

FSA

HANDBOOK

Noninsured Crop Disaster Assistance Program Automation for 2015 and Subsequent Years

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

3-NAP

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Noninsured Crop Disaster Assistance Program
Automation for 2015 and Subsequent Years
3-NAP**

Amendment 1

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide the Agricultural Act of 2014 automation procedure for NAP.

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Part 1 Basic Information

1 Purpose

A Handbook Purpose

This handbook provides automation procedure to State and County Offices for administering NAP for 2015 and subsequent crop years.

B NAP Purpose and Eligibility

NAP is designed to reduce financial losses that occur when natural disasters cause a loss of production or prevented planting of an eligible crop. Coverage equivalent to CAT insurance at 50 percent of approved yield and 55 percent of the average market price is available for basic coverage. Additional coverage levels are available, **except** for crops intended for grazing, in amounts of **not** less than 50 percent to 65 percent of approved yield, in 5 percent increments, at 100 percent of the average market price. Statute limits NAP to crops and agricultural commodities for which crop insurance, **excluding** pilot policies or similar pilot plans of insurance, is **not** available. Statute provides that the term “eligible crop” includes commercial crops and agricultural commodities produced for food or fiber, **except** livestock, and the following:

- aquaculture, including ornamental fish
- biomass sorghum
- camelina
- industrial crops, including crops grown expressly to produce a feedstock for renewable biofuel, renewable electricity, or biobased products
- Christmas tree crops
- floricultural
- ornamental nursery
- sea grass and sea oats
- seed crops
- sweet sorghum
- turfgrass sod.

Note: See 1-NAP (Rev. 2), Exhibit 5 to determine crops covered by insurance using RMA web sites.

2 Authority, Related Handbooks, and Administration

A Sources of Authority

Authority for NAP is the Federal Agriculture Improvement and Reform Act of 1996 (Pub. L. 104-127), 7 U.S.C. 7333, as amended by the Agricultural Act of 2014 (Pub. L. 113-79). Regulations governing NAP are in **7 CFR Part 1437**.

B Related Handbooks

Handbooks related to NAP include the following:

- 1-APP for appeals
- 25-AS for records management
- 1-CM for signatures, powers of attorney, registers, name and address files, and handling controlled substance cases
- 9-CM for common payment reports
- 10-CM for farm, tract, and crop data
- 2-CP for acreage reports, acreage determinations, and spot checks
- 4-CP (Rev. 5) for tolerance and misrepresentation, scheme, or device
- 6-CP for conservation compliance
- 7-CP for the finality rule, misaction, and misinformation

2 Authority, Related Handbooks, and Administration (Continued)

B Related Handbooks (Continued)

- 1-FI for issuing payments
- 3-FI for depositing remittances
- 58-FI for refunds of overpayments, withholding payments, and setoffs
- 61-FI for prompt payment interest penalties
- 63-FI for assignments and joint payments
- 64-FI for NRRS
- 5-LP for measuring farm-stored production
- 1-NAP (Rev. 2) for NAP policy
- 2-NAP for LA's, crop appraisal, and loss claims
- 3-PL (Rev. 1) for web-based subsidiary files
- 5-PL for payment eligibility, payment limitation, and average AGI
- RMA manuals for loss adjustment and yield calculations that include, but are **not** limited to, the following:
 - crop insurance bulletins and handbook
 - loss adjustment manuals
 - individual crop handbooks.

2 Authority, Related Handbooks, and Administration (Continued)

C Administration

NAP is administered under the general supervision of the Executive Vice-President, CCC who also serves as Administrator, FSA. NAP will be carried out by STC's and COC's.

STC's, COC's, their representatives, and their employees, do **not** have authority to modify or waive any of the provisions of the regulations or this handbook.

STC **must** take any action **required** by the regulations or this handbook that COC has **not** taken. STC will also do both of the following:

- correct, or require COC to correct, any action taken by COC that is **not** according to the regulations or this handbook
- require COC to withhold taking any action that is **not** according to this handbook.

No provision or delegation to STC or COC precludes the Executive Vice-President, CCC, or a designee, from determining any question arising under NAP, or from reversing or modifying any determination made by STC or COC.

DAFP may authorize STC's and COC's to waive or modify deadlines, **except** statutory deadlines, in cases where lateness to file does **not** adversely affect NAP operations.

3-9 (Reserved)

Part 2 NCT for 2015 and Subsequent Crop Years

10 Overview

A Introduction

NCT is a web-based application that was developed for NAP as a source of historical price and yield data for disaster programs.

NCT will capture and maintain crop data associated with NAP requirements as specified in the Agricultural Act of 2014.

For NAP purposes, NCT will be used to:

- recommend and approve crop data
- maintain a historical database for prices and yields
- lock and save approved data and make the data available for retrieval by NAP Application and/or Payment software.

The records will be validated against the crop codes and other data according to exhibits listed in 1-NAP (Rev. 2), paragraph 200, as applicable; 2-CP, Exhibit 10.5; FIPS codes; NAP pay groups; and the insurability file. National, State, and County Office personnel will have access to NCT to view, change, or add crop records.

B NCT Security

USDA eAuthentication security is enforced to ensure that a user can **only** update crop records for their respective State or county. Authority roles are defined as “County”, “State”, and “National” users in eAuthentication, and different levels of access will be granted according to the user’s role.

Authorized users with a “County”, “State”, or “National” eAuthentication NCT role:

- **must** access NCT software using a valid LincPass or eAuthentication user ID and password through the FSA Intranet web site “FSA Applications” at **<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**
- will have the capability to access NCT to add and modify crop records **only** for the State or county for which they are authorized, and to view crop records for all States.

10 Overview (Continued)

B NCT Security (Continued)

All other users with valid eAuthentication ID's will have the capability to view, but **not** modify, crop records for all States and counties.

If additional users are needed, the State or National Office shall:

- submit FSA-13-A through the State Security Liaison Representative
- request “EAS role”:
 - “app.fsa.nct.cty” for County Office user access (paragraph 17)
 - “app.fsa.nct.state” for State Office user access (paragraph 18)
 - “app.fsa.nct.reset” for National Office users access (paragraph 19)

Note: All users with a valid eAuthentication account have “View-Only” access to NCT. Assignment of EAS roles are **only required** for users who are approved to modify records.

- ensure that all requests for “County” or “State” authority are verified by the State NAP specialist so that the appropriate NCT authorization role can be assigned to the user’s eAuthentication ID.

If the State Office user has been granted authority to reset approval flags within their State, the State Office shall:

- submit FSA-13A through the National Office
- request “EAS role”, “app.fsa.nct.state_reset”.

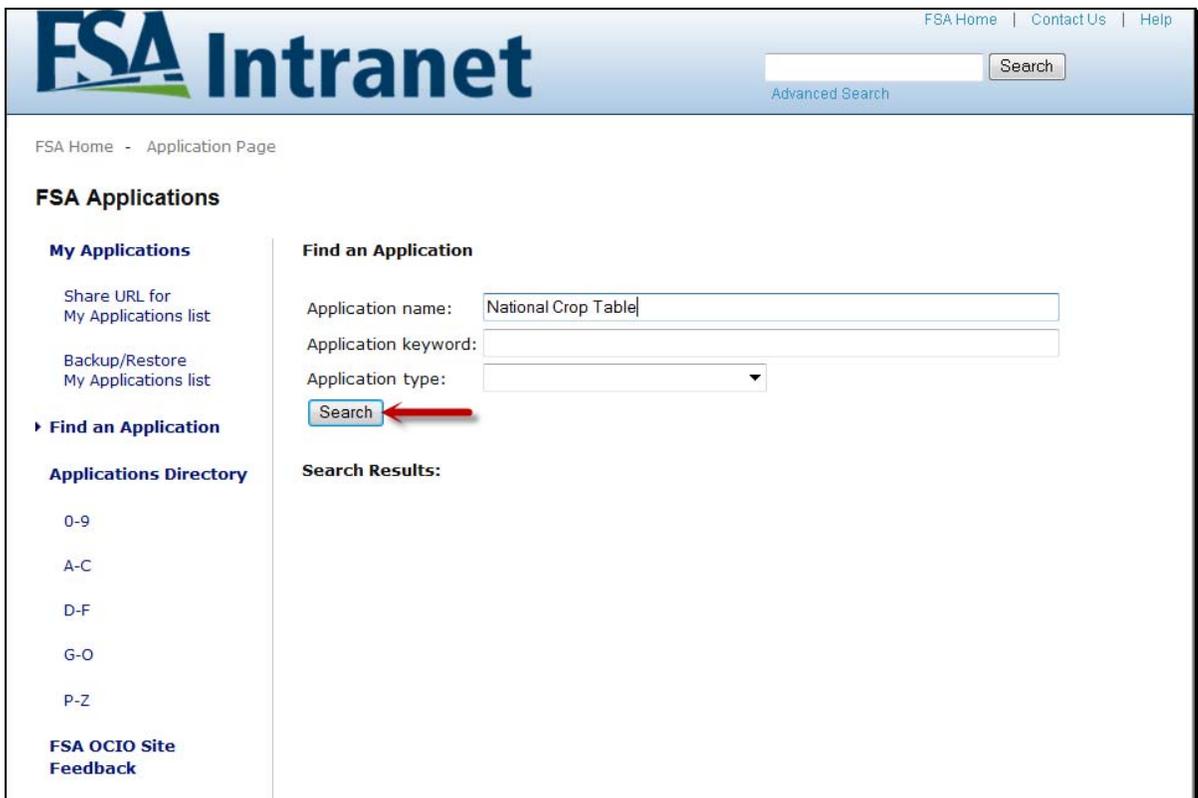
10 Overview (Continued)

C Accessing NCT Web Site

To access NCT, go to <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. Under “FSA Applications”, CLICK “**Find an Application**”. The following FSA Intranet Screen will be displayed. Under “Find an Application”, in the “Application name” block, ENTER “**National Crop Table**” and CLICK “**Search**”.

Note: NCT can also be accessed through <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>, as follows:

- under “Applications Directory”, CLICK “**G-O**”
- under “Applications Directory, from G to O”, CLICK “**NCT - National Crop Table (2009 - 2015)**”.



10 Overview (Continued)

C Accessing NCT Web Site (Continued)

The USDA eAuthentication Login Screen will be displayed. To login, do either of the following:

- CLICK “Click Here to Log In With Your LincPass (PIV)”
- enter user ID and password and CLICK “Login”.

The following NCT - Main Menu, Welcome to the National Crop Table Program Screen will be displayed. From the “Program Year” drop-down list, select the program year and CLICK “NCT Login”.



Note: When using NCT, **always** use the NCT screen’s “Back” option. Using “” from the Internet Explorer tool bar or Navigator will cause **undetected errors**.

10 Overview (Continued)

D Program Year - Main Menu

After selecting a program year according to subparagraph C, and entering eAuthentication information, the following Program Year - Main Menu will be displayed with available NCT menu options respective to the user's level of authorization.

USDA United States Department of Agriculture
Farm Service Agency National Crop Table

Home | About FSA | Help | Contact Us | Exit NCT | Logout of eAuth

NCT Menu
 NCT Main Menu
Program Year 2015
 Main Menu
 Add New Record(s)
 Search/Modify Records
 Mass Update Records
 Mass Approve Records
 Mass Approval Reset
 Reports

Program Year 2015 - Main Menu

[Add New Record\(s\)](#)
[Search/Modify Records](#)
[Mass Update Records](#)
[Mass Approve Records](#)
[Mass Approval Reset Reports](#)

NCT1
Last Modified: 7/7/2011

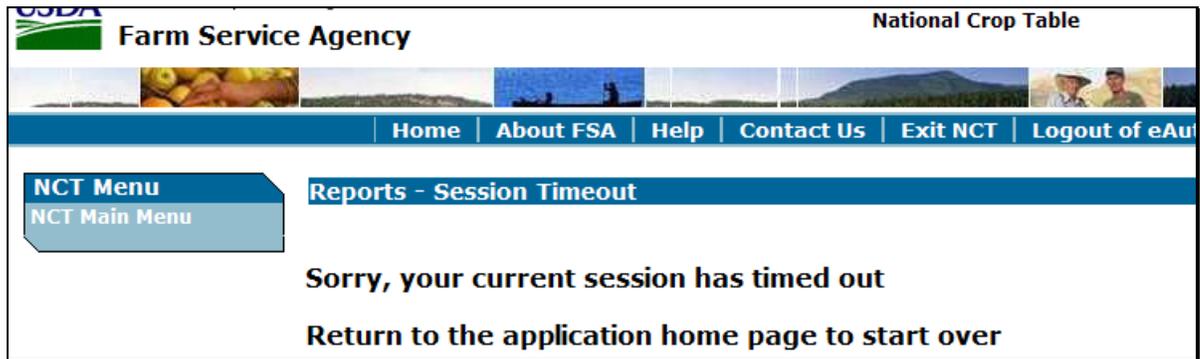
Note: Specific procedure for each menu option can be found in:

- paragraph 17 for County Office users
- paragraph 18 for State Office users
- paragraph 19 for National Office users.

10 Overview (Continued)

E Sessions Timing Out

Inactivity will result in NCT software session timeout **before** users are notified. This eliminates open connections to the web site that could slow down the NCT software. Users will be notified of session timeout when users attempt to resume activity. The Reports - Session Timeout Screen will be displayed with the following message.



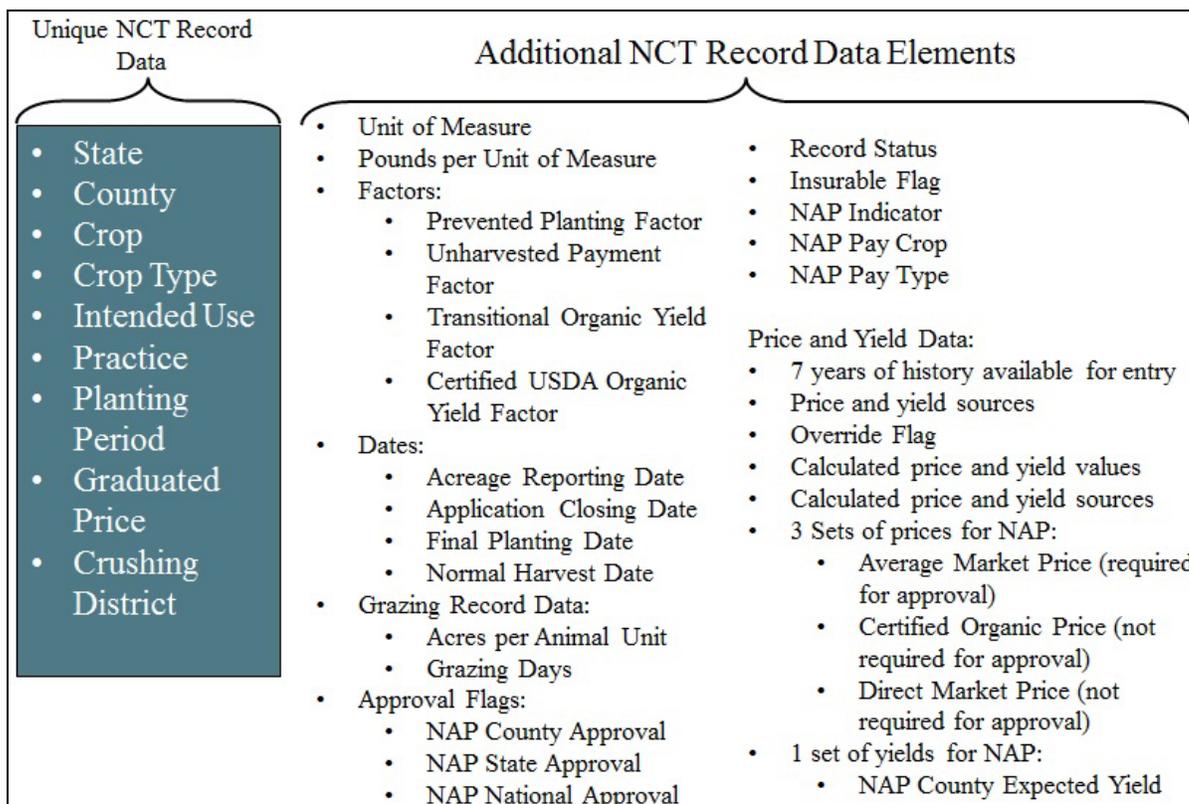
10 Overview (Continued)

F NCT Record Data

NCT records will store and maintain crop data **required** for NAP. The NAP software will continue to pull data from NCT.

Each record in NCT will be comprised of a unique combination of State, county, crop, crop type, intended use, practice, planting period, graduated price, and crushing district.

Additional data will be entered and/or displayed for any unique record created, such as price and yield data, dates, factors, and approval flags.



10 Overview (Continued)

G Multiple Approval Flags

NCT will capture an approval flag at 3 different levels, based on the approving user’s eAuthentication role, as follows:

- “NAP County Approval”
- “NAP State Approval”
- “NAP National Approval”.

The approval flags are displayed in the NCT record with a “Yes” or “No” value, as follows.

NAP County Approval	NAP State Approval	NAP National Approval
No	Yes	No

State Offices are encouraged to use their County Offices to enter county yield data. The County Offices are more familiar with their regional yields, and allowing County Offices to enter county yield data will free up time for the State Office to enter all of the other crop data.

The “NAP County Approval” flag will serve as an indicator to the State Office that the county has successfully entered and approved the yields for their county. The State Office has the authority to modify County Office-entered yields, if necessary.

If a record is reset, the approval flag will be changed from “Yes” to “No”.

Approval Flag Data Element	Approves	Set By	May Only Be Reset By
NAP County Approval	NAP yields.	County Office	State Office
NAP State Approval	All NAP data elements.	State Office	National Office and State Office users with reset authority.
NAP National Approval	All NAP data elements.	National Office	National Office

10 Overview (Continued)

H Mandatory Crop Load for NAP

State Offices are **required** to approve NCT crop data for usage in NAP software. This data collection will greatly reduce the time it takes County Offices to enter the data and decrease typographical errors from manual entry into NAP software.

I Status Codes

Each NCT record contains a status code that defines the status of the data within the record, as follows.

Status Code	Description	Action Required
R	Record has rolled from previous year without any additional crop data entries for current year. See subparagraphs 16 C and D.	Update crop data for at least 1 of the 3 most recent years for NAP, as applicable.
S	Record contains the required crop data to be considered a NAP shell record. See subparagraph 16 B.	Additional NAP data is required before setting the “NAP State Approval” flag to “ Yes ” for NAP in NCT. The record cannot be included on an Application for Coverage without approval.
{blank}	Active record contains NAP crop data.	If record is complete and accurate, the State Office may set NAP approval flags.
I	Record is inactive and was dropped because of inactivity for 3 consecutive years.	No action is required .
D	Record has been deleted.	No action is required .

11 NCT Pay Groupings

A Background

Each year the National Office updates a NAP “Pay Group” file that is used to validate whether crops added to NCT are approved for NAP. The NAP “Pay Group” file is year-specific. Crops added to NCT that do **not** match the NAP “Pay Group” file **cannot** be flagged “Yes” for approval.

Each NCT record will indicate the Pay Group by displaying the “NAP Pay Crop” and “NAP Pay Type”, as follows.

NAP Pay Crop	NAP Pay Type
0047	001

To identify the crop definition for payment purposes, 3 variables are included in NCT for each crop. The following 3 variables are described in greater detail in this paragraph:

- crop
- crop type
- intended use.

B Pay Crop Code

The Pay Crop code is the code that identifies the crop for the specified crop, crop type, and/or intended use for payment purposes. The Pay Crop code for a crop may differ from the CVS Crop code as identified in CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5).

Example: CVS Crop code for lespedeza is “0273”. For NAP payment purposes, lespedeza will be paid as grass. Grass has a Pay Crop code and CVS Crop code of “0102”.

CVS Crop Code	Crop Description	Pay Crop Code
0102	Grass	0102
0273	Lespedeza	0102

11 NCT Pay Groupings (Continued)

C Payment Type Code

The Payment Type code is the code that identifies how the types and intended uses for a specified crop will be grouped.

Example: Peppers have a Pay Crop code of “0083”. Some pepper types have a significantly different price from other pepper types, justifying that they be treated as a separate crop. Therefore, pepper types may have the same Pay Crop code, but different Payment Type codes.

Crop Code	Crop Description	Payment Crop Code	Crop Type Code	Crop Type Description	Payment Type Code
0083	Peppers	0083	ITA	Italian	001
			BAN	Banana	002
			HTC	Hot Cherry	003

D Planting Periods

Crops with multiple planting periods within the same crop year are identified as separate crops in the NAP “Pay Group” file. Crops with the same planting period will be grouped together, **unless** they have different Pay Crop and Payment Type codes.

Example: Lettuce has 3 planting periods during the same crop year. A separate NCT record is entered for **each** planting to ensure that the production from the different plantings will **not** be grouped together.

11 NCT Pay Groupings (Continued)**E NAP Indicator Code**

Crops present in the applicable program year's NAP "Pay Group" file will be displayed in the NCT, "NAP Indicator" data element, as "Yes", as follows.

NAP Indicator
Yes

The NAP Indicator code:

- does **not** indicate if that crop or any of its associated data is considered eligible for NAP
- is set at the national level.

F Adding Crops to the NAP "Pay Group" File

Follow subparagraph:

- 1-NAP (Rev. 2), subparagraph 200 G to request a new crop to be added for consideration of NAP eligibility
- 18 B to add a new crop to the NAP "Pay Group" file.

An error message will be displayed, according to subparagraph 20 C, for any crop, crop type, and/or intended use added to NCT that is **not** included in CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5).

12 Insurability File Process

A Background

The insurability file is:

- a set of data used to update NCT with insurable prices for each State and crop
- built with the RMA insurable crop, RMA price, and an RMA and FSA data conversion table
- used in each year's existing NCT to update prices, when available, for insurable crops in a State.

B Insurable Code

The Insurable code is:

- a “Yes” or “No” flag that indicates if the NCT record is considered insurable in the county
- updated by KC, and is non-editable by National, State, or County Office users.

The NCT “Insurable” data element will be displayed as “No”, as follows, within each record until insurance data is updated for that year's NCT using the “Insurability” code.

Insurable
No

The following FSA NCT data elements are used in the insurability file query:

- “State” code
- “County” code
- “Crop” code
- crop type abbreviation
- “Practice” code
- “Intended Use” code
- “Graduated Price” code.

12 Insurability File Process (Continued)

B Insurable Code (Continued)

If the insurable prices differ within a State for the same crop, crop type, and intended use combination, the NCT software will average the prices to produce a Statewide price. This NCT software update **must** be performed, because the insurable price **must** be the same within a State by crop, crop type, and intended use.

After the insurance data NCT software update occurs, the “Insurable” data element will display either of the following:

- “Yes”, if the crop is insurable in the county
- “No”, if the crop is **not** insurable in the county.

In addition, after the insurance data NCT software update occurs, the displayed calculated price is considered the RMA price, and the price source will then be displayed as follows:

- “Insured”, if the crop, crop type, and intended use is insurable in that County

Price Override	NAP Market Price	NAP Price Source
No	47.7500	Insured

- “State-Insured”, if the crop, crop type, and intended use are insurable in 1 or more counties, other than that county in the State.

Price Override	NAP Market Price	NAP Price Source
No	47.7500	State Insured

Important: State and County Offices shall monitor crops covered by insurance and their prices. See 1-NAP (Rev. 2), Exhibit 5 to determine crops covered by insurance using RMA web sites.

13 Historic Price and Yield Data

A Background

Historic price and yield data is used to calculate average prices and yields in NCT. Beginning with 2015 NCT, additional years and historic price data will be available for entry and approval.

For 2015 and subsequent years, historic data **must** be entered in at least 1 of the most recent 3 crop data years **before** approving the crop record. Beginning with the 2015 NCT, historical data will be available for entry for up to 7 years preceding the current year’s NCT; however, **only** the most recent 5 years of historical data will be used to calculate the average prices and yields. Direct market and organic price history will be available for entry, in addition to the average market prices, but are **not required** to be entered for record approval.

B Example of 2015 NCT Record Availability

Historic years available for entry in the 2015 NCT are 2008, 2009, 2010, 2011, 2012, 2013, and 2014. At least 1 year **must** be entered in 2012, 2013, or 2014. If historic data is entered in 2008, 2009, 2010, 2011, 2012, 2013, and 2014, **only** data entered from 2010, 2011, 2012, 2013, and 2014 will be used to calculate the average price or yield.

The following data is acceptable for 2015 record because at least 1 year, 2012 through 2014, has been entered.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008			2008		
2009			2009		
2010			2010		
2011			2011		
2012	150.00	NASS ✓	2012	23.0000	Other Rel. Src ✓
2013			2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No	150.00	Calculated	No	23.0000	Calculated

13 Historic Price and Yield Data (Continued)

B Example of 2015 NCT Records (Continued)

The following is an example of data unacceptable for record approval because 1 of the most recent 3 years was **not** populated with historic data.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008	149	NASS	2008	25	Local Markets
2009	145	Other Rel. Srcs	2009	22	Other Rel. Srcs
2010	155	NASS 	2010	23	NASS 
2011	142	NASS	2011	24	Local Markets
2012			2012		
2013			2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No			No	0	

C Consecutive Historical Year Requirement

Historical years entered **must** be consecutive for the record to be approved. Data entered for historical prices and yields **cannot** skip years. However, noncontiguous historical data may be entered and saved at any time, or in any order (and have missing years), during record entry. The contiguous year requirement **must** be met **before** records can be approved.

Example: For crop year 2015, the user enters historical data for year 2008. Data **must** also be entered in crop years 2009, 2010, 2011, and 2012 for the record to be approved, because at least 1 year, 2012 through 2014, has been entered and the data is consecutive.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008	149	NASS	2008	25	Local Markets
2009	145	Other Rel. Srcs	2009	22	Other Rel. Srcs
2010	155	NASS	2010	23	NASS
2011	142	NASS	2011	24	Local Markets
2012	147	NASS 	2012	24	NASS 
2013			2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No	147.00	Calculated	No	23.6667	Calculated

13 Historic Price and Yield Data (Continued)

C Consecutive Historical Year Requirement (Continued)

Historical price and yield data may span different sets of years for each set of historical data.

Example 1: The user may enter and approve historical data for average market prices for 2008 through 2012, organic prices for 2009 through 2013, and direct market price for 2010 through 2012. The user may also enter years of history for yields that differ from years of history for prices.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008			2008	25	Local Markets
2009	145	Other Rel. SrCs	2009	22	Other Rel. SrCs
2010	155	NASS	2010	23	NASS
2011	142	NASS	2011	24	Local Markets
2012	147	NASS	2012	24	NASS
2013	144	NASS	2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No	145.33	Calculated	No	23.6667	Calculated
Certified Organic Yield		Transitional Organic Yield			
Organic Market Price			Direct Market Price		
Year	Price	Price Source	Year	Price	Price Source
2008			2008		
2009	30	COC Knowledge	2009		
2010	28	COC Knowledge	2010	31	Local Markets
2011	31	Local Markets	2011	35	COC Knowledge
2012	32	COC Knowledge	2012	32	COC Knowledge
2013	30	Local Markets	2013		
2014			2014		
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source
No	30.3333	Calculated	No	32.6667	Calculated

13 Historic Price and Yield Data (Continued)

C Consecutive Historical Year Requirement (Continued)

Example 2: The user may **not** enter historical years that are nonconsecutive.

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008			2008	25.0000	Local Markets
2009	145.00	Other Rel. Srce	2009	22.0000	Other Rel. Srce
2010			2010	23.0000	NASS
2011	142.00	NASS	2011		
2012	147.00	NASS	2012	24.0000	NASS
2013	144.00	NASS	2013		
2014			2014		
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No			No	0	
Certified Organic Yield		Transitional Organic Yield			
Organic Market Price			Direct Market Price		
Year	Price	Price Source	Year	Price	Price Source
2008			2008		
2009	30.0000	COC Knowledge	2009		
2010	28.0000	COC Knowledge	2010	31.0000	Local Markets
2011			2011		
2012	32.0000	COC Knowledge	2012		
2013			2013		
2014	34	COC Knowledge	2014		
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source
No	0		No	0	

14 Forage and Grazing Crops

A Forage Crops

When a producer intends a crop to be mechanically harvested, but the actual use of the crop acreage is completely grazed, the loss calculation for the acreage grazed will be determined using AUD's, **unless** an appraisal is used according to 1-NAP (Rev. 2), subparagraph 802 F. To ensure that records are available for the proper forage calculation on the Application for Payment, NCT **requires** a grazing record to be entered with NAP data **before** a forage crop intended for forage, and some forage crops intended for seed, can be entered with NAP data. Even though some crops, such as alfalfa, may **not** normally be grazed, even in a drought year, State Offices are **required** to establish the acres per animal unit for the crop.

Forage crop grazing records **must** be established for each practice; that is, irrigated or nonirrigated.

Example: If there is an irrigated forage record, there **must** be an irrigated grazing record.

Notes: A grazing record will **only** be **required** for small grains if the intended use is forage. Intended uses of seed and grain for small grains do **not** require a grazing record to be entered.

For alfalfa mix, a grazing record with all **required** NAP data **must** exist **before** entering a record for seed and forage intended uses.

B Warm and Cool Season Forage Designations

States that establish warm and cool season grasses can enter a grazing record for planting period "02" for warm season grasses into NCT that will match the mechanically harvested forage record for planting period "01". The NAP Payment software will process a mechanically harvested forage crop, planting period "01", as long as there is a grazing record, regardless of the planting period (could be "01" or "02").

15 Units of Measure in NCT

A Updating Units of Measure

Units of measure **must** be the same within a State for the crop, crop type, and intended use. If the unit of measure is in barrels, boxes, bunches, bushels, cartons, containers, crates, or lugs, the State Office user **must** update the pounds per unit of measure when first adding the unit of measure to a crop in NCT.

Users **must** enter the number of pounds for the applicable crop code and crop abbreviation, crop type, intended use, and unit of measure. Only 1 unit of measure can be updated for a crop, crop type, and intended use. If users attempt to enter a second unit of measure for the same crop, crop type, and intended use, the previous unit of measure will be overwritten.

Note: If the unit of measure is “bunches”, zeroes will be accepted for pounds per unit of measure for the crop. Zeroes will **not** be accepted for pounds per unit of measure for crops with the unit of measure other than “bunches”.

Users can update the unit of measure when adding a new record or modifying a record. See subparagraph 18:

- B for entering unit of measure when adding a new record
- D for updating the unit of measure by modifying the record.

B Units of Measure Report

From the Program Year - Main Menu, if users click “**Reports**”, the Program Year - Reports - Report Selection Screen will be displayed. State and County Offices can CLICK “**Unit of Measure Report**”, as displayed in subparagraph 22 F, to view pounds per unit of measure individually, for a crop, crop type, and intended use.

16 Rollover Process

A Background

NCT was developed to maintain a current database of prices and yields that could be used by all programs. For the National or State Office to review and approve NAP crop data, State and County Offices were requested to enter historical price and yield information in NCT. Any NCT historical data will be rolled over to the subsequent crop year to:

- allow State and County Offices access to NCT
- timely process NAP payments.

Loading historical price and yield information will enable offices to do either of the following:

- update the most recent crop year for the historical database
- enter up to 7 years of crop data for crops with no historical records.

B Shell Records

A rollover of all NCT records is performed, **regardless** of the approval flag, including shell records. Shell records are unapproved NCT records that do **not** include complete data. The status code for shell records is “S”.

State and County Offices **must** update NCT crop records by entering **all** other valid data **before** setting the “NAP State Approval” flag.

State Offices may add a shell record to NCT according to subparagraph 18 C. However, an Application for Coverage **cannot** be entered in the NAP software until the:

- record is approved in NCT
- crop is included on the pay grouping table.

16 Rollover Process (Continued)

B Shell Records (Continued)

The following NCT data from the current crop year data is rolled to the subsequent crop year data for shell records. The status code for a rolled record is “R”.

Crop Year Data	
Acreage Reporting Date	Graduated Price Code
Application Closing Date	Intended Use
County and County Code	Normal Harvest Date
Crop Name and Code	Planting Period
Crop Type	Practice Code
Final Planting Date	

C Rollover

All current crop year data is rolled to the subsequent crop year NCT, **regardless** of an approval flag, to expedite the NCT process. The following crop data will be included in the annual NCT rollover with the option to change the following:

- acreage reporting date
- acres per animal unit
- application closing date
- final planting date
- grazing days
- graduated price code
- historical yield and price data
- normal harvest date
- planting period
- practice code
- prevented factor
- unharvested factor
- unit of measure.

Notes: If a record is added or modified to the current year **after** records have already rolled over to the subsequent year’s NCT, the record **must** be modified or added to **both** crop years’ NCT’s.

Example: The State Office modified the 2012 price of the “Fresh Common Apples” record in the 2015 NCT on April 22, 2015. The State Office **must** also modify the “Fresh Common Apples” record in 2014 NCT, because the 2014 NCT rollover had occurred on January 21, 2015.

Previously approved records must be reset in order to be updated.

16 Rollover Process (Continued)**D Historical Data Rollover**

For 2015 NCT, price and yield crop data for 2008 through 2014 will be displayed when viewing the record. Historical data from the 2014 NCT will have rolled over to the 2015 NCT and any data entered in 2008 will be **retained**. The dropping of the earliest year and addition of the most recent year in historical data will resume beginning with rollover to the 2016 NCT.

If historic data was entered in any previous year's NCT after rollover has occurred for any subsequent year's NCT, the data for all subsequent year's NCT is also **required** to be entered.

Example: Historic data has been entered in the 2013 year of history in the 2014 NCT. Rollover has already occurred from 2014 to 2015 NCT; therefore, historic price and yield data **must** be entered in both the 2014 and 2015 NCT for the 2013 year of history.

E Acres Per AUD

With the exception of the AUD value and year, NCT rollover process will consist of all data previously established by STC. The NCT rollover process will update the AUD value.

Note: The:

- 2009 AUD value is \$.7034
- 2010 AUD value is \$.8415
- 2011 AUD value is \$1.0095
- 2012 AUD value is \$1.1053
- 2013 AUD value is \$1.2560
- 2014 AUD value is \$1.4130
- 2015 AUD value is \$1.4130.

17 County Office NCT Process**A County Office Action**

If the County Office is **authorized** to enter crop data, the County Office shall:

- access NCT according to paragraph 10
- modify records that were either rolled over from the previous year NCT or added as shell records by the State Office
- review the crop record
- **CLICK “Search/Modify Records”** according to subparagraphs B and C to:
 - view records for any State or county
 - update historic yield data for a crop record previously entered by the State Office
 - set the “NAP Approval”, “County” flag to “**Yes**”
- e-mail the State Office indicating that the “NAP County Approval” flag has been set and the crop records are ready for State Office review and approval
- when approved by the State Office, print approved crop data according to paragraph 22 D and maintain an Approved Crop Records Report for the County Office.

Note: Maintain a copy of **all** supporting documentation for the crop.

17 County Office NCT Process (Continued)

B Viewing a Crop Record

Users can view a crop record in NCT for any State or county in the nation. On the Program Year - Main Menu, CLICK “**Search/Modify Records**”.



17 County Office NCT Process (Continued)

B Viewing a Crop Record (Continued)

After users click “**Search/Modify Records**”, the following Program Year - Search Records - Search Page will be displayed. The “State” and “County” drop-down lists will default to the user’s home State and county. Users may change these to view records in any State or county.

Users can query data for a specific record (crop, crop type, intended use, practice, planting period, etc.) or numerous records (county, crop) depending on the data entered on the Program Year - Search Records - Search Page. The following example shows data queried by State, county, and crop **only**.

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type, and the NAP approval statuses at the county, State, or National level. Detailed queries will enable the user to find the specific records needed.

NCT Menu
NCT Main Menu
Program Year 2015
Main Menu
Search/Modify Records
Reports

Program Year 2015 - Search Records - Search Page

State: New Jersey
County: Burlington (005)
Crop: BEETS (0642)
Crop Type:
Intended Use:
Practice:
Planting Period:
Graduated Price:
Crushing District:
NAP Pay Crop:
NAP Pay Type:
NAP Approved:
NAP Approval Level:

Search Clear Main Menu

NCT13
Last Modified: 7/7/2011

17 County Office NCT Process (Continued)

B Viewing a Crop Record (Continued)

After applicable data is entered and users click “**Search**”, the following Program Year - Search Records - Results Page will be displayed with all records matching the entered search criteria. Users may click “**View**” link next to any record to view the full details about the record.

Click either of the following:

- “**Main Menu**”, the Program Year - Main Menu will be displayed
- “**Create New Search**”, the Program Year - Search Records - Search Page will be displayed.

Program Year 2015 - Search Records - Results Page														
- 4 Records Found -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
												County	State	
R	NJ	Burlington (005)	BEETS (0642)	HYB	FH	I	01			0.00	0.0000	N	N	View
R	NJ	Burlington (005)	BEETS (0642)	HYB	FH	I	02			0.00	0.0000	N	N	View
R	NJ	Burlington (005)	BEETS (0642)	HYB	FH	N	01			0.00	0.0000	N	N	View
R	NJ	Burlington (005)	BEETS (0642)	HYB	FH	N	02			0.00	0.0000	N	N	View

NCT12
Last Modified: 12/4/2014

17 County Office NCT Process (Continued)

B Viewing a Crop Record (Continued)

On the Program Year - Search Records - Results Page, if users click “View” link next to 1 of the records, the Program Year - View Record - Summary Page will be displayed with all information about the selected crop record. CLICK “Back” to return to the Program Year - Search Records - Results Page to view another record.

NCT Menu NCT Main Menu Program Year 2015 Main Menu Search/Modify Records Reports		Program Year 2015 - View Record - Summary Page					
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
NJ	BFFTS 0642	HYB	FH	Irrigated	02		
Counties							
Burlington (005)							
Unit of Measure				Pounds Per Unit of Measure			
Pounds							
Prevented Planting Factor		Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor	
0.2000		0.5000					
Final Planting Date		Acreage Reporting Date		Normal Harvest Date		Application Closing Date	
08/31/2015		07/15/2015		11/30/2015		12/31/2014	
				Acres Per Animal Unit		Grazing Days	
				0.0		000	
Yield			Average Market Price				
Year	Yield	Source	Year	Price	Price Source		
2008	28075.00	Other Rel. SrCs	2008	0.4053	Local Markets		
2009	28075.00	Other Rel. SrCs	2009	0.4522	Local Markets		
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source		
No	0.00		No	0.0000			
Certified Organic Yield		Transitional Organic Yield					
Organic Market Price			Direct Market Price				
Year	Price	Price Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source		
No	0		No	0			
Status	NAP County Approval	NAP State Approval	NAP National Approval				
R	No	No	No				

[Back](#)

NCT7
Last Modified: 12/1/2014

17 County Office NCT Process (Continued)

C Modifying County Office Data

County Office users with authorization to modify data in their home county will **only** be permitted to modify historical yield data for their county. Other data, such as price data, **must** be modified by a user with State or National Office level authorization.

On the Program Year - View Record - Summary Page, authorized users can modify a crop record previously entered by clicking “**Modify Record**”. Follow subparagraph B to search for records to be modified.

Note: The “**Modify Record**” and “**Approve for NAP**” buttons will **only** be displayed on the Program Year - View Record - Summary Page if the record being viewed is in the user’s home county **and** the user has authorization to modify data.

Program Year 2015 - View Record - Summary Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
TX	PTATO 0084	RUS	FH	Irrigated	01		
Counties							
Hartley (205)							
Unit of Measure				Pounds Per Unit of Measure			
Hundredweight							
Prevented Planting Factor		Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor	
0.3000		0.6500					
Final Planting Date		Acreage Reporting Date		Normal Harvest Date		Application Closing Date	
05/15/2015		07/15/2015		09/15/2015		03/15/2015	
Acres Per Animal Unit				Grazing Days			
				000			
Yield				Average Market Price			
Year	Yield	Source		Year	Price	Price Source	
2008	200.00	NASS		2008	17.8000	NASS	
2009				2009			
2010				2010			
2011				2011			
2012				2012			
2013				2013			
2014				2014			
Override	Override Yield	Yield Override Source		Price Override	Override Price	Price Override Source	
No	0.00			No	0.0000		
Certified Organic Yield		Transitional Organic Yield					
Organic Market Price				Direct Market Price			
Year	Price	Price Source		Year	Price	Price Source	
2008				2008			
2009				2009			
2010				2010			
2011				2011			
2012				2012			
2013				2013			
2014				2014			
Price Override	Override Price	Price Override Source		Price Override	Override Price	Price Override Source	
No	0			No	0		
Status	NAP County Approval		NAP State Approval		NAP National Approval		
R	No		No		No		

NCT7
Last Modified: 12/1/2014

17 County Office NCT Process (Continued)

C Modifying County Office Data (Continued)

From the Program Year - View Record - Summary Page, if users click “**Modify Record**”, the following Program Year - Modify Record - Record Details Page will be displayed to allow users to modify historical yield data. Users shall input NAP historical yields and yield sources, as displayed on the following screen (see subparagraph 16 D for requirements for inputting historical data). After available historical yield information has been entered, CLICK “**Next**” to retain the modifications or “**Back**” to cancel the modifications and return to the Program Year - View Record - Summary Page.

Program Year 2015 - Modify Record - Record Details Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
TX	FTATO 0084	RUS	FH	Irrigated	01		
Counties							
Hartley (205)							
Unit of Measure				Pounds Per Unit of Measure			
Hundredweight							
Prevented Planting Factor		Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor	
0.6500		0.3000					
Final Planting Date (mm/dd/yyyy)		Acreage Reporting Date (mm/dd/yyyy)		Normal Harvest Date (mm/dd/yyyy)		Application Closing Date (mm/dd/yyyy)	
05/15/2015		07/15/2015		09/15/2015		03/15/2015	
Yield				Average Market Price			
Year	Yield	Yield Source		Year	Price	Price Source	
2008	200.00	NASS		2008	17.8000	NASS	
2009				2009			
2010				2010			
2011				2011			
2012				2012			
2013				2013			
2014				2014			
Override Expected CEY NAP CEY Source				Price Override	NAP Market Price	NAP Price Source	
No				No			
Organic Market Price			Direct Market Price				
Year	Price	Price Source		Year	Price	Price Source	
2008				2008			
2009				2009			
2010				2010			
2011				2011			
2012				2012			
2013				2013			
2014				2014			
Price Override	NAP Market Price	NAP Price Source		Price Override	NAP Market Price	NAP Price Source	
No				No			
Comment/Notes:							
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>							
<input type="button" value="Next"/> <input type="button" value="Back"/>							

NCT6
Last Modified: 12/1/2014

17 County Office NCT Process (Continued)

C Modifying County Office Data (Continued)

On the Program Year - Modify Record - Record Details Page, if users click “Next”, the following Program Year - Modify Record - Summary Page will be displayed and users shall review the proposed modifications. If proposed modifications are correct, CLICK “Save Changes”. If modifications are incorrect, CLICK “Back” and fix the errors.

Program Year 2015 - Modify Record - Summary Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
TX	PTATO 0084	RUS	FH	Irrigated	01		
Counties							
Hartley (205)							
Unit of Measure				Pounds Per Unit of Measure			
Hundredweight							
Prevented Planting Factor		Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor	
0.3000		0.6500					
Final Planting Date		Acres Reporting Date		Normal Harvest Date		Application Closing Date	
05/15/2015		07/15/2015		09/15/2015		03/15/2015	
				Acres Per Animal Unit		Grazing Days	
						000	
Yield				Average Market Price			
Year	Yield	Source		Year	Price	Price Source	
2008	200.00	NASS		2008	17.8000	NASS	
2009	187.00	NASS		2009			
2010	195.5	NASS		2010			
2011	205.00	NASS		2011			
2012	210.00	NASS		2012			
2013				2013			
2014				2014			
Override	Override Yield	Yield Override Source		Price Override	Override Price	Price Override Source	
No	200.17	Calculated		No	0		
Certified Organic Yield				Transitional Organic Yield			
Organic Market Price				Direct Market Price			
Year	Price	Price Source		Year	Price	Price Source	
2008				2008			
2009				2009			
2010				2010			
2011				2011			
2012				2012			
2013				2013			
2014				2014			
Price Override	Override Price	Price Override Source		Price Override	Override Price	Price Override Source	
No	0			No	0		
Status	NAP County Approval		NAP State Approval		NAP National Approval		
S	No		No		No		

NCT7
Last Modified: 12/1/2014

17 County Office NCT Process (Continued)

C Modifying County Office Data (Continued)

On the Program Year - Modify Record - Summary Page, if users click “Save Changes”, the following Program Year - Modify Record - Results Page will be displayed with a brief summary of the record that was just modified.

Click either of the following:

- “Main Menu”, the Program Year - Main Menu will be displayed
- “Back to Search Results”, the Program Year - Search Records - Results Page will be displayed to create a new search for records to view and modify.

Program Year 2015 - Modify Record - Results Page														
- 1 Records Modified -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
												County	State	
S	TX	Hartley (205)	PTATO (0084)	RUS	FH	I	01			200.17	0	N	N	View

NCT12
Last Modified: 12/4/2014

D Setting “NAP County Approval” Flags

Users can set the “NAP County Approval” flag to let the State Office know that historic yields have been modified at the county level. Setting the “NAP County Approval” flag is **not required**, but is recommended if the County Office participates in updating historic yield data in NCT. The “NAP County Approval” flag serves as an indicator to the State Office that the County Office has entered and approved the correct yields for that county.

17 County Office NCT Process (Continued)

D Setting “County Approval” Flags (Continued)

Users shall follow the instructions in subparagraph B to search for records. On the Program Year - Search Records - Results Page, when users click “View” link next to a record, the following Program Year - View Record - Summary Page will be displayed.

Note: “Approve for NAP” button will **only** be displayed on the Program Year - View Record - Summary Page if the record being viewed is in the user’s home county **and** the user has authorization to modify and approve data.

The record **must** have a complete price entered for the average market price by the State Office for the record to be approved.

Program Year 2015 - View Record - Summary Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
TX	PTATO 0084	RUS	FH	Irrigated	01		
Counties							
Hartley (205)							
Unit of Measure				Pounds Per Unit of Measure			
Hundredweight							
Prevented Planting Factor		Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor	
0.3000		0.6500					
Final Planting Date		Acreage Reporting Date		Normal Harvest Date		Application Closing Date	
05/15/2015		07/15/2015		09/15/2015		03/15/2015	
Acres Per Animal Unit				Grazing Days			
				000			
Yield			Average Market Price				
Year	Yield	Source	Year	Price	Price Source		
2008	200.00	NASS	2008	17.8000	NASS		
2009	187.00	NASS	2009	20.4000	NASS		
2010	195.50	NASS	2010	25.9500	NASS		
2011	205.00	NASS	2011	15.6700	NASS		
2012	210.00	NASS	2012	19.4000	NASS		
2013			2013				
2014			2014				
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source		
No	200.17	Calculated	No	19.2000	Calculated		
Certified Organic Yield		Transitional Organic Yield					
Organic Market Price			Direct Market Price				
Year	Price	Price Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source		
No	0.0000		No	0.0000			
Status	NAP County Approval	NAP State Approval	NAP National Approval				
	No	No	No				

NCT7
Last Modified: 12/1/2014

17 County Office NCT Process (Continued)

D Setting “County Approval” Flags (Continued)

Users shall review the information on the Program Year - View Record - Summary Page, and if correct, CLICK “**Approve for NAP**”. The following Program Year - Approve Record - Confirmation Screen will be displayed.

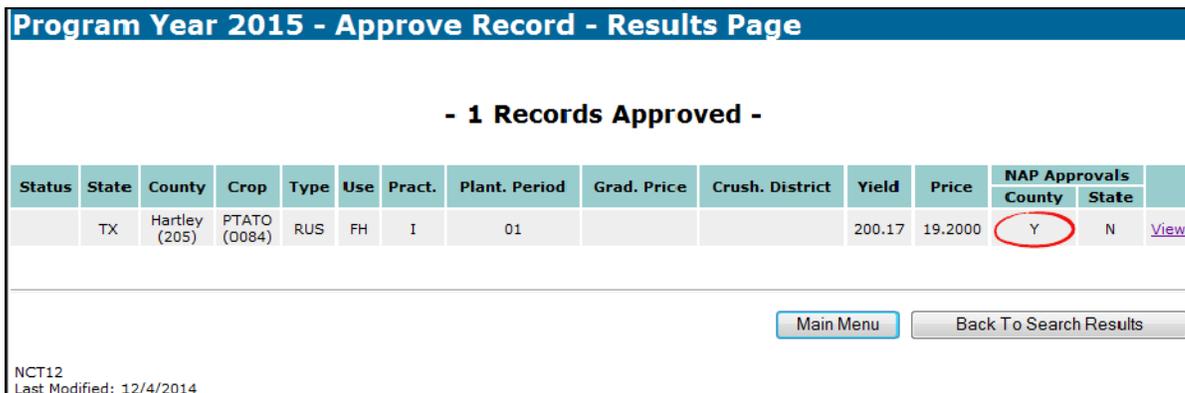
Click either of the following:

- “**Confirm**”, to proceed with setting the approval flag and the Program Year - Approve Record - Results Page will be displayed
- “**Back**”, to return to the Program Year - View Record - Summary Page and **not** approve the record.



If users click “**Confirm**”, then the following Program Year - Approve Record - Results Page will be displayed with a brief summary of the record that was just approved at the county level.

CLICK “**Main Menu**” and the Program Year - Main Menu will be displayed.



18 State Office NCT Process

A State Office Action

County Offices are **not** authorized to add new records to NCT; therefore, any record in NCT **must** be:

- added by the State Office or rolled from the previous year NCT
- present in the current year NCT.

NCT data used for NAP applications or payments **must** first be approved as “**Yes**” by the State Office. For a record to be approved, State Offices have the option of either of the following:

- entering all crop data, including yield data, at the State Office level
- allowing County Offices to have the authority to enter yield data, and then entering the remaining crop data at the State Office level.

The State Office action for updating records will vary depending on how and where the crop data is entered.

IF the crop record...	THEN to enter or find the record, on the Program Year - Main Menu, CLICK...
is entered at the State level	“ Add New Record(s) ”.
was rolled from the previous year’s NCT	“ Search/Modify Records ”.

Note: “Status” code, “R” indicates all records that rolled from the previous year NCT.

18 State Office NCT Process

A State Office Action (Continued)

To process a crop record on NCT, State Office users shall:

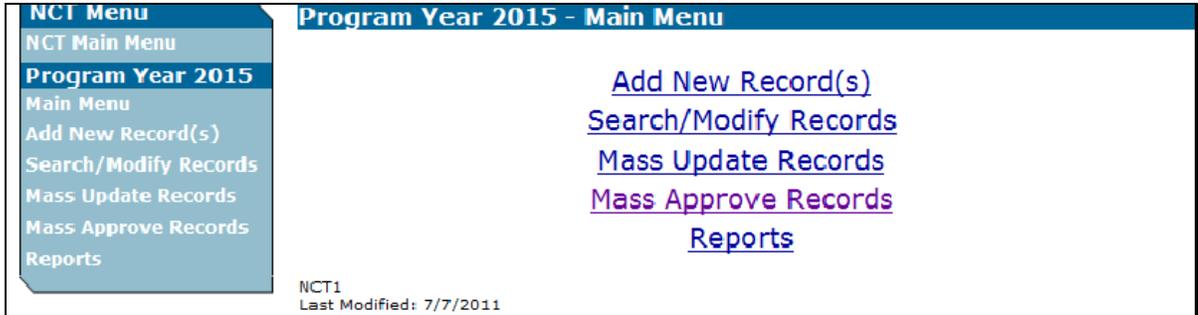
- access NCT according to paragraph 10
- update the unit of measure according to paragraph 15
- if adding a new record, CLICK “**Add New Record(s)**” according to subparagraph B:
 - enter all applicable data for the crop according to subparagraph 20 A
 - review the crop record
 - correct any error messages according to subparagraph 20 C
- request the National Office, or designated State Office employee with proper authorization, to reset “NAP Approval”, “State” flags to “**N**” to allow States to correct all State Office mistakes
- if the record is previously entered, CLICK:
 - “**Search/Modify Records**”, according to subparagraphs D, E, and F to:
 - view crop records for any State
 - modify crop records for the user’s authorized State
 - update crop data to calculate prices and yields
 - set the “NAP Approval”, “State” flags to “**Y**” for an individual record
 - “**Mass Update Records**”, according to subparagraph G, to update crop information for selected counties
 - “**Mass Approve Records**”, according to subparagraph H, to approve selected records
- review and print reports, as necessary.

Note: Maintain a copy of **all** supporting documentation for the crop.

18 State Office NCT Process (Continued)

B Adding a New Record

If State Offices are adding a new record to NCT for the first time, on the Program Year - Main Menu, CLICK “Add New Record(s)”.



18 State Office NCT Process (Continued)

B Adding a New Record (Continued)

After users click “Add New Record(s)”, the following Program Year - Add Record - Primary Crop Data Page will be displayed. Enter **all** applicable data for the crop, including the State, crop, crop type, and intended use, according to subparagraph 20 A, and CLICK “Next”. Users will have the option to enter crop data for a single county, multiple counties, or all counties.

Note: On the Program Year - Add Record - Primary Crop Data Page, the **only** States available in the “State” drop-down list will be the States for which users are authorized to modify or add crop data.

The screenshot shows a web interface with a blue header bar containing the text "Program Year 2015 - Add Record - Primary Crop Data Page". On the left side, there is a vertical menu titled "NCT Menu" with the following items: "NCT Main Menu", "Program Year 2015", "Main Menu", "Add New Record(s)", "Search/Modify Records", "Mass Update Records", "Mass Approve Records", and "Reports". The "Program Year 2015" item is highlighted. The main content area contains four dropdown menus: "State:", "Crop:", "Crop Type:", and "Intended Use:". All dropdown menus are currently empty. At the bottom right of the form area, there are two buttons: "Next" and "Main Menu". At the bottom left, there is small text that reads "NCTS Last Modified: 7/7/2011".

In the following example, a new record is being added for fresh jalapeno peppers in Florida.

This screenshot is similar to the one above, but the dropdown menus are now populated with data. The "State:" dropdown is set to "Florida", the "Crop:" dropdown is set to "PEPPERS (0083)", the "Crop Type:" dropdown is set to "JAL", and the "Intended Use:" dropdown is set to "FH". A red mouse cursor is pointing at the "Next" button. The rest of the interface, including the menu and footer text, remains the same.

18 State Office NCT Process (Continued)

B Adding a New Record (Continued)

After the Primary Crop Data is entered and users CLICK “Next”, the following Program Year - Add Record - Secondary Crop Data Page will be displayed. Users shall select the practice and planting period from the drop-down lists and CLICK “Next”.

State	Crop	Crop Type	Intended Use
FL	PEPRS (0083)	JAL	FH

Practice:

Planting Period:

NCT14
Last Modified: 7/7/2011

18 State Office NCT Process (Continued)

B Adding a New Record (Continued)

After the secondary crop data is entered and users click “Next”, the following Program Year - Add Record - County Selection Page will be displayed. Users shall select the counties for which the crop record will be checking (✓) next to the applicable counties. Clicking:

- “Select All” will display a check (✓) next to all available counties
- “Clear All” will clear all checks (✓) from all selected counties.

CLICK “Next” after all desired counties have been selected. In this example, the fresh, irrigated, planting period 01, jalapeno peppers will be added to Bay, Calhoun, and Duval counties.

Note: If the crop record already exists in a county, the “Select” box next to the county will be gray and **cannot** be selected.

NCT MENU

NCT Main Menu

Program Year 2015

Main Menu

Add New Record(s)

Search/Modify Records

Mass Update Records

Mass Approve Records

Reports

Program Year 2015 - Add Record - County Selection Page

State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
FL	PEPRS 0083	JAL	FH	Irrigated	01		

Select	County Name	County Code
<input type="checkbox"/>	Alachua	001
<input type="checkbox"/>	Baker	003
<input checked="" type="checkbox"/>	Bay	005
<input type="checkbox"/>	Bradford	007
<input type="checkbox"/>	Brevard	009
<input type="checkbox"/>	Broward	011
<input checked="" type="checkbox"/>	Calhoun	013
<input type="checkbox"/>	Charlotte	015
<input type="checkbox"/>	Citrus	017
<input type="checkbox"/>	Clay	019
<input type="checkbox"/>	Collier	021
<input type="checkbox"/>	Columbia	023
<input type="checkbox"/>	Dade / Monroe	025
<input type="checkbox"/>	DeSoto	027
<input type="checkbox"/>	Dixie	029
<input checked="" type="checkbox"/>	Duval	031
<input type="checkbox"/>	Escambia	033
<input type="checkbox"/>	Flagler	035

18 State Office NCT Process (Continued)

B Adding a New Record (Continued)

After users select the counties and click “Next”, the following Program Year - Add Record - Record Details Page will be displayed. Users shall input all missing data that is available at the time to the Program Year - Add Record - Record Details Page. See subparagraph C for minimum requirements for entering a shell record.

Note: If a record for the crop, crop type, intended use, practice, and planting period already exists in the State in 1 or more counties, the previously established crop data (such as planting factors and historical price data) will be included in the newly added records. If no other records exist for this crop, crop type, intended use, practice, and planting period in the State, all data fields will be blank and require user input.

NCT Menu

NCT Main Menu

Program Year 2015

Main Menu

Add New Record(s)

Search/Modify Records

Mass Update Records

Mass Approve Records

Reports

Program Year 2015 - Add Record - Record Details Page

State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
FL	PEPRS 0083	JAL	FH	Irrigated	01		

Counties

Bay (005) , Calhoun (013) , Duval (031)

Unit of Measure		Pounds Per Unit of Measure	
Hundredweight			
Prevented Planting Factor	Unharvested Payment Factor	Certified Organic Yield Factor	Transitional Organic Yield Factor
0.3400	0.5300		
Final Planting Date (mm/dd/yyyy)	Acreage Reporting Date (mm/dd/yyyy)	Normal Harvest Date (mm/dd/yyyy)	Application Closing Date (mm/dd/yyyy)
10/15/2014	10/30/2014	01/31/2015	07/31/2014

Yield			Average Market Price		
Year	Yield	Yield Source	Year	Price	Price Source
2008	160	NASS	2008	26.7000	NASS
2009	163.5	NASS	2009	26.7000	NASS
2010	180	NASS	2010	21.0000	COC Knowledge
2011	155	NASS	2011	21.0000	COC Knowledge
2012	176	NASS	2012	24.0000	COC Knowledge
2013			2013		
2014			2014		

Override Yield	Yield Override Source	Override Price	Price Override Source
<input type="checkbox"/>		<input type="checkbox"/>	

Organic Market Price			Direct Market Price		
Year	Price	Price Source	Year	Price	Price Source
2008			2008		
2009			2009		
2010			2010		
2011			2011		
2012			2012		
2013			2013		
2014			2014		

Override Price	Price Override Source	Override Price	Price Override Source
<input type="checkbox"/>		<input type="checkbox"/>	

Comment/Notes:

NCT6
Last Modified: 12/1/2014

18 State Office NCT Process (Continued)

B Adding a New Record (Continued)

After users click “Next”, the following Program Year - Add Record - Summary Page will be displayed. User shall review all the crop record data and click 1 of the following:

- “Create Record(s)”, if all information is correct

Note: Clicking “Create Record(s)” will cause a shell record to be downloaded.

- “Create & Approve Record(s)” (subparagraph F)
- “Back”, if information is incorrect, to return to the Program Year - Add Record - Record Details Page to edit the previous inputs and click “Next” to return the Program Year - Add Record - Summary Page.

Note: If records already exist for 1 or more counties in the State with the same crop, crop type, and intended use, and users have updated payment factors or historical price data, the message will be displayed, “Record addition or modification will result in updates to the existing records”.

Record addition or modification will result in updates to existing records

State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graded Price	Crushing District
FL	PPRS 0083	JAL	FH	Irrigated	01		

Counties
 Bay (005) , Calhoun (013) , Duval (031)

Unit of Measure		Pounds Per Unit of Measure	
Hundredweight			
Prevented Planting Factor	Unharvested Payment Factor	Certified Organic Yield Factor	Transitional Organic Yield Factor
0.3400	0.5300		
Final Planting Date	Acreage Reporting Date	Normal Harvest Date	Application Closing Date
10/15/2014	10/30/2014	01/31/2015	07/31/2014
Acres Per Animal Unit		Grazing Days	

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008	160	NASS	2008	26.7000	NASS
2009	163.5	NASS	2009	26.7000	NASS
2010	180	NASS	2010	21.0000	COC Knowledge
2011	155	NASS	2011	21.0000	COC Knowledge
2012	176	NASS	2012	24.0000	COC Knowledge
2013			2013		
2014			2014		

Override	Yield Override	Yield Override Source	Price Override	Price Override Price	Price Override Source
No	166.50	Calculated	No	23.9000	Calculated

Organic Market Price			Direct Market Price		
Year	Price	Price Source	Year	Price	Price Source
2008			2008		
2009			2009		
2010			2010		
2011			2011		
2012			2012		
2013			2013		
2014			2014		

Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source
No	0		No	0	

Status	NAP County Approval	NAP State Approval	NAP National Approval
	No	No	No

Buttons: Create Record(s), Create & Approve NAP Record(s), Back

NCT/ Last Modified: 12/1/2014

18 State Office NCT Process (Continued)

B Adding a New Record (Continued)

After users click “Create Record(s)”, the following Program Year - Add Record - Results Page will be displayed. All records added as new will be displayed. If:

- previously existing records were affected, updated records will be displayed
- there were any errors that resulted in the records **not** being added, the information will be displayed.

Program Year 2015 - Add Record - Results Page														
													Main Menu	
- 3 Records Added -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
	FL	Bay (005)	PEPRS (0083)	JAL	FH	I	01			166.50	23.9000	N	N	View
	FL	Calhoun (013)	PEPRS (0083)	JAL	FH	I	01			166.50	23.9000	N	N	View
	FL	Duval (031)	PEPRS (0083)	JAL	FH	I	01			166.50	23.9000	N	N	View
- Record Addition resulted in updates to the following records: -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
R	FL	Dade / Monroe (025)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	DeSoto (027)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	DeSoto (027)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Irloian River (061)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Jackson (063)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Lee (071)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Lee (071)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Madison (079)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Madison (079)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Manatee (081)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Manatee (081)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Martin (085)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Martin (085)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Palm Beach (099)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Palm Beach (099)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Pasco (101)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Putnam (107)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	St. Lucie (111)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	St. Lucie (111)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Santa Rosa (113)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Santa Rosa (113)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Sarasota (115)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Sarasota (115)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Sumter (119)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Sumter (119)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
R	FL	Suwannee (121)	PEPRS (0083)	JAL	FH	I	01			0.00	23.9000	N	N	View
R	FL	Suwannee (121)	PEPRS (0083)	JAL	FH	I	02			0.00	23.9000	N	N	View
													Main Menu	
<small>NCT12 Last Modified: 12/4/2014</small>														

18 State Office NCT Process (Continued)

C Adding a Shell Record

Shell records are partial records entered into NCT with just enough information to allow a record to be saved in the NCT software without requiring a State approval.

Note: Beginning with the 2015 NCT, records **must** be approved **before** an Application for Coverage can be taken. The Application for Coverage will no longer recognize shell records from NCT.

To add a shell record, on the Program Year - Main Menu, CLICK “**Add New Record(s)**” and enter the applicable information (subparagraph B).

Note: Adding a shell record is **not** a separate menu option. The added record will be either a shell record or a complete record, depending on what and how much data is entered.

The following fields are **required** for entering a shell record:

- State
- county
- crop
- crop type *
- intended use *
- graduated price *
- practice *
- planting period
- final planting date *
- acreage reporting date
- normal harvest date
- application closing date.

Note: The asterisked (*) items may be blank for some crops.

The following NAP data fields may be left blank when entering a shell record, but will be **required** before approving for NAP, if applicable for the particular crop:

- unit of measure
- pounds per unit of measure
- prevented planting factor
- unharvested factor
- acres per animal unit
- grazing days
- NAP historical yields and sources
- NAP historical prices and sources
- NAP override yield and source
- NAP override price and source.

18 State Office NCT Process (Continued)

C Adding a Shell Record (Continued)

Data initially entered as a shell record can be modified and updated at a later time to create the complete record, according to subparagraph D. In the “Status” column:

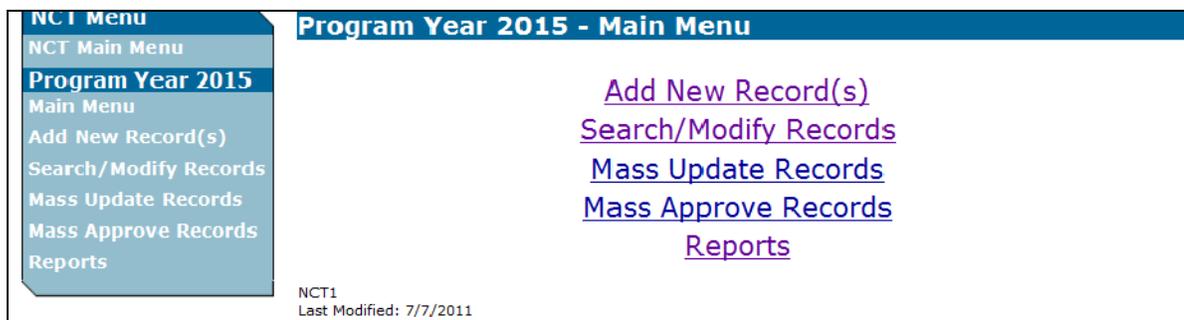
- “S” indicates a shell record
- no code (blank) indicates a full/complete record.

D Modifying a Record

Users can modify an unapproved crop record, for a variety of reasons. On the Program Year - Main Menu, CLICK “Search/Modify Records”.

Users need to modify or update records for the following reasons:

- add additional data or update a record rolled from the previous year NCT (indicated with an “R” in “Status” column)
- add additional data or update a record previously entered in the same crop year as a shell record (indicated with an “S” in “Status” column)
- edit incorrect data in an existing complete record (indicated with no (blank) entry in “Status” column) that has **not** been approved.



18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

The “State” drop-down list will default to the authorized user’s home State or, if the user is associated with multiple States, will default to the first State to which the user is alphabetically linked. Users shall select other applicable criteria and CLICK “Search”.

Users can query data for a specific record (crop, crop type, practice, intended use, planting period, etc.) or numerous records (county, crop) depending on the data entered on the following Program Year - Search Records - Search Page. The following example shows specific data queried by State, crop, crop type, and intended use.

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type, and NAP approval statuses at the county, State, or national level. Detailed queries will enable the user to find the specific records needed.

NCT Menu
NCT Main Menu
Program Year 2015
Main Menu
Add New Record(s)
Search/Modify Records
Mass Update Records
Mass Approve Records
Reports

Program Year 2015 - Search Records - Search Page

State:

County:

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Graduated Price:

Crushing District:

NAP Pay Crop:

NAP Pay Type:

NAP Approved:

NAP Approval Level:

NCT13
Last Modified: 7/7/2011

18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

After applicable data is entered and users click “**Search**”, the following Program Year - Search Records - Results Page will be displayed with all records matching the entered search criteria. Users may click “**View**” link next to any record to view the full details about the record.

Click either of the following:

- “**Main Menu**”, the Program Year - Main Menu will be displayed
- “**Create New Search**”, the Program Year - Search Records - Search Page will be displayed.

Program Year 2015 - Search Records - Results Page														
- 4 Records Found -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
												County	State	
R	HI	Hawaii (001)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	View
R	HI	Honolulu (003)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	View
R	HI	Kauai (007)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	View
R	HI	Maui (009)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	View

NCT12
Last Modified: 12/4/2014

18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

After users click “View” link next to 1 of the records on the Program Year - Search Records - Results Page, the following Program Year - View Record - Summary Page will be displayed to allow users to view all details about the record. To modify data, CLICK “Modify Record”. See subparagraph F for “Approve for NAP” function.

Note: After the “NAP State Approval” flag has been set for program data, the State Office **must** contact the National Office to reset the “NAP State Approval” flag, if the record requires modification, **unless** the State has a user with approval reset authority for records within their State.

Program Year 2015 - View Record - Summary Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
HI	AVOCD	0106	FH	Irrigated	01		
Counties							
Kauai (007)							
Unit of Measure				Pounds Per Unit of Measure			
Pounds							
Prevented Planting Factor	Unharvested Payment Factor	Certified Organic Yield Factor	Transitional Organic Yield Factor				
0.0000	0.6200						
Final Planting Date	Acres Reporting Date	Normal Harvest Date	Application Closing Date				
	03/31/2016	12/31/2015	12/01/2014				
Acres Per Animal Unit		Grazing Days					
0.0		000					
Yield			Average Market Price				
Year	Yield	Source	Year	Price	Price Source		
2008	3000.00	NASS	2008	0.7300	NASS		
2009	2800.00	NASS	2009	0.6900	NASS		
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source		
No	0.00		No	0.0000			
Certified Organic Yield	Transitional Organic Yield						
Organic Market Price			Direct Market Price				
Year	Price	Price Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source		
No	0		No	0			
Status	NAP County Approval	NAP State Approval	NAP National Approval				
R	No	No	No				

NCT7
Last Modified: 12/1/2014

18 State Office NCT Process (Continued)**D Modifying a Record (Continued)**

After users click “**Modify Record**”, the Program Year - Modify Record - Record Details Page will be displayed. Users may modify any of the fields available for edit.

Notes: Before the record can be **approved**, historical price and yield data for at least 1 year through the most recent 3 years of crop data year are **required**; however, the record can be created, maintained, and/or saved without the data. Historical price data is **only required** to be entered for the average market price for the record to be approved. Organic and direct market prices are **not required** to be entered for record approval.

Any changes made to unit of measure, payment factors, and historical prices and sources will replicate to **all** other records in the State with the same crop, crop type, and intended use.

18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

Users shall make updates/modifications and CLICK “Next”.

Program Year 2015 - Modify Record - Record Details Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
HI	AVOCD	0106	FH	Irrigated	01		
Counties							
Kauai (007)							
Unit of Measure				Pounds Per Unit of Measure			
Pounds							
Prevented Planting Factor	Unharvested Payment Factor	Certified Organic Yield Factor	Transitional Organic Yield Factor				
0.0000	0.6200						
Final Planting Date (mm/dd/yyyy)	Acreage Reporting Date (mm/dd/yyyy)	Normal Harvest Date (mm/dd/yyyy)	Application Closing Date (mm/dd/yyyy)				
	03/31/2016	12/31/2015	12/01/2014				
Yield			Average Market Price				
Year	Yield	Yield Source	Year	Price	Price Source		
2008	3000.00	NASS	2008	0.7300	NASS		
2009	2800.00	NASS	2009	0.6900	NASS		
2010	3100.00	NASS	2010	0.7500	NASS		
2011	2950.00	NASS	2011	0.7100	NASS		
2012	3250.00	NASS	2012	0.6700	NASS		
2013			2013				
2014			2014				
<input type="checkbox"/>	Override Yield	Yield Override Source	<input type="checkbox"/>	Override Price	Price Override Source		
Organic Market Price			Direct Market Price				
Year	Price	Price Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
<input type="checkbox"/>	Override Price	Price Override Source	<input type="checkbox"/>	Override Price	Price Override Source		
Comment/Notes:							
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>							
<input type="button" value="Next"/> <input type="button" value="Back"/>							

NCT6
Last Modified: 12/1/2014

18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

After users click “Next”, the Program Year - Modify Record - Summary Page will be displayed. Users shall review the proposed modifications, and if modifications are correct, CLICK “Save Changes”. If the modifications are incorrect, CLICK “Back” and fix the errors.

Program Year 2015 - Modify Record - Summary Page							
Record addition or modification will result in updates to existing records							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
HI	AVOCD 0106		FH	Irrigated	01		
Counties							
Kauai (007)							
Unit of Measure				Pounds Per Unit of Measure			
Pounds							
Prevented Planting Factor	Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor		
0.0000	0.6200						
Final Planting Date	Acreage Reporting Date		Normal Harvest Date		Application Closing Date		
	03/31/2016		12/31/2015		12/01/2014		
Acres Per Animal Unit			Grazing Days				
0.0			000				
Yield			Average Market Price				
Year	Yield	Source	Year	Price	Price Source		
2008	3000.00	NASS	2008	0.7300	NASS		
2009	2800.00	NASS	2009	0.6900	NASS		
2010	3100.00	NASS	2010	0.7500	NASS		
2011	2950.00	NASS	2011	0.7100	NASS		
2012	3250.00	NASS	2012	0.6700	NASS		
2013			2013				
2014			2014				
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source		
No	3017	Calculated	No	0.7100	Calculated		
Certified Organic Yield		Transitional Organic Yield					
Organic Market Price			Direct Market Price				
Year	Price	Price Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source		
No	0		No	0			
Status	NAP County Approval	NAP State Approval	NAP National Approval				
	No	No	No				
<input type="button" value="Save Changes"/> <input type="button" value="Back"/>							
<small>NCT7 Last Modified: 12/1/2014</small>							

18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

After users click “**Save Changes**”, the Program Year - Modify Record - Results Page will be displayed with a brief summary of the record that was just modified. If the modifications were replicated to other records within the State, a brief summary of the records will be displayed.

Click either of the following:

- “**Main Menu**”, the Program Year - Main Menu will be displayed
- “**Back to Search Results**”, the Program Year - Search Records - Results Page will be displayed to select another record to view and modify.

Program Year 2015 - Modify Record - Results Page

- 1 Records Modified -

Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
												County	State	
S	HI	Kauai (007)	AVOCD (0106)		FH	I	01				0	N	N	View

- Record Modification resulted in updates to the following records: -

Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
												County	State	
R	HI	Hawaii (001)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	View
R	HI	Honolulu (003)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	View
R	HI	Maui (009)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	View

Main Menu
Back To Search Results

NCT12
Last Modified: 12/4/2014

18 State Office NCT Process (Continued)

E Viewing a Record for Another State

All eAuthentication users have authority to view records for any State or county in the nation. Users shall follow steps in subparagraph D to search for records and select the record for viewing.

Note: “Modify Record” and “Approve for NAP” buttons will **not** be available if users are viewing records outside their State. Only the “Back” button will be available if users are viewing records outside their State.

Program Year 2015 - View Record - Summary Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
MN	BIFFO 0355		GZ	Non-Irrigated	01		
Counties							
Chippewa (023)							
Unit of Measure				Pounds Per Unit of Measure			
Animal Unit Day							
Prevented Planting Factor		Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor	
0.0000		1.0000					
Final Planting Date		Acreage Reporting Date		Normal Harvest Date		Application Closing Date	
		07/15/2015		10/31/2015		03/15/2015	
Acres Per Animal Unit				Grazing Days			
1.9				163			
Yield			Average Market Price				
Year	Yield	Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source		
No	0.00		No	0.0000			
Certified Organic Yield		Transitional Organic Yield					
Organic Market Price			Direct Market Price				
Year	Price	Price Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source		
No	0		No	0			
Status	NAP County Approval	NAP State Approval	NAP National Approval				
R	No	No	No				

[Back](#)

NCT7
Last Modified: 12/1/2014

18 State Office NCT Process (Continued)

F Approving a Record

State users may approve a single record or multiple records (subparagraph H) for NAP. To approve a single record, users shall first locate the record according to subparagraph D to “**Search/Modify Records**”.

18 State Office NCT Process (Continued)

F Approving a Record (Continued)

After users have located and are viewing the record on the Program Year - View Record - Summary Page, users shall review **all** record information. If the record is complete and accurate, CLICK “Approve for NAP”.

NCT Menu							
NCT Main Menu							
Program Year 2015							
Main Menu							
Add New Record(s)							
Search/Modify Records							
Mass Update Records							
Mass Approve Records							
Reports							

Program Year 2015 - View Record - Summary Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
HI	AVOCD 0106		FH	Irrigated	01		
Counties							
Kauai (007)							
Unit of Measure				Pounds Per Unit of Measure			
Pounds							
Prevented Planting Factor	Unharvested Payment Factor	Certified Organic Yield Factor	Transitional Organic Yield Factor				
0.0000	0.6200						
Final Planting Date	Acres Reporting Date	Normal Harvest Date	Application Closing Date				
	03/31/2016	12/31/2015	12/01/2014				
		Acres Per Animal Unit	Grazing Days				
		0.0	000				
Yield			Average Market Price				
Year	Yield	Source	Year	Price	Price Source		
2008	3000.00	NASS	2008	0.7300	NASS		
2009	2800.00	NASS	2009	0.6900	NASS		
2010	3100.00	NASS	2010	0.7500	NASS		
2011	2950.00	NASS	2011	0.7100	NASS		
2012	3250.00	NASS	2012	0.6700	NASS		
2013			2013				
2014			2014				
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source		
No	3017.00	Calculated	No	0.7100	Calculated		
Certified Organic Yield		Transitional Organic Yield					
Organic Market Price			Direct Market Price				
Year	Price	Price Source	Year	Price	Price Source		
2008			2008				
2009			2009				
2010			2010				
2011			2011				
2012			2012				
2013			2013				
2014			2014				
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source		
No	0.0000		No	0.0000			
Status	NAP County Approval	NAP State Approval	NAP National Approval				
	No	No	No				

NCT7
Last Modified: 12/1/2014

18 State Office NCT Process (Continued)

F Approving a Record (Continued)

After users click “**Approve for NAP**”, the following Program Year - Approve Record - Confirmation Screen will be displayed.

Click either of the following:

- “**Confirm**” to approve the record and the Program Year - Approve Record - Results Page will be displayed
- “**Back**”, to cancel and return to the Program Year - View Record - Summary Page.



18 State Office NCT Process (Continued)

F Approving a Record (Continued)

If users click “**Confirm**”, the following Program Year - Approve Record - Results Page will be displayed, notifying users that the record was approved.

Note: The “NAP Approvals”, “State” flag for the selected program has been set to “**Y**”.

Click either of the following:

- “**Main Menu**”, the Program Year - Main Menu will be displayed
- “**Back to Search Results**”, the Program Year - Search Records - Results Page will be displayed to select another record to view and modify.

Notes: Users have the option to “**Create and Approve for NAP**” in 1 step (subparagraph B) as the final step in adding a new record, provided all **required** data for that program is entered.

DAFP establishes the price for grazing records. Users may approve grazing records before DAFP establishes the price.

Program Year 2015 - Approve Record - Results Page														
- 1 Records Approved -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
												County	State	
	HI	Kauai (007)	AVOCD (0106)		FH	I	01			3017.00	0.7100	N	Y	View

NCT12
Last Modified: 12/4/2014

18 State Office NCT Process (Continued)

G Mass Update Records

To update any crop data for multiple records at 1 time, from the Program Year - Main Menu, CLICK “Mass Update Records”.

The following Program Year - Mass Update Records - Search Page will be displayed. Users can query data for the records they want to update and CLICK “Search”.

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type, and NAP approval statuses, at the county, State, or national level. Detailed queries will enable the user to find the specific records needed.

NCT Menu
NCT Main Menu
Program Year 2015
Main Menu
Add New Record(s)
Search/Modify Records
Mass Update Records
Mass Approve Records
Reports

Program Year 2015 - Mass Update Records - Search Page

State: Florida
County:
Crop: CABBAGE (0116)
Crop Type: HYB
Intended Use: FH
Practice: Irrigated
Planting Period: 01
Graduated Price:
Crushing District:
NAP Pay Crop:
NAP Pay Type:

Search Clear Main Menu

NCT13
Last Modified: 7/7/2011

18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

After users click “**Search**”, the following Program Year - Mass Update Records - Results Page will be displayed with all records matching the search criteria.

Users shall select the records to be updated by checking (✓) next to the applicable records. Clicking:

- “**Select All**” will display check (✓) next to all available records (displayed as follows)
- “**Clear All**” will clear a checks (✓) from all selected records.

After users select the records to be updated, CLICK “**Update Selected Records**”.

Program Year 2015 - Mass Update Records - Results Page

- 2 Records Found -

	Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
													County	State	
<input checked="" type="checkbox"/>	R	FL	Dade / Monroe (025)	CABAG (0116)	HYB	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Manatee (081)	CABAG (0116)	HYB	FH	I	01			0.00	0.0000	N	N	View

NCT12
Last Modified: 12/4/2014

18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

After users click “Update Selected Records”, the Program Year - Mass Update Records - Select Fields Page will be displayed. CHECK (✓) the boxes next to the applicable fields to be updated. Clicking:

- “Select All” will display checks (✓) next to all available fields
- “Clear All” will clear all checks (✓) from all selected fields.

After users select the fields to be updated, CLICK “Next”.

Program Year 2015 - Mass Update Records - Select Fields Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
FL	CABAG 0116	HYB	FH	Irrigated	01		

Status	County	NAP Approvals	
		County	State
R	Dade / Monroe (025)	N	N
R	Manatee (081)	N	N

Field	
<input checked="" type="checkbox"/>	Dates
<input type="checkbox"/>	2008 NAP Historical CEY
<input type="checkbox"/>	2009 NAP Historical CEY
<input type="checkbox"/>	2010 NAP Historical CEY
<input type="checkbox"/>	2011 NAP Historical CEY
<input type="checkbox"/>	2012 NAP Historical CEY
<input checked="" type="checkbox"/>	2013 NAP Historical CEY
<input type="checkbox"/>	2014 NAP Historical CEY
<input type="checkbox"/>	NAP CEY Override
<input type="checkbox"/>	Comment/Notes

Select All
Clear All

Next Back

NCT15
Last Modified: 7/7/2011

18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

After users click “Next”, the Program Year - Mass Update Records - Record Details Page will be displayed and include **only** the data fields selected on the Program Year - Mass Update Records - Select Fields Page.

Users shall edit the data, as necessary, and click either of the following:

- “Next”, the Program Year - Mass Update Records - Confirmation Screen will be displayed
- “Back”, to cancel and the Program Year - Mass Update Records - Select Fields Page will be displayed.

Note: Any data entered through “Mass Update Records” will update the new, revised, or existing data displayed on this screen to **all** selected records.

Program Year 2015 - Mass Update Records - Record Details Page							
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
FL	CABAG 0116	HYB	FH	Irrigated	01		

Status	County	NAP Approvals	
		County	State
R	Dade / Monroe (025)	N	N
R	Manatee (061)	N	N

Final Planting Date (mm/dd/yyyy)	Acreage Reporting Date (mm/dd/yyyy)	Normal Harvest Date (mm/dd/yyyy)	Application Closing Date (mm/dd/yyyy)
10/31/2014	11/15/2014	01/31/2015	08/15/2014

Yield

Year	Yield	Yield Source
2013	300	NASS

Next Back

NCT6
Last Modified: 12/1/2014

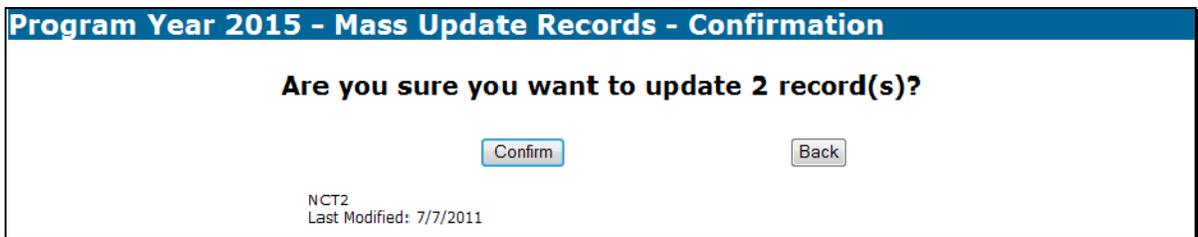
18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

After users click “Next”, the following Program Year - Mass Update Records - Confirmation Screen will be displayed.

Click either of the following:

- “Confirm”, to confirm the updates and the Program Year - Mass Update Records - Results Page will be displayed
- “Back”, to cancel and return to the Program Year - Mass Update Records - Record Details Page.



18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

After users click “**Confirm**”, the following Program Year - Mass Update Records - Results Page will be displayed, notifying users of the updated records.

Click either of the following:

- “**Main Menu**”, the Program Year - Main Menu will be displayed
- “**Update Additional Fields**”, the Program Year - Mass Update Records - Select Fields Page will be displayed to select additional fields to update for the currently selected records.

Note: If users click “**Update Additional Fields**”, the selected fields will update new, revised, or existing data for **all** selected records. If additional updates are **required** for some, but **not all** of the previously selected records, a new search should be done to identify the records to be updated.

Program Year 2015 - Mass Update Records - Results Page

- 2 Records Updated -

Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
												County	State	
	FL	Dade / Monroe (025)	CABAG (0116)	HYB	FH	I	01			938.00	10.7000	N	N	View
S	FL	Manatee (081)	CABAG (0116)	HYB	FH	I	01				10.7000	N	N	View

- Record Addition resulted in updates to the following records: -

Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
												County	State	
R	FL	Manatee (081)	CABAG (0116)	HYB	FH	I	02			0.00	0.0000	N	N	View
R	FL	Manatee (081)	CABAG (0116)	NAP	FH	I	01			0.00	0.0000	N	N	View
R	FL	Manatee (081)	CABAG (0116)	NAP	FH	I	02			0.00	0.0000	N	N	View
R	FL	Manatee (081)	CABAG (0116)	CHO	FH	I	01			0.00	0.0000	N	N	View
R	FL	Manatee (081)	CABAG (0116)	CHO	FH	I	02			0.00	0.0000	N	N	View

NCT12
Last Modified: 12/4/2014

18 State Office NCT Process (Continued)

H Mass Approve Records

Users have the option to approve multiple crop records at 1 time for 1 program. From the Program Year - Main Menu CLICK “**Mass Approve Records**”. “NAP Approval”, “County” flag, “**Y**” indicator is **not required** for mass approvals. To mass approve crop records, users shall select the crop, crop type, graduated price, and intended use, if applicable, and ensure that:

- crop records have all **required** historical yield and prices, as applicable
- **Note:** Crops with intended use, “Grazing (GZ)” and value loss crops, **except** nursery, do **not** have historical yields.
- if historic data was entered in any previous years, historic data for all subsequent years is **required**.

The following Program Year - Mass Approve Record - Search Page will be displayed and users shall search for the records to be approved.

Note: In addition to location and crop criteria, users can search by NAP Pay Crop and Pay Type at the county, State, or national level. Detailed queries will enable the user to find the specific records needed.

NCT Menu
NCT Main Menu
Program Year 2015
Main Menu
Add New Record(s)
Search/Modify Records
Mass Update Records
Mass Approve Records
Reports

Program Year 2015 - Mass Approve Records - Search Page

State: Florida
County:
Crop: PEAS (0067)
Crop Type: BLE
Intended Use: FH
Practice: Irrigated
Planting Period: 01
Graduated Price:
Crushing District:
NAP Pay Crop:
NAP Pay Type:

Search Clear Main Menu

NCT13
Last Modified: 7/7/2011

18 State Office NCT Process (Continued)

H Mass Approve Records (Continued)

After users select the search criteria and click “Search”, the following Program Year - Mass Approve Records - Results Page will be displayed with all records matching the search criteria. Users shall select the records to be approved by checking (✓) next to the applicable records. Clicking:

- “Select All” will display a check (✓) next to all available records
- “Clear All” will clear all checks (✓) from all selected records.

After users select the records to be approved, CLICK “Approve Selected Records”.

Program Year 2015 - Mass Approve Records - Results Page

Main Menu Create New Search Approve Selected Records

- 24 Records Found -

Select All NAP Clear All

NAP	Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
													County	State	
<input checked="" type="checkbox"/>	R	FL	Alachua (001)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Calhoun (013)	PEAS (0067)	FH	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Citrus (017)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Columbia (023)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Flagler (035)	PEAS (0067)	DLC	PII	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Gadsden (039)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Gilchrist (041)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Gulf (045)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Hamilton (047)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Hillsborough (057)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Indian River (061)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Jackson (063)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Lafayette (067)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Lake (069)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Madison (079)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Martin (085)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Pasco (101)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Polk (105)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Putnam (107)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	St. Johns (109)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	St. Lucie (111)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Santa Rosa (113)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Sumter (119)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
<input checked="" type="checkbox"/>	R	FL	Union (125)	PEAS (0067)	DLC	PII	I	01			0.00	0.0000	N	N	View

Select All NAP Clear All

Main Menu Create New Search Approve Selected Records

NCT12
Last Modified: 12/4/2014

18 State Office NCT Process (Continued)

H Mass Approve Records (Continued)

After users click “**Approve Selected Records**”, the Program Year - Mass Approve Records - Confirmation Page will be displayed.

Click either of the following:

- “**Confirm**”, to confirm the updates and the Program Year - Mass Approve Records - Results Page will be displayed
- “**Back**”, the Program Year - Mass Approve Records - Results Page will be displayed.



18 State Office NCT Process (Continued)

H Mass Approve Records (Continued)

If users click “**Confirm**”, the Program Year - Mass Approve Records - Results Page will be displayed notifying users of the approved records.

Notes: The “NAP Approvals”, “State” flag has been set to “**Y**” for all 24 records.
 CLICK “Main Menu” to return to the Program Year - Main Menu.

If some of the selected records **cannot** be approved, the Program Year - Mass Approve Records - Results Page will reflect **not only** the “Records Approved”, but will also identify which “Records Failed Approval” with the reasons for failure.

Program Year 2015 - Mass Approve Records - Results Page														
													Main Menu	
- 24 Records Approved -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
												County	State	
	FL	Alachua (001)	PEAS (0067)	RI F	FH	I	01			383.00	0.4533	N	Y	View
	FL	Calhoun (013)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Citrus (017)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Columbia (023)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Flegler (035)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Gadsden (039)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Gilchrist (041)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Gulf (045)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Hamilton (047)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Hillsborough (057)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Indian River (061)	PEAS (0067)	DLC	FI	I	01			300.00	0.4500	N	Y	View
	FL	Jackson (063)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Lafayette (067)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Lake (069)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Madison (079)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Martin (085)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Pasco (101)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Polk (105)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Putnam (107)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	St. Johns (109)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	St. Lucie (111)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Santa Rosa (113)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Sumter (119)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Union (125)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View

[Main Menu](#) [Back To Search Results](#)

NC112
 Last Modified: 12/4/2014

19 National Office NCT Process

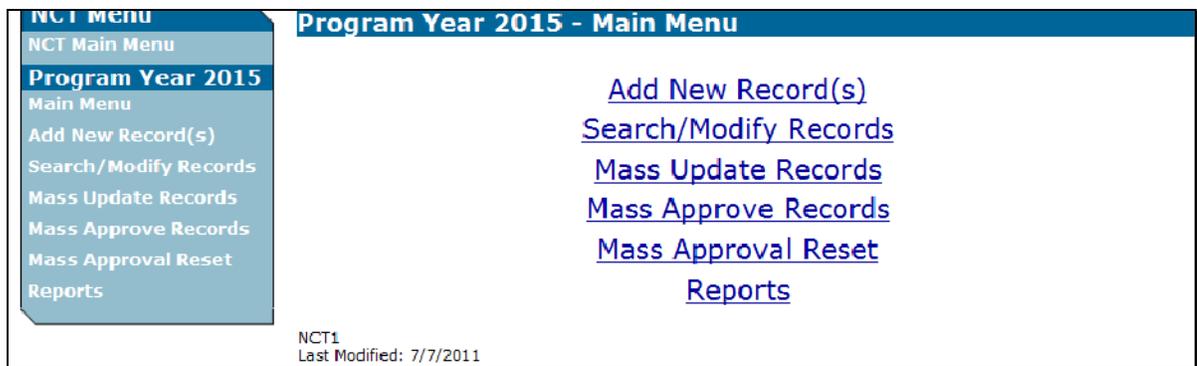
A Resetting Approval Flags

State and/or national approval of a crop record will trigger a download of county and State approved crop records to County Offices. The National Office users or State Office users with State reset authority **must** reset any record previously approved by the State when the State Office requires a change or modification to the crop record.

National Office users will have the option to individually reset “NAP State Approval” flags or mass reset State and national approval flags to allow State Offices to make changes.

From the Program Year - Main Menu, CLICK “**Mass Approval Reset**”.

Note: “**Mass Approval Reset**” will be displayed at the National level **only**.



19 National Office NCT Process (Continued)

A Resetting Approval Flags (Continued)

After users click “**Mass Approval Reset**” the Program Year - Mass Reset Records - Search Page will be displayed. Users can query data for the records they want to mass reset and CLICK “**Search**”.

NCT Menu
NCT Main Menu
Program Year 2015
Main Menu
Add New Record(s)
Search/Modify Records
Mass Update Records
Mass Approve Records
Mass Approval Reset
Reports

Program Year 2015 - Mass Reset Records - Search Page

State:
County:
Crop:
Crop Type:
Intended Use:
Practice:
Planting Period:
Graduated Price:
Crushing District:
NAP Pay Crop:
NAP Pay Type:

NCT13
Last Modified: 7/7/2011

19 National Office NCT Process (Continued)

A Resetting Approval Flags (Continued)

After users click “Search”, the Program Year - Mass Reset Records - Results Page will be displayed with all records matching the search criteria. Users shall select the records to be reset by checking (✓) next to the records to be reset. If users click:

- “Select All NAP”, a check (✓) will be displayed next to all available records for NAP
- “Clear All”, all checks (✓) will be cleared from all selected records.

After users have selected the records to be reset, CLICK “Reset Selected Records”.

Note: Records that are nationally approved, but **not** State or county approved, do **not** display on the Program Year - Mass Reset Records - Results Page. Nationally approved records are allowed to be reset.

The screenshot displays the 'Program Year 2015 - Mass Reset Records - Results Page'. At the top, there are navigation buttons: 'Main Menu', 'Create New Search', and 'Reset Selected Records'. Below these, a blue box with the number '1' points to the 'Select All NAP' button. The page shows '- 9 Records Found -'. A table lists 9 records, each with a checked checkbox in the 'NAP' column. Below the table, another 'Select All NAP' button and 'Clear All' button are shown. At the bottom, the 'Reset Selected Records' button is highlighted with a blue box and the number '2', with a red arrow pointing to it. The footer includes 'NCT12' and 'Last Modified: 12/4/2014'.

NAP	Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		View
													County	State	
<input checked="" type="checkbox"/>		MA	Berkshire (003)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Bristol (005)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Essex (009)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Franklin (011)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Hampden (013)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Hampshire (015)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Middlesex (017)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Plymouth (023)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
<input checked="" type="checkbox"/>		MA	Worcester (027)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View

19 National Office NCT Process (Continued)

A Resetting Approval Flags (Continued)

After users click “**Reset Selected Records**”, the following Program Year - Mass Reset Records - Confirmation Page will be displayed. Click either of the following:

- “**Confirm**”, to confirm the updates and the Program Year - Mass Reset Records - Results Page will be displayed
- “**Back**”, to return to the Program Year - Mass Reset Records - Results Page.



19 National Office NCT Process (Continued)

A Resetting Approval Flags (Continued)

If users click “**Confirm**”, the following Program Year - Mass Reset Records - Results Page will be displayed, notifying users of the reset records.

- “**Main Menu**”, the Program Year - Main Menu will be displayed
- “**Back to Search Results**”, the Program Year - Mass Reset Records - Results Page will be displayed.

Only National Office users can delete a record. To delete a crop record, users shall locate the record using “**Search/Modify Record(s)**” according to paragraph 18 D.

Program Year 2015 - Mass Reset Records - Results Page														
													Main Menu	
- 9 Records Reset -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
												County	State	
	MA	Berkshire (003)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Bristol (005)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Essex (009)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Franklin (011)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Hampden (013)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Hampshire (015)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Middlesex (017)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Plymouth (023)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
	MA	Worcester (027)	CURRN (0325)		FH	N	01			4333	1.0800	N	N	View
													Main Menu	Back To Search Results
NCT12 Last Modified: 12/4/2014														

19 National Office NCT Process (Continued)

B Deleting a Record

After locating the record, and reviewing it on the Program Year - View Record - Summary Page, CLICK “Delete Record”.

Note: Before a National Office user deletes a record, State Office users **must** ensure that an Application for Coverage has **not** been taken for the crop, crop type, and intended use.

NCT Menu NCT Main Menu Program Year 2015 Main Menu Add New Record(s) Search/Modify Records Mass Update Records Mass Approve Records Mass Approval Reset Reports	Program Year 2015 - View Record - Summary Page																																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>State</th> <th>Crop</th> <th>Crop Type</th> <th>Intended Use</th> <th>Practice</th> <th>Planting Period</th> <th>Graduated Price</th> <th>Crushing District</th> </tr> </thead> <tbody> <tr> <td>MA</td> <td>CURRN 0325</td> <td></td> <td>FH</td> <td>Non-Irrigated</td> <td>01</td> <td></td> <td></td> </tr> </tbody> </table>	State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District	MA	CURRN 0325		FH	Non-Irrigated	01			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #4F81BD; color: white;">Counties</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Berkshire (003)</td> </tr> <tr> <th colspan="2" style="background-color: #4F81BD; color: white;">Unit of Measure</th> <th colspan="2" style="background-color: #4F81BD; color: white;">Pounds Per Unit of Measure</th> </tr> <tr> <td colspan="4" style="text-align: center;">Pounds</td> </tr> <tr> <th style="background-color: #4F81BD; color: white;">Prevented Planting Factor</th> <th style="background-color: #4F81BD; color: white;">Unharvested Payment Factor</th> <th style="background-color: #4F81BD; color: white;">Certified Organic Yield Factor</th> <th style="background-color: #4F81BD; color: white;">Transitional Organic Yield Factor</th> </tr> <tr> <td style="text-align: center;">0.0000</td> <td style="text-align: center;">0.7500</td> <td></td> <td></td> </tr> <tr> <th style="background-color: #4F81BD; color: white;">Final Planting Date</th> <th style="background-color: #4F81BD; color: white;">Acreage Reporting Date</th> <th style="background-color: #4F81BD; color: white;">Normal Harvest Date</th> <th style="background-color: #4F81BD; color: white;">Application Closing Date</th> </tr> <tr> <td></td> <td style="text-align: center;">01/20/2015</td> <td style="text-align: center;">09/01/2015</td> <td style="text-align: center;">11/20/2014</td> </tr> <tr> <th style="background-color: #4F81BD; color: white;">Acres Per Animal Unit</th> <th colspan="3" style="background-color: #4F81BD; color: white;">Grazing Days</th> </tr> <tr> <td></td> <td colspan="3"></td> </tr> </tbody> </table>	Counties				Berkshire (003)				Unit of Measure		Pounds Per Unit of Measure		Pounds				Prevented Planting Factor	Unharvested Payment Factor	Certified Organic Yield Factor	Transitional Organic Yield Factor	0.0000	0.7500			Final Planting Date	Acreage Reporting Date	Normal Harvest Date	Application Closing Date		01/20/2015	09/01/2015	11/20/2014	Acres Per Animal Unit	Grazing Days																
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19 National Office NCT Process (Continued)

B Deleting a Record (Continued)

After users click “**Delete Record**”, the following Program Year - Delete Record - Confirmation Screen will be displayed.

Click either of the following:

- “**Confirm**”, to confirm the updates and the Program Year - Delete Record - Results Page will be displayed
- “**Back**”, to return to the Program Year - View Record - Summary Page.



19 National Office NCT Process (Continued)

B Deleting a Record (Continued)

If users click “**Confirm**”, the Program Year - Delete Record - Results Page will be displayed, notifying users of the deleted record. As displayed in the following Program Year - Delete Record - Results Page example, the “Status” code is now “**D**” for “deleted”.

Click either of the following:

- “**Main Menu**”, the Program Year - Main Menu will be displayed
- “**Back to Search Results**”, to search for additional records to delete.

Program Year 2015 - Delete Record - Results Page														
- 1 Records Deleted -														
Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
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NCT12
Last Modified: 12/4/2014

20 NCT Information

A Entering Crop Data

Use the following table when entering crop data information. Data elements **not** included in this table are those that are automatically populated and maintained behind the scenes and therefore are non-editable by county, State, or National Office users.

Drop-Down List Title	Action
State	Select State.
County	Select county. The county code will be displayed for reference.
Crop	Select crop. The 4-digit numeric crop code will be displayed for reference CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5).
Crop Type	Select 3-alpha character crop type abbreviation. See CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5) for crop types. Note: If a crop type is not provided, leave blank.
Intended Use	Select 2-alpha character intended use. See 2-CP, Exhibit 11 for intended uses. Note: If an intended use is not provided for the crop, leave blank.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Use the following table when entering crop data information. Data elements **not** included in this table are those that are automatically populated and maintained behind the scenes and therefore are non-editable by county, State, or National Office users.

Drop-Down List Title	Action																														
Graduated Price	<p>Select price code, as follows.</p> <p>Enter for value loss crops and California processed grapes, with the exception of the following:</p> <ul style="list-style-type: none"> • finfish, Haplochromine Tropical (HAP), Lamprologuine Tropical (LAM), Mbuna Chichlid Tropical (MBU), Tanganyika Tropical (TAN), and Tropical (TRO) • floriculture flowers, all types, except seed • grass, all types, intended use, “Sod (SO)” • mushrooms, common and shiitake • nursery, container and field grown (ornamental and nonornamental) • crops with the intended use “Rootstock (RS)” or “Sets (SE)”. 																														
	<p>The graduated price crops and codes are as follows.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Christmas Trees (7321)</u> (Age of Growth of Trees)</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Years</u></th> </tr> </thead> <tbody> <tr><td>“SED”</td><td>Seedling</td></tr> <tr><td>“001”</td><td>1 year</td></tr> <tr><td>“002”</td><td>2 years</td></tr> <tr><td>“003”</td><td>3 years</td></tr> <tr><td>“004”</td><td>4 years</td></tr> <tr><td>“005”</td><td>5 years</td></tr> <tr><td>“006”</td><td>6 years</td></tr> <tr><td>“007”</td><td>7 years</td></tr> <tr><td>“008”</td><td>8 years</td></tr> <tr><td>“009”</td><td>9 years</td></tr> <tr><td>“010”</td><td>10 years</td></tr> <tr><td>“011”</td><td>11 years</td></tr> <tr><td>“012”</td><td>12 years</td></tr> </tbody> </table> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Finfish (3000)</u></p> <p><u>Code</u> “FIN”, Fingerlings “BRO”, Broodfish “FRY”, Fry “FOF”, Food Fish</p> <p>“009”, 9 inch fish “012”, 12 inch fish “015”, 15 inch fish</p> </td> </tr> </table>	<p><u>Christmas Trees (7321)</u> (Age of Growth of Trees)</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Years</u></th> </tr> </thead> <tbody> <tr><td>“SED”</td><td>Seedling</td></tr> <tr><td>“001”</td><td>1 year</td></tr> <tr><td>“002”</td><td>2 years</td></tr> <tr><td>“003”</td><td>3 years</td></tr> <tr><td>“004”</td><td>4 years</td></tr> <tr><td>“005”</td><td>5 years</td></tr> <tr><td>“006”</td><td>6 years</td></tr> <tr><td>“007”</td><td>7 years</td></tr> <tr><td>“008”</td><td>8 years</td></tr> <tr><td>“009”</td><td>9 years</td></tr> <tr><td>“010”</td><td>10 years</td></tr> <tr><td>“011”</td><td>11 years</td></tr> <tr><td>“012”</td><td>12 years</td></tr> </tbody> </table>	<u>Code</u>	<u>Years</u>	“SED”	Seedling	“001”	1 year	“002”	2 years	“003”	3 years	“004”	4 years	“005”	5 years	“006”	6 years	“007”	7 years	“008”	8 years	“009”	9 years	“010”	10 years	“011”	11 years	“012”	12 years	<p><u>Finfish (3000)</u></p> <p><u>Code</u> “FIN”, Fingerlings “BRO”, Broodfish “FRY”, Fry “FOF”, Food Fish</p> <p>“009”, 9 inch fish “012”, 12 inch fish “015”, 15 inch fish</p>
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20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action	
Graduated Price (Continued)	<p><u>Mollusk (3001)</u> (Size in Millimeters)</p> <p><u>Code</u> “000”, less than 1 mm “001”, 1 mm “002”, 2 mm “003”, 3 mm “004”, 4 mm “005”, 5 mm “006”, 6 mm “007”, 7 mm “008”, 8 mm “009”, 9 mm “010”, greater than or equal to 10, but less than 12 “012”, greater than or equal to 12, but less than 14 “014”, greater than or equal to 14, but less than 16 “016”, greater than or equal to 16, but less than 18 “018”, greater than or equal to 18, but less than 20 “020”, greater than or equal to 20, but less than 22 “022”, greater than or equal to 22, but less than 24 “024”, greater than or equal to 24, but less than 26 “026”, greater than or equal to 26, but less than 28 “028”, greater than or equal to 28, but less than 30 “030”, greater than or equal to 30, but less than 35 “035”, greater than or equal to 35, but less than 40 “040”, greater than or equal to 40, but less than 45 “045-”, greater than or equal to 45, but less than 50 “050”, greater than or equal to 50, but less than 60 “060”, greater than or equal to 60, but less than 70 “070”, greater than or equal to 70, but less than 80 “080”, greater than or equal to 80</p>	<p><u>Crustacean (3002)</u></p> <p><u>Code</u> “SMA”, Small “MED”, Medium “LAR”, Large</p> <p><u>Ginseng (0089)</u> (Root Age)</p> <p><u>Code</u> “001”, 1 year “002”, 2 years “003”, 3 years “004”, 4 years “005”, 5 years “006”, 6 years</p>
<p>The State Office user will enter the graduated price code and will use the price code to establish and enter a price for the size, age, or stage of a crop.</p>		
<p>Note: See CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5) for types of crops.</p>		

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action		
Crushing District	In California , enter crushing districts for processed grapes, Crop code "0053".		
	County Code	District	Crushing District
	045	1	001
	033	2	002
	041, 097	3	003
	055	4	004
	095	5	005
	001, 013, 075, 081, 085	6	006
	053, 069, 087	7	007
	079, 083, 111	8	008
	007, 011, 015, 021, 023, 035, 049, 063, 067, 089, 091, 093, 101, 103, 105, 113, 115,	9	009
	005, 009, 017, 043, 057, 061, 109	10	010
	067, 077	11	011
	047, 077, 099	12	012
	003, 019, 027, 031, 039, 051, 107	13	013
	029, 031, 107	14	014
	037, 071	15	015
	025, 059, 065, 073	16	016
	067, 113	17	017

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Practice	Select irrigated or nonirrigated. Note: An entry is not required for value loss crops.
Planting Period	<p>“01” will be defaulted for value loss crops, honey, and all crops in the tropical regions, except crops with intended use, “Grazing (GZ)”. Enter planting periods “01” through “12”. For crops with intended use, “Grazing (GZ)”, with different carrying capacities, enter “01”, “02”, “21”, “22”, “31”, “32”, “41”, “42”, “51”, “52”, “61”, “62”, “71”, “72”, “81”, “82”, “91”, or “92”. To accommodate small grain with different carrying capacities, for:</p> <ul style="list-style-type: none"> • full season, enter “01” • fall/winter season, enter “21” • spring season, enter “31” • forage designated as warm and cool season, see the following examples. <p>Example 1: Cool season:</p> <ul style="list-style-type: none"> • carrying capacity “3”, enter planting period “01” • carrying capacity “5”, enter planting period “21” • carrying capacity “10”, enter planting period “31”. <p>Example 2: Warm season:</p> <ul style="list-style-type: none"> • carrying capacity “3”, enter planting period “02” • carrying capacity “5”, enter planting period “22” • carrying capacity “10”, enter planting period “32”.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Unit of Measure	<p>Enter unit of measure, except the following:</p> <ul style="list-style-type: none"> • finfish, Haplochromine Tropical (HAP), Lamprologuine Tropical (LAM), Mbuna Chichlid Tropical (MBU), Tanganyika Tropical (TAN), and Tropical (TRO) • floriculture flowers, all types and intended uses, except seed • mushrooms, common and shiitake • nursery, container and field grown • crops with intended use “Rootstock (RS)” or “Sets (SE)”. <p>Notes: National and State Office entry only.</p> <p>Unit of measure should be the same as the historical data. If the unit of measure is changed, the NCT software will not convert the historical years; therefore, 30 cwt. may become 30 lbs. If the unit of measure is changed, historical data must be manually updated. An entry of zero or higher will be a valid entry, if the unit of measure is “bunches”.</p>
Pounds Per Unit of Measure	<p>When adding barrel, box, bunches, carton, container, crate, or lug as a unit of measure for a record, the number of pounds for the unit of measure must be updated.</p>
Prevented Planting Factor	<p>“0.0000” will be defaulted. Enter prevented planting factor (decimal point first), for instance, “.10”. The prevented planting factor must be the same factor within the State by crop code, type abbreviation, and intended use. Prevented planting factor can be no greater than the unharvested payment factor. If a prevented planting factor greater than zero is entered, there must be an entry in the “Final Planting Date” field.</p> <p>Notes: National and State Office entry only.</p> <p>Required entry, except for value loss crops and all crops in tropical regions.</p>

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action																				
Unharvested Payment Factor	<p>Enter decimal point first, for instance, “.30”. Unharvested factor must be the same factor within the State by crop code, type, and intended use.</p> <p>Note: National and State Office entry only.</p>																				
Certified Organic Yield Factor	<p>Enter as a decimal value greater than 0.00 but less than 1.00. Certified organic yield factor must be the same within the State by crop code, type abbreviation, and intended use.</p> <p>Notes: National and State Office entry only.</p> <p>Not a required entry.</p> <p>If the record is insurable, the factor will be overridden with the insurable factor.</p>																				
Transitional Organic Yield Factor	<p>Enter as a decimal value greater than 0.00 but less than 1.00. Transitional organic yield factor must be the same within the State by crop code, type abbreviation, and intended use.</p> <p>Notes: National and State Office entry only.</p> <p>Not a required entry.</p> <p>If the record is insurable, the factor will be overridden with the insurable factor.</p>																				
Acres Per Animal Unit	<p>Enter carrying capacity for forage crops with the intended use, “Grazing (GZ)”.</p> <p>Note: To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the “Planting Period” entry.</p> <p>Examples:</p> <table border="0" data-bbox="670 1503 1442 1671"> <tr> <td>Alfalfa</td> <td>Grass</td> <td>Mixed Forage</td> <td>Sorghum</td> </tr> <tr> <td>Barley</td> <td>Kochia</td> <td>Oats</td> <td>Speltz</td> </tr> <tr> <td>Birdsfoot</td> <td>Kohlrabi</td> <td>Perennial Peanuts</td> <td>Triticale</td> </tr> <tr> <td>Clover</td> <td>Lespedeza</td> <td>Rye</td> <td>Vetch</td> </tr> <tr> <td>Corn</td> <td>Millet</td> <td>Sorghum, Forage</td> <td>Wheat</td> </tr> </table>	Alfalfa	Grass	Mixed Forage	Sorghum	Barley	Kochia	Oats	Speltz	Birdsfoot	Kohlrabi	Perennial Peanuts	Triticale	Clover	Lespedeza	Rye	Vetch	Corn	Millet	Sorghum, Forage	Wheat
Alfalfa	Grass	Mixed Forage	Sorghum																		
Barley	Kochia	Oats	Speltz																		
Birdsfoot	Kohlrabi	Perennial Peanuts	Triticale																		
Clover	Lespedeza	Rye	Vetch																		
Corn	Millet	Sorghum, Forage	Wheat																		

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Grazing Days	<p>Enter number of days in a grazing period for each forage crop with the intended use, "Grazing (GZ)". Must not exceed 365 days.</p> <p>Note: To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the Planting Period entry.</p>
Final Planting Date	<p>Enter date for annual crops. Must be before normal harvest date, after the application closing date, and have an entry greater than zero in the "Prevented Planting Factor" field.</p> <p>Notes: Date format: mm/dd/yyyy.</p> <p>Required entry, except for value loss crops and crops in tropical regions.</p>
Acreage Reporting Date	<p>Enter date. STC should establish the earliest date to allow for 15 calendar days in advance of harvest, including onset of grazing (2-CP, Exhibit 6.5). For value loss crops, the date will default to September 30 of the previous calendar year, except for ornamental nursery and propagation stock nonornamental nursery, the date will default to May 31 of the previous crop year.</p> <p>Note: Date format: mm/dd/yyyy.</p>
Normal Harvest Date	<p>Enter date the harvest of the crop is normally completed in the county. Must be after final planting date. For value loss crops, the date will default to September 30 of crop year, except for ornamental nursery and propagation stock nonornamental nursery, the date will default to May 31 of the current crop year.</p> <p>Note: Date format: mm/dd/yyyy.</p>

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Application Closing Date	<p>Enter date. Must be before the final planting date. For value loss crops, the date will default to September 1 of previous calendar year, except for ornamental nursery and propagation stock nonornamental nursery, the date will default to May 1 of the previous crop year. For all crops in tropical regions, except value loss, date will default to December 1 of the previous calendar years. The “Application Closing Date” must be the same within a county for all crops in the same pay crop and pay type. See 1-NAP (Rev. 2), subparagraph 300 A.</p> <p>Note: National and State Office entry only. Date format: mm/dd/yyyy.</p>
NAP Historic Yields	<p>Enter county average yield for the applicable (historical) years for all crops, except value loss and forage crops with the intended use, “Grazing (GZ)”.</p> <p>Note: See paragraph 13 for rules on entering historic yield data.</p>
NAP Yield Sources	<p>Select source of the yield information from the following:</p> <ul style="list-style-type: none"> • average actual production history by year • COC’s knowledge • County Agricultural Commissioner’s Office • NIFA/CSREES • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • Rural Development • yields in similar areas.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
NAP Yield Override	CHECK (✓) to override the NAP yield.
Override NAP Yield	Enter yield. Note: National or State Office entry only .
NAP Yield Override Source	If the National or State Office user overrides the yield, users must select the source from 1 of the following: <ul style="list-style-type: none"> • average actual production history by year • County Agricultural Commissioner’s Office • NIFA/CSREES • FCIC • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • Rural Development • yields in similar areas.
Average Market Price	Enter price for the applicable years for all crops except ornamental nursery crops with intended use, “Rootstock (RS)” or “Sets (SE)”, tropical finfish, mushroom, floriculture (except seed), and forage crops with an intended use, “Grazing (GZ)”. For grazing the price will be defaulted for the applicable year according to subparagraph 16 E. Notes: For crops with graduated prices, enter the respective year’s estimated price. For example, if a mature Christmas tree’s value was \$9.50 for 1995 and the first year’s value is 14 percent of a mature Christmas tree’s value, enter \$1.33 (14 percent of \$9.50) for the 1995 year entry in the first year table, using the same method of calculation for the remaining years to maturity with their respective percentages, and using the same method for the remaining graduated payment databases. State Office entry only . If historic data has been entered in any previous years, historic data for all subsequent years is required up until 1 of the most recent 3 years of history.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
NAP Average Market Price Source	Select source of the price information from the following: <ul style="list-style-type: none"> • COC’s knowledge • County Agricultural Commissioner’s Office • NIFA/CSREES • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • prices in similar areas • Rural Development.
NAP Price Override	CHECK (✓) to override the price.
Override NAP Price	Enter price. Note: National Office or State entry only .
NAP Price Override Source	If the National or State Office user overrides the price, users must select the source from 1 of the following: <ul style="list-style-type: none"> • NIFA/CSREES • County Agricultural Commissioner’s Office • FCIC • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • prices in similar areas • Rural Development.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Direct Market Price	<p>Enter price, if available, for the applicable years for all crops, except ornamental nursery crops with intended use, “Rootstock (RS)” or “Sets (SE)”, tropical finfish, mushroom, and floriculture (except seed).</p> <p>Notes: For crops with graduated prices, enter the respective year’s estimated price. For example, if a mature Christmas tree’s value was \$9.50 for 1995 and the first year’s value is 14 percent of a mature Christmas tree’s value, enter \$1.33 (14 percent of \$9.50) for the 1995 year entry in the first year table, using the same method of calculation for the remaining years to maturity with their respective percentages, and using the same method for the remaining graduated payment databases.</p> <p>State Office entry only.</p> <p>If historic data has been entered in any previous years, historic data for all subsequent years is required up until 1 of the most recent 3 years of history.</p> <p>Not a required entry for record approval.</p>
Direct Market Price Source	<p>Select source of the price information from the following:</p> <ul style="list-style-type: none"> • COC’s knowledge • County Agricultural Commissioner’s Office • NIFA/CSREES • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • prices in similar areas • Rural Development.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Direct Market Price Override	CHECK (✓) to override the price.
Override Direct Market Price	Enter price. Note: National Office or State entry only .
Direct Market Price Override Source	If the National or State Office user overrides the price, users must select the source from 1 of the following: <ul style="list-style-type: none"> • NIFA/CSREES • County Agricultural Commissioner’s Office • FCIC • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • prices in similar areas • Rural Development.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Organic Market Price	<p>Enter the price, if available, for the applicable years for all crops except ornamental nursery crops with intended use, “Rootstock (RS)” or “Sets (SE)”, tropical finfish, mushroom, and floriculture (except seed).</p> <p>Notes: For crops with graduated prices, enter the respective year’s estimated price. For example, if a mature Christmas tree’s value was \$9.50 for 1995 and the first year’s value is 14 percent of a mature Christmas tree’s value, enter \$1.33 (14 percent of \$9.50) for the 1995 year entry in the first year table, using the same method of calculation for the remaining years to maturity with their respective percentages, and using the same method for the remaining graduated payment databases.</p> <p>State Office entry only.</p> <p>If historic data has been entered in any previous years, historic data for all subsequent years is required up until 1 of the most recent 3 years of history.</p> <p>Not a required entry for record approval.</p>
Organic Market Price Source	<p>Select source of the price information from the following:</p> <ul style="list-style-type: none"> • COC’s knowledge • County Agricultural Commissioner’s Office • NIFA/CSREES • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • prices in similar areas • Rural Development.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Organic Market Price Override	CHECK (✓) to override the price.
Override Organic Market Price	Enter the price. Note: National Office or State entry only .
Organic Market Price Override Source	If the National or State Office user overrides the price, users must select the source from 1 of the following: <ul style="list-style-type: none"> • NIFA/CSREES • County Agricultural Commissioner’s Office • FCIC • local markets • NASS • other reliable sources, such as universities, AMS Market News, buyers • prices in similar areas • Rural Development.

Click either of the following:

- “**Next**”, to review the record after completing all **required** entries
- “**Back**”, to return to the previous screen.

20 NCT Information (Continued)

B Required Data for Value Loss Crops

Use the following table when entering value loss crop data information.

Crop	Type	Data Required	Data Not Required
Christmas Trees (7321)	All	Graduated price code, unit of measure, unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year), average market price, average market price source.	Prevented planted factor, final planting date, NAP yield, NAP yield source, and practice code.
Crustacean (3002)	All	Graduated price code, unit of measure, unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year), average market price, average market price source.	Prevented planted factor, final planting date, NAP yield, NAP yield source, and practice code.

20 NCT Information (Continued)

B Required Data for Value Loss Crops (Continued)

Crop	Type	Data Required	Data Not Required
Finfish (3000)	<ul style="list-style-type: none"> • Haplochromine Tropical (HAP) • Lamprologuine Tropical (LAM) • Mbuna Chichlid Tropical (MBU) • Tanganyika Tropical (TAN) • Tropical (TRO) 	Unharvested factor, planting period (default “1”), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), and normal harvest date (default 9/30 of crop year).	Graduated price code, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.
	All other Finfish not listed above.	Graduated price code, unit of measure, unharvested factor, planting period (default “1”), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year), NAP price, NAP price source.	Prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.

20 NCT Information (Continued)

B Required Data for Value Loss Crops (Continued)

Crop	Type	Data Required	Data Not Required
Flowers (Floriculture) (7501)	All Note: Flowers with the intended, “Seed (SD)” are considered a yield base crop and must have all entries.	Unharvested factor, planting period (default “1”), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), and normal harvest date (default 9/30 of crop year).	Graduated price code, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price source, practice code.
Ginseng (intended use, “Fresh (FH)” (0089)	All Note: Ginseng with the intended, “Seed (SD)” is considered a yield base crop and must have all entries.	Graduated price code, unit of measure, unharvested factor, planting period (default “1”), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year), average market price, average market price source.	Prevented planted factor, final planting date, yield, yield source, practice code.
Grass (intended use “Sod (SO)” (0102)	All Note: All other intended uses, except “Grazing (GZ)” are considered a yield base crop and must have all entries.	Unit of measure, unharvested factor, planting period (default “1”), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year), average market price, average market price source.	Graduated price code, prevented planted factor, final planting date, NAP yield, NAP yield source, practice code.

20 NCT Information (Continued)

B Required Data for Value Loss Crops (Continued)

Crop	Type	Data Required	Data Not Required
Mollusk (3001)	All	Graduated price code, unit of measure, unharvested factor, default planting period to "1", acreage reporting date (default to 9/30 of previous crop year), application closing date (default to 9/01 of previous calendar year), normal harvest date (default to 9/30 of crop year), average market price, average market price source.	Prevented planted factor, final planting date, NAP yield, NAP yield source, practice code.
Mushrooms (0403)	All	Unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year).	Graduated price code, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.
Nursery (Ornamental) (1010)	All	Unharvested factor for Container 100 percent, unharvested factor for Field Grown 75 percent, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year).	Price, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.
Crops with intended use, "Root Stock (RS)" and "Sets (SE)"	All	Unharvested factor, planting period (default "1"), acreage reporting date (default 9/30 of previous crop year), application closing date (default 9/01 of previous calendar year), normal harvest date (default 9/30 of crop year).	Graduated price code, unit of measure, prevented planted factor, final planting date, NAP yield, NAP yield source, average market price, average market price source, practice code.

20 NCT Information (Continued)

C Error Message Screen

The crop record will **not** be created or validated until users click either “**Create Record(s)**” or “**Create & Approve for NAP**”. If entries are invalid, error messages will be displayed. The error screen will provide information about the invalid conditions or entries.

Any errors or invalid conditions **must** be corrected **before** the record can be created and/or approved.

The following table contains error messages that may be encountered in NCT, and the actions necessary for correcting them.

Error Message	Explanation or Action Required
A crop record was not found for the selected crop, crop type, and intended use.	There are currently no records entered for the selected crop, crop type, and intended use.
A grazing record must be approved before a forage record can be approved for county code.	See subparagraph 14 A.
A grazing record must exist before this record can be approved for county code.	See subparagraph 14 A.
A grazing record must exist before this record can be saved for county code.	See subparagraph 14 A.
Acres Per Animal Unit is required .	Required for all crops with an intended use, “Grazing (GZ)” (subparagraph A).
Another user has updated or added affected record(s) since you began your updates. Please retrieve the record(s) to obtain the current data and try again.	User must return to Program Year - Main Menu and re-enter data.
At least 1 historical price is required .	See subparagraph 16 D.
At least 1 historical yield is required .	See subparagraph 16 D.
Crop, crop type, and intended use are not approved for NAP.	Warning message only . User is not stopped from creating record (paragraph 11, subparagraph 22 G, and 1-NAP (Rev. 2), subparagraph 200 G).
Grazing Days is required .	Required for all crops with an intended use, “Grazing (GZ)” (subparagraph A).
Grazing Days must be blank.	Required only for crops with an intended use, “Grazing (GZ)” (subparagraph A).

20 NCT Information (Continued)

C Error Message Screen (Continued)

Error Message	Explanation or Action Required
Historical prices need to be entered in consecutive years.	See subparagraph 16 D.
Historical prices need to be entered through the most recent required year.	See subparagraph 16 D.
Historical yields need to be entered in consecutive years.	See subparagraph 16 D.
Historical yields need to be entered through the most recent year.	See subparagraph 16 D.
If the Approved indicator is selected, the Level of Approval is required .	CLICK “N” for National, “S” for State, or “C” for county. Must select a level of approval.
If the Level of Approval is selected, the Approved indicator is required .	CLICK “Yes” or “No”. Must select an approval indicator.
Must select at least 1 criteria field.	Selection criteria must be entered in 1 or more fields.
Override price is not allowed on value loss crops.	Many value loss crops do not require a price (subparagraph A and 1-NAP (Rev. 2), paragraphs 901 through 908.
Override yield is not allowed.	Value loss crops and grazing records do not have a yield. See 1-NAP (Rev. 2), subparagraph 900 A for value loss crops and 1-NAP (Rev. 2), subparagraph 277 for grazing crops.
Pounds Per Unit of Measure is required .	See subparagraph A.
Prevented Planting Factor must be zero for value loss crops or crops in tropical regions.	See subparagraph A.
Record addition or modification will result in updates to existing records.	Warning message only . If added or changed, unit of measure, pounds per unit of measure, payment factors, or price data updated on the current record will be updated to all records with the same crop, crop type, intended use, and planting period (subparagraph 18 D).
Requires a Pay Group	The crop is not approved for NAP eligibility. See paragraph 11, subparagraph 22 G, and 1-NAP (Rev. 2), subparagraphs 200 G.

20 NCT Information (Continued)

C Error Message Screen (Continued)

Error Message	Explanation or Action Required
The Acreage Reporting Date is invalid.	Required entry. For nonvalue loss crops, must be equal to or later than the application closing date (subparagraph A).
The Acres Per Animal Unit must be blank.	Required only for crops with an intended use, "Grazing (GZ)" (subparagraph A).
The Application Closing Date is invalid.	Required entry. Must be before the Final Planting Date. Cannot be earlier than 01/01 of the previous crop year (subparagraph A).
The Application Closing Date must be set to xx/xx/xxxx, because there is already an approved record for the same State, County, Pay Crop, and Pay Type.	Only 1 application closing date is allowed per State, county, pay crop, and pay type. Use the search records option to search by State, county, pay crop, pay type, and State approval. Examine the records returned in the search to determine the Application Closing Date that was previously approved. If necessary, request a record reset from the National Office or State Office user with reset authority.
The Final Planting Date is invalid.	Required if there is an entry in the Prevented Planting Factor field; and must be before the Normal Harvest Date and after the Application Closing Date (subparagraph A).
The Historical Price Amount is invalid.	Historical price must be numeric and not more than 4 decimal places (subparagraphs A and 1-NAP (Rev. 2), subparagraph 2 C).
The Historical price must be blank.	Historic data not required for value loss crops and forage crops with intended use, "Grazing (GZ)" (subparagraph A).
The Historical Yield Amount is invalid.	Historical yield must be numeric and not more than the applicable number of decimal places based on applicable unit of measure (subparagraphs A and 1-NAP (Rev. 2), subparagraph 2 B).
The Historical yield must be blank.	Historic data not required for value loss crops and forage crops with intended use, "Grazing (GZ)" (subparagraph A).
The Normal Harvest Date is invalid.	Required entry. For nonvalue loss crops, must be equal to or later than the application closing date when the final planting date is not populated (subparagraph A).
The Override Price Amount is invalid.	Override price must be numeric and not more than 4 decimal places (subparagraphs A and 1-NAP (Rev. 2), subparagraph 2 C).
The Override Yield Amount is invalid.	Override yield must be numeric and not more than the applicable number of decimal places based on applicable unit of measure (subparagraphs A and 1-NAP (Rev. 2), subparagraph 2 B).

20 NCT Information (Continued)

C Error Message Screen (Continued)

Error Message	Explanation or Action Required
The Pounds Per Unit Of Measure is invalid.	Every county within a State must have the same pounds per unit of measure by crop, crop type, and intended use. Insurable crops must use the current RMA unit of measure for crops with RMA prices.
The Pounds Per Unit Of Measure is not required .	Only required for units of measure, barrels, box, bushels, bunches, carton, containers, crate, and lug (subparagraph A).
The Prevented Planting Factor is invalid.	Factor must be the same within a State by crop, crop type, and intended use; must be zero, if the final planting date is blank; and is not permitted for value loss crops or tropical region crops (subparagraph A).
The selected Unit of Measure does not match the insurable record value of '{0}'.	See 1-NAP (Rev. 2), subparagraph 2 B.
The Unharvested Factor is invalid.	Factor must be the same within a State by crop, crop type, and intended use; and must be equal to 1.00 for records with an intended use, "Grazing (GZ)" (subparagraph A).
The certified organic factor is invalid.	Factor must be the same within a State by crop, crop type, and intended use; and must be between 0.00 and 1.00.
The transitional organic factor is invalid.	Factor must be the same within a State by crop, crop type, and intended use; and must be between 0.00 and 1.00.
The Unit of Measure is invalid.	Not required for many value loss crops (subparagraph A).
The Unit of Measure must be blank.	See subparagraph A.
Too many records. Please refine the search criteria.	User must include additional search criteria to reduce the number of records returned.
Unit of Measure must be 'Animal Unit Days' for grazing crops.	Unit of measure for forage grazing records must be AUD's (1-NAP (Rev. 2), paragraph 277).
There is already an Application Closing Date entered with a different date, are you sure you want a different date than {date}?	Warning message. All crops and types within a pay group must have the same application closing date (1-NAP (Rev. 2), subparagraph 300 A). Use the "Search Records" option to find records in the same pay crop and pay type in the county. Modify dates as necessary.
{Year} Historical Yield Amount must be greater than zero.	Historical yield data is required (1-NAP (Rev. 2), paragraph 276).

21 Approval Flags

A Setting the Approval Flags

The county, State, and National Office approval flags for each program are defaulted to “No”.

The record **must** be approved for each program by County and/or State Offices to process the crop record for the applicable program. To approve the record, CLICK “**Search/Modify Records**”, according to paragraph 17 or 18, as applicable.

If the record has been approved so that the NAP approval flag is “Yes” for the:

- county, **only** the State or National Office may change the crop data **required** for that program

Note: If a change is **required**, contact the State Office.

- State, the National Office, or State Office user with reset authority, may change the crop record or remove the “NAP State Approval” flag to allow the State Office to make changes.

Note: If a change is **required**, contact the National Office.

Note: A “NAP County Approval” flag is **not required** if the State Office will be entering County Office data. However, the State Office will be **required** to approve the record.

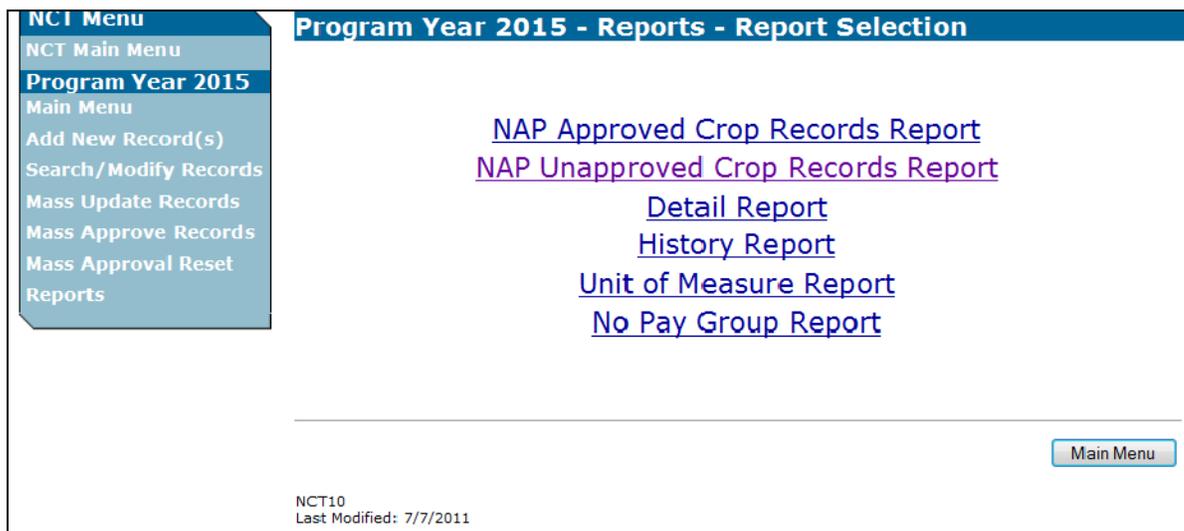
See subparagraph 10 G for additional information about NCT approval flags for NAP.

22 NCT Reports

A Report Options

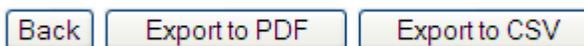
Users can print reports of crop data previously entered. From the Program Year - Main Menu, CLICK **“Reports”**. The following Program Year - Reports - Report Selection Screen will be displayed. The reports can be printed for a specific record (crop, crop type, practice, intended use, planting period, etc.) or numerous records, depending on the selections entered on the query screen.

Important: There are 6 different reports the user can generate. All reports are accessible from the Program Year - Main Menu, “Reports” section.



After a report is created, the report will be displayed on the screen with the following options:

- “View On-Screen” that is **not** recommended for printing
- **“Back”**, to return to search query
- **“Export to PDF”**
- **“Export to CSV”**.



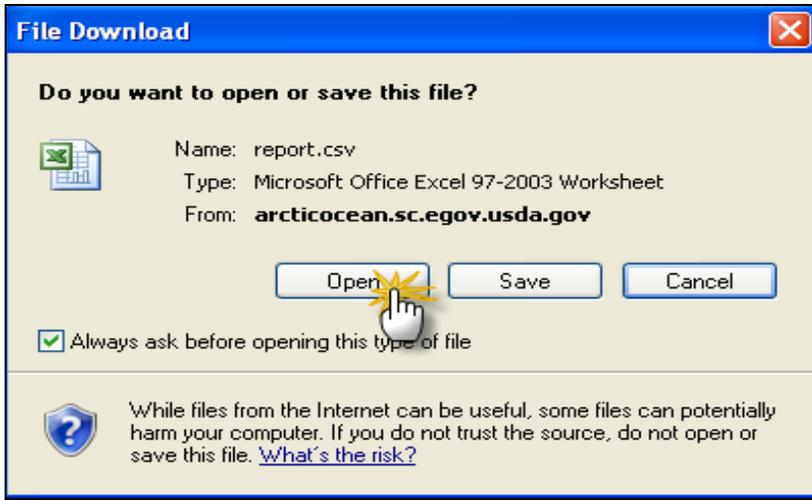
If users click:

- **“Export to PDF”**, the report will have the same appearance as the screen view; however, the user will be able to zoom in and out and print the report
- **“Export to CSV”**, the report will be exported into a comma separated values file that can be opened and manipulated in Microsoft Excel. This option gives the user the most flexibility with the data and is strongly encouraged.

22 NCT Reports (Continued)

A Report Options (Continued)

When selecting “Export to CSV”, CLICK “Open” on the File Download dialog box.



The report will open in Microsoft Excel.

State	County	Crop Name	Crop Code	Crop Type	Intended Use	Graduated Price Code	Crushing District	Practice	Planting Period	Insurable	Unit of Measure	Yield	Price	Prevented Planting Factor	Unharvested Factor	Animal Acres
New York	Cayuga	PEACHES	34 CLI	FH				N	1 N	BU	148	16	0	0.74		
New York	Cayuga	PEACHES	34 FRE	FH				N	1 N	BU	148	16	0	0.74		
New York	Cayuga	PEACHES	34 SCE	FH				N	1 N	BU	148	16	0	0.74		
New York	Cayuga	PEACHES	34 SCL	FH				N	1 N	BU	148	16	0	0.74		
New York	Cayuga	PEACHES	34 SCP	FH				N	1 N	BU	148	16	0	0.74		
New York	Cayuga	PEACHES	34 SCX	FH				N	1 N	BU	148	16	0	0.74		
New York	Chautauqua	PEACHES	34 FRE	FH				N	1 N	BU	148	16	0	0.74		
New York	Columbia	PEACHES	34 CLI	FH				N	1 Y	BU	148	16	0	0.74		
New York	Columbia	PEACHES	34 FRE	FH				N	1 Y	BU	148	16	0	0.74		
New York	Dutchess	PEACHES	34 CLI	FH				N	1 Y	BU	148	16	0	0.74		
New York	Greene	PEACHES	34 CLI	FH				N	1 N	BU	148	16	0	0.74		
New York	Greene	PEACHES	34 FRE	FH				N	1 N	BU	148	16	0	0.74		
New York	Monroe	PEACHES	34 CLI	FH				N	1 N	BU	148	16	0	0.74		
New York	Monroe	PEACHES	34 FRE	FH				N	1 N	BU	148	16	0	0.74		
New York	Ontario	PEACHES	34 CLI	FH				N	1 N	BU	148	16	0	0.74		
New York	Ontario	PEACHES	34 FRE	FH				N	1 N	BU	148	16	0	0.74		
New York	Ontario	PEACHES	34 SCE	FH				N	1 N	BU	148	16	0	0.74		
New York	Ontario	PEACHES	34 SCL	FH				N	1 N	BU	148	16	0	0.74		

22 NCT Reports (Continued)

A Report Options (Continued)

The user should immediately save the report in Excel format as follows:

- CLICK “” (Office Button)
- select the arrow next to “Save As...”
- select “Excel Workbook”.

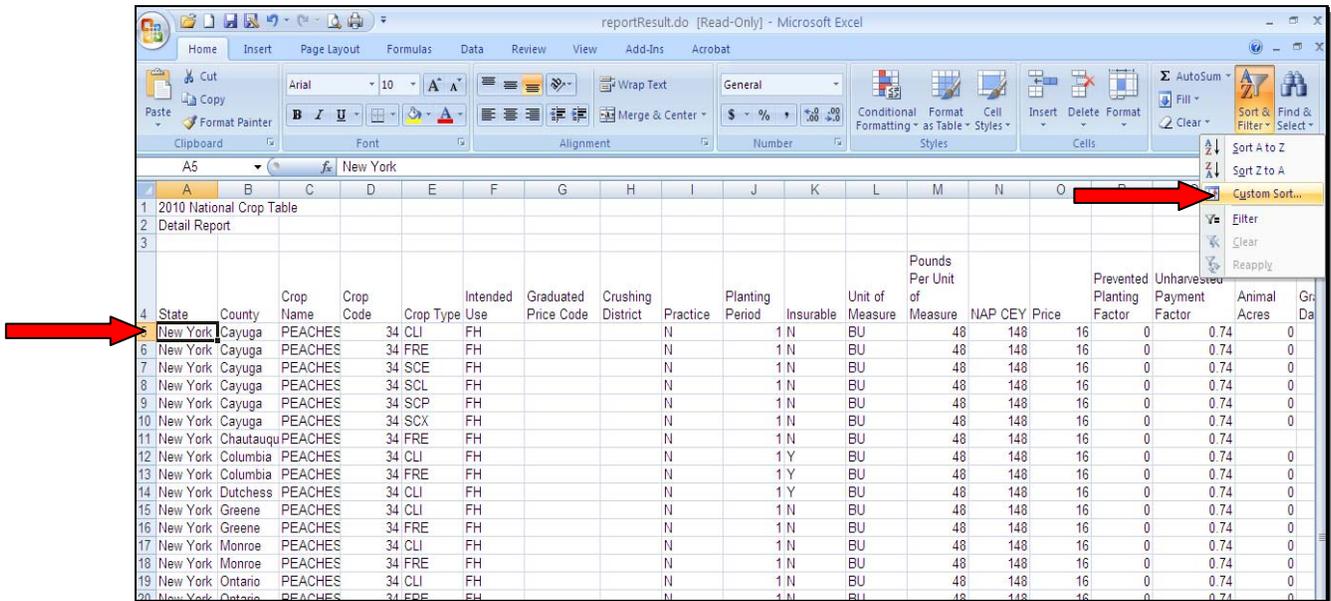


22 NCT Reports (Continued)

A Report Options (Continued)

The user may use Excel’s “Sort” functionality to make it easier to review the data, as follows:

- click left column, top row of data, as displayed in the following example
- on the “Home” tab, from the “Sort & Filter” drop-down list, CLICK “Custom Sort”.



22 NCT Reports (Continued)

A Report Options (Continued)

After the “Sort” box is displayed, users may sort by whatever column or heading is desired, by clicking “Add Level” button to sort by additional levels.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
2	2010 National Crop Table																	
3	Detail Report																	
4	State	County	Crop Name	Crop Code	Crop Type	Intended Use	Graduated Price Code	Crushing District	Practice	Planting Period	Insurable	Unit of Measure	Pounds Per Unit of Measure	NAP CEY	Price	Prevented Planting Factor	Unharvested Payment Factor	
5	New York	Cayuga	PEACHES	34	CLI											16	0	0.74
6	New York	Cayuga	PEACHES	34	FRE											16	0	0.74
7	New York	Cayuga	PEACHES	34	SCE											16	0	0.74
8	New York	Cayuga	PEACHES	34	SCL											16	0	0.74
9	New York	Cayuga	PEACHES	34	SCP											16	0	0.74
10	New York	Cayuga	PEACHES	34	SCX											16	0	0.74
11	New York	Chautauqu	PEACHES	34	FRE											16	0	0.74
12	New York	Columbia	PEACHES	34	CLI											16	0	0.74
13	New York	Columbia	PEACHES	34	FRE											16	0	0.74
14	New York	Dutchess	PEACHES	34	CLI											16	0	0.74
15	New York	Greene	PEACHES	34	CLI											16	0	0.74
16	New York	Greene	PEACHES	34	FRE											16	0	0.74
17	New York	Monroe	PEACHES	34	CLI											16	0	0.74
18	New York	Monroe	PEACHES	34	FRE											16	0	0.74
19	New York	Ontario	PEACHES	34	CLI											16	0	0.74
20	New York	Ontario	PEACHES	34	FRE											16	0	0.74
21	New York	Ontario	PEACHES	34	SCE	FH				1	N	BU	48	148		16	0	0.74
22	New York	Ontario	PEACHES	34	SCL	FH				1	N	BU	48	148		16	0	0.74
23	New York	Ontario	PEACHES	34	SCP	FH				1	N	BU	48	148		16	0	0.74

After all sorts are identified, CLICK “OK” to display the sort results.

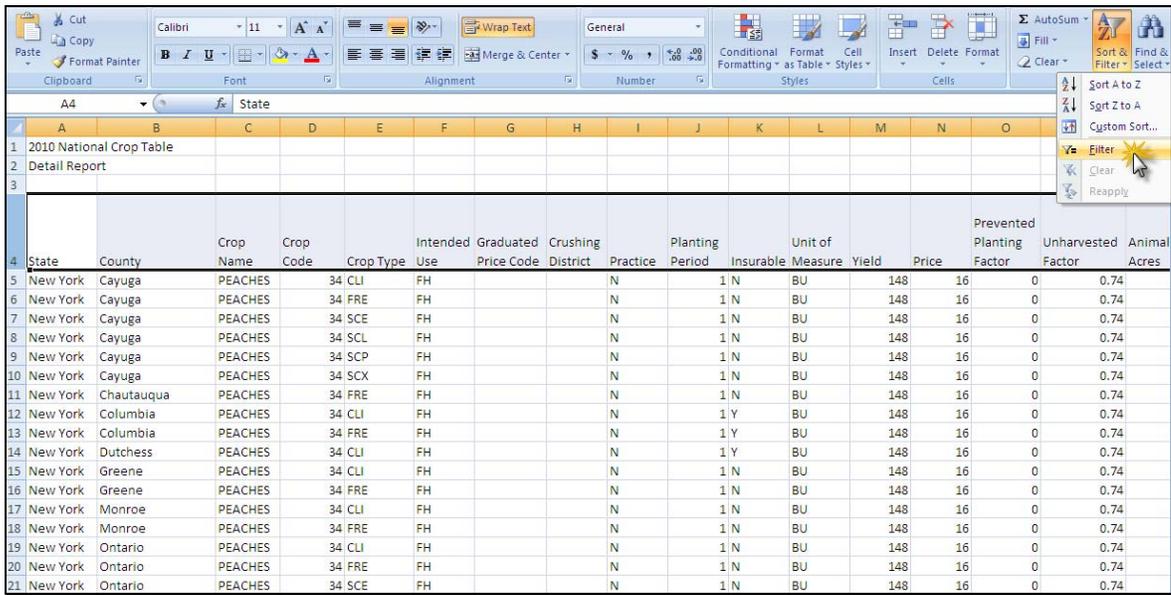
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
2	2010 National Crop Table																
3	Detail Report																
4	State	County	Crop Name	Crop Code	Crop Type	Intended Use	Graduated Price Code	Crushing District	Practice	Planting Period	Insurable	Unit of Measure	Pounds Per Unit of Measure	NAP CEY	Price	Prevented Planting Factor	Unharvested Payment Factor
5	New York	Cayuga	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
6	New York	Columbia	PEACHES	34	CLI	FH			N	1	Y	BU	48	148	16	0	0.74
7	New York	Dutchess	PEACHES	34	CLI	FH			N	1	Y	BU	48	148	16	0	0.74
8	New York	Greene	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
9	New York	Monroe	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
10	New York	Ontario	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
11	New York	Orange / R	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
12	New York	Orleans	PEACHES	34	CLI	FH			N	1	Y	BU	48	148	16	0	0.74
13	New York	Rensselaer	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
14	New York	Saratoga	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
15	New York	Schuyler	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
16	New York	Suffolk / N	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
17	New York	Ulster	PEACHES	34	CLI	FH			N	1	Y	BU	48	148	16	0	0.74
18	New York	Wayne	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
19	New York	Westchester	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74
20	New York	Cayuga	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74
21	New York	Chautauqu	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74
22	New York	Columbia	PEACHES	34	FRE	FH			N	1	Y	BU	48	148	16	0	0.74
23	New York	Greene	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74
24	New York	Monroe	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74

22 NCT Reports (Continued)

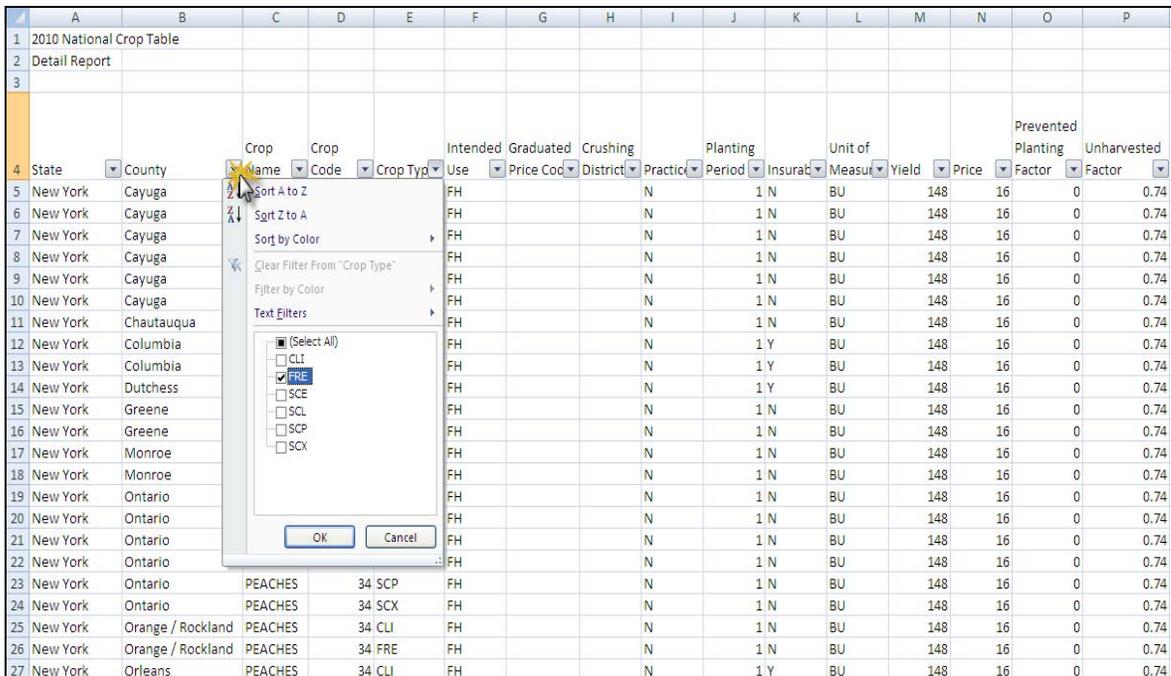
A Report Options (Continued)

Users may also use Excel’s “Filter” functionality to filter through and more closely examine the data, as follows:

- highlight the row containing the column headers (row 4)
- on the “Home” tab, from the “Sort & Filter” drop-down list, CLICK “Filter”.



After the filter is turned on, use each data column’s drop-down list to filter for the information needed.



22 NCT Reports (Continued)

B Detail Report

The Detail Report displays a list of all NAP crop information, **except** historical yield and price data. To access the Detail Report, do the following:

- from the Program Year - Main Menu, CLICK **“Reports”**
- from the Program Year - Reports - Reports Selection Screen, CLICK **“Detail Report”**.

The following Program Year - Detail Report - Report Criteria Screen will be displayed.

Users are **required** to enter data in at least 1 field on the Program Year - Detail Report - Report Criteria Screen **before** clicking **“Search”**.

NCT Menu

- NCT Main Menu
- Program Year 2015**
- Main Menu
- Add New Record(s)
- Search/Modify Records
- Mass Update Records
- Mass Approve Records
- Mass Approval Reset
- Reports

Program Year 2015 - Detail Report - Report Criteria

State:

County:

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Graduated Price:

Crushing District:

NAP Pay Crop:

NAP Pay Type:

NCT8
Last Modified: 7/7/2011

22 NCT Reports (Continued)

B Detail Report (Continued)

After users click “Search”, the Detail Report will be displayed.

Back Export to PDF Export to CSV

2015 National Crop Table																				
Detail Report																				
GINSENG (0089)																				
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price Source	NAP Price Override	NAP CEY	NAP CEY Source	NAP CEY Override	Par Crop	Par Type	RMA Crop	RMA Practice	
Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Per UOM	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date	Record Status										
Certified Organic Yield Factor	Certified Organic Yield	Transitional Organic Yield Factor	Transitional Organic Yield	Organic Market Price	Organic Market Price Source	Direct Market Price	Direct Market Price Source													
Glenn	BK	SO			01	BOY	N			0.0000		N	0.00				0102	003		
	0.0000	0.1000	N	N	N					09/30/2015				09/30/2014						R
HONEY (1190)																				
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price Source	NAP Price Override	NAP CEY	NAP CEY Source	NAP CEY Override	Par Crop	Par Type	RMA Crop	RMA Practice	
Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Per UOM	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date	Record Status										
Certified Organic Yield Factor	Certified Organic Yield	Transitional Organic Yield Factor	Transitional Organic Yield	Organic Market Price	Organic Market Price Source	Direct Market Price	Direct Market Price Source													
Glenn	TB	O			01	LBS	N	0.0	0	0.0000		N	0.00		N	1190	001			
	0.8000	0.8500	N	N	N					10/15/2015				12/01/2014						R
PRUNES (0086)																				
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price Source	NAP Price Override	NAP CEY	NAP CEY Source	NAP CEY Override	Par Crop	Par Type	RMA Crop	RMA Practice	
Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Per UOM	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date	Record Status										
Certified Organic Yield Factor	Certified Organic Yield	Transitional Organic Yield Factor	Transitional Organic Yield	Organic Market Price	Organic Market Price Source	Direct Market Price	Direct Market Price Source													
Glenn	FW	I			01	TON	N	0.0	0	0.0000		N	0.00		N	0086	001			
	0.0000	0.7400	N	N	N					08/15/2015				12/15/2014						R
RAISINS (0037)																				
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price Source	NAP Price Override	NAP CEY	NAP CEY Source	NAP CEY Override	Par Crop	Par Type	RMA Crop	RMA Practice	
Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Per UOM	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date	Record Status										
Certified Organic Yield Factor	Certified Organic Yield	Transitional Organic Yield Factor	Transitional Organic Yield	Organic Market Price	Organic Market Price Source	Direct Market Price	Direct Market Price Source													
Glenn					01	BU	N			175.0000	CAL	N			N	0037	001			
	0.0000	0.0200	N	N	N	130.00				10/05/2015				09/30/2015						S
						0.0000				0.0000										
SUNFLOWERS (0078)																				
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price Source	NAP Price Override	NAP CEY	NAP CEY Source	NAP CEY Override	Par Crop	Par Type	RMA Crop	RMA Practice	
Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Per UOM	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date	Record Status										
Certified Organic Yield Factor	Certified Organic Yield	Transitional Organic Yield Factor	Transitional Organic Yield	Organic Market Price	Organic Market Price Source	Direct Market Price	Direct Market Price Source													
Glenn	OL	SO			01	LBS	N			0.0000		N	0.00		N	0078	002			
	0.5200	0.8900	N	N	N					05/15/2015				09/30/2015						R
														03/01/2015						
WHEAT (0011)																				
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price Source	NAP Price Override	NAP CEY	NAP CEY Source	NAP CEY Override	Par Crop	Par Type	RMA Crop	RMA Practice	
Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Per UOM	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date	Record Status										
Certified Organic Yield Factor	Certified Organic Yield	Transitional Organic Yield Factor	Transitional Organic Yield	Organic Market Price	Organic Market Price Source	Direct Market Price	Direct Market Price Source													
Glenn	HRW	W			01	TON	N			0.0000		N	0.00		N	0011	002			
	0.0000	0.7000	N	N	N					06/14/2015				06/14/2015						R

See subparagraph A for report viewing and exporting options.

22 NCT Reports (Continued)

C History Report

For 2015 and subsequent years, the History Report displays 7 years of price and yield historical data for NAP. To access the History Report, do the following:

- from the Program Year - Main Menu, CLICK “**Reports**”
- from the Program Year - Reports - Reports Selection Screen, CLICK “**History Report**”.

The following Program Year - History Report - Report Criteria Screen will be displayed.

Users are **required** to enter data in at least 1 field on the Program Year - History Report - Report Criteria Screen **before** clicking “**Search**”.

NCT Menu

- NCT Main Menu
- Program Year 2015**
- Main Menu
- Add New Record(s)
- Search/Modify Records
- Mass Update Records
- Mass Approve Records
- Mass Approval Reset
- Reports

Program Year 2015 - History Report - Report Criteria

State:

County:

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Graduated Price:

Crushing District:

NAP Pay Crop:

NAP Pay Type:

NCT8
Last Modified: 7/7/2011

22 NCT Reports (Continued)

C History Report (Continued)

After users click “Search”, the History Report will be displayed. See subparagraph A for report viewing and exporting options.

2015 National Crop Table												
History Report												
Florida												
BEANS (0047)												
County	Type	Int Use	Graduated Price Code	Practice	PP	UofM	PayCrop	PayType	Insurable	PP Factor	UH Factor	
Bradford	GRN	FH		I	01	BU	0047	001	N	0.3000	0.5800	
	2009	2009	2010	2011	2012	2013	2013	Price or Yield	Override	Source		
Average Price	17.5800	15.8700	15.8700	15.8700	15.8700			0.0000	N			
Average Price Source	NAS	NAS	NAS	NAS	NAS							
Organic Price									N			
Organic Price Source												
Direct Price									N			
Direct Price Source												
Yield	287.00	217.00						0.00	N			
Yield Source	NAS	NAS										
County	Type	Int Use	Graduated Price Code	Practice	PP	UofM	PayCrop	PayType	Insurable	PP Factor	UH Factor	
Bradford	GRN	FH		I	02	BU	0047	001	N	0.3000	0.5800	
	2009	2009	2010	2011	2012	2013	2013	Price or Yield	Override	Source		
Average Price	17.5800	15.8700	15.8700	15.8700	15.8700			0.0000	N			
Average Price Source	NAS	NAS	NAS	NAS	NAS							
Organic Price									N			
Organic Price Source												
Direct Price									N			
Direct Price Source												
Yield	505.00	427.00						0.00	N			
Yield Source	NAS	NAS										
County	Type	Int Use	Graduated Price Code	Practice	PP	UofM	PayCrop	PayType	Insurable	PP Factor	UH Factor	
Bradford	ARG	SO			01	SQY	0102	003	N	0.0000	0.8000	
	2009	2009	2010	2011	2012	2013	2013	Price or Yield	Override	Source		
Average Price	1.4175	1.4175	1.4175	1.4175	1.4175			0.0000	N			
Average Price Source	RAY	RAY	COC	COC	COC							
Organic Price									N			
Organic Price Source												
Direct Price									N			
Direct Price Source												
Yield								0.00	N			
Yield Source												
County	Type	Int Use	Graduated Price Code	Practice	PP	UofM	PayCrop	PayType	Insurable	PP Factor	UH Factor	
Bradford	BCM	SO			01	SQY	0102	003	N	0.0000	0.8000	
	2008	2008	2010	2011	2012	2013	2013	Price or Yield	Override	Source		
Average Price	1.4175	1.4175	1.4175	1.4175	1.4175			0.0000	N			
Average Price Source	RAY	RAY	RAY	RAY	RAY							
Organic Price									N			
Organic Price Source												
Direct Price									N			
Direct Price Source												
Yield								0.00	N			
Yield Source												

22 NCT Reports (Continued)

D NAP Approved Records Report

The NAP Approved Records Report allows users to access crop records that are approved either at the National, State, or County level for NAP. The report will contain all of the data elements that are **required** for NAP. To access the NAP Approved Records Report, do the following:

- from the Program Year - Main Menu, CLICK **“Reports”**
- from the Program Year - Reports - Reports Selection Screen, CLICK **“NAP Approved Crop Records Report”**.

The following Program Year - NAP Appr Rcds - Report Criteria Screen will be displayed.

Users are **required** to enter data in at least 1 field on the Program Year - NAP Appr Rcds - Report Criteria Screen **before** clicking **“Search”**.

NCT Menu
 NCT Main Menu
Program Year 2015
 Main Menu
 Add New Record(s)
 Search/Modify Records
 Mass Update Records
 Mass Approve Records
 Mass Approval Reset
 Reports

Program Year 2015 - NAP Appr Rcds - Report Criteria

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Graduated Price:

Crushing District:

NAP Pay Crop:

NAP Pay Type:

NAP Approval Level:

NCT8
 Last Modified: 7/7/2011

22 NCT Reports (Continued)

D NAP Approved Records Report (Continued)

After users click “Search”, the following Program Year - NAP Appr Rcds - State Selection Screen will be displayed. Only States that contain data requested in the query will be displayed.

Users may select up to 5 States in which to view approved records. CLICK “Process Selections” to obtain the report.

Select	State	# of Results
<input checked="" type="checkbox"/>	Alabama	3
<input type="checkbox"/>	Alaska	1
<input type="checkbox"/>	American Samoa	1
<input type="checkbox"/>	Arkansas	1
<input checked="" type="checkbox"/>	Florida	69
<input type="checkbox"/>	Kansas	1
<input checked="" type="checkbox"/>	North Dakota	4

22 NCT Reports (Continued)

D NAP Approved Records Report (Continued)

After users click “Process Selections”, the NAP Approved Records Report will be displayed. See subparagraph A for report viewing and exporting options.

Back Export to PDF Export to CSV

2015 National Crop Table													
NAP Approved Crop Records Report													
NAP Approval Level: National													
Alabama													
ALMONDS (0028)													
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur-able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Grazing Days
Autauga				I	01	N	LBS	5.00	5.0000	0.0000	0.2500		
Baldwin				I	01	N	LBS	3.00	5.0000	0.0000	0.2500		
APPLES (0054)													
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur-able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Grazing Days
Autauga	COM	FH		I	01	N	CWT	12.00	15.0433	0.0000	0.6200		
Florida													
BEANS (0047)													
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur-able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Grazing Days
Dade / Monroe	GRN	FH		I	01	N	BU	236.00	13.9115	0.3000	0.5800	0.0	0
Dade / Monroe	GRN	FH		I	02	N	BU	220.00	13.9115	0.3000	0.5800		
CORN (0041)													
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur-able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Grazing Days
Dade / Monroe	BLU	FH		I	01	N	LBS	231.00	12.0000	0.0000	1.0000		
GINSENG (0089)													
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur-able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Grazing Days
Dade / Monroe		FH	001		01	N	LBS		16.3545	0.0000	1.0000		
Dade / Monroe		FH	002		01	N	LBS		16.5525	0.0000	1.0000		
Dade / Monroe		FH	003		01	N	LBS		16.6575	0.0000	1.0000		
Dade / Monroe		FH	004		01	N	LBS		17.2525	0.0000	1.0000		
GRASS (0102)													
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Insur-able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Grazing Days
Dade / Monroe	ARG	FO		N	01	N	TON	9.00	10.2020	0.7000	0.6000	0.0	0
Dade / Monroe	ARG	GZ		N	01	N	AUD		1.4130	0.0000	1.0000	2.0	245
Dade / Monroe	ARG	SD		N	01	N	LBS	150.00	14.8655	0.0000	0.6000	0.0	0

22 NCT Reports (Continued)

E NAP Unapproved Records Report

The NAP Unapproved Records Report allows users to access crop records that are unapproved either at the National, State, or County level for NAP. The report will contain all of the data elements that are **required** for NAP. This will assist State users in determining which records still require the NAP approval flag to be set and can provide a report for STC review.

To access the NAP Unapproved Records Report, do the following:

- from the Program Year - Main Menu, CLICK **“Reports”**
- from the Program Year - Reports - Reports Selection Screen, CLICK **“NAP Unapproved Crop Records Report”**.

The following Program Year - NAP Unappr Rcds - Report Criteria Screen will be displayed.

Users are **required** to enter data in at least 1 field on the Program Year - NAP Unappr Rcds - Report Criteria Screen **before** clicking **“Search”**.

22 NCT Reports (Continued)

E NAP Unapproved Records Report (Continued)

After users click “Search”, the following Program Year - NAP Unappr Rcds - State Selection Screen will be displayed. Only States that contain data requested in the query will be displayed. Users may select up to 5 States in which to view unapproved records. CLICK “Process Selections” to obtain the report.

NCT Menu

NCT Main Menu

Program Year 2015

Main Menu

Add New Record(s)

Search/Modify Records

Mass Update Records

Mass Approve Records

Mass Approval Reset Reports

Program Year 2015 - NAP Unappr Rcds - State Selection

Select up to five (5) states to display. Record total must be no more than 7,000.

Select	State	# of Results
<input type="checkbox"/>	Alabama	134
<input checked="" type="checkbox"/>	Arizona	9
<input type="checkbox"/>	Arkansas	150
<input checked="" type="checkbox"/>	Colorado	17
<input type="checkbox"/>	Connecticut	8
<input type="checkbox"/>	Delaware	6
<input type="checkbox"/>	Florida	1
<input type="checkbox"/>	Georgia	635
<input type="checkbox"/>	Guam	1
<input type="checkbox"/>	Hawaii	2
<input type="checkbox"/>	Indiana	81
<input type="checkbox"/>	Kansas	210
<input type="checkbox"/>	Kentucky	108
<input type="checkbox"/>	Louisiana	64
<input checked="" type="checkbox"/>	Maryland	1
<input type="checkbox"/>	Mississippi	82
<input type="checkbox"/>	Missouri	226
<input type="checkbox"/>	Montana	1
<input type="checkbox"/>	New Hampshire	10
<input type="checkbox"/>	New Mexico	17
<input type="checkbox"/>	New York	31
<input type="checkbox"/>	North Carolina	200
<input type="checkbox"/>	North Dakota	1
<input type="checkbox"/>	Northern Mariana Islands	1
<input type="checkbox"/>	Ohio	178
<input type="checkbox"/>	Oklahoma	1
<input type="checkbox"/>	Rhode Island	5
<input type="checkbox"/>	South Carolina	92
<input type="checkbox"/>	Tennessee	95
<input type="checkbox"/>	Texas	249
<input type="checkbox"/>	Virginia	2
<input type="checkbox"/>	Washington	1

NC111
Last Modified: 7/7/2011

22 NCT Reports (Continued)

E NAP Unapproved Records Report (Continued)

After users click “**Process Selections**”, the NAP Unapproved Crop Records Report will be displayed. See subparagraph A for report viewing and exporting options.

Back		Export to PDF		Export to CSV													
2015 National Crop Table NAP Unapproved Crop Records Report NAP Unapproval Level: National																	
Arizona																	
WATERMELON (0757)																	
County	Crop Type	Int Use	Grad Price Code	Pract	Plant Period	Insurable	UOM	CEY	Price	Prev Plant Factor	Unharv Factor	Animal Acres	Grazing Days	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreege Reporting Date
Cochise	COM	FH		I	31	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/15/2015
Graham	COM	FH		I	31	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/15/2015
Greenlee	COM	FH		I	31	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/15/2015
La Paz	COM	FH		I	32	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07/15/2015
Maricopa	COM	FH		I	31	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/15/2015
Maricopa	COM	FH		I	32	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07/15/2015
Pinal	COM	FH		I	31	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	07/15/2015
Pinal	COM	FH		I	32	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07/15/2015
Yuma	COM	FH		I	32	N	CWT	0.00	0.0000	0.2500	0.6300	0.0	0	07/31/2015	10/31/2015	11/20/2014	07/15/2015
Colorado																	
WATERMELON (0757)																	
County	Crop Type	Int Use	Grad Price Code	Pract	Plant Period	Insurable	UOM	CEY	Price	Prev Plant Factor	Unharv Factor	Animal Acres	Grazing Days	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreege Reporting Date
Adams	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600			06/10/2015	11/15/2015	03/15/2015	07/15/2015
Archuleta	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Basé	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Boulder	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Crowley	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Crowley	COM	SD		I	31	N	LBS	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Delta	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Larmer	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600			06/10/2015	11/15/2015	03/15/2015	07/15/2015
Logan	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Montrose	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Morgan	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Otero	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Otero	COM	SD		I	31	N	LBS	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Prowers	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Pueblo	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Pueblo	COM	SD		I	31	N	LBS	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Weld	COM	FH		I	31	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015

22 NCT Reports (Continued)

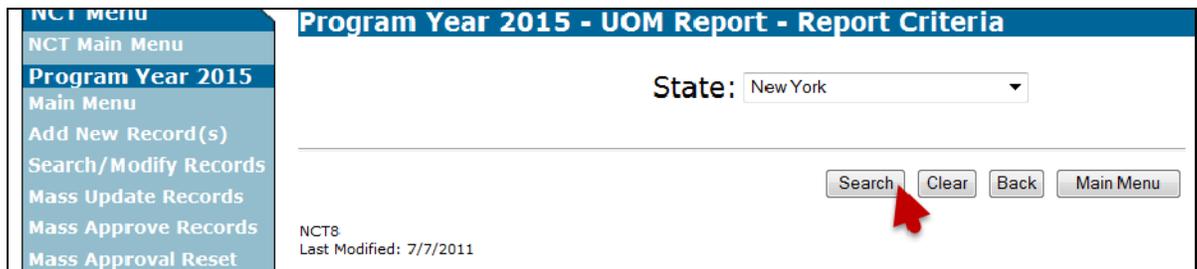
F Unit of Measure Report

The Unit of Measure Report displays the pounds per unit of measure determined within the State that **must** be entered for units of measure according to subparagraph 15 A. To access the Unit of Measure Report, do the following:

- from the Program Year - Main Menu, CLICK “**Reports**”
- from the Program Year - Reports - Reports Selection Screen, CLICK “**Unit of Measure Report**”.

The following Program Year - UOM Report - Report Criteria Screen will be displayed.

Users shall select a State and CLICK “**Search**” to obtain the report.



22 NCT Reports (Continued)

F Unit of Measure Report (Continued)

After users click “Search”, the following Unit of Measure Report will be displayed with the defined pounds per unit of measure for applicable crops within the State. See subparagraph A for report viewing and exporting options.

<input type="button" value="Back"/> <input type="button" value="Export to PDF"/> <input type="button" value="Export to CSV"/>					
2015 National Crop Table					
Unit of Measure Report					
New York					
Crop Name	Crop Code	Crop Type	Intended Use	Unit of Measure	Pounds Per Unit of Measure
APPLES	0054	COM	FH	BU	42.00
APPLES	0054	COM	FR	BU	42.00
APPLES	0054	SPC	FH	BU	42.00
BARLEY	0091	SPR	GR	BU	48.00
BARLEY	0091	WTR	GR	BU	48.00
BUCKWHEAT	0114		GR	BU	48.00
BUCKWHEAT	0114		SD	BU	48.00
CORN	0041	YEL	GR	BU	56.00
MILLET	0080	COM	GR	BU	56.00
OATS	0016	SPR	GR	BU	32.00
OATS	0016	WTR	GR	BU	32.00
PEACHES	0034	CLI	FH	BU	48.00
PEACHES	0034	CLI	FR	BU	48.00
PEACHES	0034	FRE	FH	BU	48.00
PEACHES	0034	FRE	FR	BU	48.00
PEACHES	0034	SCE	FH	BU	48.00
PEACHES	0034	SCL	FH	BU	48.00
PEACHES	0034	SCP	FH	BU	48.00
PEACHES	0034	SCX	FH	BU	48.00
RYE	0094		GR	BU	56.00
RYE	0094		SD	BU	56.00
SORGHUM	0051	GRS	GR	BU	56.00
SOYBEANS	0081	COM	FH	BU	60.00
SOYBEANS	0081	COM	GR	BU	60.00
SOYBEANS	0081	EDA	FH	BU	60.00
SOYBEANS	0081	EDA	GR	BU	60.00
SPELTZ	0131		GR	BU	40.00
TRITICALE	0158		GR	BU	48.00
TRITICALE	0158		SD	BU	48.00
WHEAT	0011	HRS	GR	BU	60.00
WHEAT	0011	HRW	GR	BU	60.00
WHEAT	0011	HWR	GR	BU	60.00
WHEAT	0011	HWS	GR	BU	60.00
WHEAT	0011	SRW	GR	BU	60.00
WHEAT	0011	SWS	GR	BU	60.00

22 NCT Reports (Continued)

G No Pay Group Report

The No Pay Group Report displays crop, crop type, and intended use for records that are entered in NCT, but for which a group has **not** been established. To access the No Pay Group Report, do the following:

- from the Program Year - Main Menu, CLICK “**Reports**”
- from the Program Year - Reports - Reports Selection Screen, CLICK “**No Pay Group Report**”.

The following No Pay Group Report will be displayed. See subparagraph A for report viewing and exporting options.

<input type="button" value="Back"/> <input type="button" value="Export to PDF"/> <input type="button" value="Export to CSV"/>			
2015 National Crop Table No Pay Group Report			
Alabama			
Crop Name	Crop Code	Crop Type	Intended Use
ACEROLA	0172		FH

23-39 (Reserved)

Part 3 NAP Automation for 2015 and Subsequent Crop Years

Section 1 NAP Software Access

40 Accessing NAP Software

A Basic Information

NAP software for 2015 and subsequent years:

- is intuitive, web-based software with a centralized database
- will be updated by State and county FSA employees with Level II eAuthentication access.

B Definitions

In this part:

- user means State and county FSA employees with Level II eAuthentication access, **except** where specifically noted
- home county means the same as administrative county in the web-based environment.

40 Accessing NAP Software (Continued)

C Accessing NAP Software Through the Intranet

Access NAP software from the FSA Applications Intranet web site at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>, and:

- under “Applications Directory”, CLICK “**G-O**”
- under “Applications Directory, from G to O”, CLICK “**NAP - Non-Insured Crop Disaster Assistance Program**”.

Note: Internet Explorer shall be used when accessing NAP software.

The USDA eAuthentication Login Screen will be displayed. To login, do either of the following:

- CLICK “**Click Here to Log In With Your LincPass (PIV)**”
- enter user ID and password and CLICK “**Login**”.

The Select State, County, and Year Screen will be displayed.

41 Selecting State, County, and Year

A Overview

After user is logged in and has been authenticated, the Select State, County, and Year Screen will be displayed. Users **must** select a State, county, and year to access NAP software in their home county. Users have the option of selecting “Nationwide Customer Service” from the left navigation menu on the Select State, County, and Year Screen. This provides the ability to access NAP software from any Service Center nationwide.

B Example of Select State, County, and Year Screen

Following is an example of the Select State, County, and Year Screen.



The screenshot shows a web interface titled "Select State, County, and Year". It features two drop-down menus. The first is labeled "State-County:" and has "Mississippi - Coahoma" selected. The second is labeled "Year:" and has "2015" selected. Below these menus are two buttons: "Select" and "Exit NAP".

C Action

User shall use the drop-down lists to select the applicable:

- State and county
- year.

CLICK “**Select**”. Main Menu (paragraph 42) will be displayed.

42 Main Menu

A Overview

After user has selected a State, county, and year, the Main Menu will be displayed. The Main Menu allows users to do any of the following:

- search for a unit by:
 - producer
 - unit number
- add, edit, or cancel the following:
 - Application for Coverage
 - approved yield by producer
 - approved yield by unit number
 - Application for Payment
 - Notice of Loss
- view/print the following:
 - Application for Coverage Reports
 - Notice of Loss Reports
 - Approved Yield Reports
 - Application for Payment Reports
 - Unit Maintenance Reports
 - Approved Yield blank form
 - Application for Payment blank form
 - Notice of Loss blank form
 - Application for Coverage blank form
- sign approved yield
- access Premium Calculator.

42 Main Menu (Continued)

B Example of Main Menu

Following is an example of the Main Menu.

Main Menu		
Year: 2015	State: Alabama	County: Autauga
Application for Coverage		
<u>Add, Edit, or Cancel Application for Coverage</u> <u>Premium Calculator</u> <u>Reports</u>		
Unit Maintenance		
<u>Search by Producer</u> <u>Search by Unit Number</u> <u>Reports</u>		
Notice of Loss		
<u>Add, Edit, or Cancel Notice of Loss</u> <u>Reports</u>		
Approved Yield		
<u>Add, Edit or Cancel Approved Yield by Producer</u> <u>Add, Edit or Cancel Approved Yield by Unit Number</u> <u>Sign Approved Yield</u> <u>Reports</u>		
Application for Payment		
<u>Add, Edit, or Cancel Application for Payment</u> <u>Reports</u>		
Blank Forms		
<u>Application for Coverage Form</u> <u>Notice of Loss Form</u> <u>Approved Yield Form</u> <u>Application for Payment Form</u>		

42 Main Menu (Continued)

C Action

Following is an explanation of the options available on the Main Menu.

Option	Result
Application for Coverage (Future Amendment)	
Add, Edit, or Cancel Application for Coverage	Search Application for Coverage Screen will be displayed.
Premium Calculator	SCIMS Customer Search Screen will be displayed.
Reports	Reports Screen will be displayed.
Unit Maintenance	
Search by Producer	SCIMS Customer Search Screen will be displayed.
Search by Unit Number	Search Unit Screen will be displayed
Reports	Reports Screen will be displayed.
Notice of Loss	
Add, Edit, or Cancel Notice of Loss	Search Notice of Loss Screen will be displayed.
Reports	Reports Screen will be displayed.
Approved Yields (Future Amendment)	
Add, Edit or Cancel Approved Yield by Producer	SCIMS Customer Search Screen will be displayed.
Add, Edit or Cancel Approved Yield by Unit Number	Search Approved Yield Screen will be displayed.
Sign Approved Yield	Search Approved Yields to Sign Screen will be displayed.
Reports	Reports Screen will be displayed.
Application for Payment (Future Amendment)	
Add, Edit, or Cancel Application for Payment	Search Application for Payment Screen will be displayed.
Reports	Reports Screen will be displayed.
Blank Forms	
Application for Coverage	Blank CCC-471 will be displayed.
Notice of Loss Form	Blank CCC-576 (Page 1) will be displayed.
Approved Yield Form	Blank CCC-452 will be displayed.
Application for Payment Form	Blank CCC-576 (Page 2) will be displayed.

43 Nationwide Customer Service

A Overview

The NAP software automatically allows for nationwide customer service. Users can access and enter NAP data for any producer nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users entering nationwide NAP data will have limited authority.

B Example of Select State, County, and Year Screen

To access Nationwide Customer Service, from the left navigation menu, CLICK “**Nationwide Customer Service**”. The following Select State, County, and Year Screen will be displayed. Use the drop-down lists to select the applicable:

- State
- county
- year.

CLICK “**Select**” to continue into the selected NAP process.

The screenshot shows a web form titled "Select State, County, and Year". It contains three drop-down menus: "State: Alabama", "County: Autauga", and "Year: 2015". Below the menus are two buttons: "Select" and "Exit NAP".

C Functionality

All functionality of the NAP processes is the same in Nationwide Customer Service, **except** that **no** COC action can be taken. COC action **must** be taken by the administrative County Office.

D Action

Users that process Nationwide Customer Service **must**:

- immediately FAX or scan and e-mail a copy of the signed Application for Coverage to the home county
- mail the original signed Application for Coverage to the home county
- maintain a copy of the signed Application for Coverage.

44 State Office Access

A Requesting Access

If State Office administrative access has **not** already been requested for users in a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID
- provide to Neeru Gulati by either of the following:
 - e-mail to **neeru.gulati@wdc.usda.gov**
 - FAX to 202-690-2130, Attn: Neeru Gulati

Note: Include on the FAX that the request is for NAP State Office administrative access.

- contact PECD, Program Delivery Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

B Access Authority

State Office administrative users have the ability to:

- complete NAP for any producer within their assigned State
- print reports for any county within their assigned State
- access Nationwide Customer Service
- override crop eligibility on the Application for Coverage
- override original approval dates
- authorize refund of NAP service fees.

Note: Nothing in these software instructions should be interpreted as any deviation from policy that NAP service fees are **not** refundable. These software instructions are **only** applicable to situations where FSA has, for its own reasons, determined that service fees **must** be returned.

45-59 (Reserved)

Section 2 Premium Calculator

60 SCIMS Customer Search Screen

A Overview

After users have clicked “Premium Calculator”, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen allows users to select the customer for which the premium will be estimated.

Note: The Premium Calculator is accessible by County Office users and producers from home. The SCIMS Customer Search Screen will **not** be displayed for producers accessing the premium calculator from home.

B Example SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen. User **must** select customer based on search results by clicking the applicable producer. The Calculate Estimated Premium Screen will be displayed.

The screenshot shows the SCIMS Customer Search interface. At the top, there are logos for the USDA United States Department of Agriculture Farm Service Agency and SCIMS Customer Search. Below the logos is a navigation menu with links: Scims Search Home, About Scims Search, Help, Contact Us, Exit, and Logout of eAuth. The main heading is "Please Select A Customer".

The form is organized into several sections:

- Location:** Includes dropdown menus for State (ALABAMA), County (ALL COUNTIES), and Service Center (Optional) (ALL SERVICE CENTERS). There is a "Service Center Details" button and a "National Search" checkbox.
- Type:** Features radio buttons for "Individual", "Business", "Both", "Active", and "Active and Inactive".
- Name:** Includes radio buttons for "Starts With" and "Exact Match", and input fields for "Last or Business:" and "First:".
- Tax ID:** Includes an "ID:" input field, an "ID Type:" dropdown menu (SELECT ONE), and radio buttons for "Whole ID" and "Last 4 Digits".
- Other:** Includes input fields for "Common Name:", "Zip Code:", and "Phone No:".

At the bottom of the form are "Search", "Reset", and "Cancel" buttons. The footer contains the text: "Screen ID: SCIMS-Search-Web-01", "Last Modified: 06/28/2013", and a "Back to Top" link.

61 Calculate Estimated Premium Screen

A Overview

After users have selected a customer, the Calculate Estimated Premium Screen will be displayed. The Calculate Estimated Premium Screen allows users to enter crop information so that a premium can be estimated.

B Example of the Calculate Estimated Premium Screen

Following is an example of the Calculate Estimated Premium Screen.

Calculate Estimated Premium

Producer: PRODUCER, ANY 1

State-County: Year:

Limited Resource, Socially Disadvantaged, and/or a Beginning Farmer/Rancher? Yes No

Add Crop

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Yield Based Crops

Crop	Producer Share	Acres	APH/CEY	Market Price	
APPLES, COMMON, Fresh, Non-Irrig, 01, Conventional, 100%	50.00%	10.00	2968	\$.1800	

Dollar Value Based Crops

Crop	Producer Share	Dollar Value	
CHRISTMAS TREES, DOUGLAS, Fresh, 01	100.00%	\$150,000.00	

61 Calculate Estimated Premium Screen (Continued)

C “Add Crop” Section

The Calculate Estimated Premium Screen, “Add Crop” section will change depending on the crop that is selected. Following is an example of the “Add Crop” section for yield based crops.

Add Crop

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Market Option:

Producer Share: %

Acres:

APH/CEY:

Market Percent:

Following is an example of the “Add Crop” section for value loss crops with graduated prices.

Add Crop

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Graduated Price:

Producer Share: %

Dollar Value:

61 Calculate Estimated Premium Screen (Continued)

C “Add Crop” Section (Continued)

Following is an example of the “Add Crop” section for value loss crops **without** graduated prices.

Add Crop

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Producer Share: %

Dollar Value:

D Field Descriptions and Actions

The following provides the field descriptions and actions on the Calculate Estimated Premium Screen.

Field/Button	Description	
Producer	IF...	THEN...
	County Office user	the producer selected on SCIMS Customer Search Screen will be displayed.
	producer user	data displayed will be based on producer’s eAuthentication information.
State-County	State and county associated with the selected producer. The NAP software defaults to the first State and county alphabetically.	
Year	Year selected on the Select State, County, and Year Screen according to paragraph 41.	
Limited Resource, Socially Disadvantaged, and/or Beginning Farmer/Rancher?	CHECK (✓) “Yes” or “No”, to indicate whether producer meets the criteria for being a limited resource, SDA, and/or beginning farmer/rancher. CCC-860 must be on file.	

61 Calculate Estimated Premium Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description
Add Crop – Yield Based Crops	
Crop	Select crop from the drop-down list. Crops listed are from NCT for the selected State and county.
Crop Type	Select crop type associated with the selected crop from the drop-down list. Crop types listed are from NCT for the selected State and county.
Intended Use	Select intended use associated with the selected crop and crop type from the drop-down list. Intended uses listed are from NCT for the selected State and county.
Practice	Select practice associated with the selected crop, crop type, and intended use from the drop-down list. Practices listed are from NCT for the selected State and county.
Planting Period	Select planting period associated with the selected crop, crop type, intended use, and practice from the drop-down list. Planting periods listed are from NCT for the selected State and county.
Market Option	Select the market option from the following list: <ul style="list-style-type: none"> • conventional • transitional organic • certified organic • direct. <p>The selection of market option will determine the price and yield used in the estimated premium.</p>
Producer Share	Enter share provided by the producer.
Acres	Enter acres provided by producer.

61 Calculate Estimated Premium Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description										
Add Crop – Yield Based Crops (Continued)											
APH/CEY	<p>Select the APH/CEY the producer wants to use for the estimated premium calculation. The drop-down list will list all available yields and the year to which the yield is applicable.</p> <p>Note: The NAP software looks for the most current year in NCT and approved year database first. If there is no data for the current year, the NAP software will pull APH/CEY from the prior year.</p> <table border="1" data-bbox="488 617 1463 1381"> <thead> <tr> <th data-bbox="488 617 764 690">IF the selected market option is...</th> <th data-bbox="764 617 1463 690">THEN APH/CEY displayed will be...</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 690 764 846">conventional</td> <td data-bbox="764 690 1463 846"> <ul style="list-style-type: none"> • approved yield applicable to the conventional acreage, and/or • CEY from NCT. </td> </tr> <tr> <td data-bbox="488 846 764 1073">transitional organic</td> <td data-bbox="764 846 1463 1073"> <ul style="list-style-type: none"> • approved yield applicable to the transitional organic acreage, and/or • transitional organic yield from NCT, and/or • CEY from NCT. </td> </tr> <tr> <td data-bbox="488 1073 764 1302">certified organic</td> <td data-bbox="764 1073 1463 1302"> <ul style="list-style-type: none"> • approved yield applicable to the certified organic acreage, and/or • certified organic yield from NCT, and/or • CEY from NCT. </td> </tr> <tr> <td data-bbox="488 1302 764 1381">direct</td> <td data-bbox="764 1302 1463 1381"> <ul style="list-style-type: none"> • approved yield applicable to the acreage, and/or • CEY from NCT. </td> </tr> </tbody> </table>	IF the selected market option is...	THEN APH/CEY displayed will be...	conventional	<ul style="list-style-type: none"> • approved yield applicable to the conventional acreage, and/or • CEY from NCT. 	transitional organic	<ul style="list-style-type: none"> • approved yield applicable to the transitional organic acreage, and/or • transitional organic yield from NCT, and/or • CEY from NCT. 	certified organic	<ul style="list-style-type: none"> • approved yield applicable to the certified organic acreage, and/or • certified organic yield from NCT, and/or • CEY from NCT. 	direct	<ul style="list-style-type: none"> • approved yield applicable to the acreage, and/or • CEY from NCT.
IF the selected market option is...	THEN APH/CEY displayed will be...										
conventional	<ul style="list-style-type: none"> • approved yield applicable to the conventional acreage, and/or • CEY from NCT. 										
transitional organic	<ul style="list-style-type: none"> • approved yield applicable to the transitional organic acreage, and/or • transitional organic yield from NCT, and/or • CEY from NCT. 										
certified organic	<ul style="list-style-type: none"> • approved yield applicable to the certified organic acreage, and/or • certified organic yield from NCT, and/or • CEY from NCT. 										
direct	<ul style="list-style-type: none"> • approved yield applicable to the acreage, and/or • CEY from NCT. 										
Market Percent	Enter percent provided by the producer. This is the percent marketed to the selected intended use. This percent can also be used to reflect the percent marketed to the conventional or direct market.										
Add Crop	CLICK “Add Crop” and the crop information will be added to the “Yield Based Crops” block. The market price will be automatically determined based on the choices made for the crop.										

61 Calculate Estimated Premium Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description
Add Crop – Value Loss Crops With Graduated Prices	
Crop	Select crop from the drop-down list. Crops in the drop-down list are from NCT for the selected State and county.
Crop Type	Select crop type associated with the selected crop. Crop types in the drop-down list are from NCT for the selected State and county.
Intended Use	Select intended use associated with the selected crop and crop type. Intended uses in the drop-down list are from NCT for the selected State and county.
Practice	Select practice associated with the selected crop, crop type, and intended use. Practices in the drop-down list are from NCT for the selected State and county.
Planting Period	Select planting period associated with the selected crop, crop type, intended use, and practice. Planting periods in the drop-down list are from NCT for the selected State and county.
Graduated Price	Select the graduated price associated with the selected crop, crop type, intended use, practice, and planting period. Graduated prices in the drop-down list are from NCT for the selected State and county.
Producer Share	Enter share provided by the producer.
Dollar Value	Enter the dollar value to be covered as provided by the producer.
Add Crop	CLICK “ Add Crop ” and the crop information will be added to the “Dollar Value Based Crops” block.

61 Calculate Estimated Premium Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description
Add Crop – Value Loss Crops Without Graduated Prices	
Crop	Select crop from the drop-down list. Crops in the drop-down list are from NCT for the selected State and county.
Crop Type	Select crop type associated with the selected crop. Crop types in the drop-down list are from NCT for the selected State and county.
Intended Use	Select intended use associated with the selected crop and crop type. Intended uses in the drop-down list are from NCT for the selected State and county.
Practice	Select practice associated with the selected crop, crop type, and intended use. Practices in the drop-down list are from NCT for the selected State and county.
Planting Period	Select planting period associated with the selected crop, crop type, intended use, and practice. Planting periods in the drop-down list are from NCT for the selected State and county.
Producer Share	Enter share provided by the producer.
Dollar Value	Enter the dollar value to be covered as provided by the producer.
Add Crop	CLICK “Add Crop” and the crop information will be added to the “Dollar Value Based Crops” block.

61 Calculate Estimated Premium Screen (Continued)

D Field Descriptions and Actions (Continued)

On the Calculate Estimated Premium Screen, after users click “Add Crop”, the Calculate Estimated Premium Screen will be redisplayed with the following, based on crop added.

Field/Button	Description	
Yield Based Crops		
Crop	Crop, crop type, intended use, practice, planting period, market option, and market percent, as selected and entered in the “Add Crop” block will be displayed.	
Producer Share	Producer share entered in the “Add Crop” block will be displayed.	
Acres	Acres entered in the “Add Crop” block will be displayed.	
APH/CEY	APH/CEY selected in the “Add Crop” block will be displayed.	
Market Price	IF the selected market option is...	THEN the market price will be...
	conventional	average market price from NCT.
	transitional organic	average market price from NCT.
	certified organic	organic market price from NCT.
	direct	direct market price from NCT.
Trash Can	Clicking “Trash Can” will delete the line item from the block.	
Dollar Value Based Crops		
Crop	Crop, crop type, intended use, practice, planting period, and graduated price (if applicable), as selected in the “Add Crop” block will be displayed.	
Producer Share	Producer share entered in the “Add Crop” block will be displayed.	
Dollar Value	Dollar value entered in the “Add Crop” block will be displayed.	
Trash Can	Clicking “Trash Can” will delete the line item from the block.	
Estimate Premium	After all crops are added to the Yield Based Crops and Dollar Value Based Crops tables, CLICK “ Estimate Premium ” to display the NAP Estimated Premium Report.	

62 NAP Estimated Premium Report

A Overview

On the Calculate Estimated Premium Screen, after users click “Estimate Premium”, the NAP Estimated Premium Report will be displayed. The NAP Estimated Premium Report provides the estimated premium due, based on the crops selected on the Calculate Estimated Premium Screen.

B Example of the NAP Estimated Premium Report

Following is an example of the NAP Estimated Premium Report.

State: Mississippi		United States Department of Agriculture				Date: 12/24/2014		
County: Coahoma		Farm Service Agency				Time: 10:25:54		
Year: 2015		NAP Estimated Premium Report				Page: 1		
Producer: PRODUCER, ANY 1								
Yield Based Crop	APH/CEY	Market Price	Coverage Level	Premium Factor	Cost/Acre	Share	Acres	Premium Amount
APPLES, COMMON, Fresh, Non-Irrig, 01, Conventional, 100%	2968	\$.1800	65/100	5.25%	\$18.2309	50.00%	10.00	\$91.00
			60/100	5.25%	\$16.8286			\$84.00
			55/100	5.25%	\$15.4262			\$77.00
			50/100	5.25%	\$14.0238			\$70.00
Dollar Value Based Crop		Dollar Value	Coverage Level	Premium Factor		Share		Premium Amount
CHRISTMAS TREES, DOUGLAS, Fresh, 01		\$150,000.00	65/100	5.25%	100.00%		\$5,119.00	
			60/100	5.25%			\$4,725.00	
			55/100	5.25%			\$4,331.00	
			50/100	5.25%			\$3,938.00	
<i>Disclaimer: This is an estimated calculation of premium(s); visit your FSA County Office to apply.</i>								

63-79 (Reserved)

Section 3 (Reserved)

80-129 (Reserved)

Section 4 Unit Maintenance

130 Options

A Overview

Units are **not** year specific, so any year may be selected on the Select State, County, and Year Screen.

Users may:

- search by producer (paragraph 131)

Notes: After users click “Search by Producer”, the SCIMS Customer Search Screen that provides a method for searching SCIMS to find the applicable producer will be displayed.

Producer may be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

- search by unit number (paragraph 135)

Note: After users click “Search by Unit Number” the Search Unit Screen will be displayed.

- generate reports (paragraph 137).

131 Searching by Producer

A Overview

On the Main Menu, under “Unit Maintenance”, after users click “Search by Producer”, the SCIMS Customer Search Screen will be displayed.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen. User **must** select a customer based on the search results by clicking the applicable producer. The Producer Units Screen will be displayed.

The screenshot shows the SCIMS Customer Search interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is the 'SCIMS Customer Search' logo. A navigation bar contains links: 'Scims Search Home', 'About Scims Search', 'Help', 'Contact Us', 'Exit', and 'Logout of eAuth'. Below this is a blue banner with the text 'Please Select A Customer'. The main form area is divided into several sections:

- Location:** Includes dropdown menus for 'State' (selected: MISSISSIPPI), 'County' (selected: COAHOMA), and 'Service Center (Optional)' (selected: CLARKSDALE SERVICE CENTER). There is a 'Service Center Details' button and a 'National Search' checkbox.
- Type:** Includes radio buttons for 'Individual', 'Business', 'Both' (selected), 'Active', and 'Active and Inactive'.
- Tax ID:** Includes an 'ID' input field, an 'ID Type' dropdown menu (selected: SELECT ONE), and radio buttons for 'Whole ID' (selected) and '< Last 4 Digits'.
- Name:** Includes radio buttons for 'Starts With' and 'Exact Match' (selected), and input fields for 'Last or Business' and 'First'.
- Other:** Includes input fields for 'Common Name', 'Zip Code', and 'Phone No'.

At the bottom of the form are three buttons: 'Search', 'Reset', and 'Cancel'.

131 Searching by Producer (Continued)

C Producer Units Screen

If the selected producer is:

- **not** associated with a unit, the following Producer Units Screen will be displayed

Producer Units

State: Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 15

The producer is not associated with a unit

Create Unit
NAP Main Menu
Print

- associated with 1 or more units, the Producer Units Screen (paragraph 134) will be displayed with applicable units.

D Button Descriptions and Actions

The following table provides button descriptions and actions on the Producer Units Screen.

Button	Description
Create Unit	Create Unit Screen (paragraph 132) will be displayed.
NAP Main Menu	Main Menu (paragraph 42) will be displayed.
Print	Informational message will open in a separate window.

132 Creating Units

A Overview

On the Create Unit Screen:

- the selected producer will be displayed
- additional producers may be selected.

B Example of the Create Unit Screen

Following is an example of the Create Unit Screen.

Create Unit		
State: Mississippi	County: Coahoma	
Producer Name	Producer Type	Action
PRODUCER, ANY 1	Operator ▾	
PRODUCER, ANY 4	Operator ▾	Remove
PRODUCER, ANY 5	Owner ▾	Remove
PRODUCER, ANY 6	Owner ▾	Remove
Add Producer		
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

132 Creating Units (Continued)

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Create Unit Screen.

Field/Button	Description
Producer Name	The selected producer will be listed first. This producer may not be removed. Producers will be listed in the order they are added.
Producer Type	Select "Operator" or "Owner" from the drop-down list. The default producer type is "Operator". Note: See paragraph 1-NAP (Rev. 2), paragraph 101 for an explanation of producer types.
Remove	Removes the producer from the list.
Add Producer	SCIMS Customer Search Screen will be displayed.
Submit	Unit Details Screen will be displayed.
Cancel	Producer Units Screen will be displayed.

Note: A unit created using NAP software **must** have at least 1 operator.

133 Unit Details

A Overview

The Unit Details Screen provides additional information about the unit. If more than 3 producers are associated with the unit, the Unit Details Screen will list all producers.

The Unit Details Screen opens in a separate window.

B Example of the Unit Details Screen

Following is an example of the Unit Details Screen.

Unit Details	
State: Mississippi	County: Coahoma
Unit Number: 1704	Unit Status: Active
Producer Name	Producer Type
PRODUCER, ANY 1	Operator
PRODUCER, ANY 4	Operator
PRODUCER, ANY 5	Owner
PRODUCER, ANY 6	Owner
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> All Producer's Units Deactivate Unit NAP Main Menu Print </div>	

133 Unit Details (Continued)

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Details Screen.

Button	Description
All Producer's Units	Producer Units Screen will be displayed.
Deactivate Unit	<p>Only displayed if unit is active. Deactivates an active unit. "Confirmation" dialog box will be displayed. CLICK:</p> <ul style="list-style-type: none"> • "OK" to deactivate unit and status will be changed to "Inactive" • "Cancel" to not deactivate unit.
Activate Unit	Only displayed if unit is inactive. Activates an inactive unit. Status will be changed to "Active".
NAP Main Menu	Main Menu (paragraph 42) will be displayed.
Print	Unit details will open in a separate window.

Notes: A unit should **not** be deactivated, **unless** it was created in error.

A unit **cannot** be deactivated if it is used by another application, such as:

- approved yields
- Notice of Loss
- Application for Payment
- CARS.

134 **Producer Units**

A Overview

The Producer Units Screen displays either of the following:

- all units associated with the selected producer (subparagraph B)
- a message that the producer is **not** associated with a unit (subparagraph 131 C).

B Example of the Producer Units Screen

Following is an example of the Producer Units Screen when the producer is associated with 1 or more units.

Producer Units		
State: Mississippi		County: Coahoma
Producer: PRODUCER, ANY 1		
Unit Number	Producers	Unit Status
1702	PRODUCER, ANY 1 (Operator)	Active
1703	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active
1704	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Operator) PRODUCER, ANY 5 (Owner) ... 4 producers total	Active
<div style="display: flex; justify-content: space-around;"> Create Unit NAP Main Menu Print </div>		

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Producer Units Screen when the producer is associated with 1 or more units.

Field/Button	Description
Unit Number	Unit Details Screen will be displayed.
Producers	Producers associated with the unit and producer type will be displayed. Up to 3 producers will be displayed. If more than 3 producers are associated with the unit, the total number of producers will be displayed.
Unit Status	“Active” or “Inactive” will be displayed.
Create Unit	Create Unit Screen will be displayed.
NAP Main Menu	Main Menu (paragraph 42) will be displayed.
Print	Selected producer’s units will be displayed in a separate window.

135 Searching by Unit Number

A Overview

On the Main Menu, under “Unit Maintenance”, after users click “Search by Unit Number”, the Search Unit Screen will be displayed.

B Example of the Search Unit Screen

Following is an example of the Search Unit Screen.

C Field/Button Descriptions and Actions

The following table provides field and button descriptions and actions on the Search Unit Screen.

Field/Button	Description
Unit Number	Enter a unit number and CLICK “ Search ”. The Unit Details Screen will be displayed. Note: If the unit does not exist, a message will be displayed.
NAP Main Menu	Main Menu (paragraph 42) will be displayed.

136 Auto Creating Units

A Creating Units

When records are added to FSA-578 according to 2-CP, the NAP Unit Table will be accessed for the applicable unit number, based on the farming relationship captured on the Acreage Report. If a corresponding unit number is **not** found, the NAP Unit Maintenance application will generate a unit number based on the relationship captured on the Acreage Report.

B Unit Number Assignment

A unit number will be returned to the Acreage Report **regardless** of NAP coverage on the crop reported.

137 Reports

A Overview

On the Main Menu, under “Unit Maintenance”, the “Reports” option provides a list of reports that are available to be viewed and/or printed.

B Example of the Reports Screen

Following is an example of the Reports Screen.

The screenshot shows a web interface for generating reports. At the top, there is a blue header bar with the word "Reports" in white. Below the header, the "State" is set to "Mississippi" and the "County" is set to "Coahoma". A horizontal line separates this header area from the main content. In the main content area, there is a radio button next to the text "Auto Created Units Report". Below this, there are two date input fields: "Start Date:" and "End Date:". Each field has a small calendar icon to its right. At the bottom of the form, there are two buttons: "Create Report" and "NAP Main Menu".

137 Reports (Continued)

C Field/Button Descriptions and Actions

The following table provides report, field, and button descriptions and actions on the Reports Screen.

Report/Field/Button	Action	Result
Auto Created Units Report	Manual selection.	Report will be displayed identifying units created by the NAP software.
Start Date	Manual entry.	Enter a start date to limit the data that will be displayed on the report. Note: Start date is not required .
End Date		Enter an end date to limit the data that will be displayed on the report. Note: End date is not required .
Create Report	The selected report will be displayed in a separate window.	
NAP Main Menu	Main Menu (paragraph 42) will be displayed.	

D Producer Report

To display or print details of all of a producer’s units, do the following:

- select the producer
- on the Producer Units Screen, CLICK “**Print**” .

E Unit Report

To display or print details for a specific unit:

- select a unit
- on the Unit Details Screen, CLICK “**Print**” .

138-149 (Reserved)

Section 5 Notice of Loss

150 Search Notice of Loss Screen

A Overview

From the Main Menu, under “Notice of Loss”, after users have clicked “Add, Edit, or Cancel Notice of Loss”, the Search Notice of Loss Screen will be displayed. The Search Notice of Loss Screen allows users to:

- add CCC-576 (Page 1)
- edit CCC-576 (Page 1)
- view/print an existing CCC-576 (Page 1).

B Example of Search Notice of Loss Screen

Following is an example of the Search Notice of Loss Screen.

Search Notice Of Loss

Year: 2015
State: Mississippi
County: Coahoma

Disaster Event	Crop	Status
PRODUCER, ANY 1		
12/01/2014 Cold Wet Weather	APPLE COM FH I 01 CHRUT DOU FH N 01	Approved View/Print Edit

[Add Notice of Loss](#)

150 Search Notice of Loss Screen (Continued)

C Action

To add a new CCC-576 (Page 1), CLICK:

- “**Add/Search**” and the SCIMS Customer Search Screen will be displayed
- “**Add Notice of Loss**” for the applicable producer and the Enter Cause of Loss Screen will be displayed.

CLICK “**View/Print**” for CCC-576 (Page 1) to be viewed and/or printed. CCC-576 (Page 1) will be displayed.

To edit an existing CCC-576 (Page 1), do either of the following:

- CLICK “**Add/Search**” and the SCIMS Customer Search Screen will be displayed
- CLICK “**Edit**” for CCC-576 (Page 1) to be edited and the Create Notice of Loss Screen will be displayed.

150 Search Notice of Loss Screen (Continued)

D Status

The “Status” column will display the status of the producer’s CCC-576 (Page 1). The following are “Status” column definitions.

Initiated means CCC-576 (Page 1) has been started, but the producer has **not** yet signed the application.

Producer Signed means the producer has signed CCC-576 (Page 1), but COC has **not** approved/disapproved CCC-576 (Page 1).

Approved means COC has approved CCC-576 (Page 1).

Disapproved means COC has disapproved CCC-576 (Page 1).

Canceled means that CCC-576 (Page 1) has been placed in a canceled state because of either of the following:

- changes to basic program data (for example, modification of FSA-578 data)
- Business Partner cleansing case.

A canceled CCC-576 (Page 1) **must** be accessed and modified to ensure that the most current data is on CCC-576 (Page 1). A report is available that provides a list of all canceled CCC-576 (Page 1), along with the reason for the cancellation. See paragraph 156 for additional information.

Note: A Business Partner cleansing case will cancel CCC-576 (Page 1) tied to the merged producer. CCC-576 (Page 1) tied to the producer that was “kept” will **not** be canceled. CCC-576 (Page 1) suspended because of a Business Partner cleansing case does **not** need to be accessed and modified.

151 SCIMS Customer Search

A Overview

On the Search Notice of Loss Screen, if users click “Add/Search”, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen will provide users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

Note: Application for Coverage is **not** required to add a Notice of Loss.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen. User **must** select customer based on search results by clicking the applicable producer.

If the producer has:

- no existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed with the message, “Notice of Loss for selected Producer **not** found”
- 1 or more existing Notices of Loss, the Search Notice of Loss Screen will be redisplayed listing **only** the selected producer’s existing Notices of Loss.

To add a new CCC-576 (Page 1) for the selected producer, on the Search Notice of Loss Screen, CLICK “Add Notice of Loss”. The Enter Cause of Loss Screen (paragraph 152) will be displayed.

152 Enter Cause of Loss Screen

A Overview

On the Search Notice of Loss Screen, if users click “Add Notice of Loss”, the Enter Cause of Loss Screen will be displayed for entering loss dates and selecting all applicable causes of loss.

B Example of Enter Cause of Loss Screen

Following is an example of the Enter Cause of Loss Screen.

Enter Cause of Loss

Year: 2015 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Cause of Loss

Start Date:  Ending Date: 

Apparent Date: 

Drought Heat

Hail Excess Moisture/Precipitation

Frost Freeze

Cold Wet Weather ICH (insufficient chill hrs.)

Flood Wind/Excess Wind

Cyclone Tornado

Insects Plant Disease

Hurricane/Tropical Depression Earthquake

Volcanic Eruption

Other

152 Enter Cause of Loss Screen (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Enter Cause of Loss Screen.

Field/Button	Description
Start Date	Enter start date of the disaster event.
Ending Date	Enter ending date of the disaster event. Note: Entry is not required .
Apparent Date	Enter the date the loss was apparent.
Cause of Loss	Select all applicable causes of loss. Note: If insects and/or plant disease are selected, another disaster event must be selected or CCC-576 (Page 1) will not be eligible for approval. See 1-NAP (Rev. 2), subparagraph 51 A for additional information.
Continue	Crop Selection Screen will be displayed.
Cancel	Search Notice of Loss Screen will be displayed.

153 Crop Selection

A Overview

On the Enter Cause of Loss Screen , if users click “Continue”, the Crop Selection Screen will be displayed for selecting crops that were affected by the disaster event.

B Example of Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Selection

Year: 2015 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Cause of Loss

Start Date: 12/02/2014 **Ending Date:** 12/05/2014

Apparent Date: 12/05/2014

Disaster Event(s): Frost

Crops

Field	Unit	Practice	Status	Share %	Affected	Stage	
<u>APPLES, COMMON (COM), Fresh (FH), 01</u>							
<u>Farm 4927</u>							
<u>Tract 9151</u>							
<input type="checkbox"/>	1	2755	Irrigated	I	100.00	<input type="text" value=""/> /32.00	<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested
<input type="checkbox"/>	2	2755	Irrigated	I	100.00	<input type="text" value=""/> /53.00	<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested
<input type="checkbox"/>	3	2755	Irrigated	I	100.00	<input type="text" value=""/> /35.00	<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested
<input type="checkbox"/>	<u>CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01</u>					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	

Total Affected : 0.00

153 Crop Selection (Continued)

C Field Descriptions and Actions

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

Field/Button	Description
Cause of Loss	
Start Date	The start date, ending date, apparent date, and disaster events selected on the Enter Cause of Loss Screen will be displayed.
Ending Date	
Apparent Date	
Disaster Event(s)	
Edit Cause of Loss	CLICK “Edit Cause of Loss” to modify the previously selected cause of loss information. The Enter Cause of Loss Screen will be displayed.

153 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description																												
Crops (Unexpanded)																													
Crop Type Intended Use Planting Period	The crop, crop type, intended use, and planting period from the producer's Certified Acreage Report will be displayed. CHECK (✓) box next to the applicable "Crop, crop type, intended Use, Planting Period" or "Stage" to select all farms, tracts, and fields associated with that crop combination.																												
	<div style="border: 1px solid black; padding: 5px;"> <p>Crops</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Field</th> <th>Unit</th> <th>Practice</th> <th>Status</th> <th>Share %</th> <th>Affected</th> <th>Stage</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td><input type="checkbox"/></td> <td colspan="3">APPLES, COMMON (COM), Fresh (FH), 01</td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="3">CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01</td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> </tbody> </table> <p>Total Affected : 0.00</p> </div>	Field	Unit	Practice	Status	Share %	Affected	Stage	<input type="checkbox"/>	APPLES, COMMON (COM), Fresh (FH), 01					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested							
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	<p>CLICK "Crop, crop type, intended Use, Planting Period" link to expand the selection and display the farm numbers associated with the crop combination.</p>																												
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153 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description																																																															
Crops (Expanded)																																																																
Farm	<p>The farm number from the producer’s Certified Acreage Report will be displayed. CHECK (✓) box next to the farm number and/or “Stage” to select all tracts and fields associated with that farm.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Crops</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Field</th> <th>Unit</th> <th>Practice</th> <th>Status</th> <th>Share %</th> <th>Affected</th> <th>Stage</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td colspan="7">APPLES, COMMON (COM), Fresh (FH), 01</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td colspan="2">Farm 4927</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> </tbody> </table> <p>Total Affected : 120.00</p> </div> <p>CLICK “Farm Number” link to expand the selection and display the tract numbers associated with the farm number.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Crops</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Field</th> <th>Unit</th> <th>Practice</th> <th>Status</th> <th>Share %</th> <th>Affected</th> <th>Stage</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td colspan="7">APPLES, COMMON (COM), Fresh (FH), 01</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">Farm 4927</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">Tract 9151</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01</td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> </tbody> </table> <p>Total Affected : 0.00</p> </div>	Field	Unit	Practice	Status	Share %	Affected	Stage	APPLES, COMMON (COM), Fresh (FH), 01							<input checked="" type="checkbox"/>	Farm 4927					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	Field	Unit	Practice	Status	Share %	Affected	Stage	APPLES, COMMON (COM), Fresh (FH), 01							<input type="checkbox"/>	Farm 4927						<input type="checkbox"/>	Tract 9151					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01					<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested
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153 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description																																																																																											
Tract	<p>The tract number from the producer’s Certified Acreage Report will be displayed. CHECK (✓) box next to the tract number and/or “Stage” to select all fields associated with that tract.</p> <div data-bbox="500 474 1450 940" style="border: 1px solid black; padding: 5px;"> <p>Crops</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Unit</th> <th>Practice</th> <th>Status</th> <th>Share %</th> <th>Affected</th> <th>Stage</th> </tr> </thead> <tbody> <tr> <td colspan="7">APPLES, COMMON (COM), Fresh (FH), 01</td> </tr> <tr> <td colspan="7">Farm 4927</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td> <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td colspan="7">CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01</td> </tr> </tbody> </table> <p>Total Affected : 120.00</p> </div> <p>CLICK “Tract Number” link to expand the selection and display the fields associated with the tract number.</p> <div data-bbox="500 1094 1450 1795" style="border: 1px solid black; padding: 5px;"> <p>Crops</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Unit</th> <th>Practice</th> <th>Status</th> <th>Share %</th> <th>Affected</th> <th>Stage</th> </tr> </thead> <tbody> <tr> <td colspan="7">APPLES, COMMON (COM), Fresh (FH), 01</td> </tr> <tr> <td colspan="7">Farm 4927</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>2755</td> <td>Irrigated</td> <td>I</td> <td>100.00</td> <td> <input type="text"/> /32.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>2755</td> <td>Irrigated</td> <td>I</td> <td>100.00</td> <td> <input type="text"/> /53.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>2755</td> <td>Irrigated</td> <td>I</td> <td>100.00</td> <td> <input type="text"/> /35.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested </td> </tr> <tr> <td colspan="7">CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01</td> </tr> </tbody> </table> <p>Total Affected : 0.00</p> </div>	Field	Unit	Practice	Status	Share %	Affected	Stage	APPLES, COMMON (COM), Fresh (FH), 01							Farm 4927							<input checked="" type="checkbox"/>						<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>						<input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01							Field	Unit	Practice	Status	Share %	Affected	Stage	APPLES, COMMON (COM), Fresh (FH), 01							Farm 4927							<input type="checkbox"/>	1	2755	Irrigated	I	100.00	<input type="text"/> /32.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>	2	2755	Irrigated	I	100.00	<input type="text"/> /53.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	<input type="checkbox"/>	3	2755	Irrigated	I	100.00	<input type="text"/> /35.00 <input type="checkbox"/> Abandoned <input type="checkbox"/> Destroyed <input type="checkbox"/> Harvested	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01						
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153 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description
Field	The field, unit, practice, status, share, and acres from the producer's Certified Acreage Report will be displayed. CHECK (✓) box next to each field that was affected by the disaster event.
Unit	
Practice	
Status	
Share %	
Affected Acres	The affected acres will be populated with the number of acres reported on the Acreage Report. Modify the number of acres that were affected by the disaster event, if applicable. The affected acres cannot exceed the number of acres that were reported for each field.
Stage	
	<p>Note: If COC determines that a line item is not eligible, the user shall enter "0.00" acres in the affected acres field. Any line item with 0.00 affected acres will be populated on CCC-576, Part B, item 8 as "Disapproved".</p>
	Select whether the affected acres were abandoned, destroyed, or harvested. Selection is not required .
Save & Continue	Click after selecting the affected crops. Create Notice of Loss Screen will be displayed.
Cancel	Enter Cause of Loss Screen will be displayed.

154 Creating Notice of Loss

A Overview

After following paragraph 153, the Create Notice of Loss Screen will:

- provide a summary of the selected cause of loss and crop data
- allow for entering signature information.

B Example of Create Notice of Loss Screen

Following is an example of the Create Notice of Loss Screen.

Create Notice Of Loss

Year: 2015 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Cause of Loss

Start Date: 12/02/2014 **Ending Date:** 12/05/2014

Apparent Date: 12/05/2014

Disaster Event(s): Frost

Crops

Field	Unit	Practice	Status	Share %	Affected	Stage
APPLES, COMMON (COM), Fresh (FH), 01						
Farm 4927						
Tract 9151						
1	2755	Irrigated	I	100.00	32.00/32.00	
2	2755	Irrigated	I	100.00	53.00/53.00	
3	2755	Irrigated	I	100.00	35.00/35.00	
CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01						
Farm 4927						
Tract 9150						
1	2756	Non-Irrigated	I	50.00	95.00/95.00	
2	2756	Non-Irrigated	I	75.00	65.00/65.00	
Total Affected:					280.00	

Additional Information

Comments:

Producer Signature

Signature Method: Date:

COC Determination

Determination Date:

Cancellation

Do you want to cancel this Notice of Loss?

Yes Reason:

154 Creating Notice of Loss (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Create Notice of Loss Screen.

Field/Button	Description	Action
Cause of Loss		
Start Date	The start date, ending date, apparent date, and disaster events previously selected.	
Ending Date		
Apparent Date		
Disaster Event(s)		
Edit Cause of Loss	Enter Cause of Loss Screen will be displayed.	
Crops		
Crop	Affected crop, crop type, intended use, and planting period information previously selected.	
Type		
Intended Use		
Planting Period		
Farm Number		
Tract Number		
Field Number		
Unit Number		
Practice		
Status		
Share %		
Affected Acres		
Stage		
Total Affected Acres	The total number of affected acres that were entered on the Crop Selection Screen.	
Edit Crops	Crop Selection Screen will be displayed.	

154 Creating Notice of Loss (Continued)

C Field Descriptions and Actions (Continued)

The following provides the field descriptions and actions on the Create Notice of Loss Screen.

Field/Button	Description	Action
Additional Information		
Comments	Free form entry.	Enter any comments applicable to CCC-576 (Page 1). Entry is not required . Note: No PII shall be entered.
Will percentage of grazing loss be determined using independent assessments?	Only displayed when there are crops with intended use, "Grazing (GZ)". Independent assessments can be used in place of an Application for Payment. Note: Only applicable to crops with an intended use, "Grazing (GZ)".	CLICK " Yes " or " No ". Entry is required for crops with an intended use, "Grazing (GZ)" before a producer signature date can be entered.
Producer Signature		
Signature Method	Manual selection of the type of signature provided by the producer. Applicable signature types are: <ul style="list-style-type: none"> • paper • FAX. 	Signature type shall only be selected after either of the following occurs: <ul style="list-style-type: none"> • producer signs and dates CCC-576 (Page 1) • FAX with producer's signature and date has been received in the County Office.
Date	Manual entry of the date producer signed or FAXed CCC-576 (Page 1).	Enter date the producer signed CCC-576 (Page 1).

154 Creating Notice of Loss (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
COC Determination		
Determination Date	Manual entry.	Enter date COC made their determination. Note: There is no approval/disapproval at the Notice of Loss level. Approval/disapproval is completed at the line item level (CCC-576, Part B, item 8). In NAP software, the line item approval/disapproval will be entered in the Crop Selection Screen, "Affected Acres" field, by changing the acres to "0.0", if the line item is disapproved.
Cancellation		
Do you want to cancel this notice of loss?	Manual selection.	CHECK (✓) next to "Yes" to cancel CCC-576 (Page 1).
Reason	Manual selection.	Select reason that CCC-576 (Page 1) is being canceled.
Save & Submit	Confirmation Screen will be displayed.	
Save & Print	CCC--576 (Page 1) will be displayed.	
Cancel	Previous screen will be displayed.	

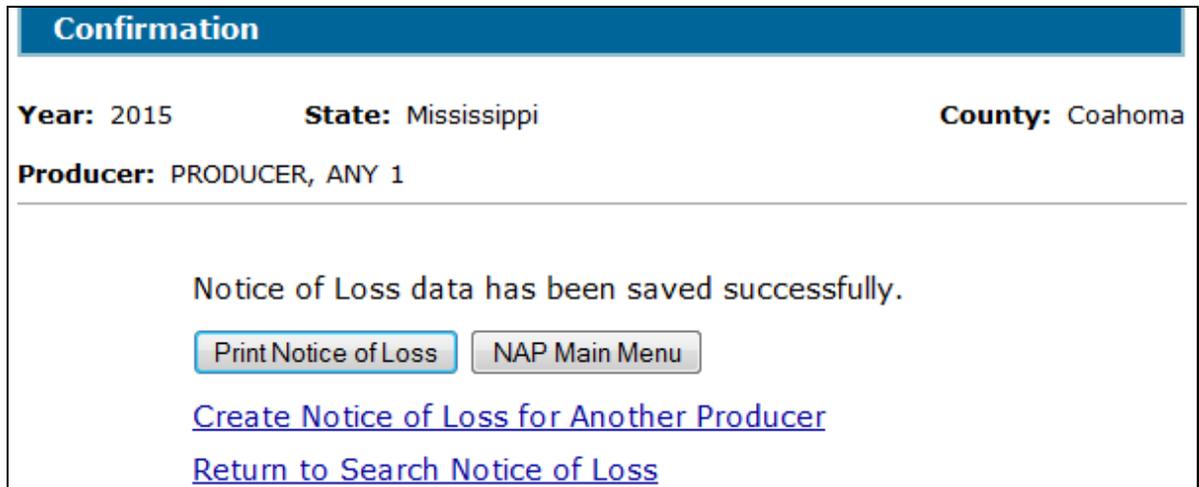
155 Confirmation

A Overview

After following paragraph 154, the Confirmation Screen will provide users the ability to view and/or print CCC-576 (Page 1) and a short cut to create CCC-576 (Page 1) for another producer.

B Example of Confirmation Screen

Following is an example of the Confirmation Screen.



C Link/Button Descriptions

The following provides the links and/or buttons available on the Confirmation Screen.

Link/Button	Description
Print Notice of Loss	CCC-576 (Page 1) will: <ul style="list-style-type: none"> • be displayed in a separate window • contain only data that has been entered into the NAP software as of the date it is being printed.
NAP Main Menu	Main Menu (paragraph 42) will be displayed.
Create Notice of Loss for Another Producer	SCIMS Customer Search Screen will be displayed.
Return to Search Notice of Loss	Search Notice of Loss Screen will be displayed.

156 Reports

A Overview

Several standard reports are available to use as tools within the NAP software Notice of Loss portion. To access reports, from the Main Menu, under “Notice of Loss”, CLICK “Reports”.

B Example of Reports Screen

Following is an example of the Reports Screen.

Reports

Year: 2015 **State:** Mississippi **County:** Coahoma

- COC Approved Report
- COC Disapproved Report
- Producer Signed But Not COC Signed Report
- No Producer Signature Report
- Canceled Report
- County Office Summary Report

Start Date: 

End Date: 

156 Reports (Continued)

C Field Descriptions and Actions

The following provides the field descriptions and actions on the Reports Screen.

Report/Field/Button	Action	Result
COC Approved Report	Manual selection.	Report will be displayed identifying Notices of Loss that have been approved by COC.
COC Disapproved Report		Report will be displayed identifying Notices of Loss that have been disapproved by COC.
Producer Signed But Not COC Signed		Report will be displayed identifying Notices of Loss that have been signed by the by the producer, but have not been approved/disapproved by COC.
No Producer Signature		Report will be displayed identifying Notices of Loss that have been entered, but have not been signed by the producer.
Canceled Report		Report will be displayed identifying Notices of Loss that have been canceled.
County Office Summary Report		Report will be displayed with a summary, by pay group, of the status of all Notices of Loss in the county.
State Office Summary Report		Report will be displayed with a summary, by county and pay group, of the status of all Notices of Loss in the State. Note: Only available for State Office Administrative users.
Start Date	Manual entry.	Enter a start date to limit data displayed on any of the reports. Note: Start date is not required .
End Date		Enter an end date to limit data displayed on any of the reports. Note: End date is not required .
Create Report	The selected report will be displayed.	
NAP Main Menu	Main Menu (paragraph 42) will be displayed.	

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-452	NAP Production and Yield Report		42
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage with Buy-Up Option (2015 and Subsequent Crop Years)		42
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		42, 150-155
CCC-860	Socially Disadvantage, Limited Resource and Beginning Farmer or Rancher Certification		61
FSA-13-A	Data Security Access Authorization Form		10
FSA-578	Report of Acreage		136, 150

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AUD	animal -unit day	14, 16, 20
CEY	county expected yield	61
CRM	Customer Relationship Management	11, 20
CVS	Crop Validation System	11
PIV	Personal Identity Verification	10, 40

Re delegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Calculate Estimated Premium Screen	61
	Confirmation Screen	155
	Create Notice Of Loss Screen	154
	Create Unit Screen	132
	Crop Selection Screen	153
	Enter Cause of Loss Screen	152
	FSA Intranet Home Page	10
	Main Menu	42
	NCT - Main Menu	10
	Producer Units Screen	131, 134
	Program Year - Add Record - County Selection Page	18
NCT5	Program Year - Add Record - Primary Crop Data Page	18
NCT6	Program Year - Add Record - Record Details Page	18
NCT12	Program Year - Add Record - Results Page	18
NCT14	Program Year - Add Record - Secondary Crop Data Page	18
NCT7	Program Year - Add Record - Summary Page	18
NCT2	Program Year - Approve Record - Confirmation Screen	17, 18
NCT12	Program Year - Approve Record - Results Page	17, 18
NCT2	Program Year - Delete Record - Confirmation Screen	19
NCT12	Program Year - Delete Record - Results Page	19
NCT8	Program Year - Detail Report - Report Criteria Screen	22
NCT8	Program Year - History Report - Report Criteria Screen	22
NCT1	Program Year - Main Menu	10, 17-19
NCT13	Program Year - Mass Approve Record - Search Page	18
NCT2	Program Year - Mass Approve Records - Confirmation Page	18
NCT12	Program Year - Mass Approve Records - Results Page	18
NCT2	Program Year - Mass Reset Records - Confirmation Page	19
NCT12	Program Year - Mass Reset Records - Results Page	19
NCT13	Program Year - Mass Reset Records - Search Page	19

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
NCT2	Program Year - Mass Update Records - Confirmation Screen	18
NCT6	Program Year - Mass Update Records - Record Details Page	18
NCT12	Program Year - Mass Update Records - Results Page	18
NCT13	Program Year - Mass Update Records - Search Page	18
NCT15	Program Year - Mass Update Records - Select Fields Page	18
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