15.45	.5000					10000	BU	\$ 5.4500
	MIXED FORAGE	NSG	FG	I	N	17.60	.5000					10000	TON	\$ 111.0000
	SOYBEANS	COM	GR	I	N	15.30	.5000					10000	BU	\$ 11.3000

--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 .xml file 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 Workbook .xml files from all administrative counties with which the producer is associated
- summarize all SURE Workbooks, **before** COC approval/disapproval, and before entering the resulting SURE payment to be processed in the payment software, if applicable.

Note: For producer's who do not have SURE eligible crops in the recording county, the recording county shall create a blank SURE Workbook and summarize with the nonrecording county SURE Workbook according to subparagraph 615 D.--*

--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

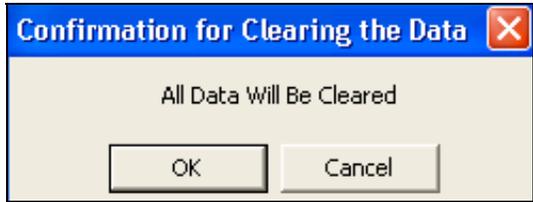
A SURE eligibility requirement is that at least 1 of the counties with which the producer is associated is a county that has, or is contiguous to a county with, a disaster declaration; otherwise, the producer will have had to suffer a 50 percent loss. See paragraph 3 for more information about eligibility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

A list of eligible counties can be found at

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

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

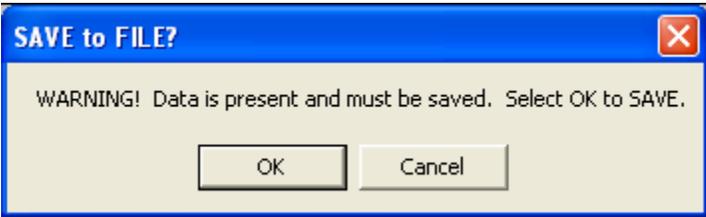
D Saving a Producer’s SURE Workbook (Continued)

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 blank (recommended)--* • “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.

*--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
2008	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										NAP Yields					
Unit	Crop	Crop Type	Use	Plnt Per	U O M	Pr	Acres	Message		Year	Yield	Yld Type	Year	Yield	Yld Type
100	Alfalfa		Fg	1	Ton	N	19.10	Adj Yld: 1.69 Ton	x	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.--*

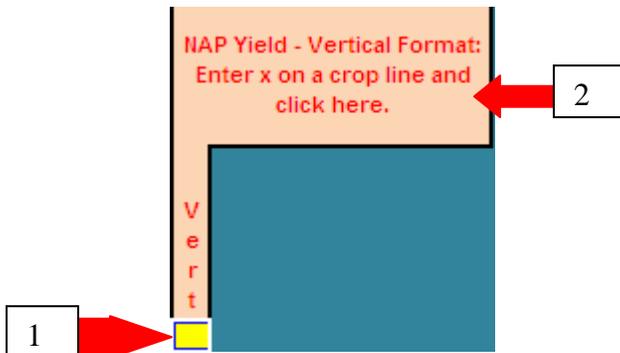
614 Completing SURE Workbook Data Entry Worksheet (Continued)

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, do the following.

1. ENTER “X” in the ‘Vert’ cell.
2. CLICK “NAP Yield-Vertical Format: Enter x on a crop line and click here.”--*



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.



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 2011 SURE Automation**

Section 1 SURE Intranet Web Site

651 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, 2010, and 2011 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.--*

*--651 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.

[Enter SURE](#)

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.--*

*--652 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:

- 2011
- 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.

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
County User

Supplemental Revenue Assistance Payments Program (SURE)

Select Program Year
Program Year : 2011

Submit

Screen ID: SURESIGNUPSelectYear01

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

C Action

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

--653 SURE 2011 Main Menu*A Overview**

After users have selected the 2011 program year, the SURE 2011 Main Menu will be displayed.

For 2011, the SURE Intranet web site contains the following reports:

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

For 2011, the SURE Intranet web site contains the following tools:

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

For 2011, the SURE Intranet web site contains the links:

- “NCT (2009-2012)”
- “SWIMS”.--*

*--653 SURE 2011 Main Menu (Continued)

B Example of the SURE 2011 Main Menu

The following is an example of the SURE 2011 Main Menu.

The screenshot displays the SURE 2011 Main Menu web application. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with 'Farm Service Agency' and 'Supplemental Revenue Assistance Payments Program (SURE)'. A navigation bar includes links for 'SURE Home', 'About SURE', 'Help', 'Contact Us', 'Exit SURE', and 'Logout of eAuth'. The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for 'SURE Menu' (County User), 'SURE' (Year Selection), 'Reports' (SIR, Detailed Payment, RMA Producers with sub-items: Data Change, Not in SCIMS, All Producers), 'Tools' (SURE Data Query Tool, SURE Workbook, Factoring RMA Data with sub-items: By Share, By Eligible Acres, By Stage, By Share Differences, Tolerance Tool, Peanut Tool), and 'Links' (NCT (2009-2012), SWIMS). The main panel features a title 'Supplemental Revenue Assistance Payments Program (SURE)' and 'Program Year : 2011'. It contains two sections: 'Reports' with links for 'SURE Information Report', 'Detailed Payment Report for SURE', 'RMA Producer Data Change Report', 'RMA Producers not in SCIMS Report', and 'All RMA Producers Report'; and 'Tools' with links for 'SURE Data Query Tool', 'SURE Workbook Template (Windows 7 & XP)', 'Tools for Factoring RMA Data' (with sub-items: By Share, By Eligible Acres, By Stage, By Share Differences), 'Tolerance Tool', and 'Peanut Tool'.

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*--654 SIR

A Background

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

- producer's acreage data
- producer's NAP data, if applicable
- producer's NAP relief data, if applicable
- producer's CAT relief data, if applicable
- any insurance data provided by RMA
- payment data
- weighted CC yield data.

B Accessing SIR

From the 2011 Main Menu, CLICK "SURE Information Report" 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.

The screenshot shows the SURE Select County Screen. At the top, there is a blue header with the text "Supplemental Revenue Assistance Payments Program (SURE)". Below this, the text "Program Year : 2011" and "Producer : ANY PRODUCER" is displayed. A section titled "Select County" contains a table with a "State-County" header and a row for "State (99) - County (999)". Below the table, there are five buttons: "Create SIR", "Export SURE Data", "Detailed Payment Data", "Select Producer", and "Main Menu". A red arrow points to the "Create SIR" button.

Select the county or counties, as applicable, and CLICK "Create SIR". SIR will display in a separate window in PDF format. This report shall be printed, may be saved, is used to complete the producer's workbook, and shall be filed in the producer's program folder.

SIR shall be checked for changes and printed/reprinted, if applicable, **before** issuing payments to ensure that the most current data is being used.

Note SIR is an internal document; and may be shared with other FSA offices, but it shall **not** be shared with any party that is not an FSA employee.--*

*--654 SIR (Continued)

C Data Elements on SIR

The following data elements will print on SIR.

SIR	
Source File	Data Included
Producer Data	Producer Name
	Last 4 Digits of ID
	ID Type
	Multi-County Information, if applicable
2011 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	
NAP Data – 2011 NAP Application for Coverage	Crop
	Type
	Intended Use
	Planting Period

--*

*--654 SIR (Continued)

C Data Elements on SIR (Continued)

SIR	
Source File	Data Included
NAP Data – 2011 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 – 2011 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	

--*

*--654 SIR (Continued)

C Data Elements on SIR (Continued)

SIR	
Source File	Data Included
NAP Data – 2011 NAP Application for Payment	Crop
	Type
	Intended Use
	Practice
	Planting Period
	Unit
	Share
	Stage
	Crushing District, if applicable
	Disaster Begin Date, if applicable
	Loss Apparent Date, if applicable
	Acres
	Actual Production, if applicable
	Adjusted Production, if applicable
	Adjusted Production Flag
	Assigned Production, if applicable
	Eligible Prevented Planted Acres, if applicable
	Assigned Prevented Planted Production, if applicable
	Unit of Measure
	APH Yield
	APH Code
	Adjusted Yield
	Salvage Value
	COC Salvage Value
	Graduated Price, if applicable
	Beginning Inventory, if applicable
	Ending Inventory, if applicable
	Ineligible Cause of Loss, if applicable
	FMV A, if applicable
	FMV B, if applicable

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*--654 SIR (Continued)

C Data Elements on SIR (Continued)

SIR	
Source File	Data Included
2011 NAP Relief Data	Transaction Date
	Transaction Code
	Transaction Amount
	Reversal Indicator
	Batch ID
	Reference Code
	Reference Number
2011 CAT Relief Data	Transaction Date
	Transaction Code
	Transaction Amount
	Reversal Indicator
	Batch ID
	Reference Code
	Reference Number
SIR – 2011 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.--*

*--654 SIR (Continued)

C Data Elements on SIR (Continued)

SIR - 2011 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	RMA Weighted Adjusted Yield
	County Expected Yield
	Calculated Weighted Average Yield
	Historical Marketing Percentage
Price	Price
Production to Count	Production to Count
	Production Type
	2011 NAMP
	QA Factor
	Salvage Value
FMV-A	FMV A
FMV-B	FMV B

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

*--654 SIR (Continued)

C Data Elements on SIR (Continued)

SIR - 2011 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
2011 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
2011 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 2011 SIR that states the following:

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

***--655 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 2011 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 : 2011

Producer : ANY PRODUCER

Select County _____

State-County	
<input type="checkbox"/>	State (99) - County (999)

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

*--655 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 2011 Detailed Payment Report for SURE							Prepared: 8-7-2012 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	11EDCPDP	FM	0001668	2010-10-09	Payable	19572816	734.00
			0001274	2010-10-09	Payable	19575737	218.00
			0001669	2010-10-09	Payable	19577300	850.00
Program Total							1802.00

--*

*--655 Detailed Payment Report for SURE (Continued)

E 2011 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, “11ACREDP”
 - ACRE Payment Code, “11ACRE”
- DCP:
 - Direct Payment Code, “11EDCPDP”
 - Counter Cyclical Code, “11EDCPCC”
- LDP:
 - “11LDPCOMMC”
 - “11ELDPCOMM”
 - “11ELDPECOMM”
- Marketing Loan Gain:
 - “11COMMLN”
 - “11COMMFLN”
 - “11COMMWLN”
- NAP, “11NAP”.

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, “11CORNLN”, “11WHTLN”.

The market loan gains on CMA’s will not appear on the reports. These will be displayed on 2011 SIR Payment Data and shall be entered in the “CMA” section provided in the 2011 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.--*

***--656 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 2011 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.

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.--*

***--656 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. The following is an example of the RMA Data Change - Select Producer Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2011

State : State (00) County : County (000)

Report : RMA Producer Data Change

Select Producers

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

<input type="checkbox"/>	ID Number (last 4)	ID Type	Producer Name	Update Date
<input type="checkbox"/>	9999	S	ANY PRODUCER	09-07-2012

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 2011 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 generated through the, “RMA Producer Data Change Report” option are internal documents. The reports may be shared with other FSA offices, but they shall **not** be shared with any party that is not an FSA employee.--*

***--657 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 : 2011

Report : RMA Producers not in SCIMS

Select County

State: State (00) ▼

County: County (000) ▼

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.--*

*--657 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 Producer Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2011

State : State (00) County : County (000)

Report : RMA Producers not in SCIMS

Select Producers

Please select a producer to generate SIR (Web) RMA Data Section.

<input type="checkbox"/>	ID Number	ID Type	Producer Name	Update Date
<input type="checkbox"/>	999999999	S	ANY PRODUCER	09-07-2012

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 654 B.

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

***--658 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 2011 Main Menu, CLICK “All RMA Producers”, select State and county, and CLICK “Submit”. Following is an example of the All RMA Producers - Select County Screen.

Supplemental Revenue Assistance Payments Program (SURE)

Program Year : 2011

Report : All RMA Producers

Select County

State: State (00) [dropdown]

County: County (000) [dropdown]

An Excel file will be created. CLICK “Open” on File Download dialog box and a list of all RMA producers for which FSA has received RMA data 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?](#)

--*

--659 SURE Data Query Tool*A Overview**

The SURE Data Query Tool software is web-based software that queries 2011 FSA-578 data and also has the capability to retrieve some NCT data.

The SURE Data Query Tool Screen:

- will display all 2011 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 2011 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 2011 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 2011 SURE Workbook.

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

*--659 SURE Data Query Tool (Continued)

B Accessing the SURE Data Query Tool

From the 2011 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.

Supplemental Revenue Assistance Payments Program (SURE)														
Program Year : 2011				Admin State : State (00)				Admin County : County (000)						
Producer : ANY PRODUCER														
Update														
<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"/>			CORN	YEL	GR	I	N	13.35		0.5000	2011-04-23	00000000	000	1
<input type="checkbox"/>			CORN	YEL	GR	I	N	2.10		0.5000	2011-04-24	00000000	000	3
<input type="checkbox"/>			MIXED FORAGE	NSG	FG	I	N	4.71		0.5000	2011-01-01	00000000	000	6
<input type="checkbox"/>			MIXED FORAGE	NSG	FG	I	N	12.89		0.5000	2011-01-01	00000000	000	7
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	1.00		0.5000	2011-05-25	00000000	000	2
<input type="checkbox"/>			SOYBEANS	COM	GR	I	N	8.70		0.5000	2011-05-25	00000000	000	5
Update														
Ineligible crops														
Location (if not admin)	Crop	Type	IU	Status	Practice	Rep Acres	Det Acres	Share	Plant Date	Farm	Tract	Field		
-	FALLOW			I	N	0.63		0.5000	1900-01-01	00000000	000	4		

--*

*--659 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 2011 SURE. If all displayed crops are eligible for 2011 SURE, check (✓) the “ Eligible ” box in the header to select all crops.
Unit Number	<p>Manual entry.</p> <p>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.</p> <p>Note: If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the actual unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.</p>	<p>Enter a unit number for the acreage line item.</p> <p>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:</p> <ul style="list-style-type: none"> • location • crop • crop type • intended use • status • practice • share. <p>If any of the preceding items are different, the acreage line items will be considered separate units.</p>

--*

***--659 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
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 2011 SURE. These crops cannot be selected for eligibility. See subparagraph 32 G for ineligible crops.	

Note: If a user enters a unique number as the unit number in the SURE Data Query Tool for an RMA or NAP crop, ensure that after importing the Compliance Extract into the SURE Workbook, that the unit number is changed to reflect the **actual** unit number. For RMA crops, the unit number has an impact on the Net Indemnity Calculation.

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 2011 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
10000		CORN	YEL	GR	I	N	15.45	0.5000	BU	5.45
10000		MIXED FORAGE	NSG	FG	I	N	17.60	0.5000	TON	111.00
10000		SOYBEANS	COM	GR	I	N	15.30	0.5000	BU	11.30

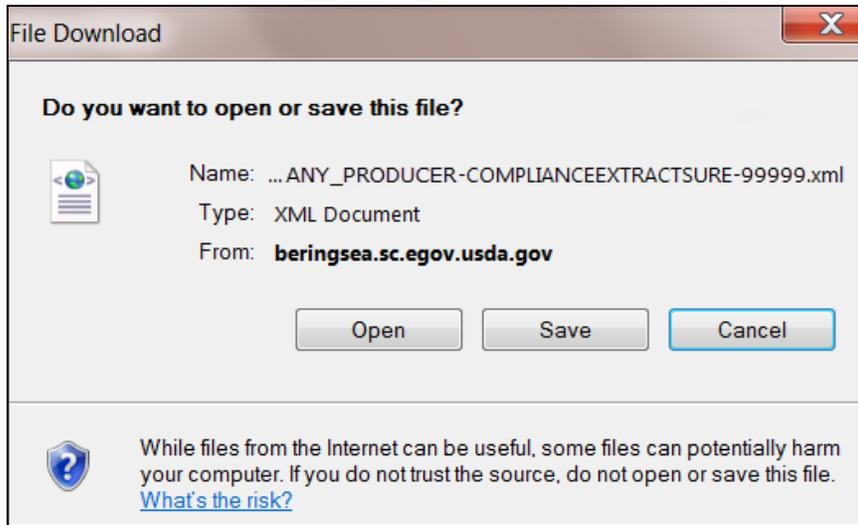
CLICK:

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

*--659 SURE Data Query Tool (Continued)

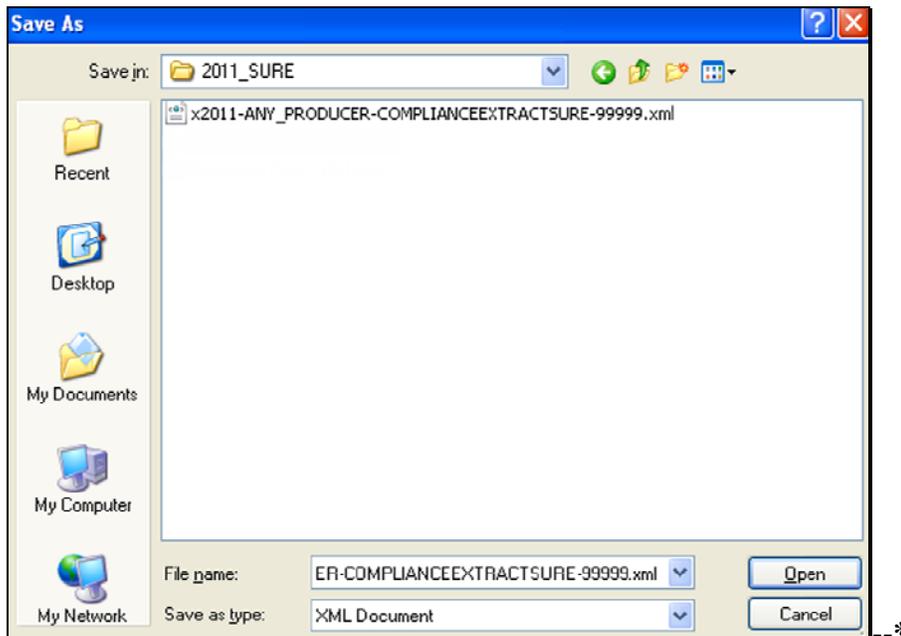
F Action

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



After users click “Save”, the following Save As dialog box will be displayed. Navigate to the “S:\Service_Center\FSA\2011_SURE” folder and **CLICK “Save”** to save the .xml file.

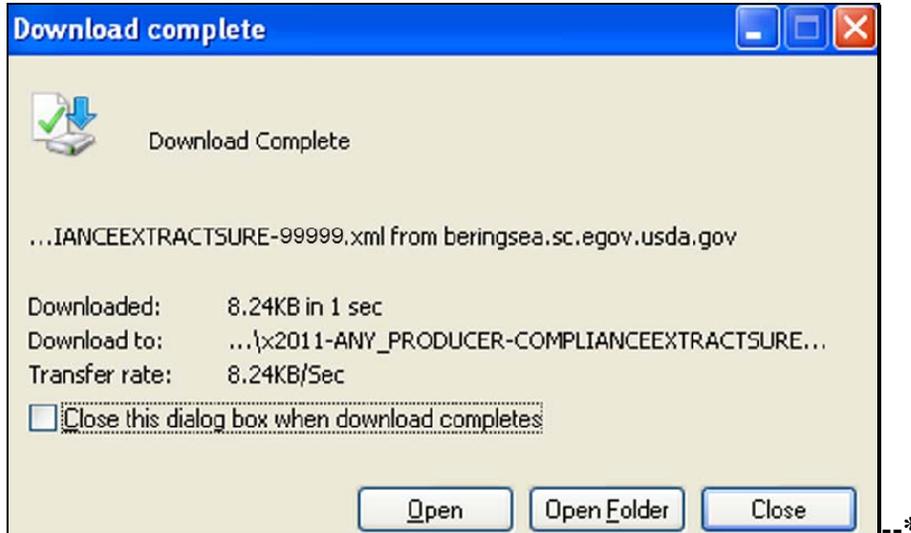
Note: If the “2011_SURE” folder does **not** exist, create the folder according to subparagraph 663 B.



***--659 SURE Data Query Tool (Continued)**

F Action (Continued)

The following Download complete dialog box will be displayed. CLICK “Close” to return to the 2011 SURE Data Query Tool.



***--660 Importing .XML File Into SURE Workbook**

A Overview

After the .xml file is saved to “S:\Service_Center\FSA\2011_SURE”, the file can be imported into the 2011 SURE Workbook.

To import the .xml file, the user will use the “Retrieve from File” button in the 2011 SURE Workbook.

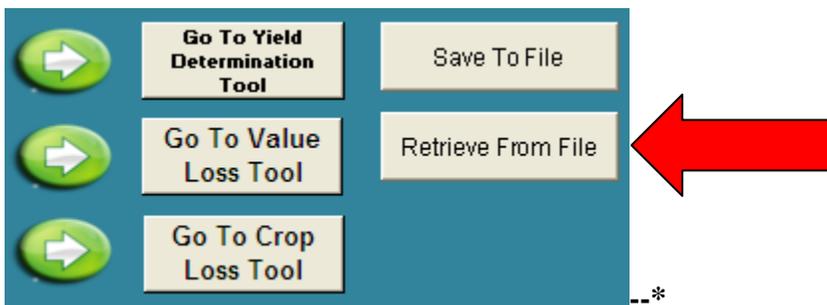
B “Retrieve From File” Button

Within the 2011 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.

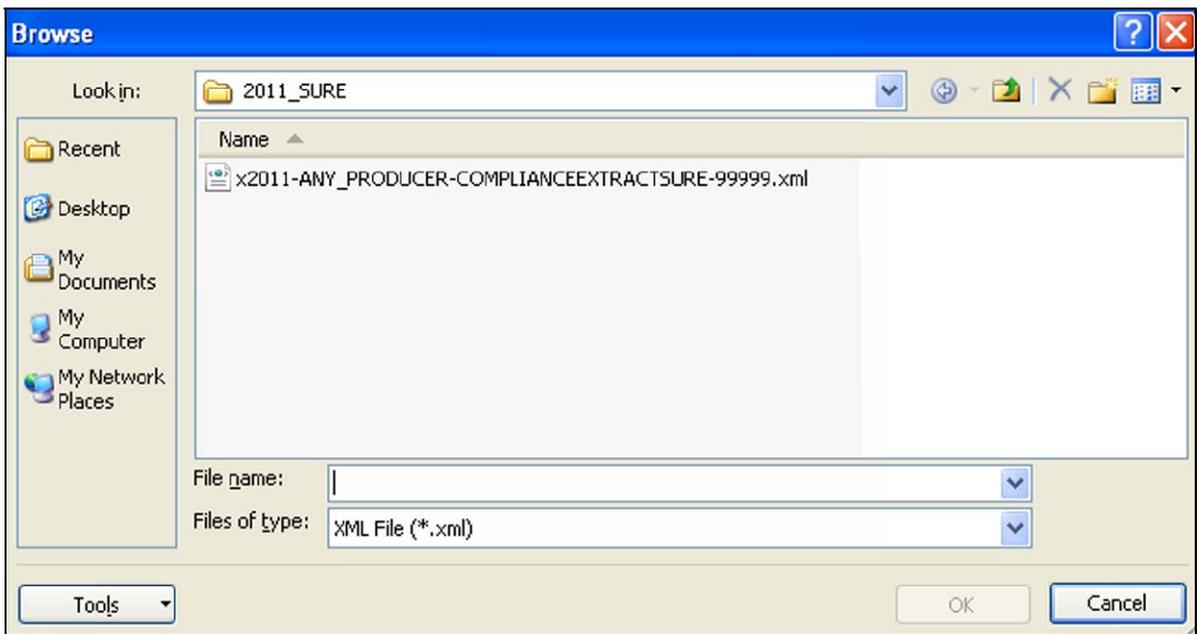


***--660 Importing .XML File Into SURE Workbook (Continued)**

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\2011_SURE”. Select the applicable .xml file that was extracted from the 2011 SURE Data Query Tool and CLICK “OK” to complete the retrieval.

Note: The extracted SURE Compliance Tool file will be named, “x2011-PRODUCER_NAME-COMPLIANCEEXTRACTSURE-99999” (99999 will be replaced with the administrative State and county code).



The acreage data from the 2011 SURE Data Query Tool will be displayed on the Data Entry Worksheet in the 2011 SURE Workbook as provided in the following example. Complete the remainder of the 2011 SURE Workbook according to paragraph 664.

Phys. St/Co (if not Admin)	Crop	Crop Type	Int. Use	Stat. Code	Prac-tice	Acres	Prod. Share	RMPP Code	Plan/ Cov. Code	Stage Code		Unit #	Unit of Meas	2011 NAMP (\$)
										H UH PP	Adj. Fact. 1			
	CORN	YEL	GR	I	N	15.45	.5000					10000	BU	\$ 5.4500
	MIXED FORAGE	NSG	FG	I	N	17.60	.5000					10000	TON	\$ 111.0000
	SOYBEANS	COM	GR	I	N	15.30	.5000					10000	BU	\$ 11.3000

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--661 2011 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 664 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.--*

*--661 2011 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 .xml file 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 Workbook .xml files from all administrative counties with which the producer is associated
- summarize all SURE Workbooks **before** COC approval/disapproval, and before entering the resulting SURE payment amount to be processed in the payment software, if applicable.

Note: For producer's who do not have SURE eligible crops in the recording county, the recording county shall create a blank SURE Workbook and summarize with the nonrecording county SURE Workbook according to subparagraph 665 D.--*

--662 Preparing Documents to Complete 2011 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 Producer Farm Data Report

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.

Go to <http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=sure> for a list of eligible counties.--*

***--662 Preparing Documents to Complete 2011 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.

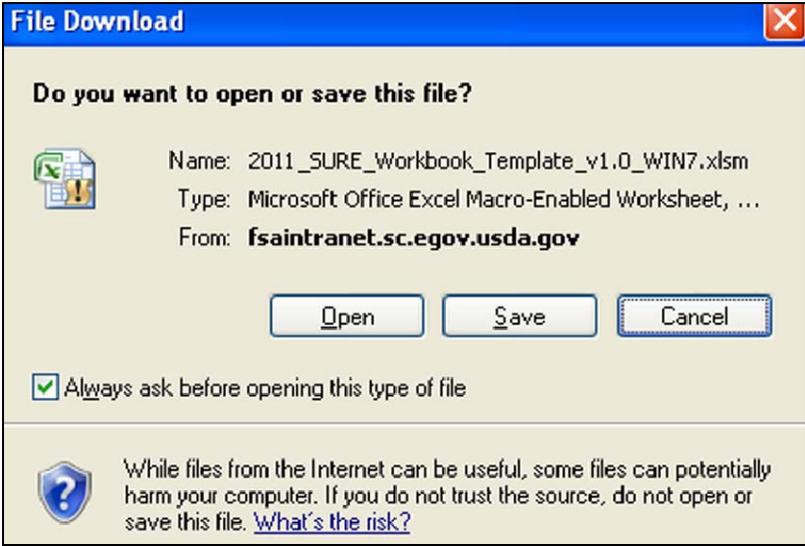
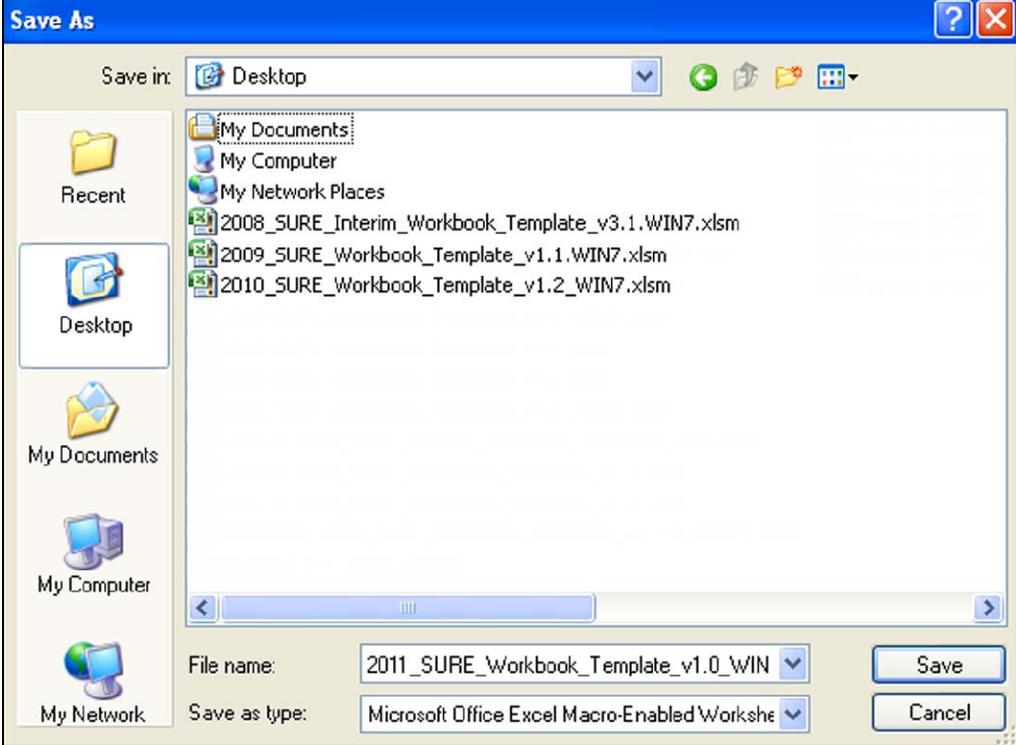
F Completing SURE Workbooks

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.--*

***--663 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: 2011 Screen, CLICK “2011 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> 

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***--663 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, “2011_SURE__Workbook_Template_vX.0_win7.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 665 D. For additional SURE Workbook templates, name as follows:</p> <ul style="list-style-type: none"> • “2011_SURE__Workbook_Template_vX.X.2_win7.xlsm” • “2011_SURE__Workbook_Template_vX.X.3_win7.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.--*

***--663 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> <p>  cwashing2s614 n on 'Dcwashing2s614\Γhome\$ (I:)'  Fshared\$ on 'Dcwashing2scl2' (S:) ←  Shareu\$ on 'Dcwashing2scl2' (U:) </p> </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 “ 2011_SURE ”.

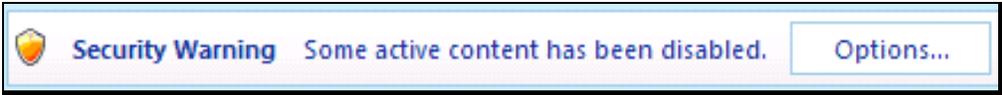
Note: Creating the new “2011_SURE” folder **only needs to be done 1 time at each Service Center**. All SURE Workbook data can be saved to this location.

Important: The naming format of this folder is **extremely important** for the SURE Workbook “**Save**” function to operate. Ensure that the folder is named, “**2011_SURE**”, with the underscore **exactly** as displayed here.--*

***--663 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>

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***--663 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\2011_SURE” folder that was created by following subparagraph B, CLICK “OK”.</p> <div data-bbox="397 619 922 1119" data-label="Image"> <p>The screenshot shows a 'Browse For Folder' dialog box with a blue title bar. The text 'Please choose a folder' is at the top. A list box contains a single folder icon labeled '2011_SURE'. At the bottom, there are three buttons: 'Make New Folder', 'OK', and 'Cancel'.</p> </div> <p>Note: If the “2011_SURE folder” was not created, the following Browse For Folder dialog box will be displayed.</p> <div data-bbox="495 1270 1019 1770" data-label="Image"> <p>The screenshot shows a 'Browse For Folder' dialog box with a blue title bar. The text 'Please choose a folder' is at the top. A list box shows a standard Windows folder view with icons and labels for 'Desktop', 'My Documents', 'My Computer', 'My Network Places', and 'Recycle Bin'. At the bottom, there are three buttons: 'Make New Folder', 'OK', and 'Cancel'.</p> </div> <p>CLICK “Cancel” and return to subparagraph B to create the folder as instructed.</p>

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***--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

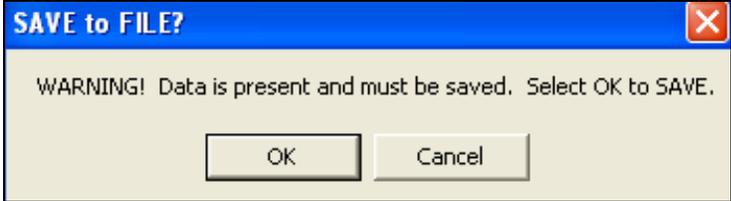
D Saving a Producer’s SURE Workbook (Continued)

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>The screenshot shows a dialog box titled "XML Created" with a blue header bar and a red close button. It contains an information icon on the left and a message on the right: "S:\Service_Center\FSA\2011_SURE\2011-v1.0-AMY PRODUCER-01050105010501050106011401120114-11001R.xml created." Below the message is an "OK" button.</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>  <p>The screenshot shows a dialog box titled "Confirmation for Clearing the Data" with a blue header bar and a red close button. The message "All Data Will Be Cleared" is centered in the main area. At the bottom, there are two buttons: "OK" and "Cancel".</p>

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*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

D Saving a Producer’s SURE Workbook (Continued)

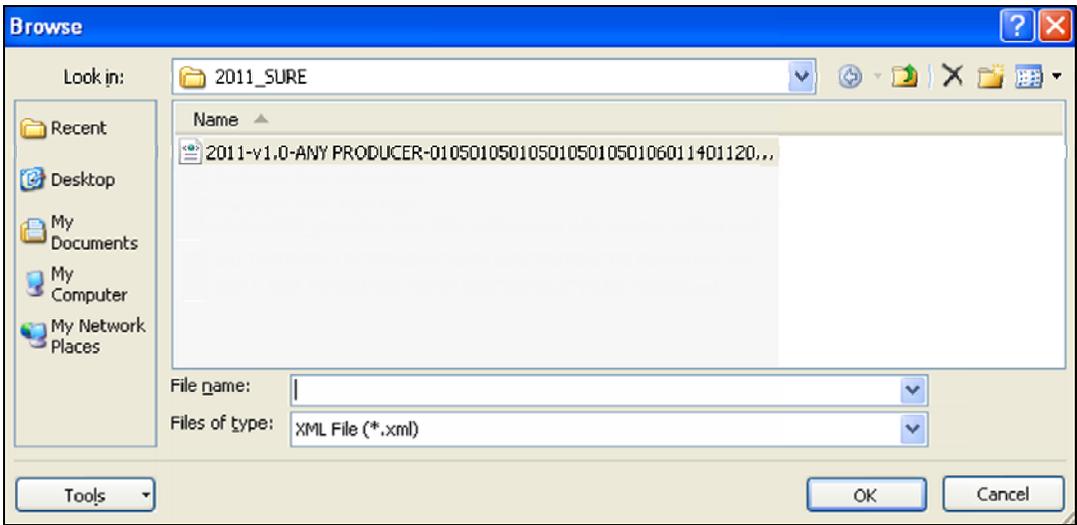
Step	Action
5	<p>When ready to close the 2011 SURE Workbook Template, do 1 of the following:</p> <ul style="list-style-type: none"> • CLICK “X” in the upper right hand corner • click the Office Button, CLICK “Close” • click the Office Button, CLICK “Exit Excel”. <p>When 1 of these options are taken, 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 blank (recommended) • “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.

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***--663 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	<p>After users click “Retrieve From File”, the following Browse dialog box will be displayed with the content of the “S:\Service_Center\FSA\2011_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>  <p>After user has selected the appropriate .xml file and clicked “OK”, the data will populate into the blank “2011_SURE_Workbook_Template_vX.0.xlsm”.</p>

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***--663 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 2011 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 2011 SURE folder, and opened from the 2011 SURE folder.--*

***--664 Completing SURE Workbook Data Entry Worksheet**

A Overview

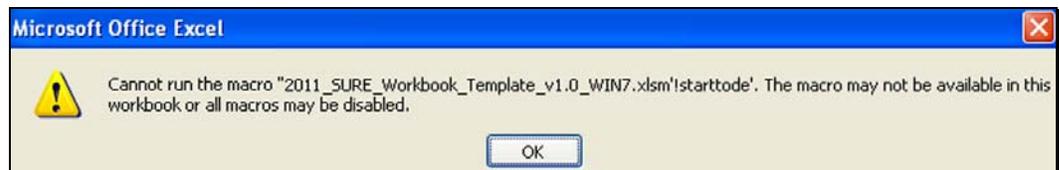
When the SURE Workbook is opened, the Start Page will be displayed with the following:

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

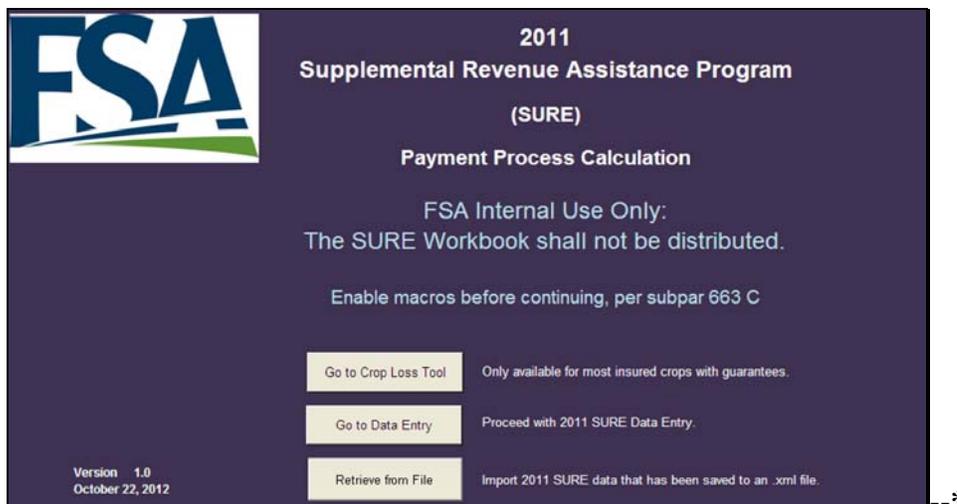
Note: The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided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

- Security Warning dialog box, to enable macros, according to subparagraph 663 C, step 1, **only** if in Office 2007

Note: 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 666 A and B for completing the 2011 Crop Loss Tool
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved .xml file.



*--664 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.

For additional information about entering RMA data, see Exhibit 4.

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

Note: For 2011, 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.

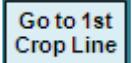
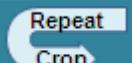
The SURE Workbook does **not** distinguish between conventional and certified organic crops. When certified organic crops and conventional crops follow each other, the SURE Workbook sees those lines of data as the same crop. The price and NAMP from the first line of the crop will auto-fill for all subsequent lines, and the cells for those columns will be darkened. If the first line is a conventional crop, and a subsequent line is for an organic crop, the price and NAMP may be entered into the darkened cells for that line of the organic crop. This will turn the cells orange on the first line with price and NAMP data, as well as the cells for the certified organic crop. All other cells for price and NAMP for that crop will turn yellow. The price and NAMP entered on the certified organic line will replace the price and NAMP that was auto-filled on that line **only**. The remaining cells that have turned yellow will still be auto-filled with the price and NAMP from the first line and no entry is required.

Note: This **only** applies to certified organic corn, cotton, PR tomatoes in California, and soybeans.--*

***--664 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 I.
	See subparagraph J.
	See subparagraph K.
	See subparagraph 663 D.
	See subparagraph 663 E.

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***--664 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 661 A. This additional SURE Workbook will need to have a unique identifier in the “Producer Name” field, in addition to the producer’s name. For example, if the producer’s name is “Any Producer” the first SURE Workbook will have a producer name entry of “Any Producer” the second SURE Workbook will have a producer name of “Any Producer 2”. This step must be completed, in these cases, or 1 workbook will overwrite the other and data will be lost . In addition, these 2 SURE Workbooks will need to be summarized together as if the producer is multi-county, according to subparagraph 665 D.
ID Number (9-digits)	Enter producer’s TIN as it appears in SCIMS, without dashes. If producer is not in SCIMS, see paragraph 657.
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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*--664 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 2011 Web Eligibility.

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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

D Other Payment Amounts

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

Other Payment Amounts:			Other Payment Amounts:	
DCP	Direct Payments	\$ 8,000.00	NAP Payments	
	CC Payments			
ACRE	Direct Payments		Information Only (No Data Entry)	
	ACRE Payments		RMA (Crop Ins.)	\$ 15,000
Price Support (LDP, MG, Market Certs.)	CMA:		Imputed CAT/NAP Amt:	\$ 30,434
FSA Settlements				
RMA Settlements				
Other Disaster Payments				
Guar. Pmts./Contract Growers				

The following provides instructions for completing 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 2011. 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 2011.
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 2011. 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 2011.
	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 2011.
FSA Settlements		Enter total FSA settlement payments, not including FLP settlements, the producer received in the administrative county for program year 2011. 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 2011. 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.
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 2011.
Guaranteed Payment to Contract Growers		Enter total guaranteed payments to contract growers the producer received in the administrative county for program year 2011. The producer will have to certify to this payment amount, if applicable.

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***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

D Other Payment Amounts (Continued)

Field	Definition and Rule
NAP Payments	Enter total NAP payments the producer received in all counties nationwide or by the administrative county for program year 2011.
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 2011 SIR. 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 2011 SIR.

Notes: The 2011 SIR 2011 Payment Data Section referenced in paragraph 653 and the 2011 Detailed Payment Report for SURE referenced in paragraph 655 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.--*

***--664 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.



***--664 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	Practice
	ALFALFA		FG	I	N
	CORN	YEL	GR	I	N
	OATS	SPR	GR	I	N
	SOYBEANS	COM	GR	I	N

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

From 2011 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 orange, 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 orange, 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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***--664 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 2011 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>Notes: Do not load ineligible acres, such as <i>de minimis</i>, uninsured acres, etc.</p> <p>Similar to FSA, RMA does not require acres to be taken in hundredths which may cause a discrepancy. If the State has elected to report acres in hundredths and the SURE Data Query Tool is used to eliminate the data load process and the only difference in acres between FSA and RMA is hundredths, then the County Office is not required to change the FSA acres to match the RMA acres.</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 (that is: 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 (that is: 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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***--664 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.

RMPR Code
P
P
R
P

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

Label	Full Name	Definition and Rule
RMPR Code	Risk Management Purchase Requirement Code	<p>Manually enter or select 1 of the 3 following RMPR 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 RMPR code (see Exhibit 12, subparagraph D, page 4) 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 RMPR 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.--*

***--664 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
2
IV
2

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.								
		1	2	3	4	5	6	13	14	41
		43	47	50N	50R	51	55	61	63	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, subparagraph D, page 4) 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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--664 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 Protection” type policy, the user could see on the 2011 SIR RMA Section and the Plan Code Chart that “Revenue Protection” policies have a plan code of “02”. The user would select plan code “2” 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.--*

***--664 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"> 2011 SIR RMA Data 2011 SIR 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"> 2011 SIR RMA Data 2011 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, subparagraph D, page 4) NAP “UH” factor applies to crops without a guarantee basis (Exhibit 12, subparagraph D, page 4). <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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***--664 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
10000	01						
10200							
10200							

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"> 2011 SIR RMA Data 2011 SIR NAP Data 	Enter RMA or NAP unit number. Required for all crops with purchased coverage (NAP, RMA). Note: RMA net indemnity will not calculate properly for insured crops, unless unit numbers are entered accurately.
Plt Per.	Planting Period	<ul style="list-style-type: none"> 2011 SIR 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"> 2011 SIR 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"> 2011 SIR RMA Data 2011 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.--*

***--664 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"> 2011 SIR RMA Data 2011 SIR 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"> 2011 SIR RMA Data 2011 SIR 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	2011 SIR 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	2011 SIR 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	2011 SIR 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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***--664 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	2011 SIR NAP Data	Enter NAP approved yield in hundredths, as applicable. Required for purchased NAP yield-based crops. Note: See paragraph 311 for avocados and pecans.
County Exp. Yield	County Expected Yield	2011 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.
Hist. Mrkt %	Historical Marketing Percentage	2011 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"> 2011 SIR RMA Data 2011 SIR NAP Data 2011 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.

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***--664 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	2011 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"> 2011 SIR RMA Data 2011 SIR 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>
2011 NAMP (\$)	2011 National Average Market Price	2011 NCT	Enter regional NAMP for the crop year, as determined by STC. Required for all crops except value loss. See paragraph 63.

--*

***--664 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
.8000
.8000
.8000
.8000

Enter revenue data in yellow cells according to the following.

Label	Full Name	Source	Definition and Rule
QA Factor	Quality Adjustment Factor	2011 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 10 Percent Loss Tool...
<ul style="list-style-type: none"> is insured has an "L" (Loss) Record present on SIR is listed in Exhibit 17 with a "yes" 	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 "no" is not listed in Exhibit 17 or: <ul style="list-style-type: none"> is insured does not have an "L" (Loss) Record present on SIR is listed in Exhibit 17 with a "yes" 	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.--*

***--664 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"> • 2011 SIR RMA Data • 2011 SIR NAP Data • Producer 	Enter salvage value in whole dollars, if applicable.

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***--664 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	2011 SIR 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	2011 SIR 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 2011 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.--*

***--664 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"> • 2011 SIR RMA Data • 2011 SIR 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"> • 2011 SIR RMA Data • 2011 SIR 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.--*

***--664 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.--*

***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

I Crop Loss Tool

See subparagraph 666 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.--*

***--664 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.

2011 Value Loss Tool								Go To Data Entry	
ANY PRODUCER Admin. County: 11-001				Clear Entries					
Crop	Type	Int. Use	Graduated Price Code	Beginning Inventory	Ending Inventory	Ineligible Inventory	Graduated Price	Field Market Value A	Field Market Value B
MOLLUSK	MUS	FH	010	20,000	15,000	500	\$ 0.0175	\$ 350	\$ 271
MOLLUSK	MUS	FH	012	40,000	35,000	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.--*

--664 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.--*

***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

Weighted CC yields are provided in the 2011 SIR, 2011 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 2011 SIR, 2011 CC Yield Data.

<u>10 2011 CC YIELD DATA</u>		
CROP	WTD CC YIELD	UOM
CORN	145	BU
SOYBN	43	BU
OATS	24	BU

*Crop was reported on 2011 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 2011 SIR, “2011 CC Yield Data” Section.

2011 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.--***

***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

RMA weighted adjusted yield is provided on the 2011 SIR, “2011 RMA Data” Section.

<u>8 2011 RMA DATA</u>	
REC	CROP
TYP	0041 CORN
A	ACRES: 390.00
	YIELD: 147.00
	ADJ APH: 147.00
	WTD ADJ YLD: 147.00

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 4, 5, 6, 13PRF, 14PRF, 41, and 47 will **not** have an RMA weighted adjusted yield.--*

***--664 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:

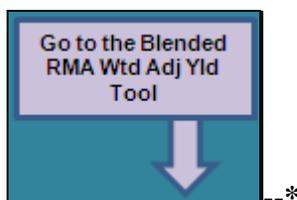
- insured corn, yellow, grain
- insured soybeans, common, grain.

The user has entered the RMA weighted adjusted APH from the 2011 SIR, “2011 RMA Data” Section.

2011 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 669 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 “2011 Yield Determination Tool”.



***--664 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.--*

***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

NAP adjusted yield for NAP is provided on the 2011 SIR, “2011 NAP Approved Yield History File” Section.

3 2011 NAP APPROVED YIELD HISTORY		
CROP YEAR	YIELD	YLD TYPE
2010	1.77	A
2009	1.68	R
2008	1.70	A
2007	1.60	O
2006	1.59	P
2005	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 2011 SIR, Section 3, “2011 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									NAP Yields					
Unit	Crop	Crop Type	Use	Plnt Per	U O M	Pr	Acres	Message	Year	Yield	Yld Type	Year	Yield	Yld Type
10000	Alfalfa		Fg		Ton	N	19.10	Adj Yld: 1.69 Ton	2010	1.77	A	2009	1.68	R

Year	Yield	Yld Type	Adj NAP Yield									
2008	1.70	A	2007	1.60	O	2006	1.59	P	2005	1.79	A	1.69

Note: The user will enter **every** year, yield, and yield type present in 2011 SIR, Section 3, “2011 NAP Approved Yield History File”. The Yield Determination Tool has been designed to remove the applicable replacement yields.--*

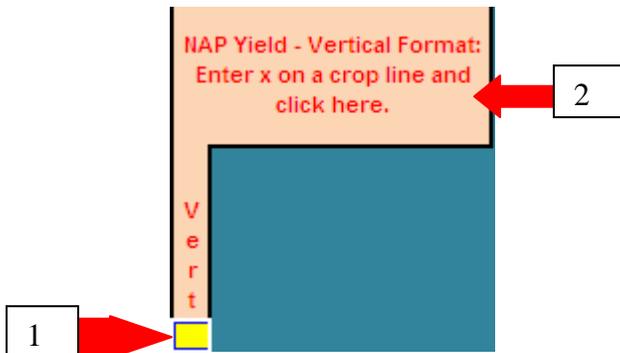
***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

K Yield Determination Tool (Continued)

The 2011 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, do the following.

1. ENTER “X” in the ‘Vert’ cell.
2. CLICK “NAP Yield-Vertical Format: Enter x on a crop line and click here.”



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
2010	1.77	A
2009	1.68	R
2008	1.70	A
2007	1.60	O
2006	1.59	P
2005	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.



***--664 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”.



***--664 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.

2011 Weighted Average Yield Tool											
ANY PRODUCER Admin. County: 11-001								Enter data for crops physically grown in this county, but administered by a different county.			
Information from Other Administrative Counties								Yield Extension	Total Acres	Weighted Average Yields	
St-Co (Do not enter dash)	Crop	Type	Use	Unit of Meas.	RMPR Indicator	Acres	Yield	0.00	0.00		
										Information Only:	Multi-county Weighted Average Yield
11-001	Alfalfa		Fg	Ton	NAP	19.10	4.22			4.22	
11-001	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 13API, 14API, 50R, 51, 55, 61, 63.

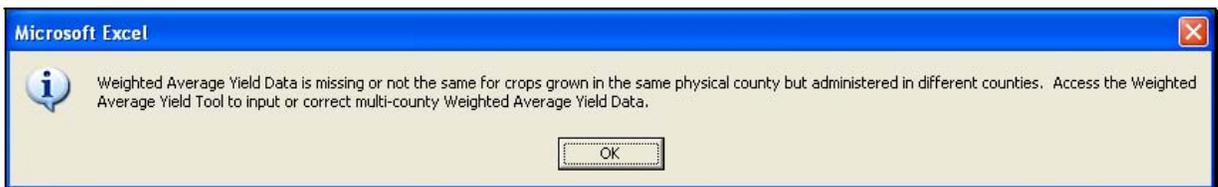
This action does **not** need to be performed for single county producers or multi county producers with insured crops with plan codes 1, 2, 3, 4, 5, 6, 13PRF, 14PRF, 41, 43, 47, 50N, 90, and NAP value loss crops.--*

***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

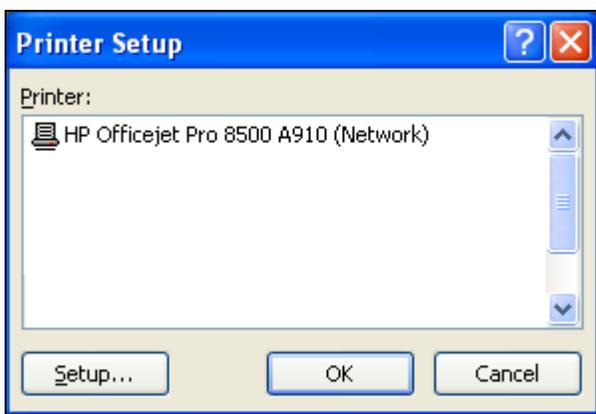
L Weighted Average Yield Tool (Continued)

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 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields) will print. The following is an example of the 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields).

<p>2011 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. 664L.</i></p> <p>Note: <i>This 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="text-align: left;">Admin Co.</th> <th style="text-align: left;">Phys. Co.</th> <th style="text-align: left;">Crop / Type / Use</th> </tr> </thead> <tbody> <tr> <td>99-999</td> <td>99-999</td> <td>ALFALFA/ /FG</td> </tr> <tr> <td>99-998</td> <td>99-999</td> <td>ALFALFA/ /FG</td> </tr> </tbody> </table>	Admin Co.	Phys. Co.	Crop / Type / Use	99-999	99-999	ALFALFA/ /FG	99-998	99-999	ALFALFA/ /FG	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Producer:</td> <td>ANY PRODUCER</td> </tr> <tr> <td>Recording Co:</td> <td>District of Columbia DC</td> </tr> </table>	Producer:	ANY PRODUCER	Recording Co:	District of Columbia DC
Admin Co.	Phys. Co.	Crop / Type / Use												
99-999	99-999	ALFALFA/ /FG												
99-998	99-999	ALFALFA/ /FG												
Producer:	ANY PRODUCER													
Recording Co:	District of Columbia DC													

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***--664 Completing SURE Workbook Data Entry Worksheet (Continued)**

L Weighted Average Yield Tool (Continued)

After the user prints the 2011 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.



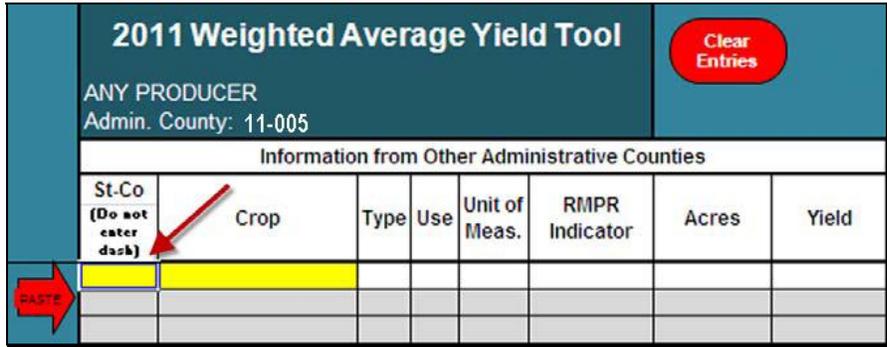
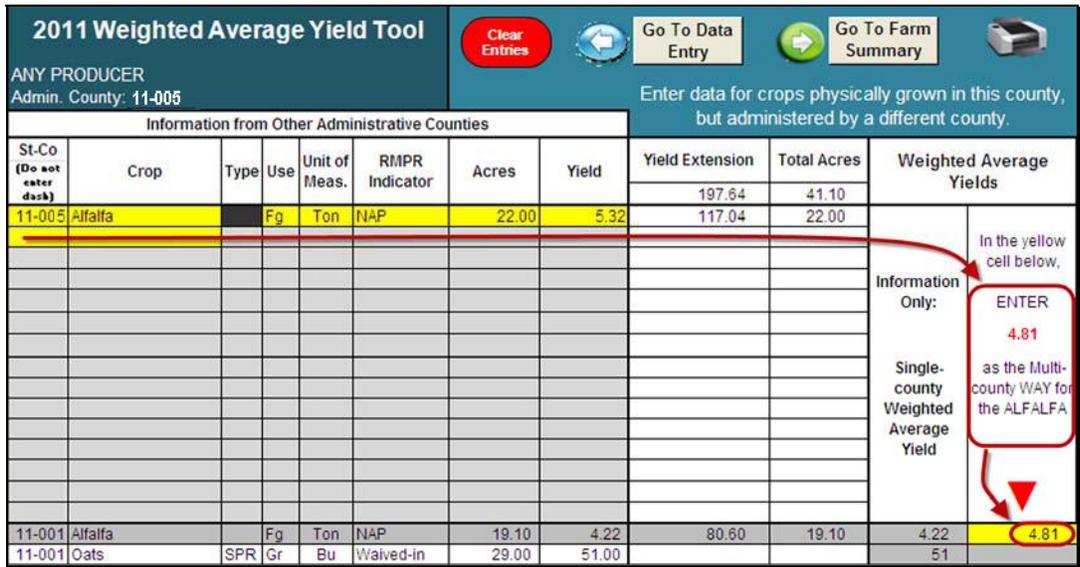
The user shall click “Go To WAY Tool” and add the weighted average yield data from 1 administrative county (listed on the 2011 Multi-County Weighted Average Yield Tool Report (Missing Yields)) to the other administrative county’s (listed on the 2011 Multi-County Weighted Average Yield Tool Report (Missing 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 2011 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.

--*

*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

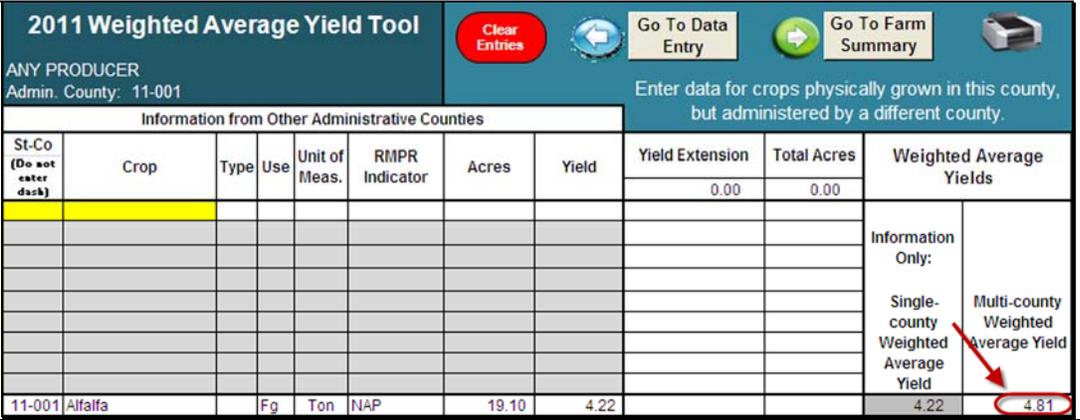
L Weighted Average Yield Tool (Continued)

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> 

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*--664 Completing SURE Workbook Data Entry Worksheet (Continued)

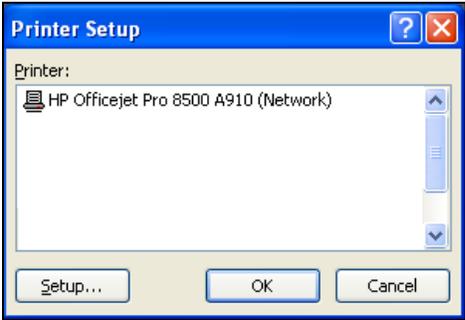
L Weighted Average Yield Tool (Continued)

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> 
9	<p>The user will then have to re-summarize the admin county data into the recording county Farm Summary according to subparagraph 666 D.</p>
10	<p>To load the next crop, if necessary, CLICK “Clear Entries” and return to step 1.</p>
11	<p>If the user is prompted to print the 2011 Multi County Weighted Average Yield Tool Report (Deleted Yields) according to subparagraph 665 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> 

--*

***--664 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>  <p>The 2011 Multi-County Weighted Average Yield Tool Report (Deleted Yields) will print.</p> <table border="1" data-bbox="402 865 1456 1222"> <tr> <td colspan="2">2011 Multi-County Weighted Average Yield Tool Report (Deleted Yields)</td> <td>Producer:</td> <td>ANY PRODUCER</td> </tr> <tr> <td colspan="2"></td> <td>Recording Co:</td> <td>District of Columbia DC</td> </tr> <tr> <td colspan="4"> <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. 664L.</i></p> <p><i>Note: The recalculated Multiple-county WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.</i></p> </td> </tr> <tr> <td>Admin Co.</td> <td>Phys. Co.</td> <td colspan="2">Crop / Type / Use</td> </tr> <tr> <td>99-999</td> <td>99-999</td> <td colspan="2">ALFALFA / IFG (Recalculate)</td> </tr> <tr> <td>99-998</td> <td>99-998</td> <td colspan="2">ALFALFA / IFG</td> </tr> </table> <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”. 	2011 Multi-County Weighted Average Yield Tool Report (Deleted Yields)		Producer:	ANY PRODUCER			Recording Co:	District of Columbia DC	<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. 664L.</i></p> <p><i>Note: The recalculated Multiple-county WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.</i></p>				Admin Co.	Phys. Co.	Crop / Type / Use		99-999	99-999	ALFALFA / IFG (Recalculate)		99-998	99-998	ALFALFA / IFG	
2011 Multi-County Weighted Average Yield Tool Report (Deleted Yields)		Producer:	ANY PRODUCER																						
		Recording Co:	District of Columbia DC																						
<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. 664L.</i></p> <p><i>Note: The recalculated Multiple-county WAY must be loaded for the same county/crop/type/use in the workbooks for all administrative counties.</i></p>																									
Admin Co.	Phys. Co.	Crop / Type / Use																							
99-999	99-999	ALFALFA / IFG (Recalculate)																							
99-998	99-998	ALFALFA / IFG																							

--*

***--664 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 666 C for more information about the 10% Loss Tool.--*

***--665 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		2011 SURE Program Farm and Eligibility Summary	FSA County Office Use Only SURE Payment Amount No Initials												
Recording County District Of Columbia Dc			<table border="1"> <thead> <tr> <th></th> <th>Initials</th> <th>Date (mm/dd/yyyy)</th> </tr> </thead> <tbody> <tr> <td>Data Loaded by:</td> <td></td> <td></td> </tr> <tr> <td>2nd Party Rev:</td> <td></td> <td></td> </tr> <tr> <td>Finalized by:</td> <td></td> <td></td> </tr> </tbody> </table>		Initials	Date (mm/dd/yyyy)	Data Loaded by:			2nd Party Rev:			Finalized by:		
	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 2011															
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												
Farm Requirement	8. Production Loss % for the farm		59%												
Crop Requirement	9. Does at least one crop have the required 10% loss? (yes = "x")														
Crop Requirement	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.															
Version 1.0			September 17, 2012												

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

***--665 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 2011	
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 2011	Stimulus is not available for 2011 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.

--*

***--665 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 2011		
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**--*

***--665 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 NON-RECORDING COUNTY Workbooks to transfer Farm Data onto the Farm Summary.		NON-RECORDING County Workbook		RECORDING County Workbook		
	<i>Non-Recording County Workbook:</i>	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.
<i>Anywhere, ST</i>		Use on Non-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 RECORDING COUNTY Workbook to transfer Farm Data onto the Farm Summary.		NON-RECORDING County Workbook		RECORDING County Workbook		
	<i>Recording County Workbook:</i>	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.
<i>Anywhere, ST</i>				Use on Recording County Workbook Only:			

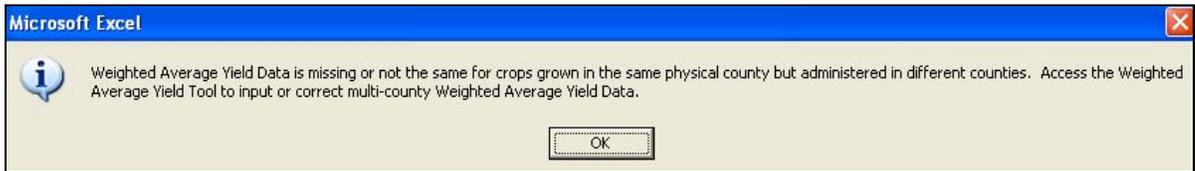
Step	Action
1	Open all SURE Workbooks for the producer and go to each Farm Summary Worksheet. Note: There will be a need for more than one SURE Workbook Template. See subparagraph 663 A, step 4.
2	On administrative county’s workbook, click on the taskbar.
3	On administrative county’s workbook, CLICK “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.--*

***--665 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 664 L.



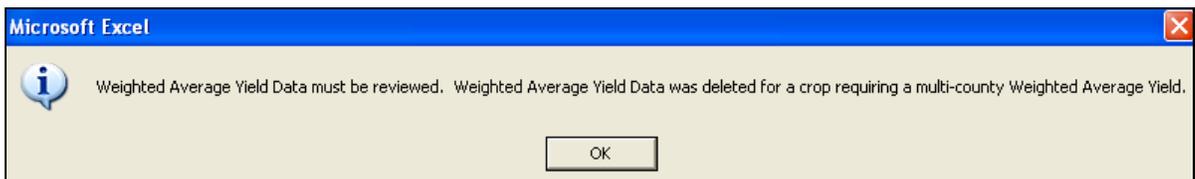
If the user needs to remove the pasted data, the user shall:

- 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 2011				
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 664 L.



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***--665 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, follow this table.

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 both .xml files to the National Office through the State Office by e-mail. The files will be merged and returned as 1 file.

Each SURE Workbook is only able to hold 100 lines of data. If a County Office has a producer with more than 100 lines of data, follow this table.

Step	Action
1	Complete the first SURE Workbook with the maximum 100 line entries.
2	Save the SURE Workbook .xml file, according to subparagraph 663 D.
3	Create a second SURE Workbook for the same county, giving the producer's name a “2”. Example: The first workbook was saved with the producer’s name, “Any Producer”. The second workbook will be saved with the producer’s name as, “Any Producer 2”.
4	Complete the second SURE Workbook with the maximum 100 line entries.
5	Save the SURE Workbook .xml file, according to subparagraph 663 D.
6	Send both .xml files to the National Office through the State Office by e-mail. The files will be merged and returned as 1 file.

--*

***--665 Completing SURE Workbook Farm Summary Worksheet (Continued)**

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	7. Located in a Disaster County?	Yes
Requirement	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.--*

***--665 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 666 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.--*

***--665 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	11. Program Farm Guarantee (Total of Item 1)	\$ 595,724
Payment	12. 90% of Expected Revenue Cap (90% times the total of Item 3)	\$ 692,558
Amount	13. SURE Guarantee (lesser of Item 11 or Item 12)	\$ 595,724
	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.	\$ 218,399

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.

--*

***--665 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>Notes: “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> <p>For 2 person offices, the final review may be performed by either the person that loaded the data or the person that performed the 2nd party review.</p>

FSA County Office Use Only		
SURE Payment Amount	\$	218,399
	Initials	Date (mm/dd/yyyy)
Data Loaded by:	aaa	11/11/2012
2nd Party Rev:	bbb	11/12/2012
Finalized by:	ccc	11/13/2012

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

***--665 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”.

Note: See subparagraph 664 A for certified organic crops.--*

***--665 Completing SURE Workbook Farm Summary Worksheet (Continued)**

J Navigation Buttons

The following provides Farm Summary Worksheet navigation buttons and functions.

Button	Function
 Go To Data Entry	Returns user to the Data Entry Worksheet.
 Go To FSA-682 (Page 2)	Navigates the user to the SURE Workbook-generated FSA-682, page 2. See paragraph 667.
 Go To 10% Loss Tool	Navigates the user to the 10% Loss Tool.
 Go To WAY Tool	Returns user to the Weighted Average Yield Tool.
 Print All Sheets	<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 667). <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>
 Print Farm Summary & FSA-682 Page 2	Prints the Farm Summary and FSA-682, page 2 only .
 Reprint WAY Tool Report	Prints the Multi County Weighted Average Yield Tool Report (subparagraph 664 L)
 Detailed Farm Summary	Prints a Detailed Farm Summary (subparagraph 664 L).

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*--665 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		2011 Loss Percentage Table for Multicounty Farms	
Crop - Type - Use		Admin County Loss	Total Farm Loss
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		2011 SURE Program Farm and Eligibility Summary - Detailed									
A. Administrative County Information											
Information for Crops in this Administrative County		1. Total Crop Guarantees \$595,724		2. Total Other Revenue \$46,634		3. Total Estimated Crop Value \$185,092		4. Difference \$363,998			
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	10000	\$ 262	\$ 88,480	\$ (88,218)	Alfalfa - Fg	\$ 262	\$ 88,480	\$ (88,218)	
11-001	Corn	390.00	10200	\$ 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	10200	\$ 214,597	\$ 3,341	\$ 211,256	Soybeans - COM - Gr	\$ 214,597	\$ 3,341	\$ 211,256	

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***--666 Completing SURE Workbook Crop Loss Tools**

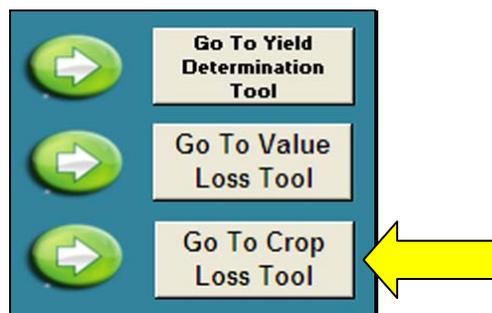
A Overview

There are 2 crop loss tools in the SURE Workbook, accessible as follows:

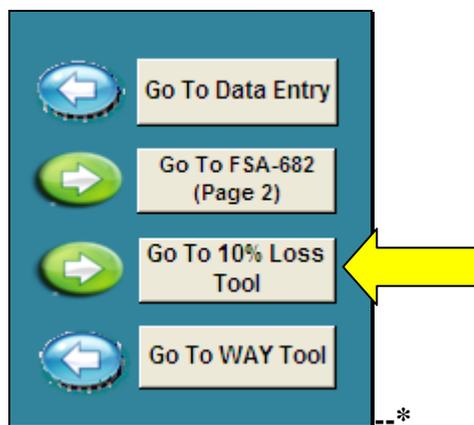
- the optional preliminary crop loss tool titled, “2011 Crop Loss Tool” that is accessed by either of the following:
 - from the 2011 SURE Workbook Start Page, CLICK “Go to Crop Loss Tool”



- from the data entry screen, CLICK “Go to Crop Loss Tool”



- the “10% Loss Tool” is accessed from the Farm Summary Page by clicking “Go To 10% Loss Tool”.



--666 Completing SURE Workbook Crop Loss Tools (Continued)*B 2011 Crop Loss Tool**

The 2011 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 1, 2, 3, 4, 5, 6, 13, 14, 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 2011 Crop Loss Tool, as well as the data in the Basic Crop Information. This **must** be corrected **before** work in the 2011 Crop Loss Tool may continue.--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

B 2011 Crop Loss Tool (Continued)

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 1, 2, 3, 4, 5, 6, 13, 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.

Crop Loss %	Other Admin County	Basic Crop Information										Value of Normal Production Information												
		Physical St/Co	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plan/Cov. Code	MM Crop ("x")	Cr. Dist.	CA Grapes Only	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	Adj. Cd.		Cov. Level	Price Elect.	CC	RMA Wtd Adj Yld
54%			Corn	YEL	Gr	1.0000	1020	47			H									\$ 297,022	7500	1.0000	145	147
96%			Soybeans	COM	Gr	1.0000	10200				H									\$ 177,823	7500	1.0000	43	41

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 2011 Crop Loss Tool, and a 2011 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 2011 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 2011 Crop Loss Tool can be accurate is if **all** crops on the farm have met the 2011 Crop Loss Tool requirements, and **all** crops have been included in the 2011 Crop Loss Tool. The 2011 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 2011 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 2011 Crop Loss Tool **must always** be verified with the Loss Percentage Table **after** the SURE Workbook is completed to ensure that a producer is eligible for SURE.

Minimum data is required to be entered in the 2011 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.--*

*--666 Completing SURE Workbook Crop Loss Tools (Continued)

B 2011 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 (Enter "x" only if the entry is administered in another county)	Basic Crop Information							Cr. Dist. C.A. Grapes Only
		Physical St/Co Leave blank if same as Admin Co	Crop	Crop Type	Int. Use	Prod. Share	Unit #	Plant Cov. Code	
54%			Corn	YEL	Gr	1.0000	102	02	
96%			Soybeans	COM	Gr	1.0000	102	02	

Icon	Action
	Prints the 2011 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 2011 Crop Loss Tool to Data Entry Worksheet and the 10% Loss Tool. Since the 2011 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 2011 Crop Loss Tool.
	Clears all data in the 2011 Crop Loss Tool.

--*

***--666 Completing SURE Workbook Crop Loss Tools (Continued)**

B 2011 Crop Loss Tool (Continued)

Quality adjustment data from the 2011 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 664 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%

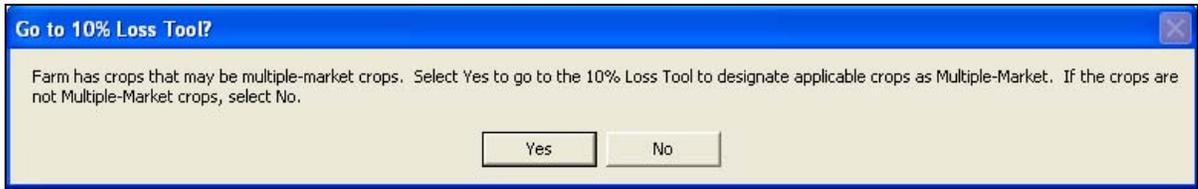
The only data that will be manually entered will be the 2 columns under “Additional Crop Loss Entries”. The first column is for multiple market crops. ENTER “X” in this column for all multiple market crops. This allows for multiple market crops (with different IU) to be combined as 1 crop for the 10 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 664 G, “QA Factor” for instructions on when to enter an applicable Quality Adjustment Factor.--*

***--666 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 (that is: 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%

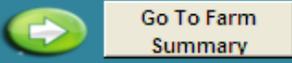
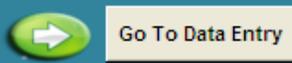
Whenever changes are made to crop data, a tan block will be displayed in the 10% Loss Tool title block with the following text, “Crop changes. Review data.” Any blocks that have turned tan in the data entry portion of the 10% Loss Tool should be reviewed for accuracy.

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.--*

***--666 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.--*

***--666 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 665 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%	

--*

***--666 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 665 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.--*

***--666 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%

--*

*--667 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 (09-11-12)												Page ___ of ___ (Page 2)					
14. Producer Name Any Producer								15. Administrative County and State District Of Columbia Dc				16. Crop Year 2011					
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. Phys. St/Co 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		COC Use Only			
												34A.	34B.	Production		37. Salvage Value (\$)	Field Market Value
												A	B	35. Adjusted	36. Assigned	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)					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved				<input type="checkbox"/> YES <input type="checkbox"/> NO													

--*

*--668 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 651 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”.--*

***--668 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.--***

***--668 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.--***

***--668 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**--*

***--668 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 43, 50N, 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**.--*

***--668 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**.--*

***--668 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**.--*

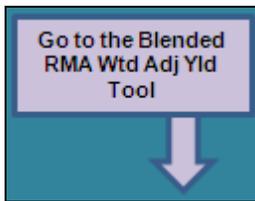
***--669 Blending Multiple RMA Weighted Adjusted Yields**

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.



***--669 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 2011 RMA Weighted Adjusted Yield Tool will be displayed.

2011 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	10200	0.7500	1.0000	21.00	140.00	138.19
	Corn	YEL	gr	10300	0.5000	0.5500	32.00	137.00	138.19

Enter the RMA Acres and RMA Weighted Adjusted Yield data from 2011 SIR 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”.--*

***--669 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 2011 Yield Determination Tool will be displayed.

2011 Yield Determination Tool						Go to the Blended RMA Wtd Adj Yld 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	147	138.19
	Insured Soybeans	COM	gr	bu	43	41	
	Waived-in Oats	SPR	gr	bu	24		

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.--*

***--670 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 652 C.

B Using the Tolerance Tool

From 2011 SIR “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.

--*

***--670 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>

--*

*--670 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>

--*

*--670 Tolerance Tool (Continued)

B Using the Tolerance Tool (Continued)

The following are examples of the Tolerance Tool.

Example 1:

SURE Program					State and County	Anywhere ST		
Reducing Guarantee Basis for Tolerance					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					Guarantee Basis Information			
Identifier (optional)	RMA		FSA		Identifier (opt.)	Original	Reduced	
	Acreage	Loss	Reported	Determined				
	115.30			109.50		\$ 83,359	\$ 76,899	
		159.70		141.00		\$ 111,566	\$ 102,920	
	348.5		321.5					

Example 2:

SURE Program					State and County	Anywhere ST		
Reducing Guarantee Basis for Tolerance					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					Guarantee Basis Information			
Identifier (optional)	RMA		FSA		Identifier (opt.)	Original	Reduced	
	Acreage	Loss	Reported	Determined				
	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.--*

***--671 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 652 C.

B Using the Peanut Tool

The following is an example of the Peanut Tool.

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	201	90	51.70	1375.00	\$ 3,141	2,897.99	\$ 6,620
	SPW	201	90	42.10	850.00	\$ 1,407	973.86	\$ 1,612
	SPW	201	90	51.30	1075.50	\$ 2,168	973.86	\$ 1,963
99-999	RUN	101	90	35.80	875.70	\$ 1,248	915.88	\$ 1,305
99-999	RUN	101	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.--*

*--671 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.

--*

***--671 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.--*

672-700 (Reserved)

Part 20 2008 Interim SURE Payment Process

Section 1 SURE Payment Process

701 Web-Based SURE Payment Process

A Introduction

The SURE payment process is an automated process that determines whether the producer is eligible to receive payment and the amount that can be sent to NPS for disbursement.

B Frequency of Payment Processing

Stimulus and SURE payments are processed nightly for the following:

- payment amounts recorded through the SURE payment process during the workday
- any payment on the Nonpayment Report will be reprocessed to determine if the condition previously preventing the payment has been corrected.

* * *

701 Web-Based SURE Payment Process (Continued)

C High-Level Overview of the Payment Process

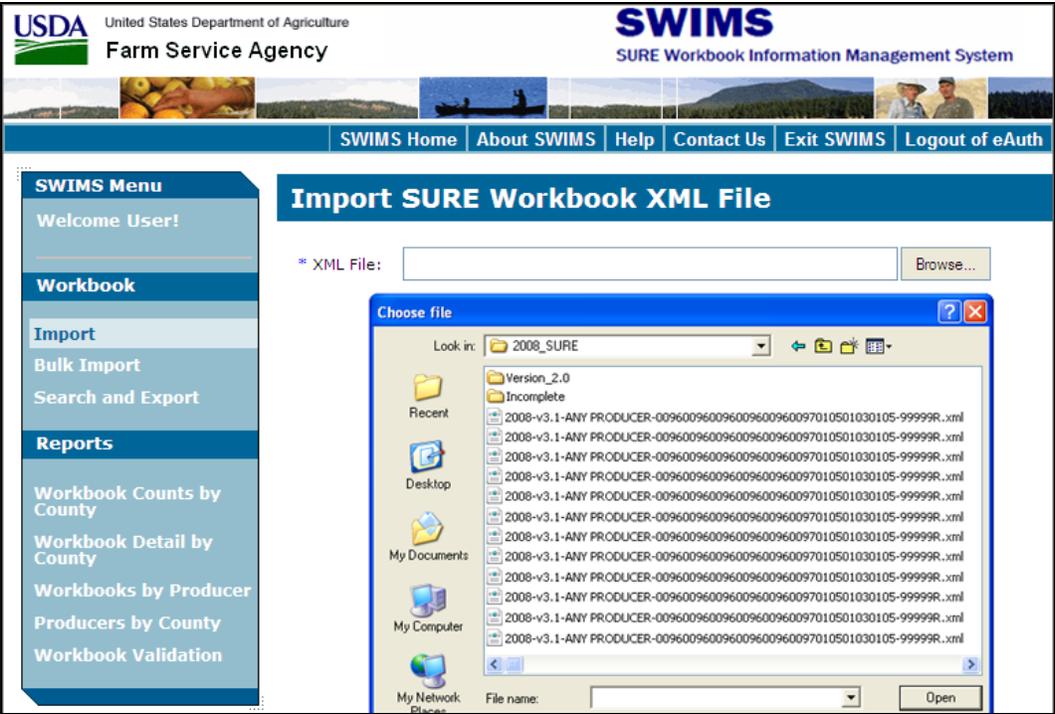
* * * The following is a high-level overview of the SURE payment process.

Step	Action		
1	Payment data is recorded and the payment process is triggered.		
2	System determines the producer level payment amounts recorded for each of the following:		
	<ul style="list-style-type: none"> • stimulus payment amount • original SURE payment amount. 		
	IF the amount is...	AND a payment was...	THEN...
	greater than \$0		go to step 3 for the applicable amount recorded.
\$0	previously issued		
	not previously issued	the payment process is discontinued for the applicable payment amount.	
3	System reads SCIMS to obtain information for the payment entity.		
	IF the payment entity is...	AND the resident alien field is...	THEN...
	an individual	<ul style="list-style-type: none"> • “Unknown” or “N/A” • “Yes” 	go to step 4.
		“No”	the payment entity is not eligible for payment.
any business type other than individual		go to step 4.	
4	System determines whether there is a SURE payment for the payment entity in NPS.		
	IF a payment...		THEN...
	has not already been sent to NPS for the payment entity		go to step 5.
	<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is signed 		<ul style="list-style-type: none"> • the payment in NPS is canceled and the new payment transaction is processed
<ul style="list-style-type: none"> • has been sent to NPS for the payment entity • is not signed 		<ul style="list-style-type: none"> • go to step 5. 	

803 Import SURE Workbook XML File (Continued)

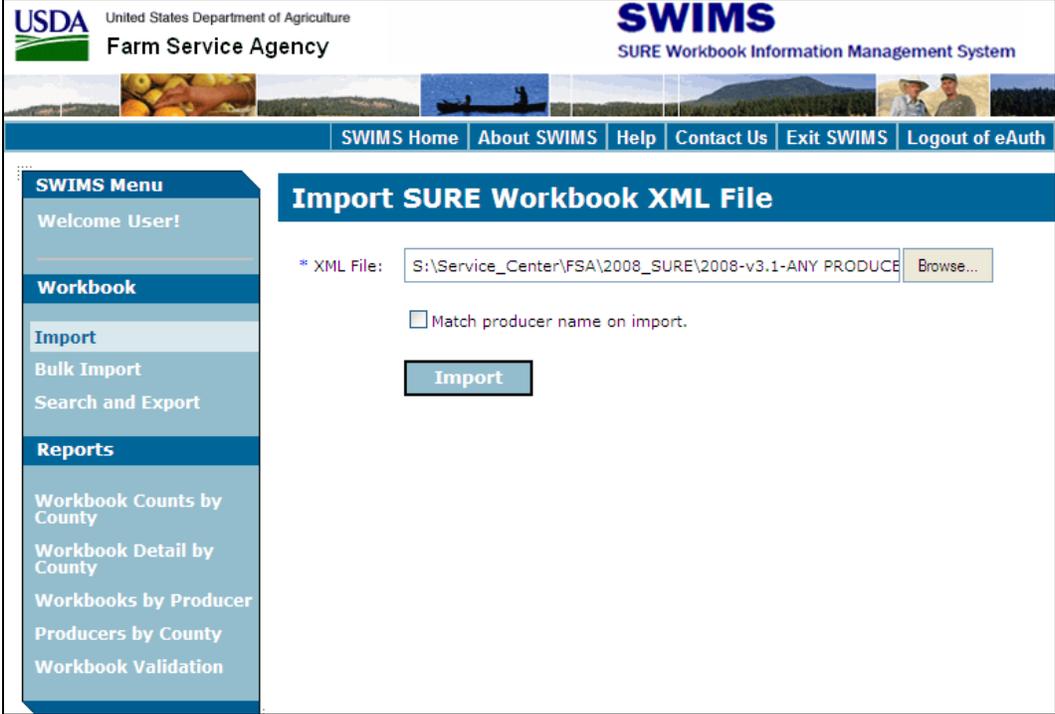
C Importing a Single SURE Workbook XML File

Import a single SURE Workbook .xml file into SWIMS according to the following.

Step	Action
1	To import a single .xml file, on the Import SURE Workbook XML File Screen, CLICK “Browse”.
2	The Choose File dialog box will be displayed. Navigate to the “S:\Service_Center\FSA\20XX_SURE” folder.
3	<p>The user shall select the file to import according to subparagraph 801 B and CLICK “Open”.</p> <p>The following is an example of the Choose File dialog box.</p> 
4	After the user clicks “Open” on the “Choose File” dialog box, the “XML File” field will populate with the name of the file selected.
5	<p>The option to match producer name on import is available by checking (✓) the box for “Match producer name on import”.</p> <p>Note: If the option to match producer name is not selected, then SWIMS will search for duplicates in the system based on TIN and TIN type only.</p> <p>Selecting the option to match by producer name upon import shall be used in the case of workbooks that have exceeded the 100 line limit, where the tax ID number and State and county code is the same but the producer name has been deliberately made different. See *-subparagraphs 515 C, 575 C, 614 C, and 664 C. Selecting this option prompts-* SWIMS to search for duplicate workbooks by TIN, TIN type, and producer name, and prevents overwriting workbooks.</p>

*--803 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>After 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>

--*

803 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	<p>State and county code combination is not found in 1-CM. Not a valid State and county code combination.</p> <p>If the State and county code is in 1-CM, the code contains a dash that must be removed before import.</p>	<ul style="list-style-type: none"> • Retrieve the 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X • Re-enter the valid State and county code without a dash. • Save to file. • Re-import 20XX 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 20XX SURE Workbook Template vX.X. • Enter applicable initials according to *--subparagraphs 516 H, 576 H, 615 H, and 665 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 20XX 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 20XX SURE Workbook Template vX.X. • Check for missing or invalid entries in: <ul style="list-style-type: none"> • Producer Name • TIN. <p>Note: The file must be a 20XX SURE Workbook .xml.</p> • Save to file. • Re-import 20XX SURE Workbook .xml file into SWIMS.

803 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 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Check for missing or invalid entries in: <ul style="list-style-type: none"> • Producer Name • TIN. • Save to file. • Re-import 20XX 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 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Save to file. • Re-summarize nonrecording and recording county 20XX SURE Workbooks according to *--subparagraphs 516 D, 576 D, 615 D, and 665 H.--* • Re-import nonrecording and recording county 20XX SURE Workbook .xml files into SWIMS.

*--804 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		
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 1-009600960096009600960097010501030105-99994N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99994N.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 1-009600960096009600960097010501030105-99995N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99996N.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 1-009600960096009600960097010501030105-99997N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99997N.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 1-009600960096009600960097010501030105-99998N.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99998N.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 1-009600960096009600960097010501030105-99999R.xml	Failed to import	Invalid StCo Code.
2008-v3.1-ANY PRODUCER 1-009600960096009600960097010501030105-99999R.xml	Failed to import	Either of county office credentials "Finalized By Initials" or "Finalized By Date" are null or blank for recording county.

--*

804 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.	<ul style="list-style-type: none"> • Retrieve the SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Re-enter the valid State county code without a dash. • Save to file. • Re-import SURE Workbook .xml file into SWIMS.
	If the State and county code is in 1-CM, then 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 20XX SURE Workbook Template vX.X. • Enter applicable initials according to
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"> *--subparagraphs 516 H, 576 H, 615 H, and 665 H.--* • Save to file. • Re-import SURE Workbook .xml file into SWIMS.
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 20XX SURE Workbook .xml file into the 20XX SURE Workbook Template vX.X. • Check for missing or invalid entries in: <ul style="list-style-type: none"> • Producer Name • TIN. • Save to file. • Re-import 20XX SURE Workbook .xml file into SWIMS.

***--806 Reports (Continued)**

F Workbook Validation

The Workbook Validation Report will:

- list any validation errors found in any of the workbooks that have been imported into SWIMS based on the search criteria
- provide the user a report in Excel format by crop year, State, and county that can be grouped by “Producer” or “Validation Message”, by selecting either radio button on the search criteria.

The following is an example of the Workbook Validation Report search screen.

Workbook Validation Report

Crop Year: 2008

Group By: Producer Validation Message

State: District of Columbia (11)

County: District of Columbia (001)

Generate Report --*

806 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 1 workbook is marked as the recording county.	There is more than 1 workbook in the database that is marked as the recording county workbook.	This is a valid situation if the County Office created multiple workbooks for the same recording county for workbooks exceeding 100 line entries according to subparagraphs 511 A, 515 C, 571 A, 575 C, *--611 A, 614 C, 661 A, and 664 C, as--* applicable. If the County Office did not intend for there to be more than 1 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 nonrecording 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.	This is a valid situation if the County Office created multiple workbooks for the same recording county for workbooks exceeding 100 line entries according to subparagraphs 511 A, 515 C, 571 A, 575 C, *--611 A, 614 C, 661 A, and 664 C, as--* applicable. 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. See note in subparagraph 611 C or 661 C for more information.--*

806 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 SURE 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 SURE Workbooks exceeding 100 line entries according to *--subparagraphs 511 A, 515 C, 571 A, 575 C, 611 A, 614 C, 661 A, and 664 C, as applicable.--*</p> <p>If the County Office did not intend for the producer's name to be different, the recording county shall ensure that the producer's name is correct in all SURE Workbooks.</p> <p>The user shall delete the file from SWIMS with the incorrect name, fix the SURE Workbook .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 is not greater than one or is greater than seven.</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 SURE Workbooks in SWIMS.</p>	<p>This is a valid situation if the producer does indeed participate in more than 7 counties and the SURE Workbooks were sent to the National Office for manual *--summarization according to subparagraph 516 D, 576 D, 615 D, and 665 D.--*</p> <p>Note: If the County Office is receiving this validation message and the SURE 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 SURE Workbooks that have been loaded in SWIMS to delete any SURE Workbooks that are causing the error.</p>

806 Reports (Continued)

F Workbook Validation (Continued)

Validation Error	Description	Resolution
For any producer, workbooks with the same StCo Code are present more than once.	There is more than 1 SURE Workbook in the database with the same State and county code for the same producer.	<p>This is a valid situation if the County Office created multiple SURE Workbooks for the same producer for workbooks exceeding 100 line entries according to subparagraph 511 A, 515 C, 571 A, 575 C, 611 A, 614 C, *-661 A, and 664 C, as applicable.--*</p> <p>If the County Office did not intend for there to be more than 1 SURE Workbook with the same State and county code, the recording county shall ensure there is 1 workbook per county with which the producer is associated.</p>

G Recording County Office Action

The 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. This does **not** include incomplete or withdrawn workbooks.

H Nonrecording County Office Action

Nonrecording counties shall **not** attempt to resolve errors that the recording counties are responsible for resolving, this could result in incorrectly overwriting workbooks in SWIMS.

806 Reports (Continued)**I State Office Action**

State Offices shall ensure Recording County Offices are generating reports and resolving errors on a regular basis.

For:

- 2008, State Offices shall ensure that the County Offices have imported all applicable 2008 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **September 30, 2011**
- 2009, State Offices shall ensure that the County Offices have imported all applicable 2009 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **June 1, 2012**
- 2010, State Offices shall ensure that the County Offices have imported all applicable 2010 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **November 30, 2012**
- *--2011, State Offices shall ensure that the County Offices have imported all applicable 2011 SURE Workbook .xml files into SWIMS and have all errors associated with the .xml files loaded in SWIMS resolved by COB **November 29, 2013.--***

Reports, Forms, Abbreviations, and Redelegations 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 (HELIC) 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, 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, 708
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, 708
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		Text
CCC-770 ELIG 2002	Eligibility Checklist - 2002 Farm Bill		21
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill		21
CCC-902	Farm Operating Plan		31
FSA-217	Socially Disadvantaged, Limited Resource, and Beginning Farmer or Rancher Certification		4, 321, 515, 575, 614, 664
FSA-321	Finality Rule and Equitable Relief		35, 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

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-682	Supplemental Revenue Assistance Program Application	342, 354, 518, 578, 617, 667	Text, Ex. 21-23
FSA-682A	Continuation Sheet for Supplemental Revenue Assistance Program Application	352	326, 351, Ex. 21-23
FSA-683	Statement of Compliance With Program Provisions of the 2008 Supplemental Revenue Assistance Program (SURE) and Waiver of Finality of Payment Provisions	353	4, 321, 326, 516
FSA-770 SURE	Supplemental Revenue Assistance Program (SURE) Program Checklist	21	
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	Text, Ex. 4
ARH	Actual Revenue History	162, 201, 313
ARRA	American Recovery and Reinvestment Act (Pub. L. 111-005) (Stimulus)	Text
BF	beginning farmer or rancher	Text, Ex. 2, 12
CC	counter-cyclical	Text, Ex. 8
CEY	county expected yield	Text, Ex. 12
DBA	doing business as	35
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, 4
HMP	historical marketing percentages	Text
HRW	hard red winter	100, Ex. 6
IU	intended use	Text, Ex. 2, 4
LR	limited resource farmer or rancher	Text, Ex. 2, 12

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
MPCI	Multiple Peril Crop Insurance	91, 162, 202, 304, Ex. 4
NAMP	national average market price	Text, Ex. 5
PRF	pasture, rangeland, forage	Text, Ex. 2, 12, 51
RI	rainfall index	162, 201, 263, 304
RMPR	Risk Management Purchase Requirement	Text, Ex. 2, 12
SAF	share adjustment factor	519, 579
SBI	Substantial Beneficial Interest	35, 513, 573, Ex. 4
SIR	SURE Information Report Note: For 2008, SIR stood for SURE Interim Report.	Text, Ex. 4
SWIMS	SURE Workbook Information Management System	Part 21
SY	subsequent year	Text, Ex. 4
VI	vegetation index	130, 162, 201, 304

Redelegations of Authority

This table lists redelegations of authority in this handbook.

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

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, 651
	SURE All RMA Producers - Select County Screen	608, 658
	SURE Data Query Tool Screen	609, 659
	SURE Program Year Screen	602, 653
	SURE RMA Data Change - Select Producer Screen	606, 656
	SURE RMA Producer Data Change - Select County Screen	606, 656
	SURE RMA Producers Not in SCIMS - Select County Screen	607, 657
	SURE RMA Producers Not in SCIMS - Select Producer Screen	607, 657
	SURE Select County Screen	603, 605, 654, 655, 609, 659
	SURE Select Program Year Screen	601, 652
	SWIMS Bulk Import Screen	804
	SWIMS Import Failed Screen	803
	SWIMS Import Successful Screen	803
	SWIMS Import SURE Workbook XML File Screen	803
	SWIMS Search and Export Workbook Screen	805
	SWIMS Workbook Counts by County Report Screen	806
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

***--SURE Plan/Coverage Code Charts (Continued)**

C 2010 SURE Plan/Coverage Code Chart

RMPR Code		RMPR Code Name
P		Purchased
R		Relief
S		SDA/LR/BF
Plan Code		RMA Plan Code Name
12		Group Risk Plan
13		PRF Rainfall Index
13		Apiculture Rainfall Index
14		PRF Vegetation Index
14		Apiculture Vegetation Index
25		Revenue Assurance
41		Pecan Revenue
42		Income Protection
43		Aquaculture Dollar
44		Crop Revenue Coverage
45		Indexed income Protection
47		Actual Revenue History
50		<i>SEE SPLIT BELOW FOR SURE WORKBOOK PROCESS</i>
50N		Dollar Amount of Insurance - Nursery (Crop 0073)
50R		Dollar Amount of Insurance - Regular (Non-Nursery)
51		Fixed Dollar
55		Yield-Based Dollar Amount of Insurance
61		Adjusted Gross Revenue-Lite
63		Adjusted Gross Revenue
73		Group Risk Income Protection
90		Actual Production History
SURE Workbook Coverage Code		SURE Workbook Coverage Code Name
IY		Insurable yield-based
IV		Insurable value-based
NY		NAP covered/coverable yield-based
NV		NAP covered/coverable value-based
SURE Guarantee Calculation Code for 25, 42, 44, 45, 90, IY: Calculate the SURE crop guarantee using the RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops. Group A (subparagraph 162 A).		
SURE Guarantee Calculation Code for 12, 13 PRF, 14 PRF, 41, 47, 73: Calculate the SURE crop guarantee using RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops. Group B – no RMA WTD ADJ YLD, no CC Yield (subparagraph 162 B).		
SURE Guarantee Calculation Code for 13 Api, 14 Api, 50R, 51, 55, 61, 63: Calculate the SURE crop guarantee by assigning 100 percent of the CEY, after weighting according to this handbook and assigning 100 percent of the NAP price and multiply times the SURE multiplier of 115 percent for each crop covered by the policy or plan of insurance. Group C, no RMA Guarantee Basis (subparagraph 162 C).		
SURE Guarantee Calculation Code for 43, 50N and IV: Calculate the SURE crop guarantee by multiplying FMVA times coverage level times price election times the SURE multiplier of 115 percent for insured crops.		

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SURE Plan/Coverage Code Charts (Continued)

***--D 2011 SURE Plan/Coverage Code Chart**

RMPR Code		RMPR Code Name
P		Purchased
R		Relief
S		SDA/LR/BF
Plan Code		RMA Plan Code Name
01	*see Note below	Yield Protection
02	*see Note below	Revenue Protection
03	*see Note below	Revenue Protection with Harvest Price Exclusion
04		Group Risk Plan
05		Group Risk Income Protection - Harvest Rev Option
06		Group Risk Income Protection
13		PRF Rainfall Index
13		Apiculture Rainfall Index
14		PRF Vegetation Index
14		Apiculture Vegetation Index
41		Pecan Revenue
43		Aquaculture Dollar
47		Actual Revenue History
50		SEE SPLIT BELOW FOR SURE WORKBOOK PROCESS
50N		Dollar Amount of Insurance - Nursery (Crop 0073)
50R		Dollar Amount of Insurance - Regular (Non-Nursery)
51		Fixed Dollar
55		Yield-Based Dollar Amount of Insurance
61		Adjusted Gross Revenue-Lite
63		Adjusted Gross Revenue
90		Actual Production History
SURE Workbook Coverage Code		SURE Workbook Coverage Code Name
IY		Insurable yield-based
IV		Insurable value-based
NY		NAP covered/coverable yield-based
NV		NAP covered/coverable value-based
SURE Guarantee Calculation Code for 01, 02, 03, 90, IY: Calculate the SURE crop guarantee using the RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops. Group A (subparagraph 162 A).		
SURE Guarantee Calculation Code for 04, 05, 06, 13 PRF, 14 PRF, 41, 47: Calculate the SURE crop guarantee using RMA guarantee basis as provided and multiply times the SURE multiplier of 115 percent for insured crops. Group B – no RMA WTD ADJ YLD, no CC Yield (subparagraph 162 B).		
SURE Guarantee Calculation Code for 13 Api, 14 Api, 50R, 51, 55, 61, 63: Calculate the SURE crop guarantee by assigning 100 percent of CEY, after weighting according to this handbook and assigning 100 percent of the NAP price and multiply times the SURE multiplier of 115 percent for each crop covered by the policy or plan of insurance. Group C, no RMA Guarantee Basis (subparagraph 162 C).		
SURE Guarantee Calculation Code for 43, 50N and IV: Calculate the SURE crop guarantee by multiplying FMVA times coverage level times price election times the SURE multiplier of 115 percent for insured crops.		

Note: For 2011 and succeeding crop years, only for barley, malting barley, canola/rapeseed, corn, cotton, grain sorghum, rice, soybeans, sunflowers, and wheat, --*