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

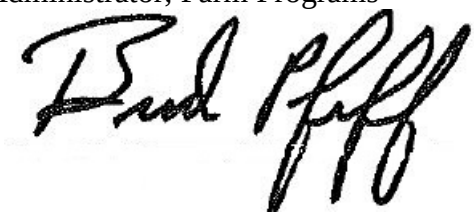
3-NAP

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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 5**

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 42 has been amended to:

- include premium management text in the Main Menu overview
- provide an updated Main Menu screen example showing new premium management options
- include Main Menu actions for premium management options.

Subparagraph 43 B has been amended to clarify State Office functionality to authorize a refund.

Part 3, Section 7 has been added to provide procedure for premium management software.

Page Control Chart		
TC	**Text**	**Exhibit**
3 4 (add)	3-3 through 3-40 3-269 through 3-300 3-301 through 3-332 (add) 3-333 (add)	3, pages 1, 2

Table of Contents

Page No.

Part 1 Basic Information

1 Purpose 1-1
2 Authority, Related Handbooks, and Administration 1-2
3-9 (Reserved)

Part 2 NCT for 2015 and Subsequent Crop Years

10 Overview 2-1
11 NCT Pay Groupings 2-10
12 Insurability File Process 2-13
13 Historic Price and Yield Data 2-15
14 Forage and Grazing Crops 2-19
15 Units of Measure in NCT 2-20
16 Rollover Process 2-21
17 County Office NCT Process 2-24
18 State Office NCT Process 2-35
19 National Office NCT Process 2-68
20 NCT Information 2-76
21 Approval Flags 2-99
22 NCT Reports 2-100
23-39 (Reserved)

Part 3 NAP Automation for 2015 and Subsequent Crop Years

Section 1 NAP Software Access

40 Accessing NAP Software 3-1
41 Selecting State, County, and Year 3-3
42 Main Menu 3-4
43 Nationwide Customer Service 3-7
44 State Office Access 3-8
45-59 (Reserved)

Section 2 Calculate Estimated Premium

60 SCIMS Customer Search Screen 3-41
61 Calculate Estimated Premium Screen 3-42
62 NAP Estimated Premium Report 3-50
63-79 (Reserved)

Table of Contents (Continued)

Page No.

Part 3 NAP Automation for 2015 and Subsequent Crop Years (Continued)

Section 3 Application for Coverage

Subsection 1 Add, Edit, or Cancel Application for Coverage

80 Search Application for Coverage Screen 3-61
81 SCIMS Customer Search 3-63
82 Subsidiary Status Screen 3-64
83 Crop Selection Screen 3-65
84 Add Crop Not on Acreage Report Screen 3-67
85 Select Coverage Level Screen 3-69
86 Select Coverage Options Screen 3-71
87 Application Fee Screen 3-73
88 Application for Coverage Summary Screen 3-78
89 Confirmation 3-83
90-95 (Reserved)

Subsection 2 State Office Override

96 Accessing State Office Override 3-95
97 Override Crop Eligibility 3-97
98 Automated Remittance Modification or Cancellation 3-99
99 Manual Collection Refunds 3-102
100-105 (Reserved)

Subsection 3 Reports

106 Producer Application for Coverage Summary Report 3-111
107 Standard Reports 3-112
108-129 (Reserved)

Section 4 Unit Maintenance

130 Options 3-121
131 Searching by Producer 3-122
132 Creating Units 3-124
133 Unit Details 3-126
134 Producer Units 3-128
135 Searching by Unit Number 3-129
136 Auto Creating Units 3-130
137 Reports 3-131
138-149 (Reserved)

Page No.

Part 3 NAP Automation for 2015 and Subsequent Crop Years (Continued)

Section 5 Notice of Loss

150 Search Notice of Loss Screen 3-171
151 SCIMS Customer Search 3-174
152 Enter Cause of Loss Screen 3-175
153 Crop Selection 3-177
154 Creating Notice of Loss 3-183
155 Confirmation 3-187
156 Reports 3-188
157-169 (Reserved)

Section 6 Approved Yields

170 Options 3-221
171 Adding, Editing, or Canceling Approved Yields by Producer 3-222
172 Unit Selection 3-224
173 Unit Details 3-226
174 Searching Approved Yields 3-227
175 Crop Selection 3-231
176 Approved Yield Data 3-233
177 Yields on Native Sod Acreage 3-249
178 Approved Yield Summary and Signature Data 3-251
179 Adding, Editing, or Canceling Approved Yields by Unit Number 3-255
180 Signing Approved Yields 3-257
181 Editing Approved Yields 3-260
182 Reactivating Approved Yields 3-262
183 Confirmation 3-263
184 Reports 3-264
185 Required Approved Yield Changes 3-266
186 Copying Approved Yield Data 3-269
187-199 (Reserved)

Table of Contents (Continued)

Page No.

Part 3 NAP Automation for 2015 and Subsequent Crop Years (Continued)

Section 7 Premium Collection and Management System

Subsection 1 Search by Producer

200 SCIMS Customer Search 3-301
201 Premium Collection Screen 3-302
202 State Office Access 3-306
203 Modifying or Canceling a Collection 3-307
204-214 (Reserved)

Subsection 2 Reports

215 Producer Premium Collection Report 3-331
216 Standard Reports 3-332

Exhibits

1 Reports, Forms, Abbreviations, and Redelegations of Authority
2 (Reserved)
3 Menu and Screen Index

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".

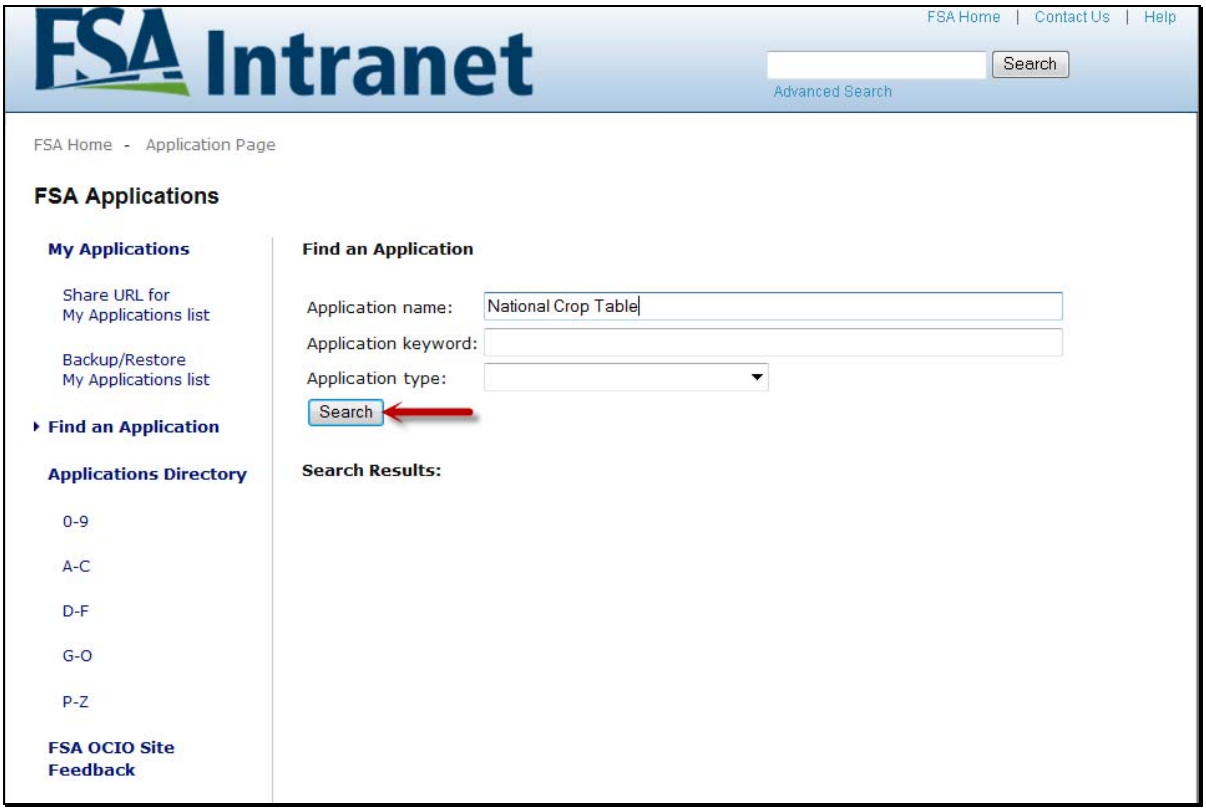
10 Overview (Continued)

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)**".



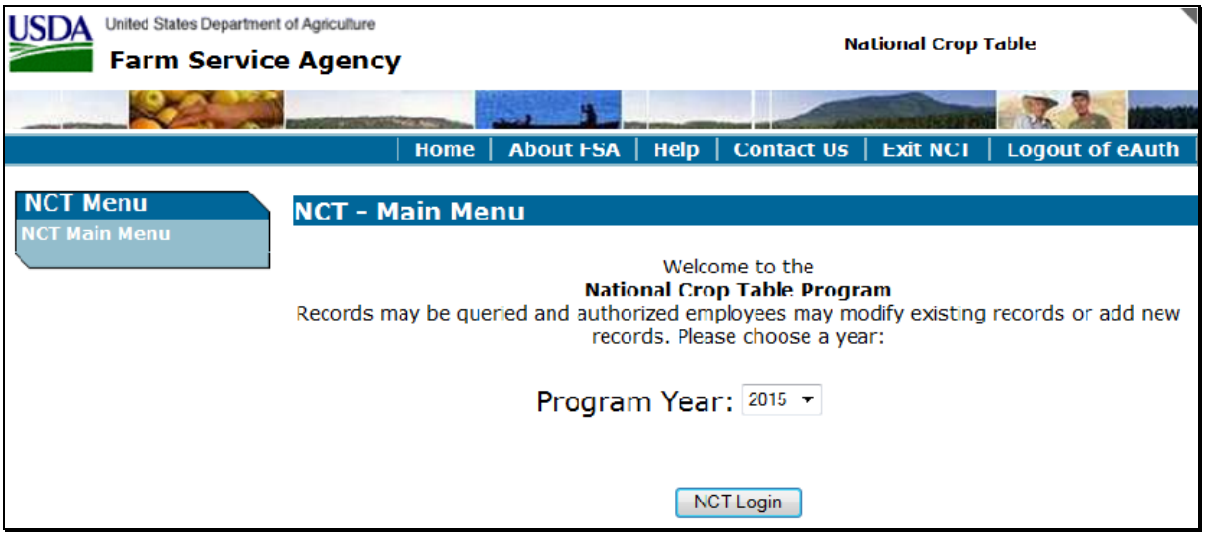
10 Overview (Continued)

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.

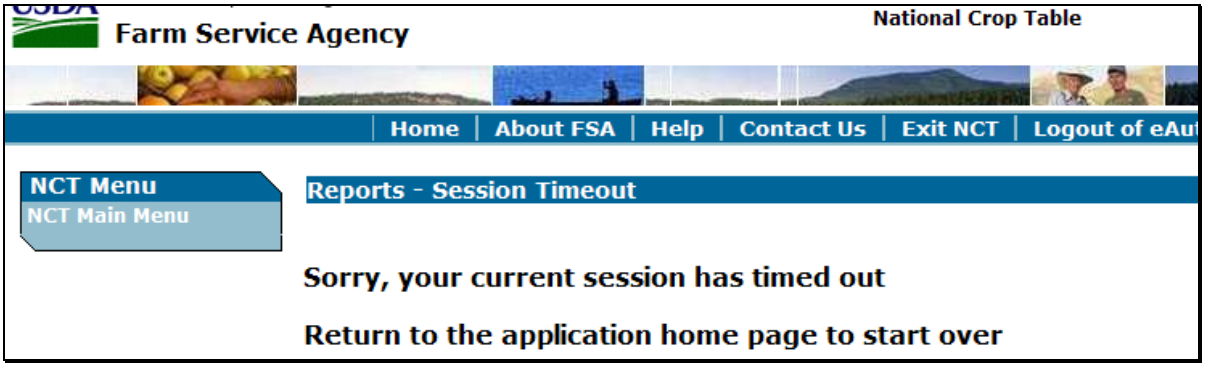
Note: Specific procedure for each menu option can be found in:

- 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)

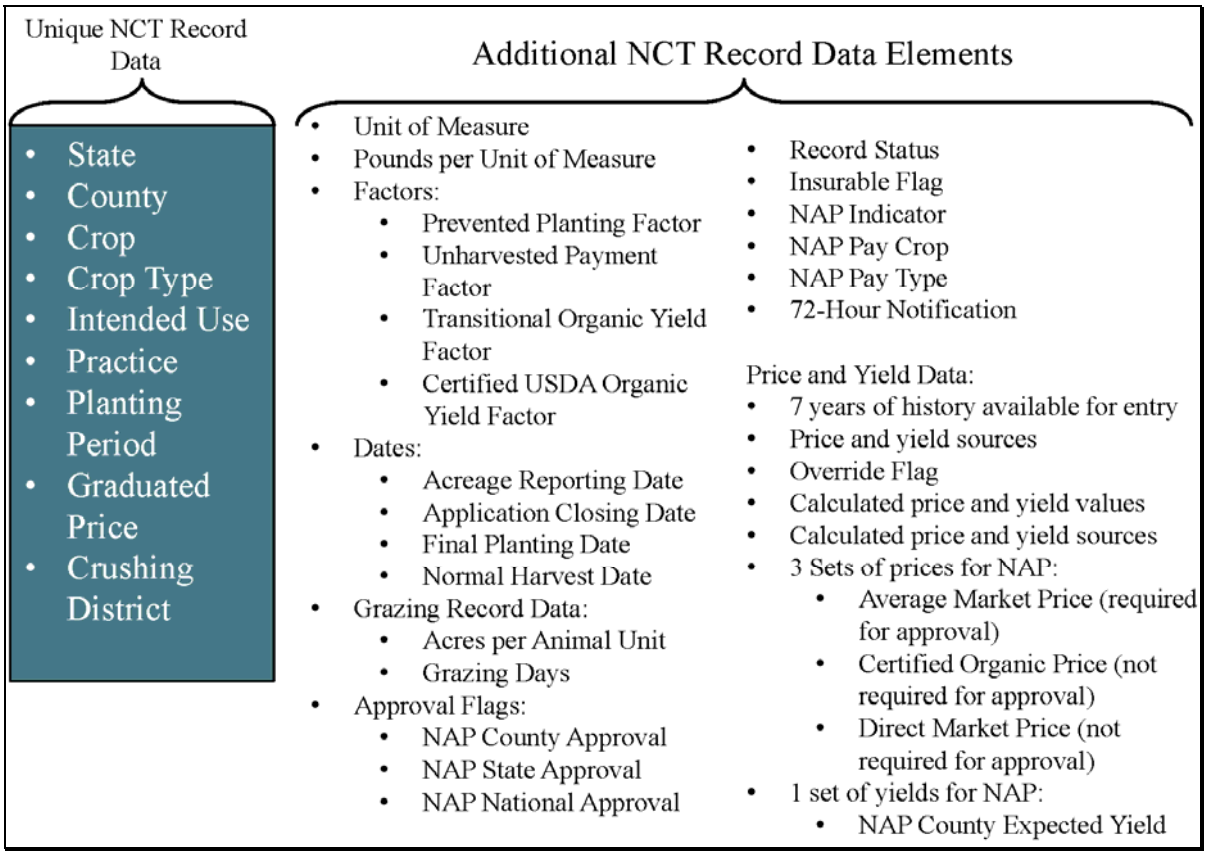
F NCT Record Data

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. Srcs	2009	22.0000	Other Rel. Srcs
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, **except** for historical prices and yields.

Examples: The State Office modifies the unit of measure for a record in the 2014 NCT after rollover had occurred for the 2015 NCT. If the change in unit of measure also applies to the 2015 NCT, the State Office **must** also modify the unit of measure in the 2015 NCT.

The State Office modifies the 2012 historical price for a "Fresh Common Apples" record in the 2015 NCT on April 22, 2016. The 2015 NCT rollover to the 2016 NCT occurred on January 21, 2016. Because rollover to the 2016 NCT had already occurred, the modification to the 2012 historical price is automatically pushed from the 2015 NCT to the 2016 NCT, assuming the corresponding record in the 2016 NCT was **not** approved.**--***

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:

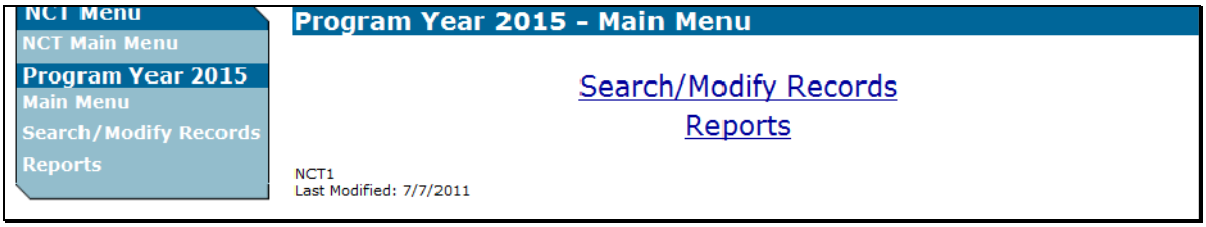
- access NCT according to paragraph 10
- modify records that were either rolled over from the previous year NCT or added as shell records by the State Office
- review the crop record
- CLICK "**Search/Modify Records**" according to subparagraphs B and C to:
    - view records for any State or county
    - 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**".



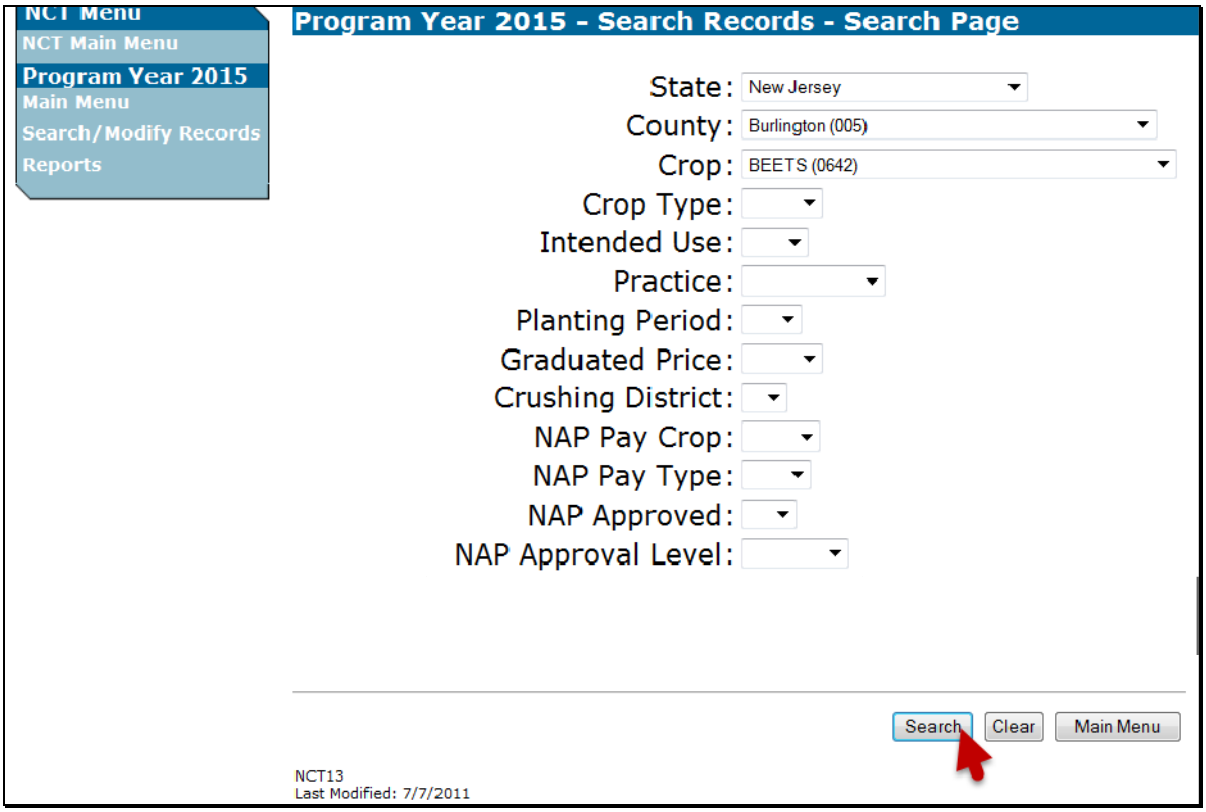
17 County Office NCT Process (Continued)

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.



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		
												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

Main Menu | Create New Search

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

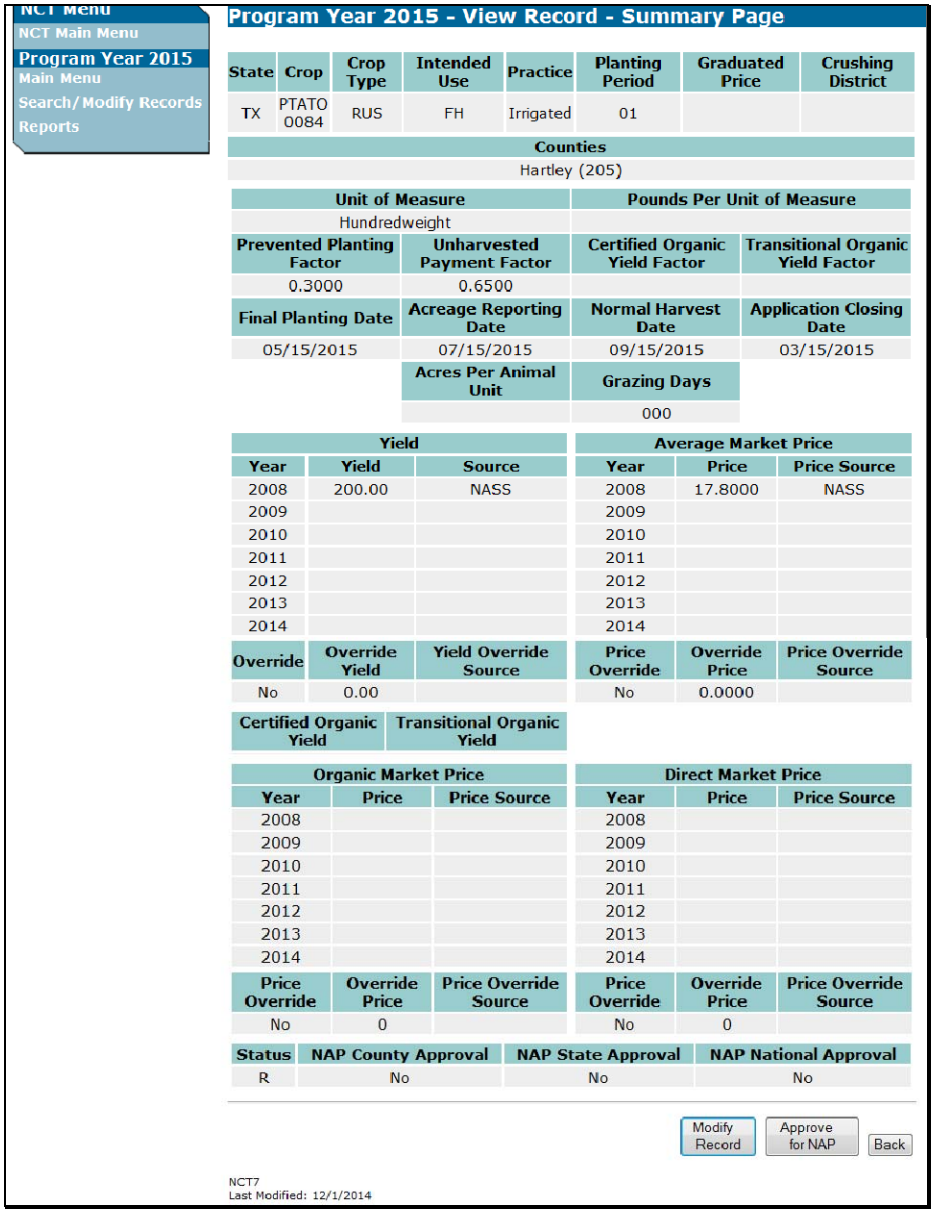
17 County Office NCT Process (Continued)

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.



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
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

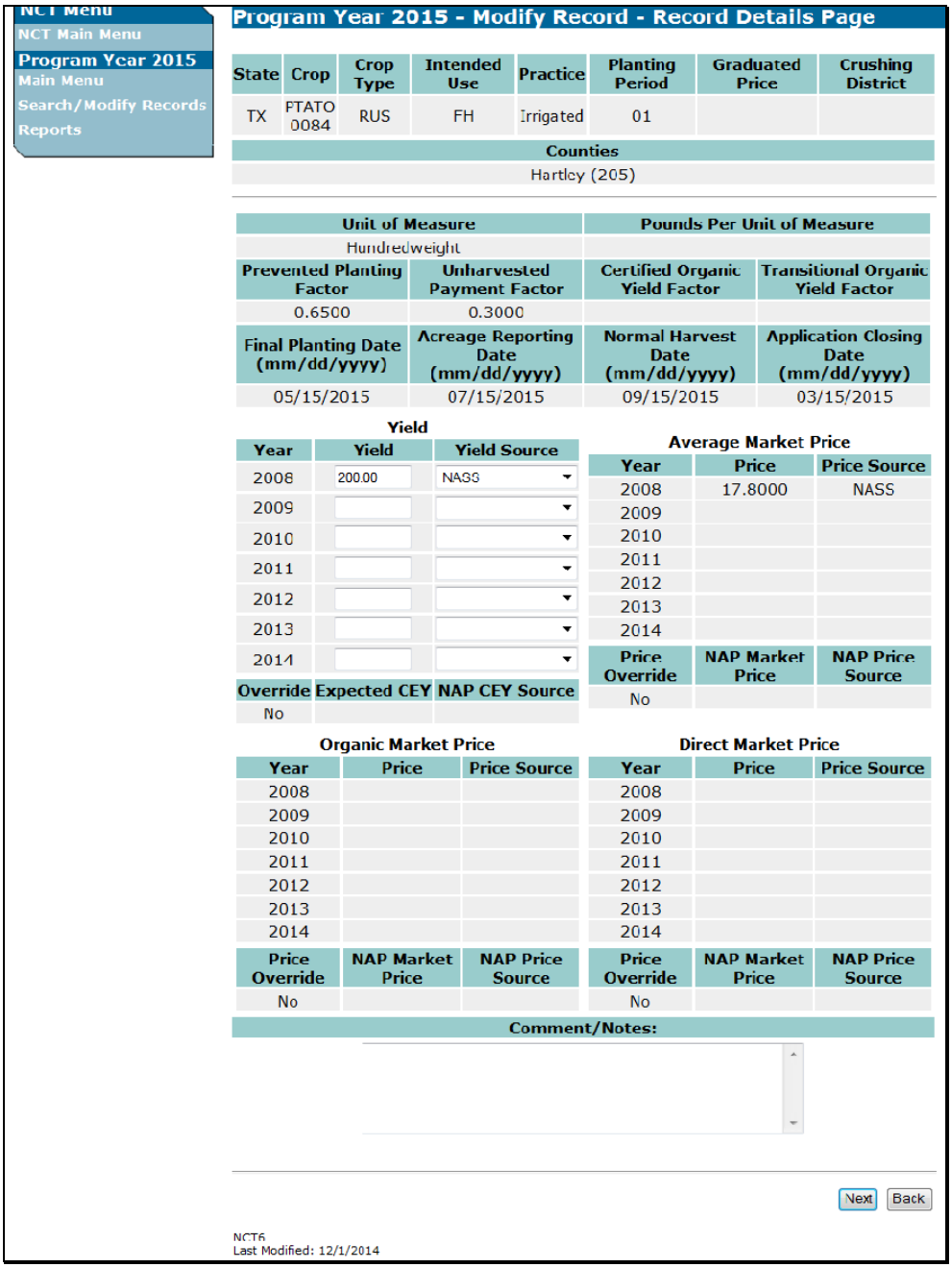
Modify Record | Approve for NAP | Back

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.



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

Program Year 2015 - Modify Record - Record Details 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
0.6500	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

Year	Yield	Yield Source
2008	200.00	NASS
2009		
2010		
2011		
2012		
2013		
2014		

Override	Expected CEY	NAP CEY Source
No		

Average Market Price

Year	Price	Price Source
2008	17.8000	NASS
2009		
2010		
2011		
2012		
2013		
2014		

Price Override	NAP Market Price	NAP Price Source
No		

Organic Market Price

Year	Price	Price Source
2008		
2009		
2010		
2011		
2012		
2013		
2014		

Price Override	NAP Market Price	NAP Price Source
No		

Direct Market Price

Year	Price	Price Source
2008		
2009		
2010		
2011		
2012		
2013		
2014		

Price Override	NAP Market Price	NAP Price Source
No		

Comment/Notes:

Next 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**" or "**Save & Approve Changes**". If modifications are incorrect, CLICK "**Back**" and fix the errors.

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

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	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		
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

Save Changes | Save & Approve Changes | Back

NCT7
Last Modified: 12/1/2014

--*

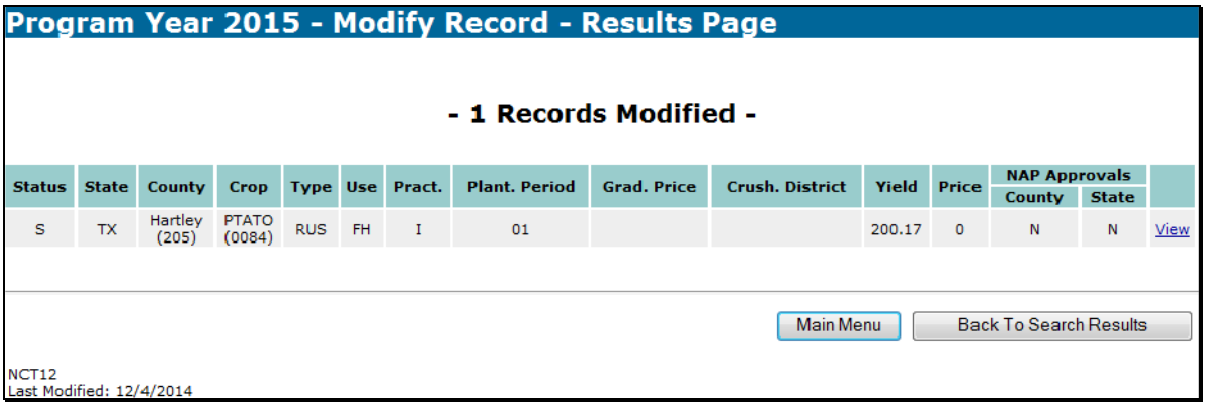
17 County Office NCT Process (Continued)

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		
												County	State	
S	TX	Hartley (205)	PTATO (0084)	RUS	FH	I	01			200.17	0	N	N	View

Main Menu | Back To Search Results

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.

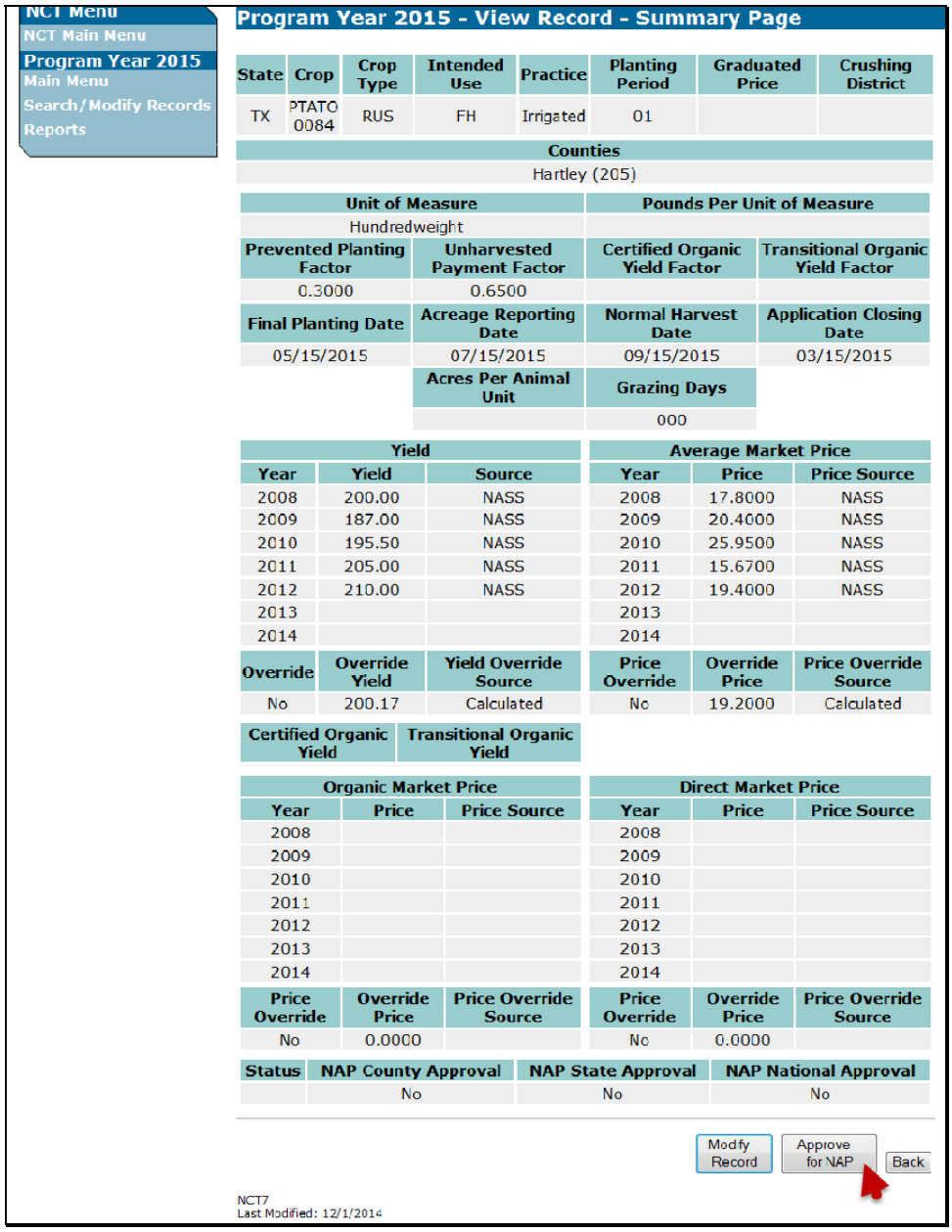
17 County Office NCT Process (Continued)

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.



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
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

Modify Record | Approve for NAP | Back

NCT7
Last Modified: 12/1/2014

17 County Office NCT Process (Continued)

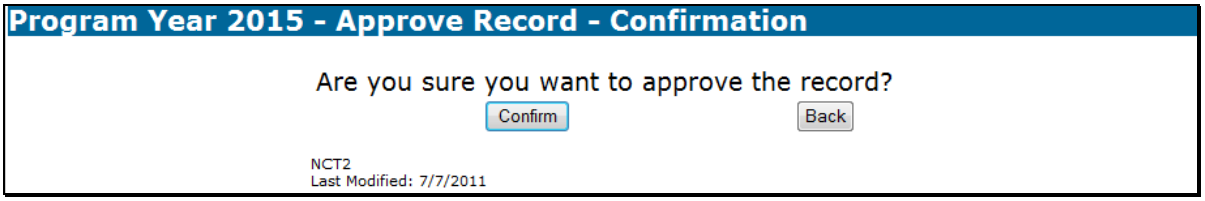
D Setting "County Approval" Flags (Continued)

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:

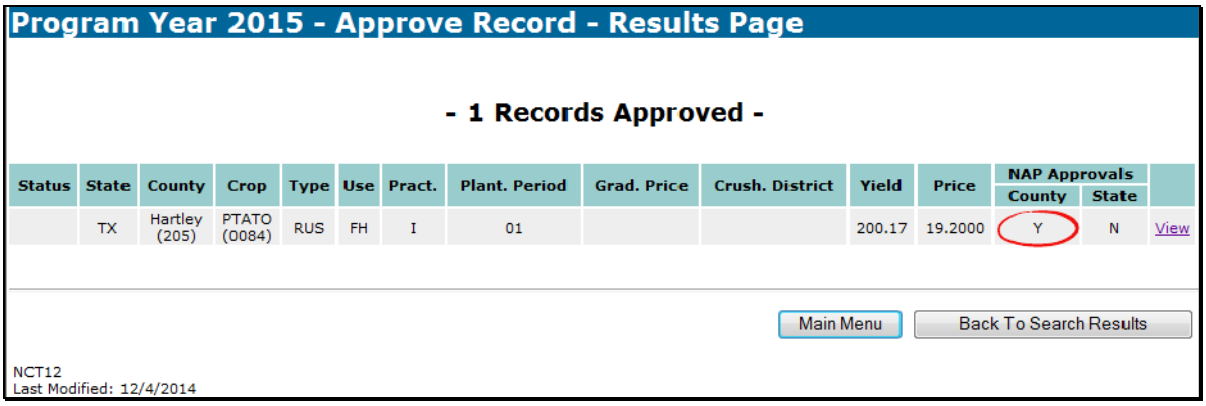
- "**Confirm**", to proceed with setting the approval flag and the Program Year - Approve Record - Results Page will be displayed

- "**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:

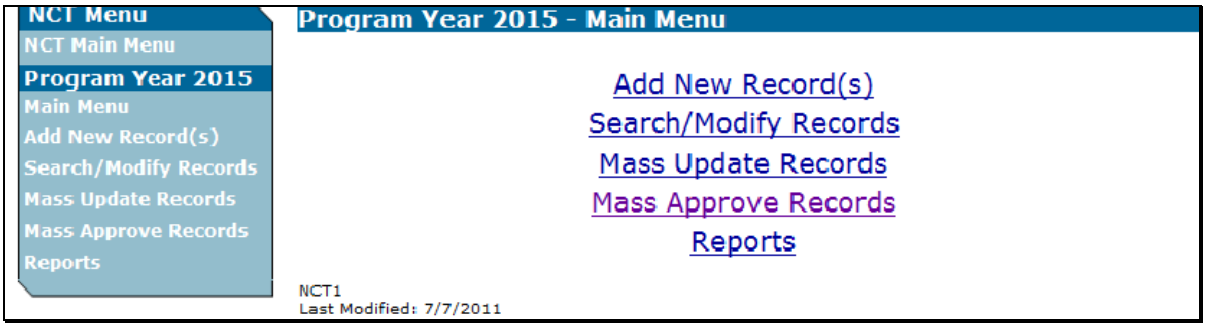
- access NCT according to paragraph 10
- update the unit of measure according to paragraph 15
- if adding a new record, CLICK "**Add New Record(s)**" according to subparagraph B:
  - enter all applicable data for the crop according to subparagraph 20 A
  - review the crop record
  - correct any error 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)**".

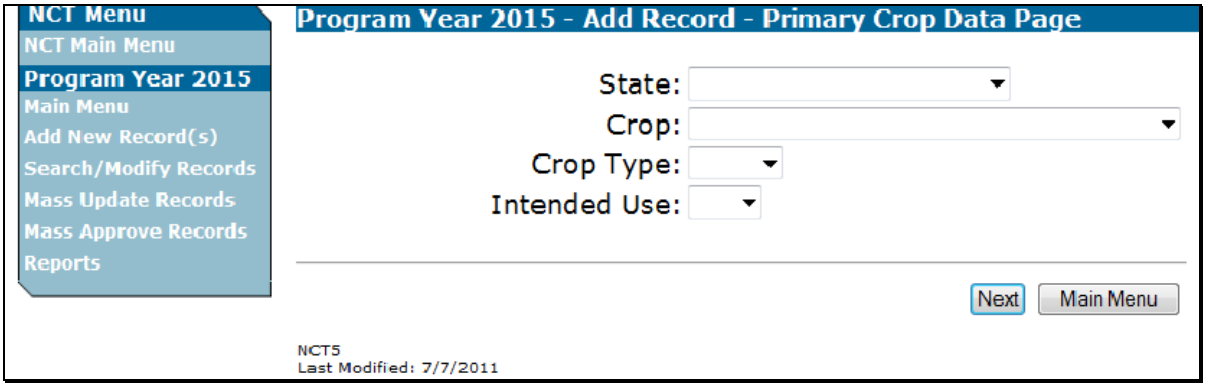


18 State Office NCT Process (Continued)

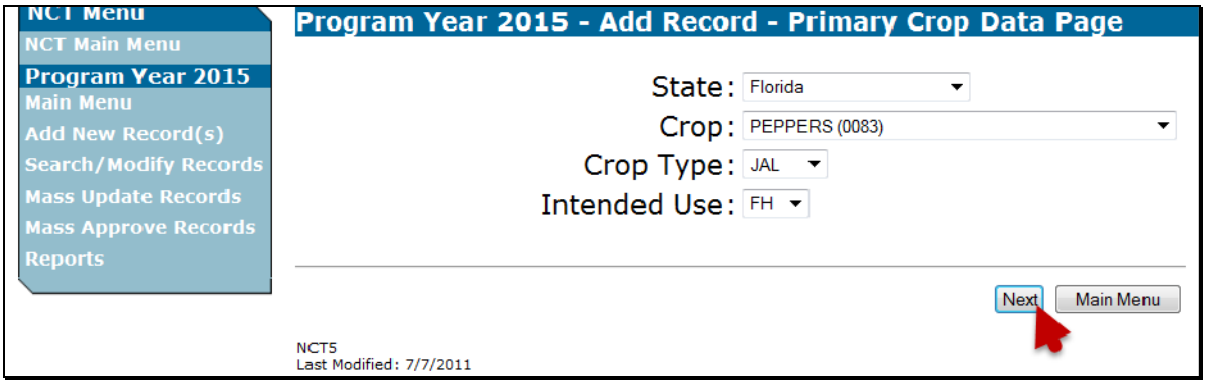
B Adding a New Record (Continued)

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.



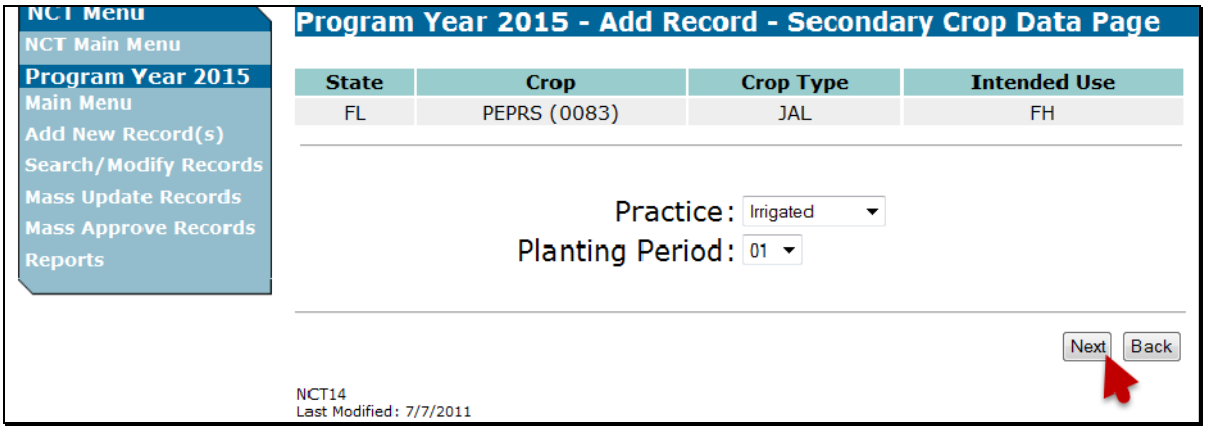
In the following example, a new record is being added for fresh jalapeno peppers in Florida.



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**".



18 State Office NCT Process (Continued)

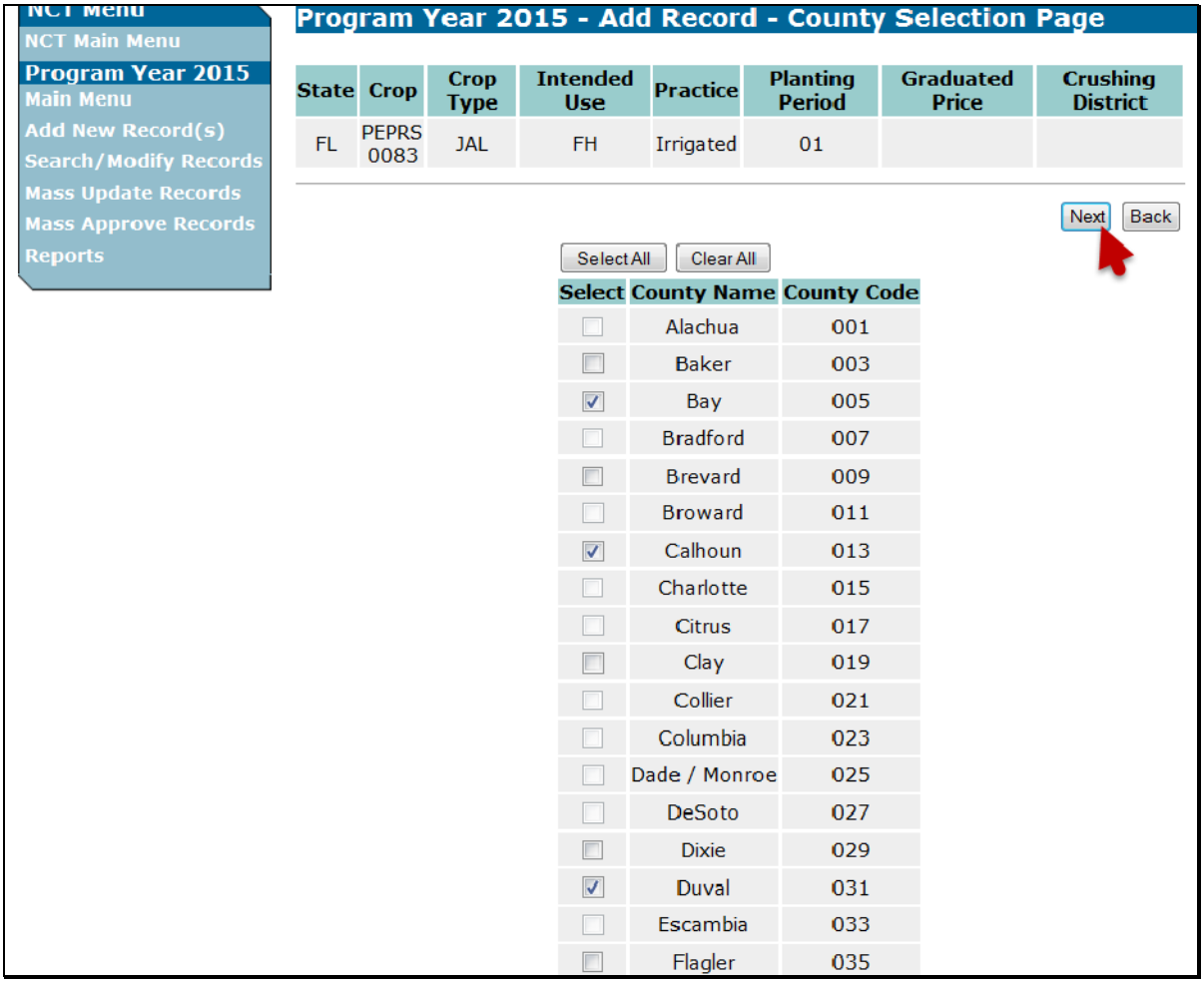
B Adding a New Record (Continued)

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.



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

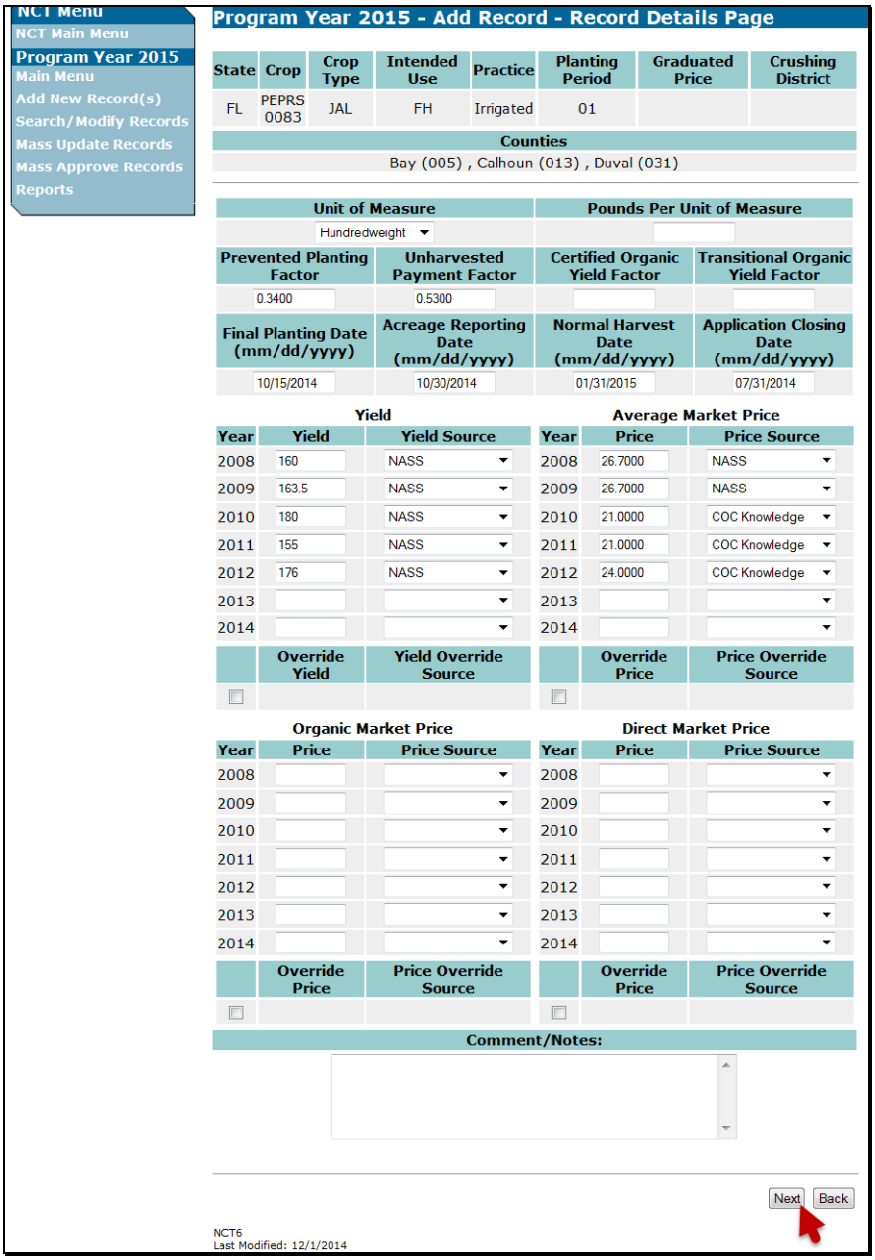
Select	County Name	County Code
☐	Alachua	001
☐	Baker	003
☑	Bay	005
☐	Bradford	007
☐	Brevard	009
☐	Broward	011
☑	Calhoun	013
☐	Charlotte	015
☐	Citrus	017
☐	Clay	019
☐	Collier	021
☐	Columbia	023
☐	Dade / Monroe	025
☐	DeSoto	027
☐	Dixie	029
☑	Duval	031
☐	Escambia	033
☐	Flagler	035

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.



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:

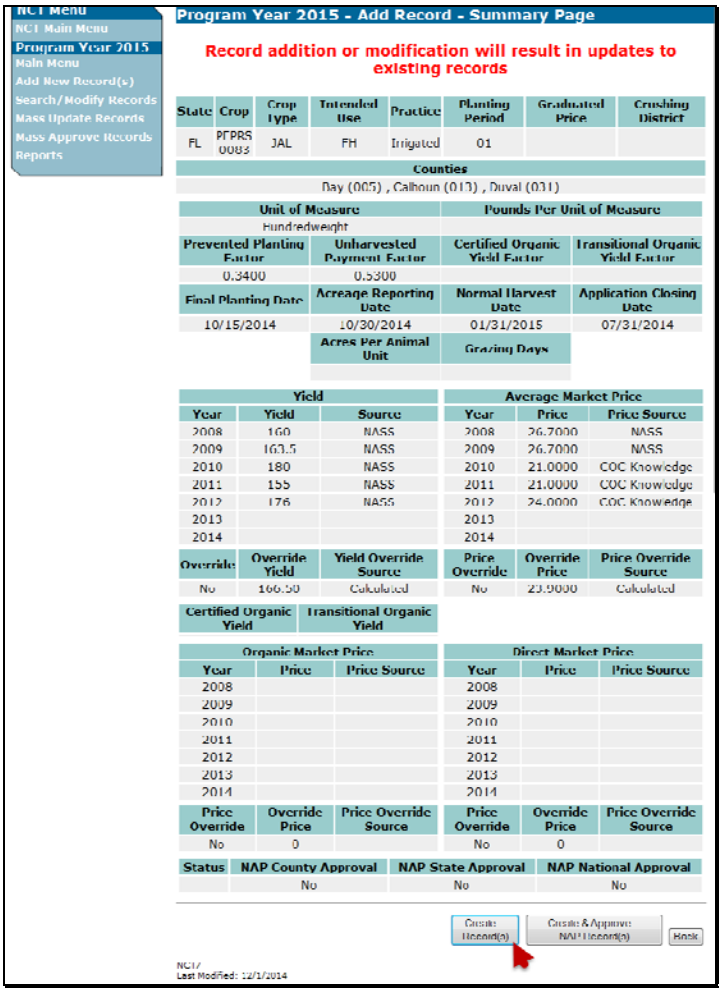
- "**Create Record(s)**", if all information is correct

  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".



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		
												County	State	
	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		
												County	State	
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	Indian 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

NCT12
Last Modified: 12/4/2014

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

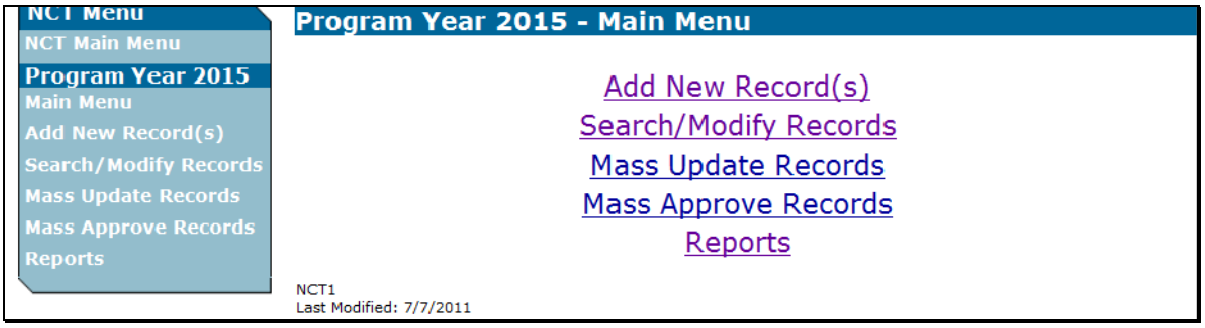
Users can modify an unapproved crop record, for a variety of reasons. On the Program Year - Main Menu, CLICK "**Search/Modify Records**".

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.



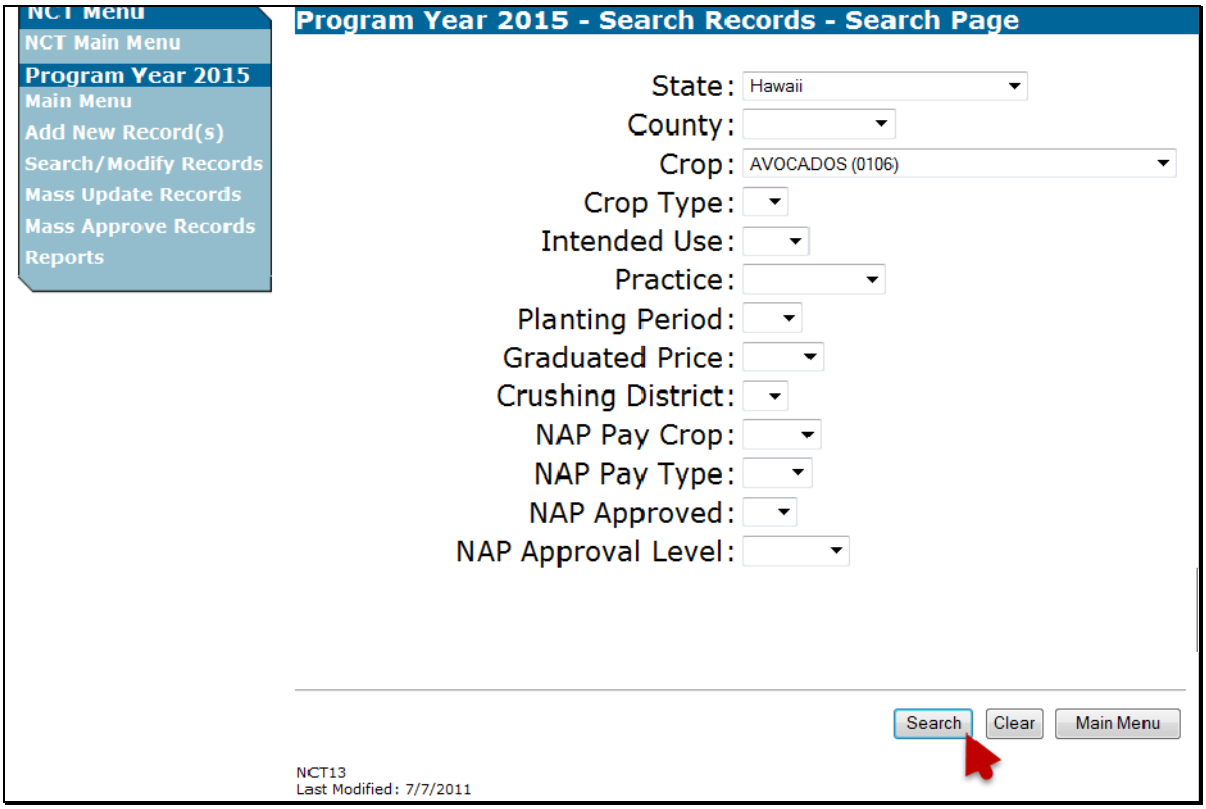
18 State Office NCT Process (Continued)

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.



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		
												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

Main Menu | Create New Search

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.

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	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			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

Modify Record | Approve for NAP | Back

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**".

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 - 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

Year	Yield	Yield Source
2008	3000.00	NASS
2009	2800.00	NASS
2010	3100.00	NASS
2011	2950.00	NASS
2012	3250.00	NASS
2013		
2014		

	Override Yield	Yield Override Source
☐		

Average Market Price

Year	Price	Price Source
2008	0.7300	NASS
2009	0.6900	NASS
2010	0.7500	NASS
2011	0.7100	NASS
2012	0.6700	NASS
2013		
2014		

	Override Price	Price Override Source
☐		

Organic Market Price

Year	Price	Price Source
2008		
2009		
2010		
2011		
2012		
2013		
2014		

	Override Price	Price Override Source
☐		

Direct Market Price

Year	Price	Price Source
2008		
2009		
2010		
2011		
2012		
2013		
2014		

	Override Price	Price Override Source
☐		

Comment/Notes:

Next 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**" or "**Save & Approve Changes**". If the modifications are incorrect, CLICK "**Back**" and fix the errors.

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 - 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

Save Changes | Save & Approve Changes | Back

NCT7
Last Modified: 12/1/2014

--*

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.

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
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	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	3017.00	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

Modify Record | Approve for NAP | Back

NCT7
Last Modified: 12/1/2014

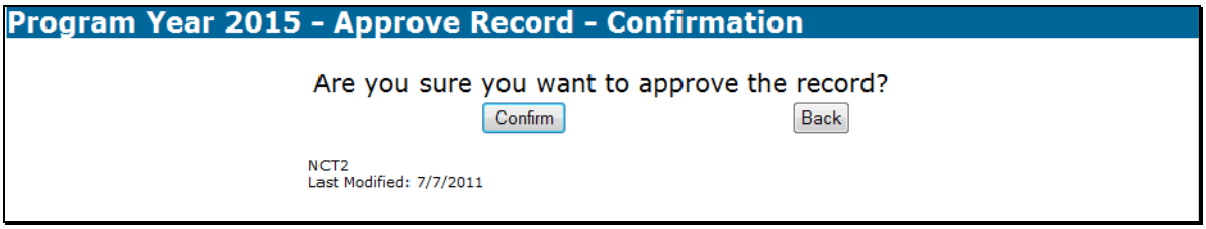
18 State Office NCT Process (Continued)

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.

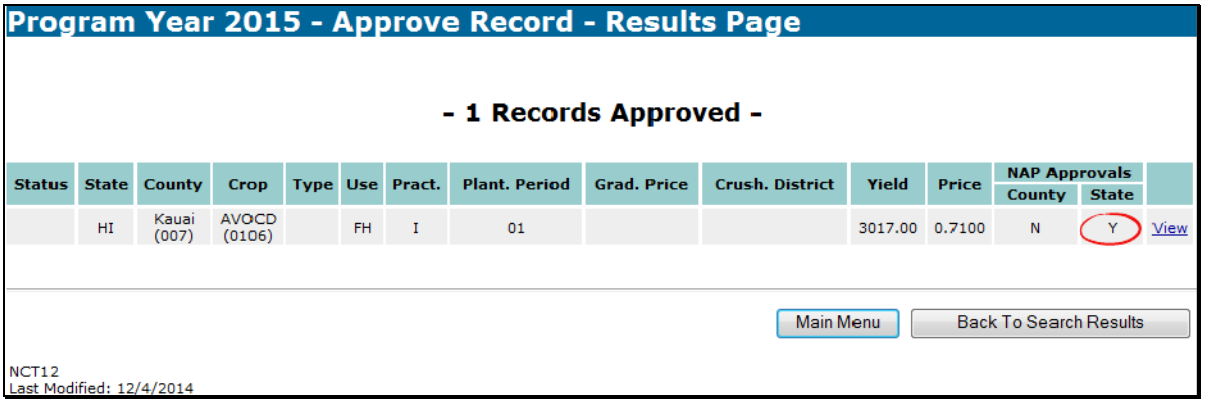
Note: The "NAP Approvals", "State" flag for the selected program has been set to "**Y**".

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		
												County	State	
	HI	Kauai (007)	AVOCD (0106)		FH	I	01			3017.00	0.7100	N	Y	View

Main Menu | Back To Search Results

NCT12
Last Modified: 12/4/2014

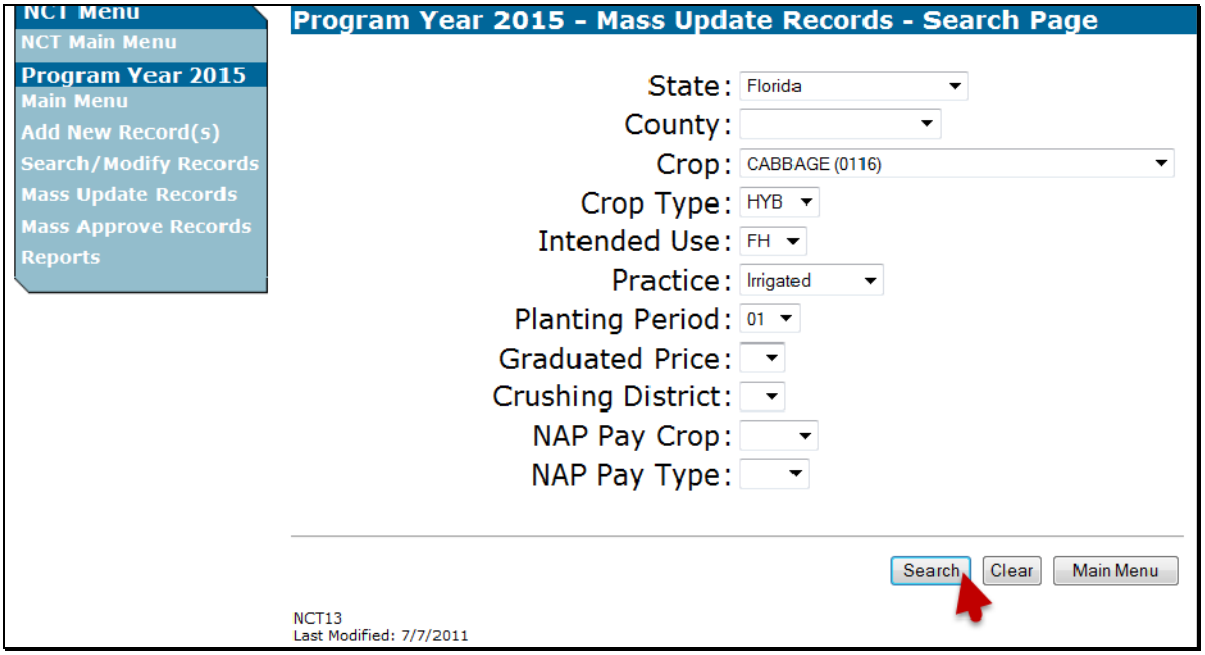
18 State Office NCT Process (Continued)

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.



18 State Office NCT Process (Continued)

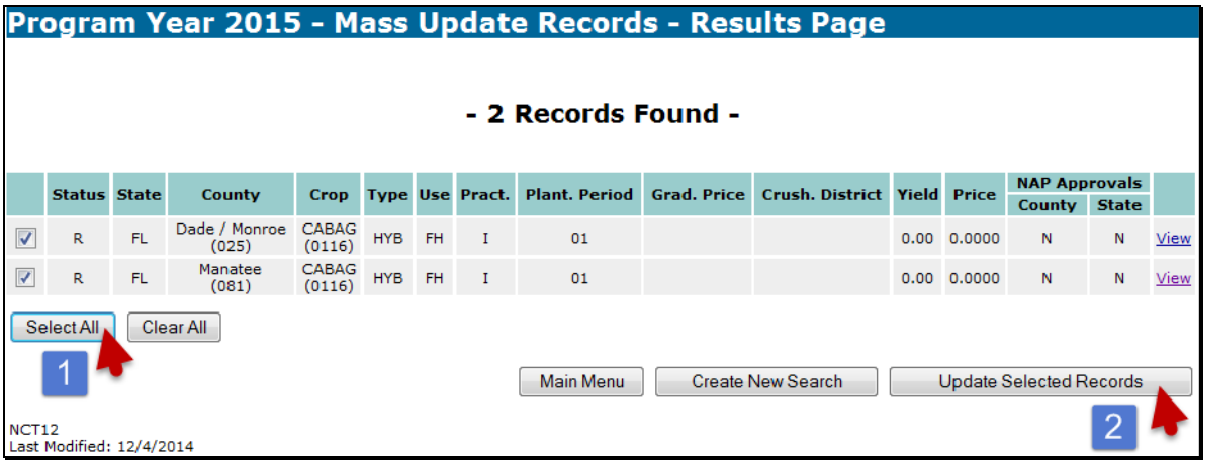
G Mass Update Records (Continued)

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**".



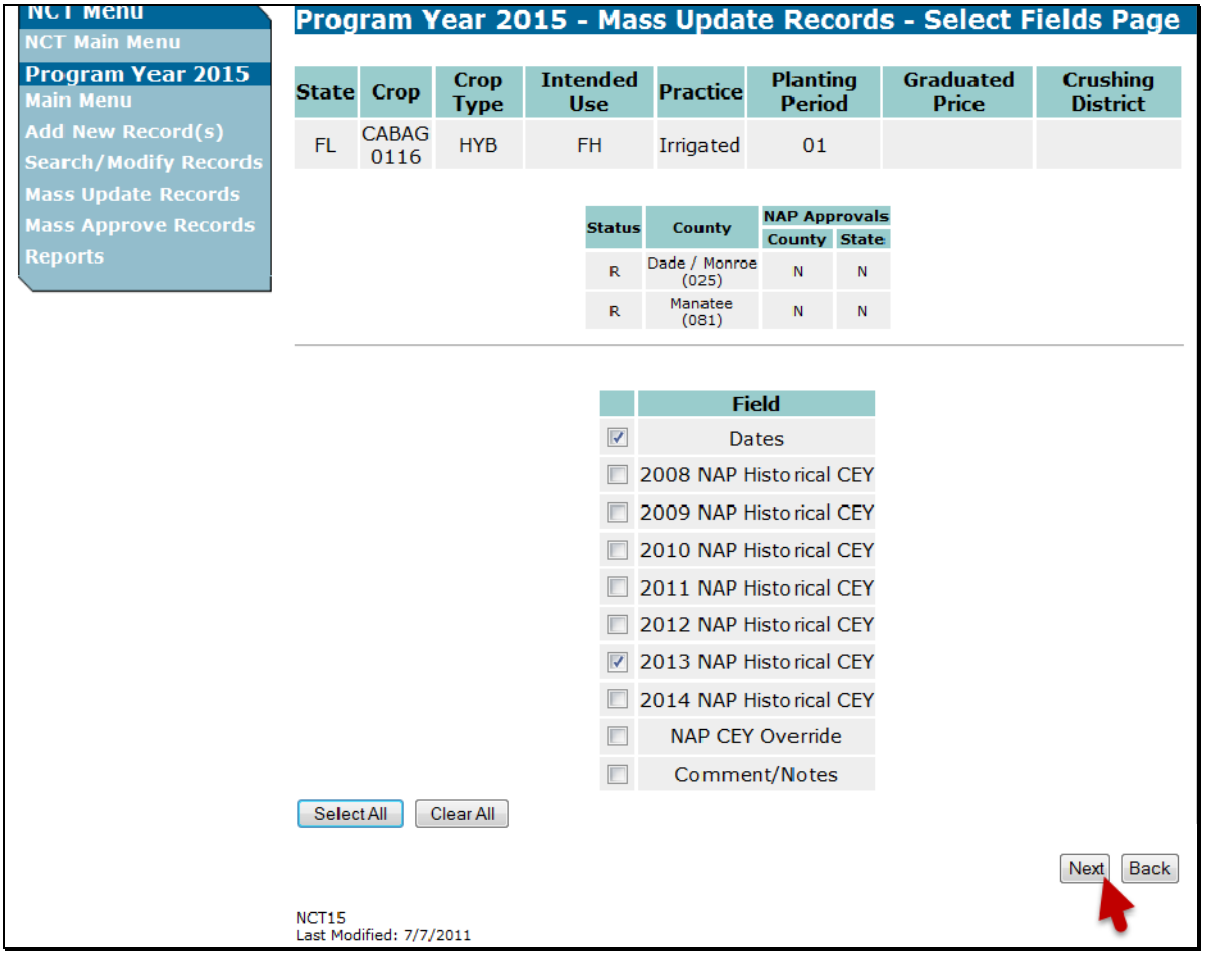
18 State Office NCT Process (Continued)

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**".



18 State Office NCT Process (Continued)

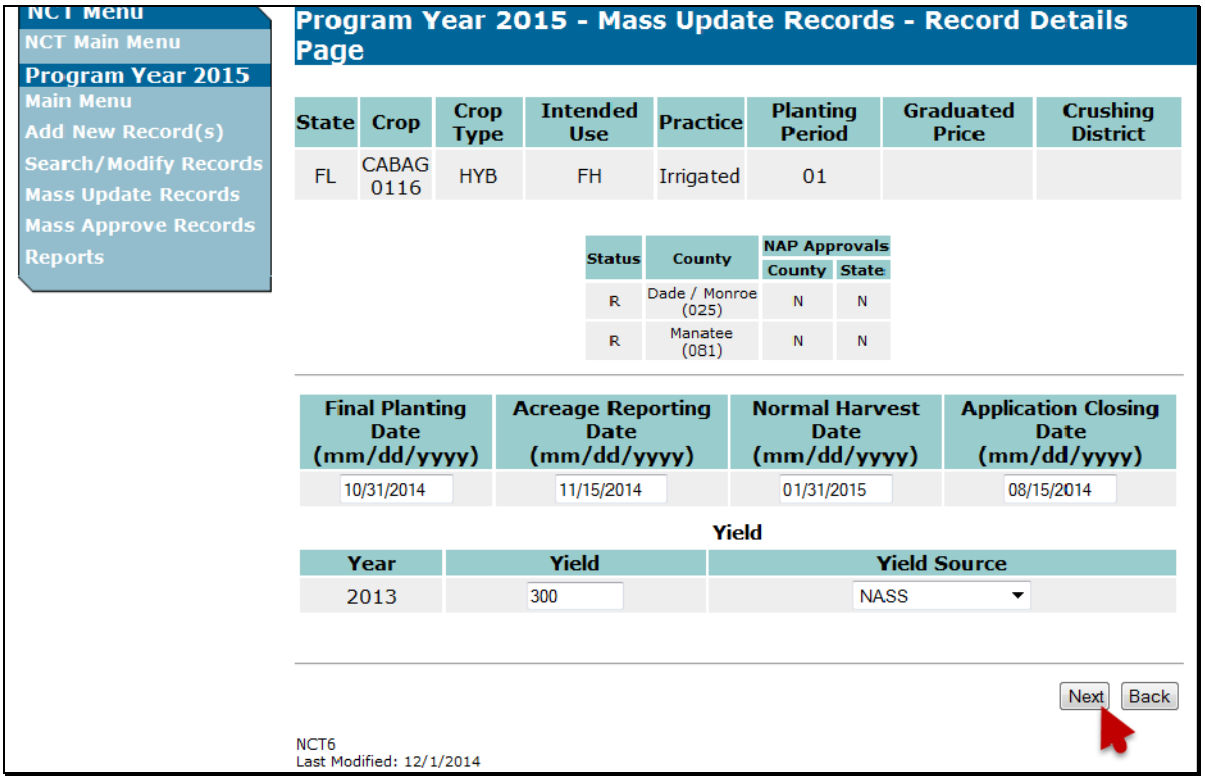
G Mass Update Records (Continued)

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.



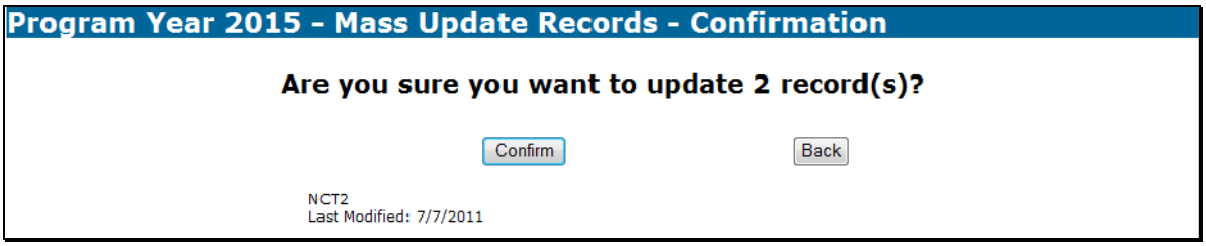
18 State Office NCT Process (Continued)

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 1 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.

•*--"**Back to Search Results**", the Program Year - Mass Update Records - Search Page will be displayed.

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		
												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		
												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

Main Menu | Update Additional Fields | Back To Search Results

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:

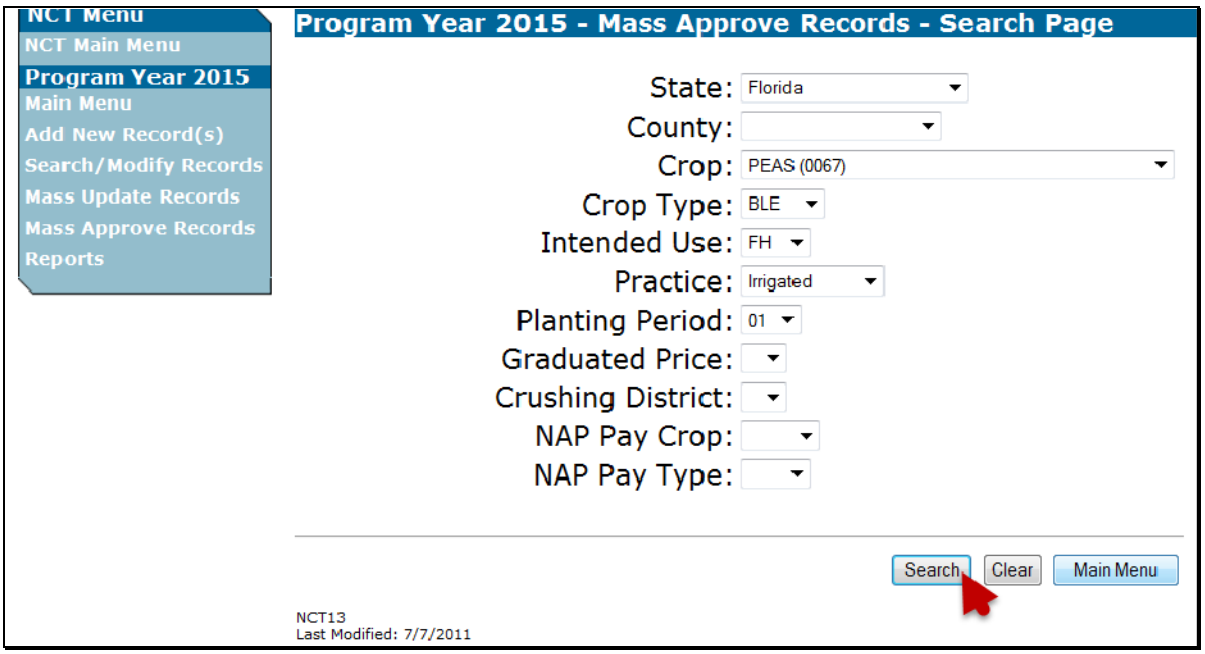
- crop records have all **required** historical yield and prices, as applicable

  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.



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 (2)

1

- 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 County	NAP Approvals State	
✓	R	FL	Alachua (001)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Calhoun (013)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Citrus (017)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Columbia (023)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Flagler (035)	PEAS (0067)	DLC	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Gadsden (039)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Gilchrist (041)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Gulf (045)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Hamilton (047)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Hillsborough (057)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Indian River (061)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Jackson (063)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Lafayette (067)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Lake (069)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Madison (079)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Martin (085)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Pasco (101)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Polk (105)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Putnam (107)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	St. Johns (109)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	St. Lucie (111)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Santa Rosa (113)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Sumter (119)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	View
✓	R	FL	Union (125)	PEAS (0067)	DLC	FH	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		
												County	State	
	FL	Alachua (001)	PEAS (0067)	BLE	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	Flagler (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)	BLE	FH	I	01			383.00	0.4533	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

NCT12
Last Modified: 12/4/2014

19 National Office NCT Process

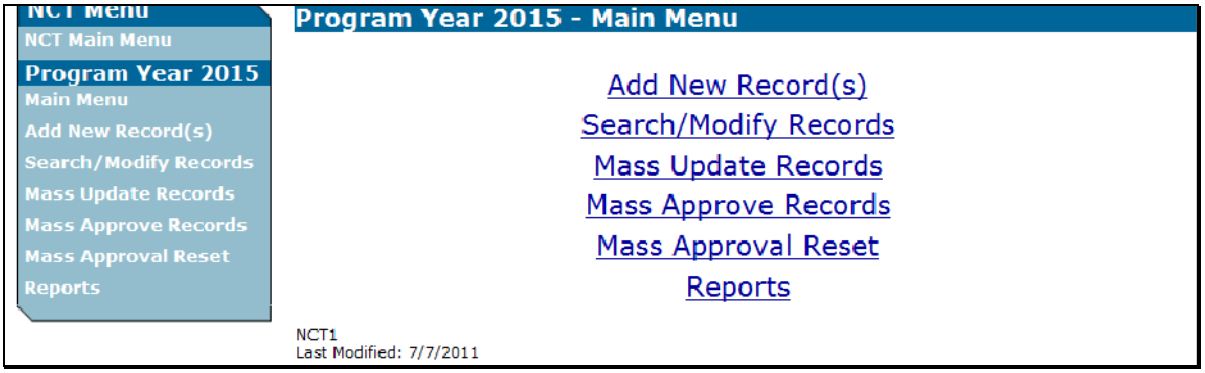
A Resetting Approval Flags

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**".

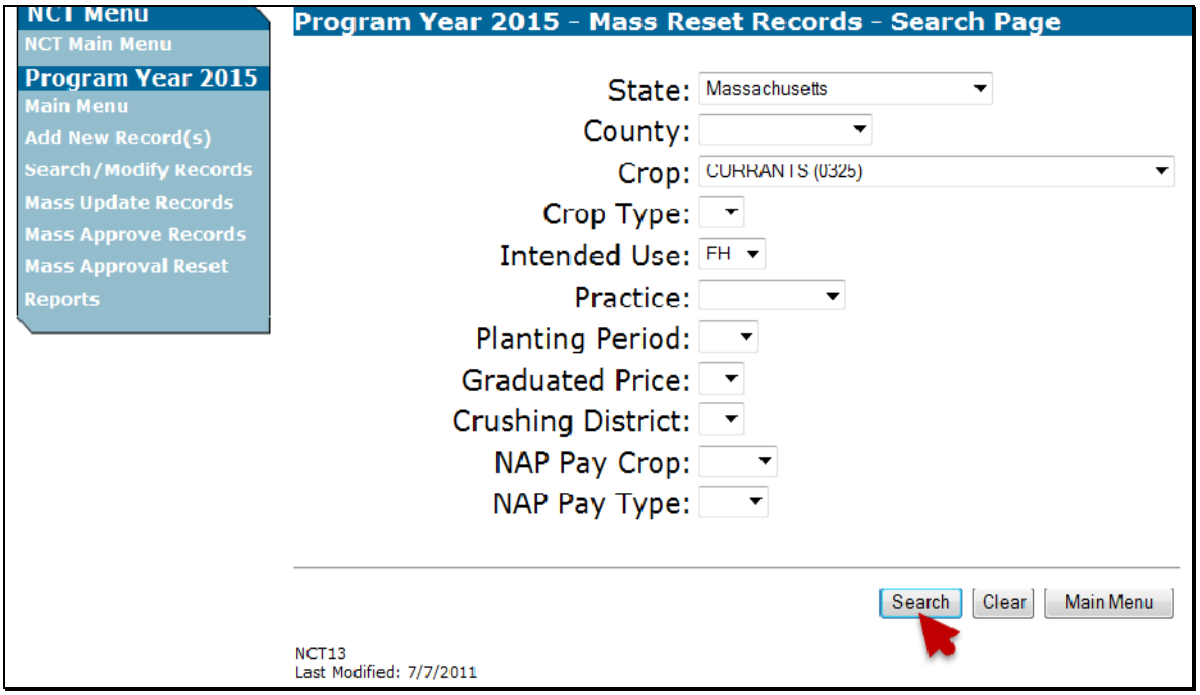
Note: "**Mass Approval Reset**" will be displayed at the National level **only**.



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**".



19 National Office NCT Process (Continued)

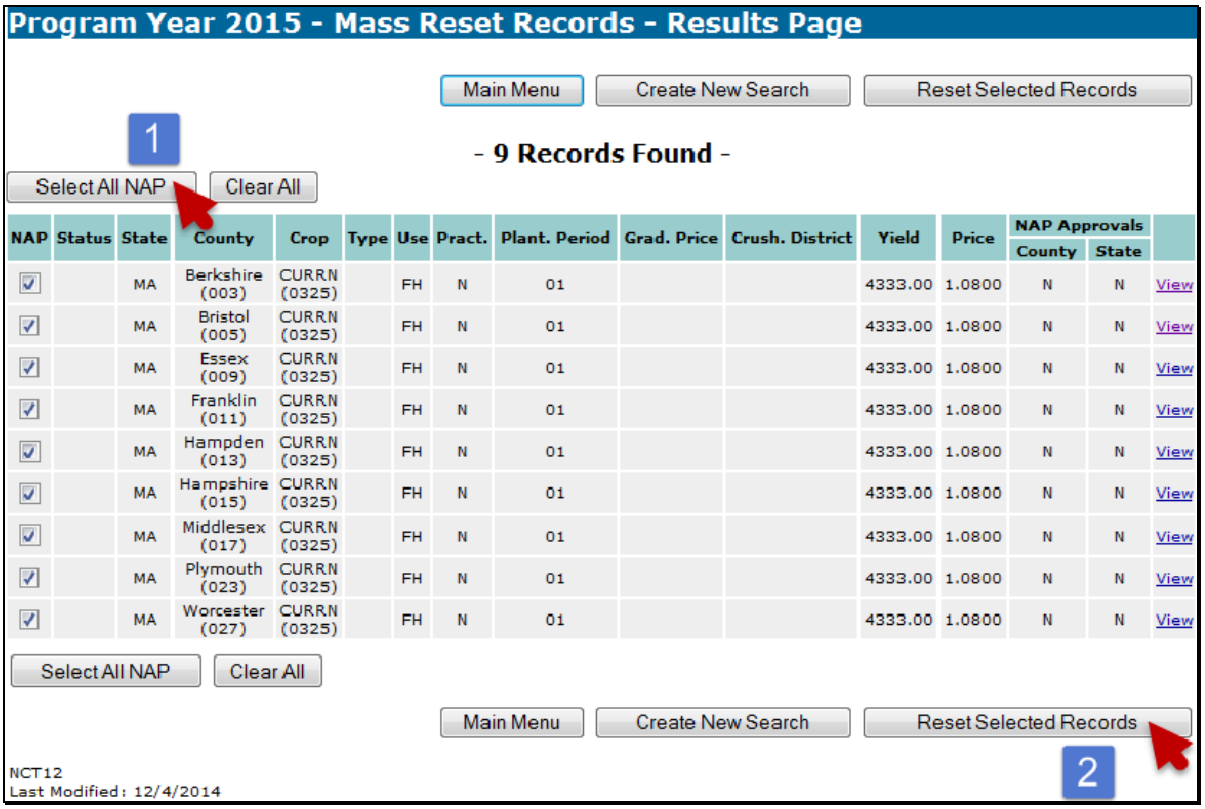
A Resetting Approval Flags (Continued)

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.



NAP	Status	State	County	Crop	Type	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals County	NAP Approvals State	
✓		MA	Berkshire (003)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		MA	Bristol (005)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		MA	Essex (009)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		MA	Franklin (011)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		MA	Hampden (013)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		MA	Hampshire (015)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		MA	Middlesex (017)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		MA	Plymouth (023)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
✓		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, intended use, etc. in the associated administrative county.--*

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

State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
MA	CURRN 0325		FH	Non-Irrigated	01		

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

Yield			Average Market Price		
Year	Yield	Source	Year	Price	Price Source
2008	5000.00	NASS	2008	1.0000	NASS
2009	5000.00	Other Rel. Srcs	2009	0.8900	Other Rel. Srcs
2010	3000.00	Other Rel. Srcs	2010	0.9900	Other Rel. Srcs
2011	4000.00	Other Rel. Srcs	2011	1.2500	Other Rel. Srcs
2012	4000.00	Other Rel. Srcs	2012	1.4000	Other Rel. Srcs
2013			2013		
2014			2014		

Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source
No	4333.00	Calculated	No	1.0800	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

Delete Record | Modify Record | Approve for NAP | Back

NCT7
Last Modified: 12/1/2014

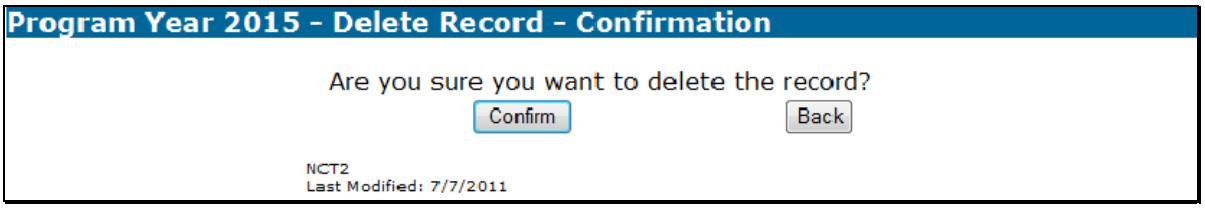
19 National Office NCT Process (Continued)

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		
												County	State	
D	MA	Berkshire (003)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View

Main Menu | Back To Search Results

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	Select price code, as follows. Enter for value loss crops and California processed grapes, with the **exception** of the following: • 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)".
	The graduated price crops and codes are as follows. **Christmas Trees (7321)** (Age of Growth of Trees) **Code** — **Years** "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 **Finfish (3000)** **Code** "FIN", Fingerlings "BRO", Broodfish "FRY", Fry "FOF", Food Fish "009", 9 inch fish "012", 12 inch fish "015", 15 inch fish

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action	
Graduated Price (Continued)	**Mollusk (3001)** (Size in Millimeters) **Code** "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	**Crustacean (3002)** **Code** "SMA", Small "MED", Medium "LAR", Large **Ginseng (0089)** (Root Age) **Code** "001", 1 year "002", 2 years "003", 3 years "004", 4 years "005", 5 years "006", 6 years
	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. **Note:** See CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5) for types of crops.	

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	"**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: • full season, enter "**01**" • fall/winter season, enter "**21**" • spring season, enter "**31**" • forage designated as warm and cool season, see the following examples. **Example 1:** Cool season: • carrying capacity "3", enter planting period "**01**" • carrying capacity "5", enter planting period "**21**" • carrying capacity "10", enter planting period "**31**". **Example 2:** Warm season: • 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	***--**The following values are valid for unit of measure: • "AUD", animal unit days • "CRT", crate • "LUG", lug • "BBL", barrel • "CTN", carton • "OZ", ounce • "BOX", box • "CWT", hundredweight • "PCE", piece • "BU", bushel • "GAL", gallon • "SQY", square yard • "BUN", bunch • "IN" , inch • "STM", stem • "CON", container • "LBS", pound • "TON", ton. Enter unit of measure for all the records, **except** the following:**--*** • 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)". **Notes:** National and State Office entry **only**. 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".
Pounds Per Unit of Measure	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.
Prevented Planting Factor	"**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. **Notes:** National and State Office entry **only**. Required entry, **except** for value loss crops and all crops in tropical regions.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Unharvested Payment Factor	Enter decimal point first, for instance, "**.30**". Unharvested factor **must** be the same factor within the State by crop code, type, and intended use. **Note:** National and State Office entry **only**.
Certified Organic Yield Factor	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. **Notes:** National and State Office entry **only**. Not a **required** entry. If the record is insurable, the factor will be overridden with the insurable factor.
Transitional Organic Yield Factor	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. **Notes:** National and State Office entry **only**. Not a **required** entry. If the record is insurable, the factor will be overridden with the insurable factor.
Acres Per Animal Unit	Enter carrying capacity for **forage crops with the intended use,** "**Grazing (GZ)**". **Note:** To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the "Planting Period" entry. **Examples:** Alfalfa, Barley, Birdsfoot, Clover, Corn, Grass, Kochia, Kohlrabi, Lespedeza, Millet, Mixed Forage, Oats, Perennial Peanuts, Rye, Sorghum, Forage, Sorghum, Speltz, Triticale, Vetch, Wheat

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Grazing Days	Enter number of days in a grazing period for each **forage crop with the intended use, "Grazing (GZ)".** Must **not** exceed 365 days. **Note:** To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the Planting Period entry.
Final Planting Date	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. **Notes:** Date format: mm/dd/yyyy. Required entry, **except** for value loss crops and crops in tropical regions.
Acreage Reporting Date	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. **Note:** Date format: mm/dd/yyyy.
Normal Harvest Date	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. **Note:** Date format: mm/dd/yyyy.

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action
Application Closing Date	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. **Note:** National and State Office entry **only**. Date format: mm/dd/yyyy.
NAP Historic Yields	Enter county average yield for the applicable (historical) years for all crops, **except** value loss and forage crops with the intended use, "Grazing (GZ)". **Note:** See paragraph 13 for rules on entering historic yield data.
NAP Yield Sources	Select source of the yield information from the following: • 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: • 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: • 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: • 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	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). **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. Not a **required** entry for record approval.
Direct Market Price Source	Select source of the **price** information from the following: • 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: • 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	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). **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. Not a **required** entry for record approval.
Organic Market Price Source	Select source of the **price** information from the following: • 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: • 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)	• 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.

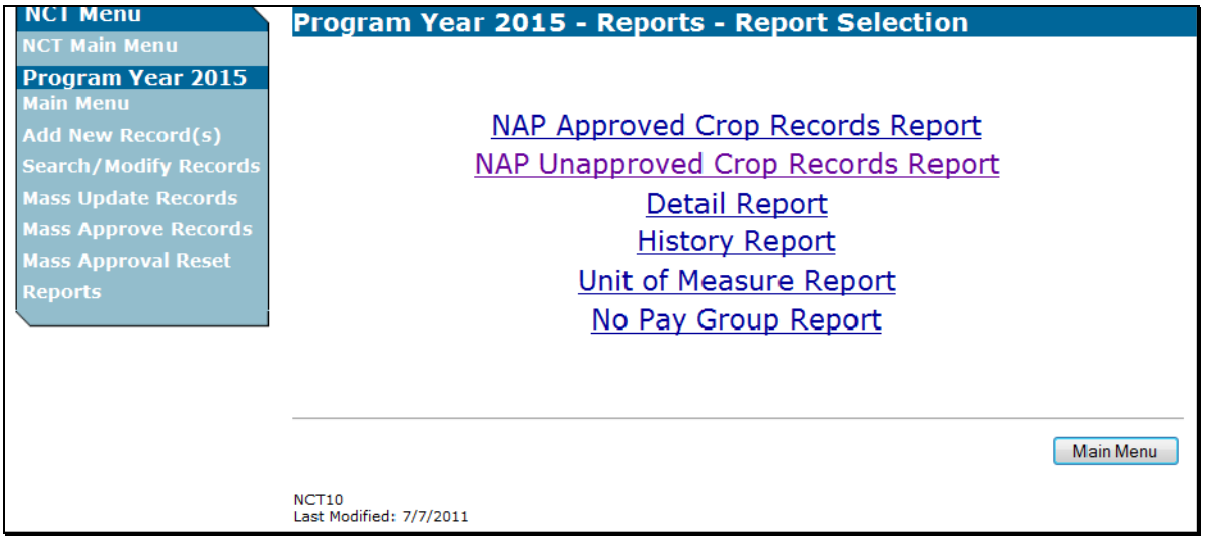
See subparagraph 10 G for additional information about NCT approval flags for NAP.

22 NCT Reports

A Report Options

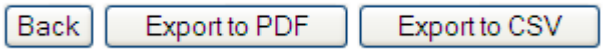
Users can print reports of crop data previously entered. From the Program Year - Main Menu, CLICK "**Reports**". The following Program Year - Reports - Report Selection Screen will be displayed. The reports can be printed for a specific record (crop, crop type, practice, intended use, planting period, 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:

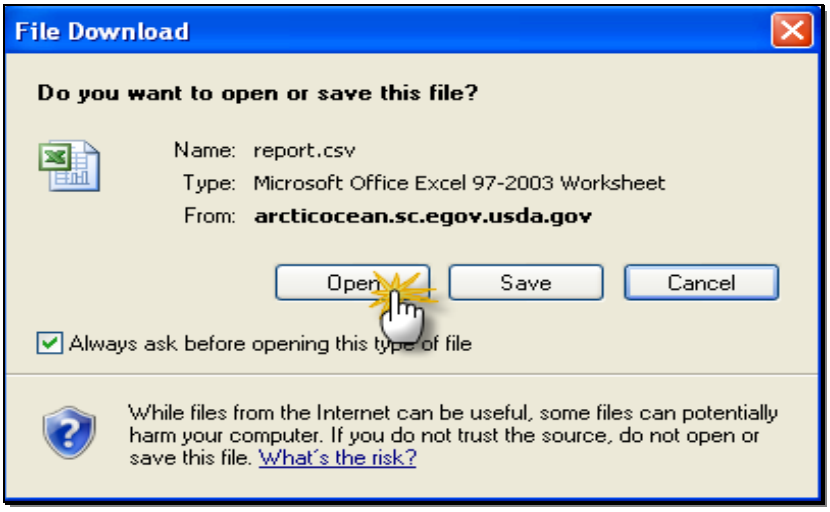
- "**Export to PDF**", the report will have the same appearance as the screen view; however, the user will be able to zoom in and out and print the report

- "**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.

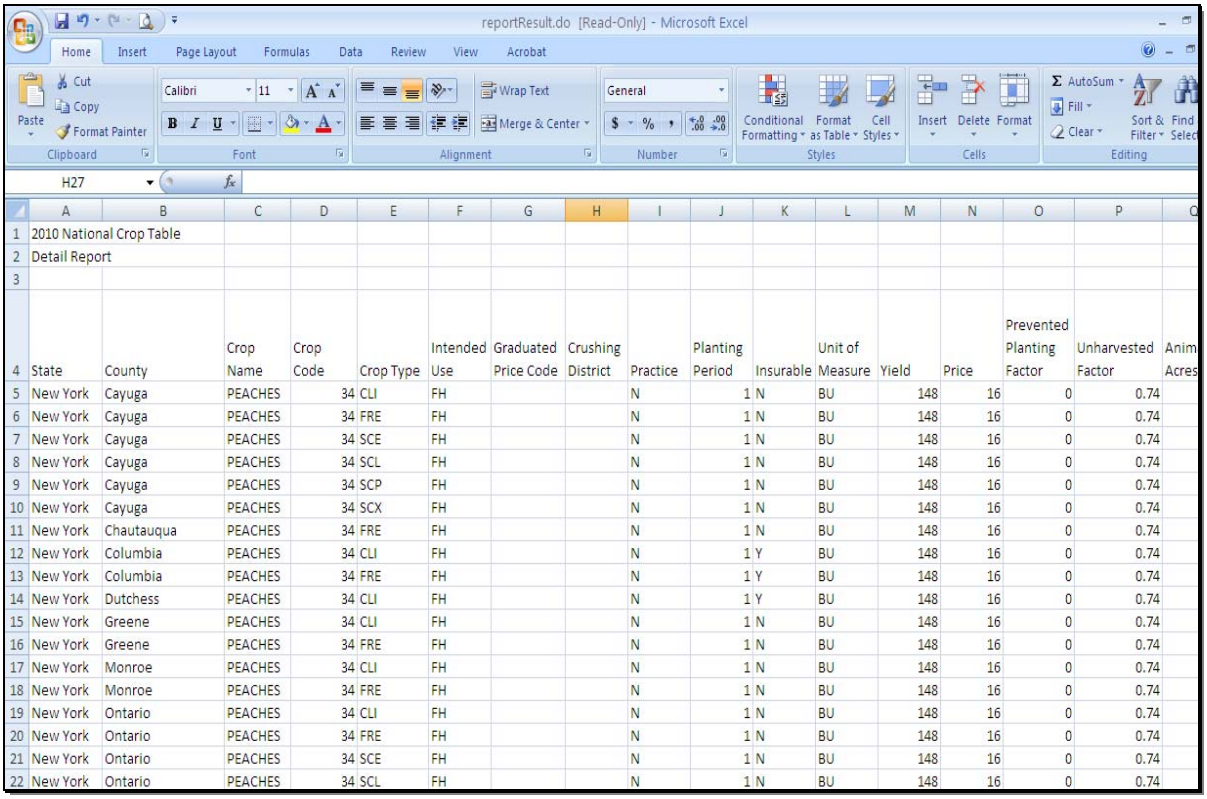
22 NCT Reports (Continued)

A Report Options (Continued)

When selecting "**Export to CSV**", CLICK "**Open**" on the File Download dialog box.



The report will open in Microsoft Excel.



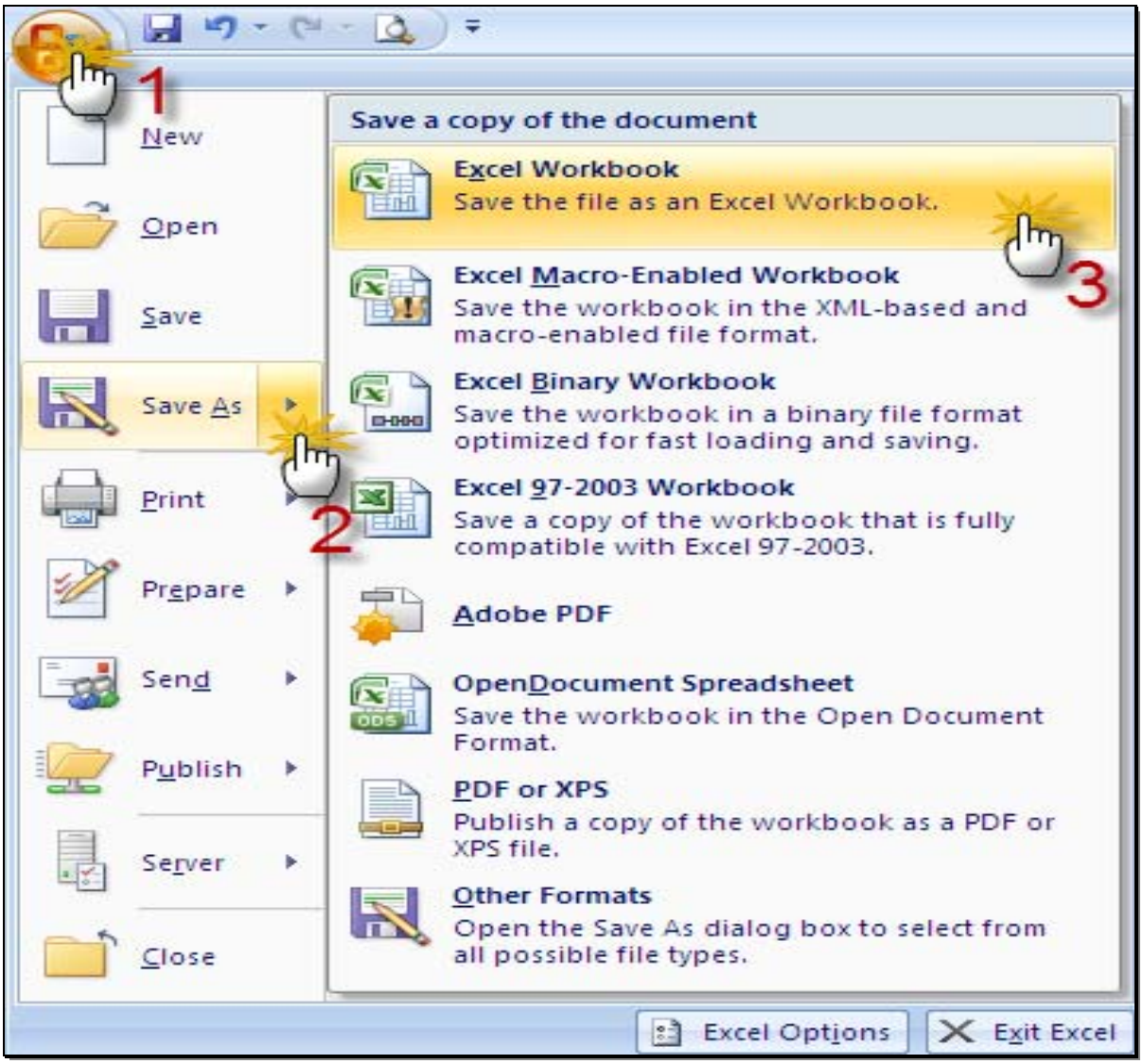
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	2010 National Crop Table																
2	Detail Report																
3																	
4	State	County	Crop Name	Crop Code	Crop Type	Intended Use	Graduated Price Code	Crushing District	Practice	Planting Period	Insurable	Unit of Measure	Yield	Price	Prevented Planting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

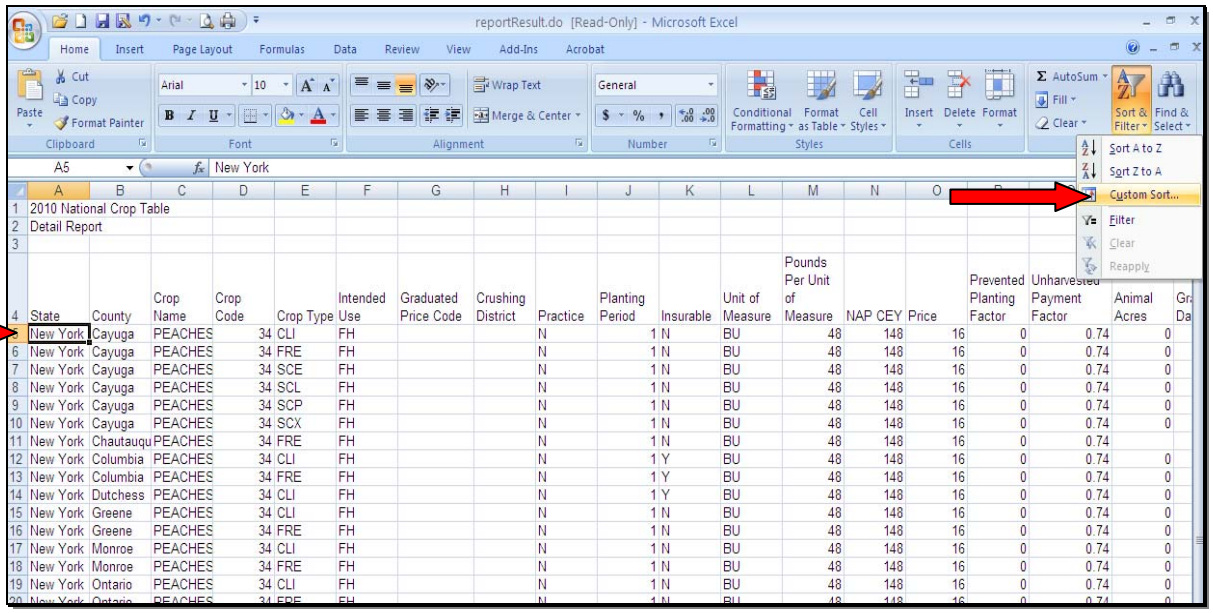


22 NCT Reports (Continued)

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**".

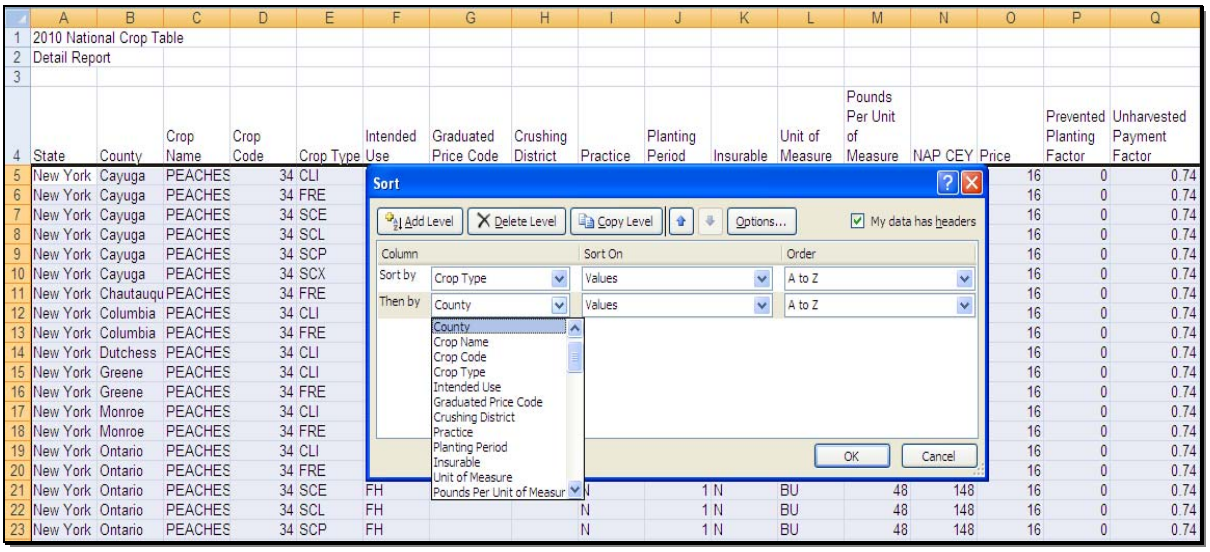


State	County	Crop Name	Crop Code	Crop Type	Intended Use	Graduated Price Code	Crushing District	Practice	Planting Period	Insurable	Unit of Measure	Pounds Per Unit of Measure	NAP CEY	Price	Prevented Planting Factor	Unharvested Payment Factor	Animal Acres
New York	Cayuga	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Cayuga	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Cayuga	PEACHES	34	SCE	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Cayuga	PEACHES	34	SCL	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Cayuga	PEACHES	34	SCP	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Cayuga	PEACHES	34	SCX	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Chautauqu	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74	
New York	Columbia	PEACHES	34	CLI	FH			N	1	Y	BU	48	148	16	0	0.74	0
New York	Columbia	PEACHES	34	FRE	FH			N	1	Y	BU	48	148	16	0	0.74	0
New York	Dutchess	PEACHES	34	CLI	FH			N	1	Y	BU	48	148	16	0	0.74	0
New York	Greene	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Greene	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Monroe	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Monroe	PEACHES	34	FRE	FH			N	1	N	BU	48	148	16	0	0.74	0
New York	Ontario	PEACHES	34	CLI	FH			N	1	N	BU	48	148	16	0	0.74	0

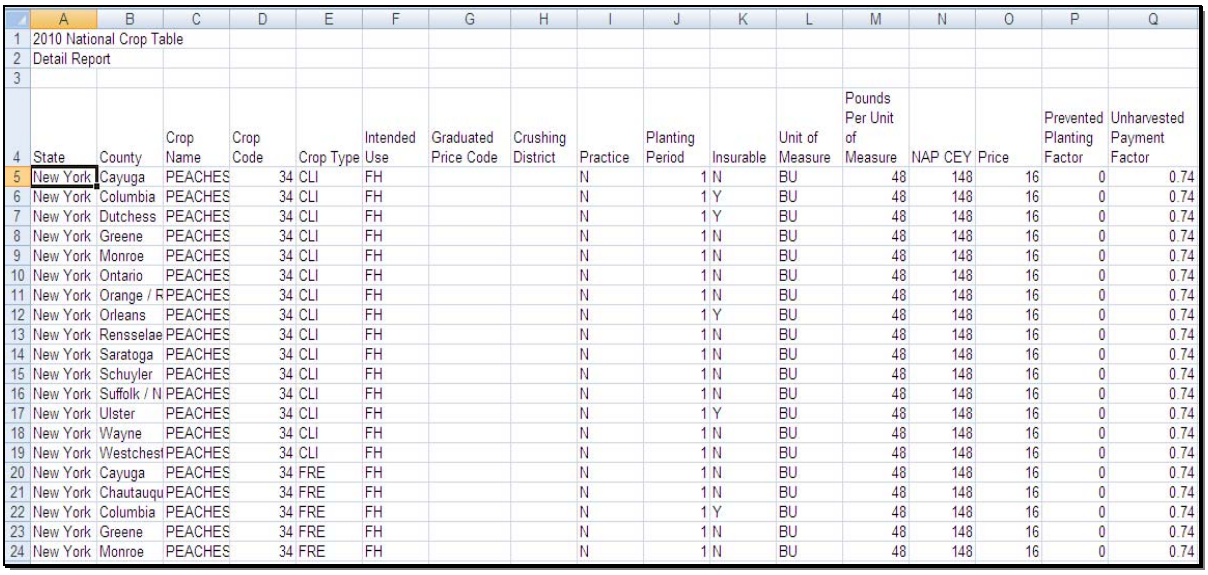
22 NCT Reports (Continued)

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.



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



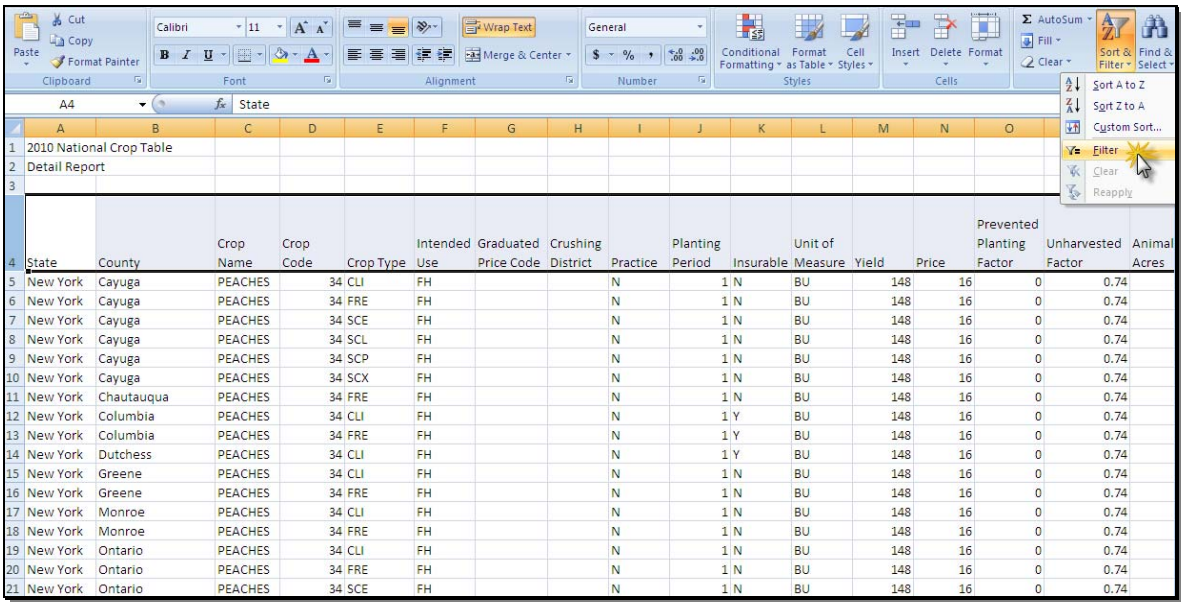
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	2010 National Crop Table																
2	Detail Report																
3																	
4	State	County	Crop Name	Crop Code	Crop Type	Intended Use	Graduated Price Code	Crushing District	Practice	Planting Period	Insurable	Unit of Measure	Pounds Per Unit of Measure	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	Rensselae	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	Westchest	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)

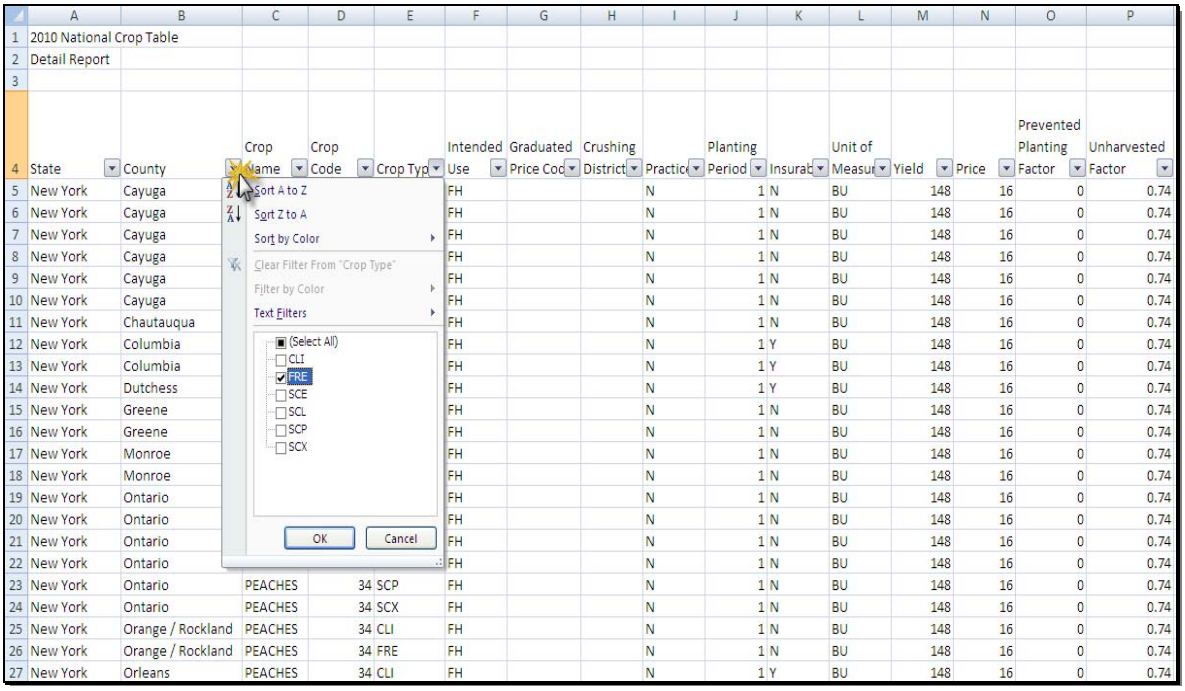
Users may also use Excel's "Filter" functionality to filter through and more closely examine the data, as follows:

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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	2010 National Crop Table														
2	Detail Report														
3															
4	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
5	New York	Cayuga	PEACHES	34	CLI	FH			N	1	N	BU	148	16	0	0.74	
6	New York	Cayuga	PEACHES	34	FRE	FH			N	1	N	BU	148	16	0	0.74	
7	New York	Cayuga	PEACHES	34	SCE	FH			N	1	N	BU	148	16	0	0.74	
8	New York	Cayuga	PEACHES	34	SCL	FH			N	1	N	BU	148	16	0	0.74	
9	New York	Cayuga	PEACHES	34	SCP	FH			N	1	N	BU	148	16	0	0.74	
10	New York	Cayuga	PEACHES	34	SCX	FH			N	1	N	BU	148	16	0	0.74	
11	New York	Chautauqua	PEACHES	34	FRE	FH			N	1	N	BU	148	16	0	0.74	
12	New York	Columbia	PEACHES	34	CLI	FH			N	1	Y	BU	148	16	0	0.74	
13	New York	Columbia	PEACHES	34	FRE	FH			N	1	Y	BU	148	16	0	0.74	
14	New York	Dutchess	PEACHES	34	CLI	FH			N	1	Y	BU	148	16	0	0.74	
15	New York	Greene	PEACHES	34	CLI	FH			N	1	N	BU	148	16	0	0.74	
16	New York	Greene	PEACHES	34	FRE	FH			N	1	N	BU	148	16	0	0.74	
17	New York	Monroe	PEACHES	34	CLI	FH			N	1	N	BU	148	16	0	0.74	
18	New York	Monroe	PEACHES	34	FRE	FH			N	1	N	BU	148	16	0	0.74	
19	New York	Ontario	PEACHES	34	CLI	FH			N	1	N	BU	148	16	0	0.74	
20	New York	Ontario	PEACHES	34	FRE	FH			N	1	N	BU	148	16	0	0.74	
21	New York	Ontario	PEACHES	34	SCE	FH			N	1	N	BU	148	16	0	0.74	

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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2010 National Crop Table															
2	Detail Report															
3																
4	State	County	Crop Name	Crop Code	Crop Typ	Intended Use	Graduated Price Cod	Crushing District	Practice	Planting Period	Insurab	Unit of Measur	Yield	Price	Prevented Planting Factor	Unharvested Factor
5	New York	Cayuga				FH			N	1	N	BU	148	16	0	0.74
6	New York	Cayuga				FH			N	1	N	BU	148	16	0	0.74
7	New York	Cayuga				FH			N	1	N	BU	148	16	0	0.74
8	New York	Cayuga				FH			N	1	N	BU	148	16	0	0.74
9	New York	Cayuga				FH			N	1	N	BU	148	16	0	0.74
10	New York	Cayuga				FH			N	1	N	BU	148	16	0	0.74
11	New York	Chautauqua				FH			N	1	N	BU	148	16	0	0.74
12	New York	Columbia				FH			N	1	Y	BU	148	16	0	0.74
13	New York	Columbia				FH			N	1	Y	BU	148	16	0	0.74
14	New York	Dutchess				FH			N	1	Y	BU	148	16	0	0.74
15	New York	Greene				FH			N	1	N	BU	148	16	0	0.74
16	New York	Greene				FH			N	1	N	BU	148	16	0	0.74
17	New York	Monroe				FH			N	1	N	BU	148	16	0	0.74
18	New York	Monroe				FH			N	1	N	BU	148	16	0	0.74
19	New York	Ontario				FH			N	1	N	BU	148	16	0	0.74
20	New York	Ontario				FH			N	1	N	BU	148	16	0	0.74
21	New York	Ontario				FH			N	1	N	BU	148	16	0	0.74
22	New York	Ontario				FH			N	1	N	BU	148	16	0	0.74
23	New York	Ontario	PEACHES	34	SCP	FH			N	1	N	BU	148	16	0	0.74
24	New York	Ontario	PEACHES	34	SCX	FH			N	1	N	BU	148	16	0	0.74
25	New York	Orange / Rockland	PEACHES	34	CLI	FH			N	1	N	BU	148	16	0	0.74
26	New York	Orange / Rockland	PEACHES	34	FRE	FH			N	1	N	BU	148	16	0	0.74
27	New York	Orleans	PEACHES	34	CLI	FH			N	1	Y	BU	148	16	0	0.74

22 NCT Reports (Continued)

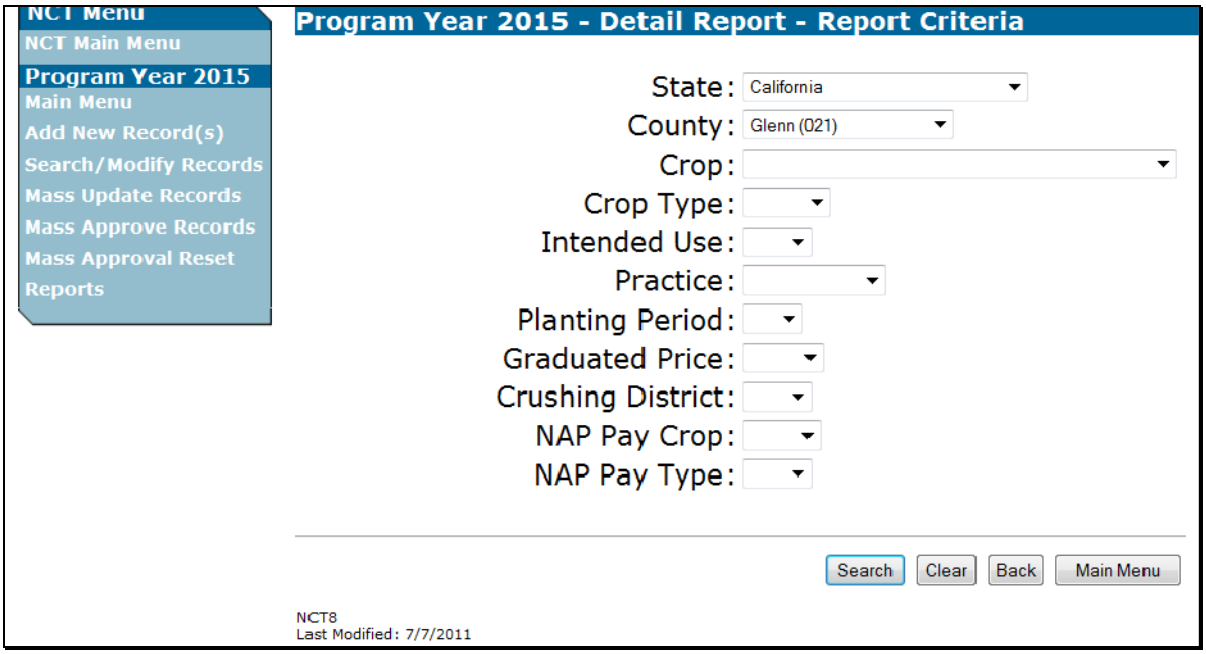
B Detail Report

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**".



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	Prev Crop	Prev Type	RMA Crop	RMA Type	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	BLK	SO			01	SQY	N			0.0000		N	0.00		N	0102	003			
	0.0000	0.1000	N	N	N				09/30/2015			09/01/2014			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	Prev Crop	Prev Type	RMA Crop	RMA Type	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			
	0.0000	0.8500	N	N	N				10/15/2015			12/01/2014			01/02/2015				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	Prev Crop	Prev Type	RMA Crop	RMA Type	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		FH		I	01	TON	N	0.0	0	0.0000		N	0.00		N	0086	001			
	0.0000	0.7400	N	N	N				09/15/2015			12/15/2014			07/15/2015				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	Prev Crop	Prev Type	RMA Crop	RMA Type	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				I	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			09/01/2015				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	Prev Crop	Prev Type	RMA Crop	RMA Type	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	OIL	SD		I	01	LBS	N			0.0000		N	0.00		N	0078	002			
	0.9200	0.9900	N	N	N		05/15/2015		09/30/2015			03/01/2015			07/15/2015				R	

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	Prev Crop	Prev Type	RMA Crop	RMA Type	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	FG		I	01	TON	N			0.0000		N	0.00		N	0011	002			
	0.0000	0.7000	N	N	N				06/14/2015			06/14/2015			06/14/2015				R	

See subparagraph A for report viewing and exporting options.

22 NCT Reports (Continued)

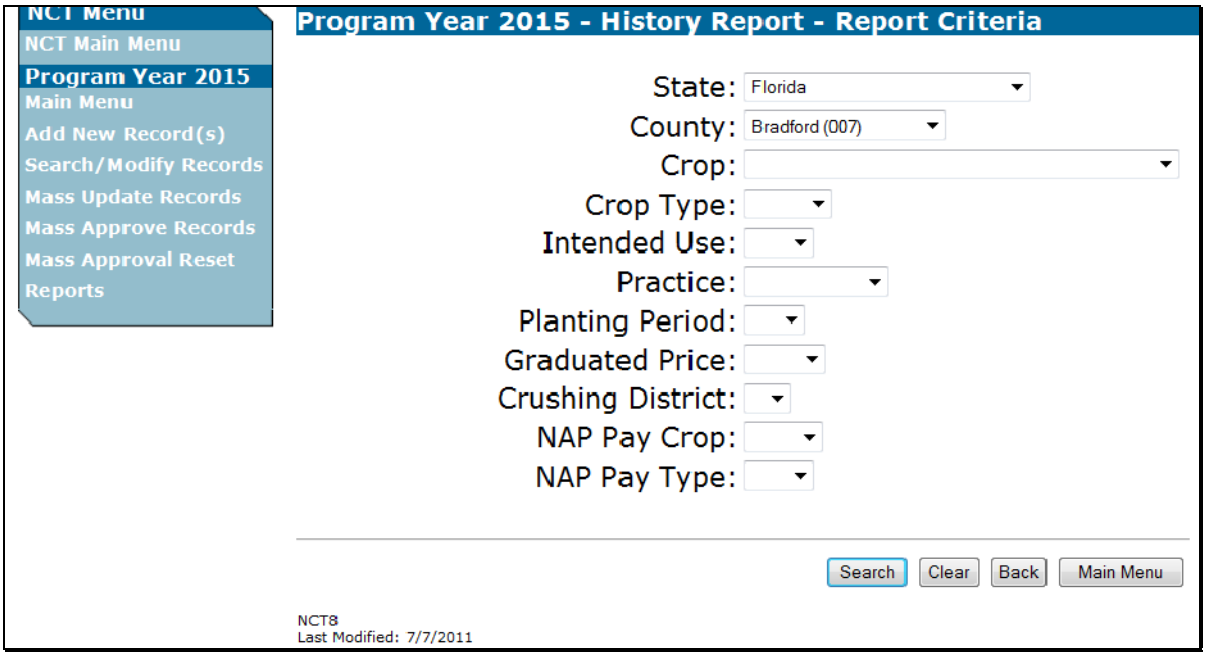
C History Report

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**".



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.

Back | Export to PDF | Export to CSV

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 Sorce										
Yield	267.00	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	15.0700	15.0700	15.0700	15.0700			0.0000	N	
Average Price Source	NAS	NAS	NAS	NAS	NAS					
Organic Price									N	
Organic Price Source										
Organic Price									N	
Organic Price Source										
Direct Price									N	
Direct Price Sorce										
Yield	509.00	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
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 Sorce										
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

	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	RAY	RAY	RAY					
Organic Price									N	
Organic Price Source										
Direct Price									N	
Direct Price Sorce										
Yield								0.00	N	
Yield Source										

22 NCT Reports (Continued)

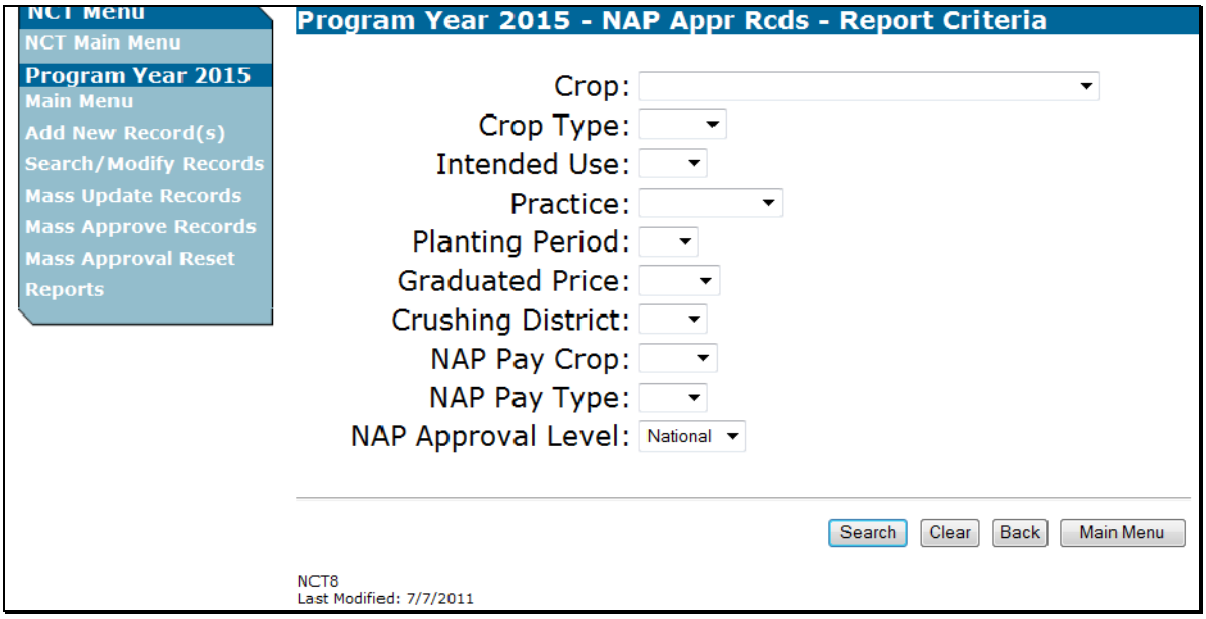
D NAP Approved Records Report

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**".

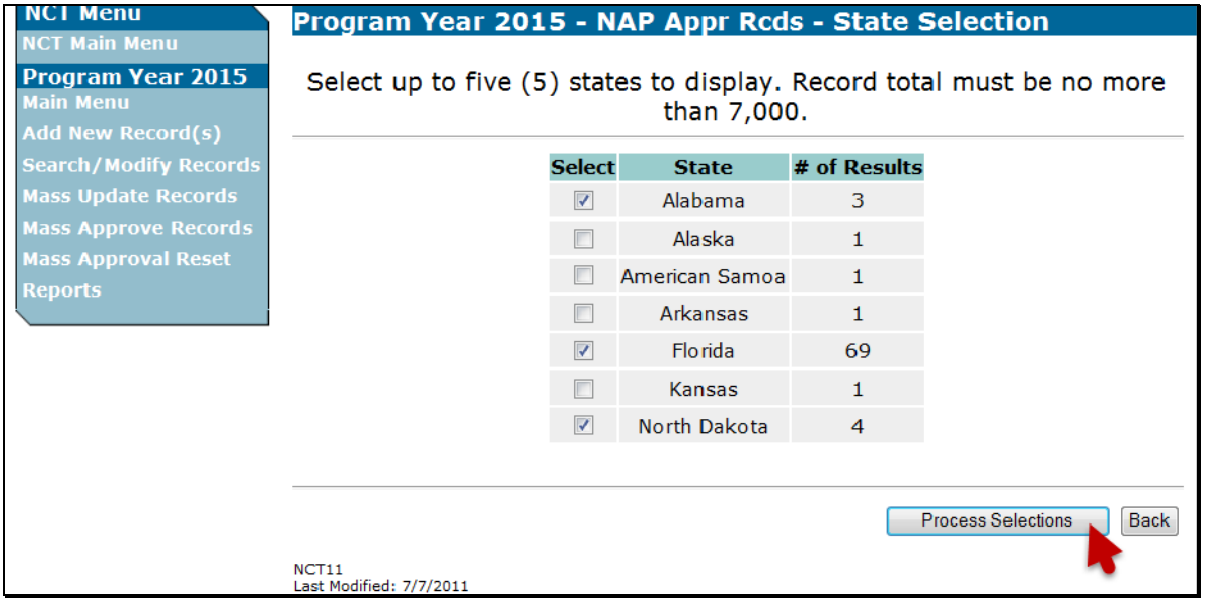


22 NCT Reports (Continued)

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.



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		16.8575	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	FG		N	01	N	TON	9.00	10.2525	0.7000	0.8000	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	14.6655	0.0000	0.8000	0.0	0

22 NCT Reports (Continued)

E NAP Unapproved Records Report

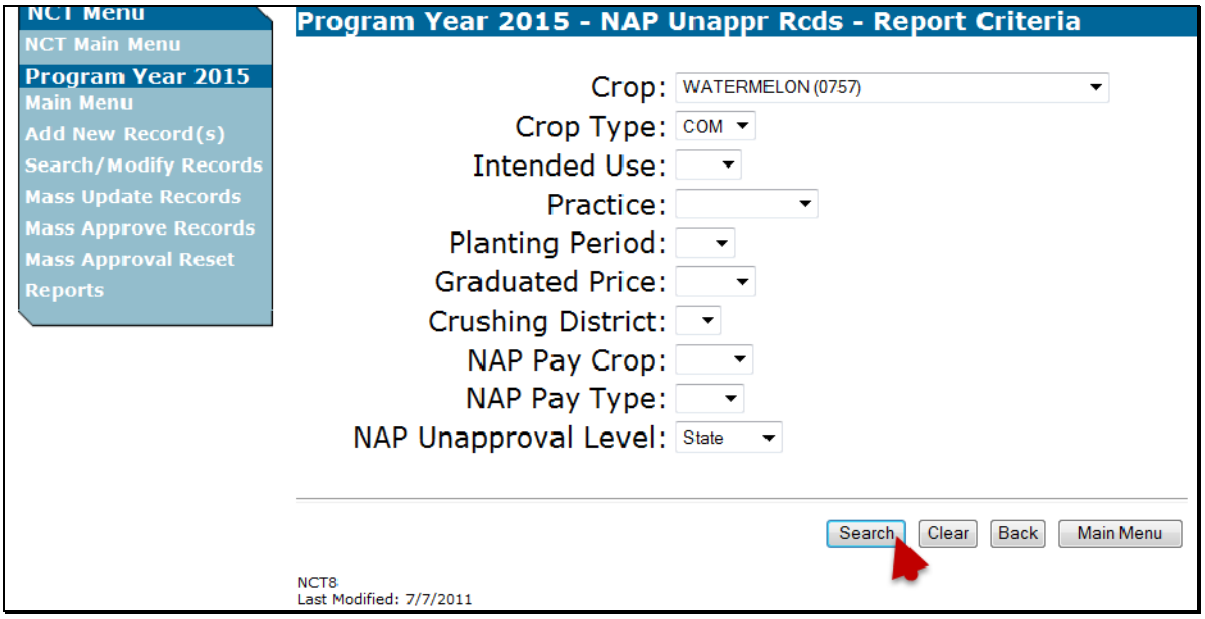
The NAP Unapproved Records Report allows users to access crop records that are unapproved either at the National, State, or County level for NAP. The report will contain all of the data elements that are **required** for NAP. This will assist State users in determining which records still require the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

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

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	Insur-able	UOM	CEY	Price	Prev Plant Factor	Unharv Factor	Animal Acres	Grazing Days	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date
Cochise	COM	FH		I	01	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	01	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	01	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	02	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	01	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	02	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	01	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	02	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	02	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	Insur-able	UOM	CEY	Price	Prev Plant Factor	Unharv Factor	Animal Acres	Grazing Days	Final Planting Date	Normal Harvest Date	Application Closing Date	Acreage Reporting Date
Adams	COM	FH		I	01	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	01	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Bent	COM	FH		I	01	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	01	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	01	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	01	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	01	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Larimer	COM	FH		I	01	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	01	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	01	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	01	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	01	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	01	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	01	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	01	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	01	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	01	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)

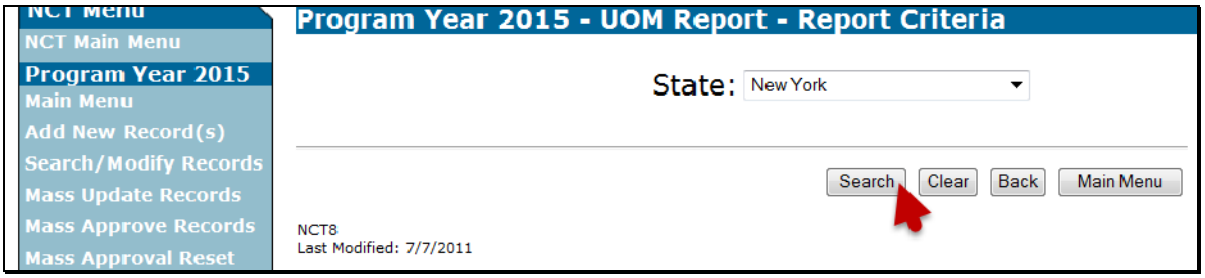
F Unit of Measure Report

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.

Back | Export to PDF | 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	PR	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	PR	BU	48.00
PEACHES	0034	FRE	FH	BU	48.00
PEACHES	0034	FRE	PR	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

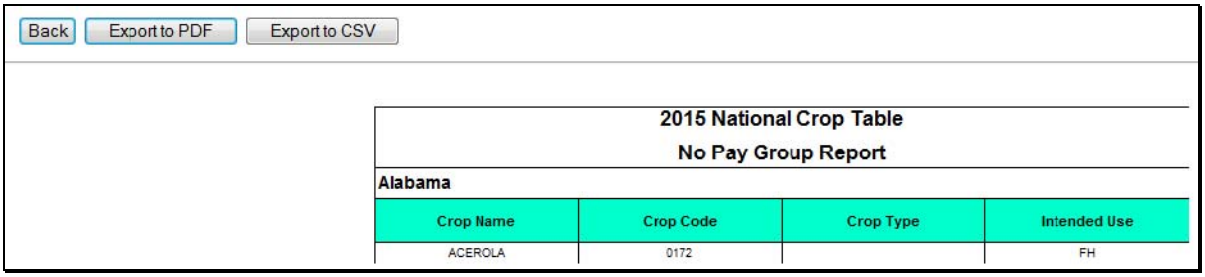
22 NCT Reports (Continued)

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.


Back Export to PDF 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.

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:

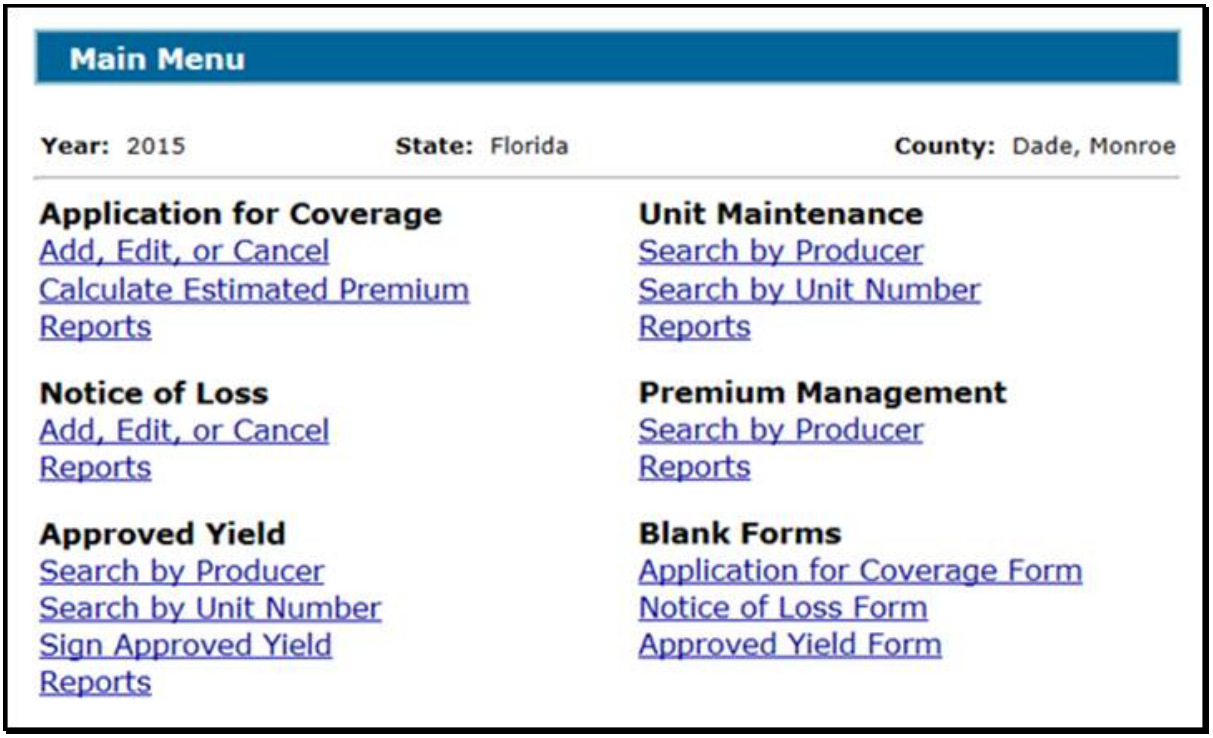
- search for a unit by:
  - producer
  - unit number
- add, edit, or cancel the following:
  - Application for Coverage
  - Approved Yield by producer
  - Approved Yield by unit number
  - *****--Application for Payment (future amendment)
  - Notice of Loss
- record, manage, or cancel the following:
  - service fee collections
  - premium collections--*****
- view/print the following:
  - Application for Coverage Reports
  - Notice of Loss Reports
  - Approved Yield Reports
  - *****--Application for Payment Reports (future amendment)
  - Unit Maintenance Reports
  - Premium Management Reports
  - Approved Yield blank form
  - Application for Payment blank form (future amendment)--*****
  - Notice of Loss blank form
  - Application for Coverage blank form
- sign approved yield
- access Estimated Premium Calculator.

42 Main Menu (Continued)

B Example of Main Menu

Following is an example of the Main Menu.

*--



--*

42 Main Menu (Continued)

C Action

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

Option	Result
Application for Coverage	
Add, Edit, or Cancel	Search Application for Coverage Screen will be displayed.
Calculate Estimated Premium	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	Search Notice of Loss Screen will be displayed.
Reports	Reports Screen will be displayed.
Approved Yields	
Search by Producer	SCIMS Customer Search Screen will be displayed.
Search 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.
***--Premium Management**	
Search by Producer	SCIMS Customer Search Screen will be displayed.
Reports	Reports Screen will be displayed.**--***
Application for Payment (Future Amendment)	
Add, Edit, or Cancel	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 (future amendment).

43 Nationwide Customer Service

A Overview

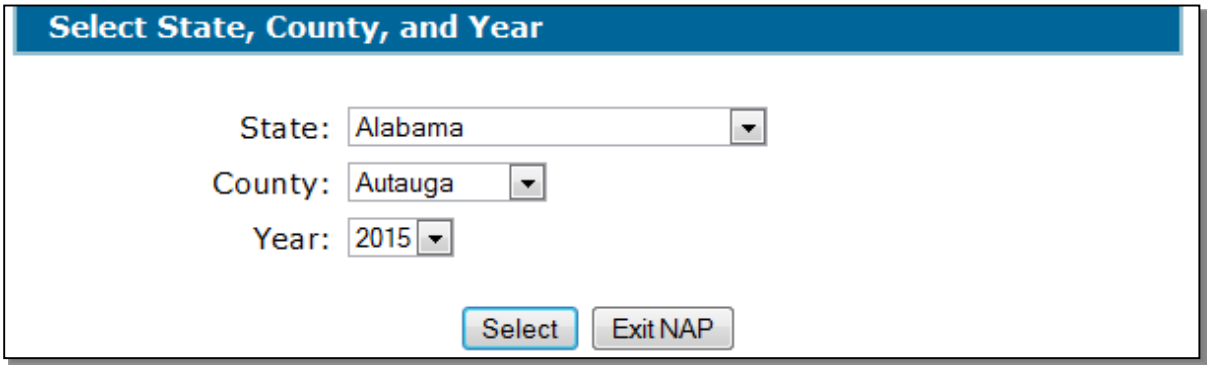
The NAP software automatically allows for nationwide customer service. Users can access and enter NAP data for any producer nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users entering nationwide NAP data will have limited authority.

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.



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 e-mail to **neeru.gulati@wdc.usda.gov**

  Note: Include in the e-mail 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 manually recorded NAP service fees (2015 only).**--***

  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 Calculate Estimated Premium

60 SCIMS Customer Search Screen

A Overview

After users have clicked "Calculate Estimated Premium", 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 Estimated 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.

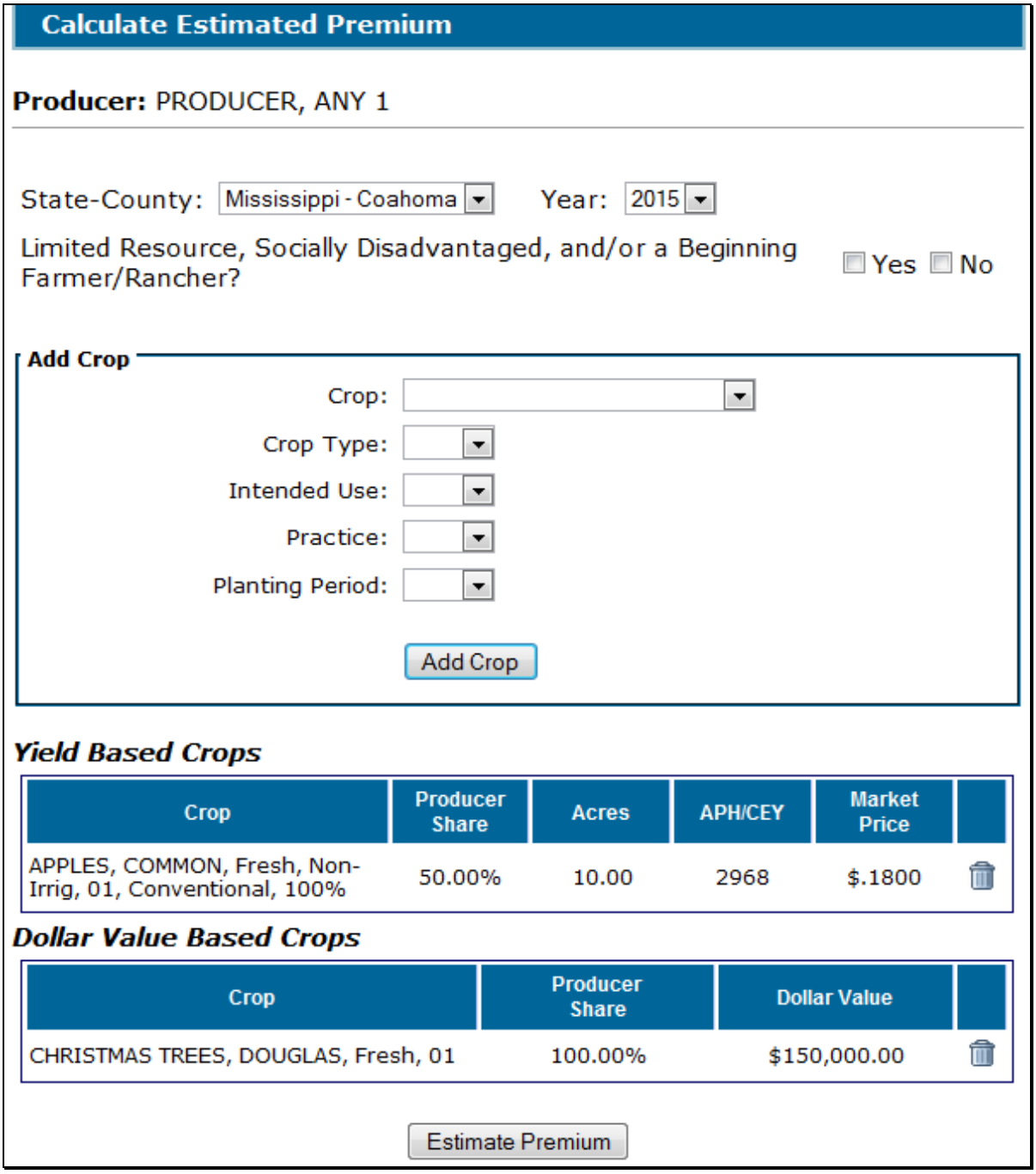
61 Calculate Estimated Premium Screen

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

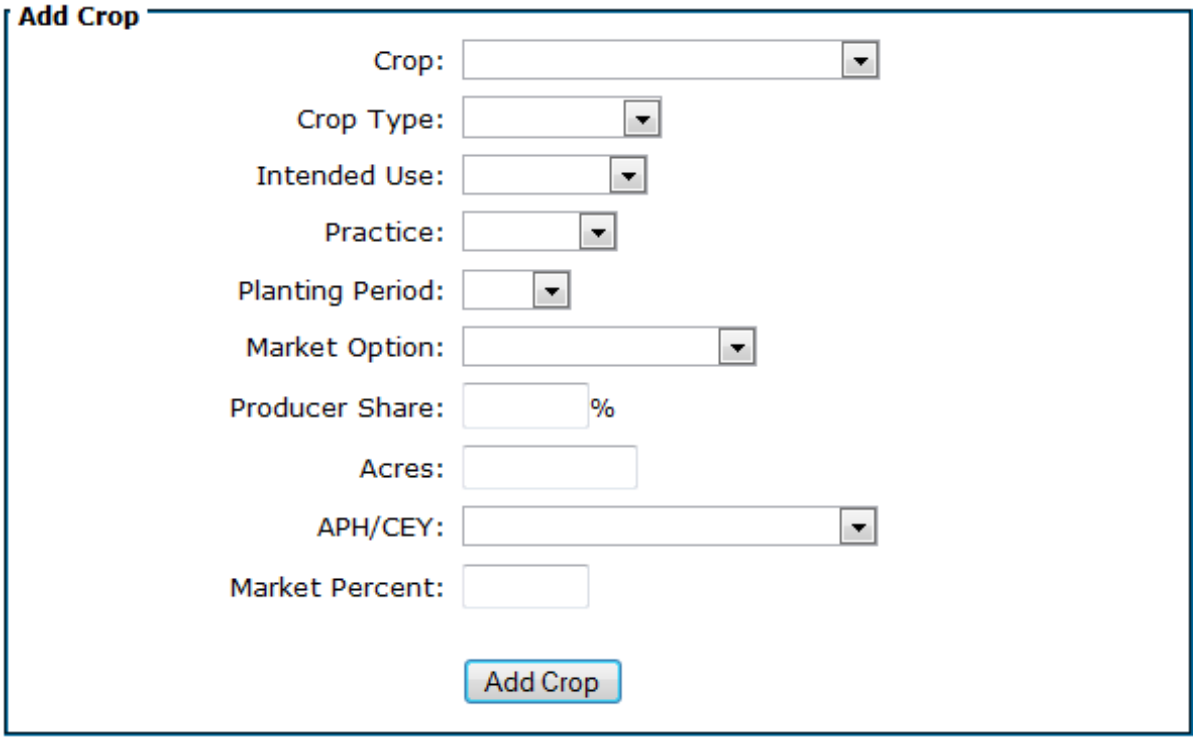
Following is an example of the Calculate Estimated Premium Screen.



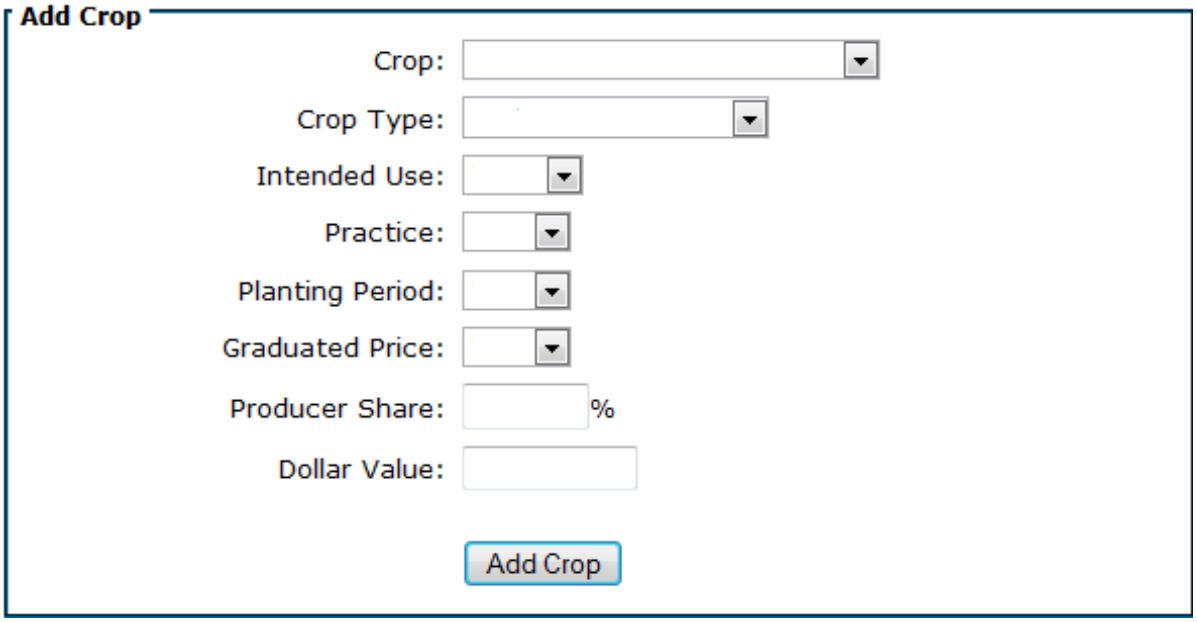
61 Calculate Estimated Premium Screen (Continued)

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.



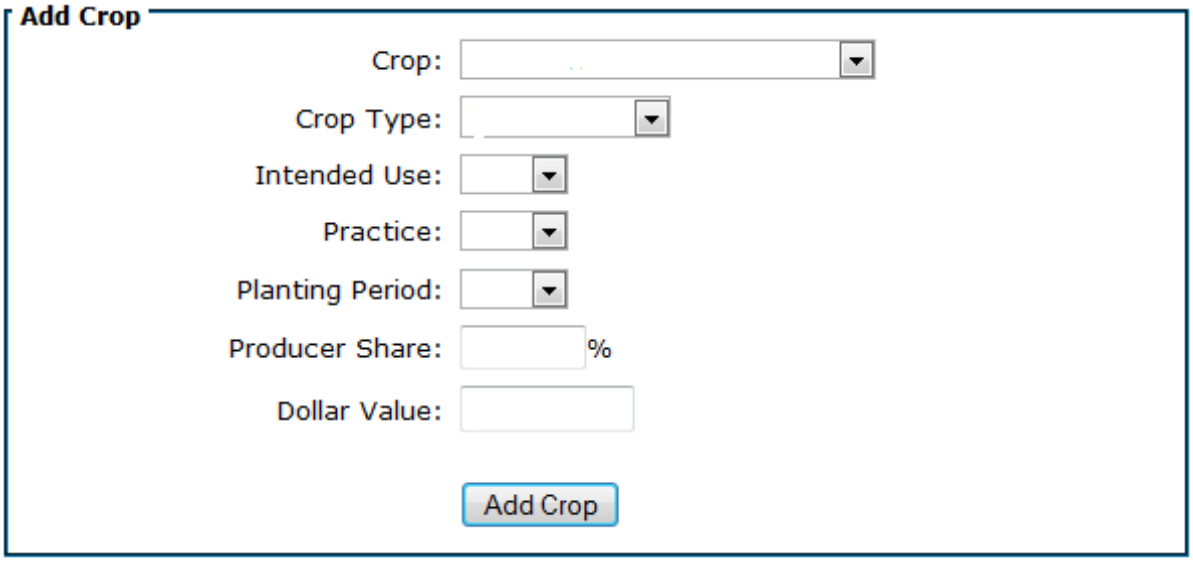
Following is an example of the "Add Crop" section for value loss crops with graduated prices.



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.



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: • conventional • transitional organic • certified organic • direct. The selection of market option will determine the price and yield used in the estimated premium.
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	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. **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.	
	IF the selected market option is…	**THEN APH/CEY displayed will be…**
	conventional	• approved yield applicable to the conventional acreage, and/or • CEY from NCT.
	transitional organic	• approved yield applicable to the transitional organic acreage, and/or • transitional organic yield from NCT, and/or • CEY from NCT.
	certified organic	• approved yield applicable to the certified organic acreage, and/or • certified organic yield from NCT, and/or • CEY from NCT.
	direct	• 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 NAP Estimated Premium Report

Following is an example of the NAP Estimated Premium Report.

State: Mississippi
County: Coahoma
Year: 2015

United States Department of Agriculture
Farm Service Agency
NAP Estimated Premium Report

Date: 12/24/2014
Time: 10:25:54
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

Disclaimer: This is an estimated calculation of premium(s); visit your FSA County Office to apply.

63-79 (Reserved)

Section 3 Application for Coverage

Subsection 1 Add, Edit, or Cancel Application for Coverage

80 Search Application for Coverage Screen

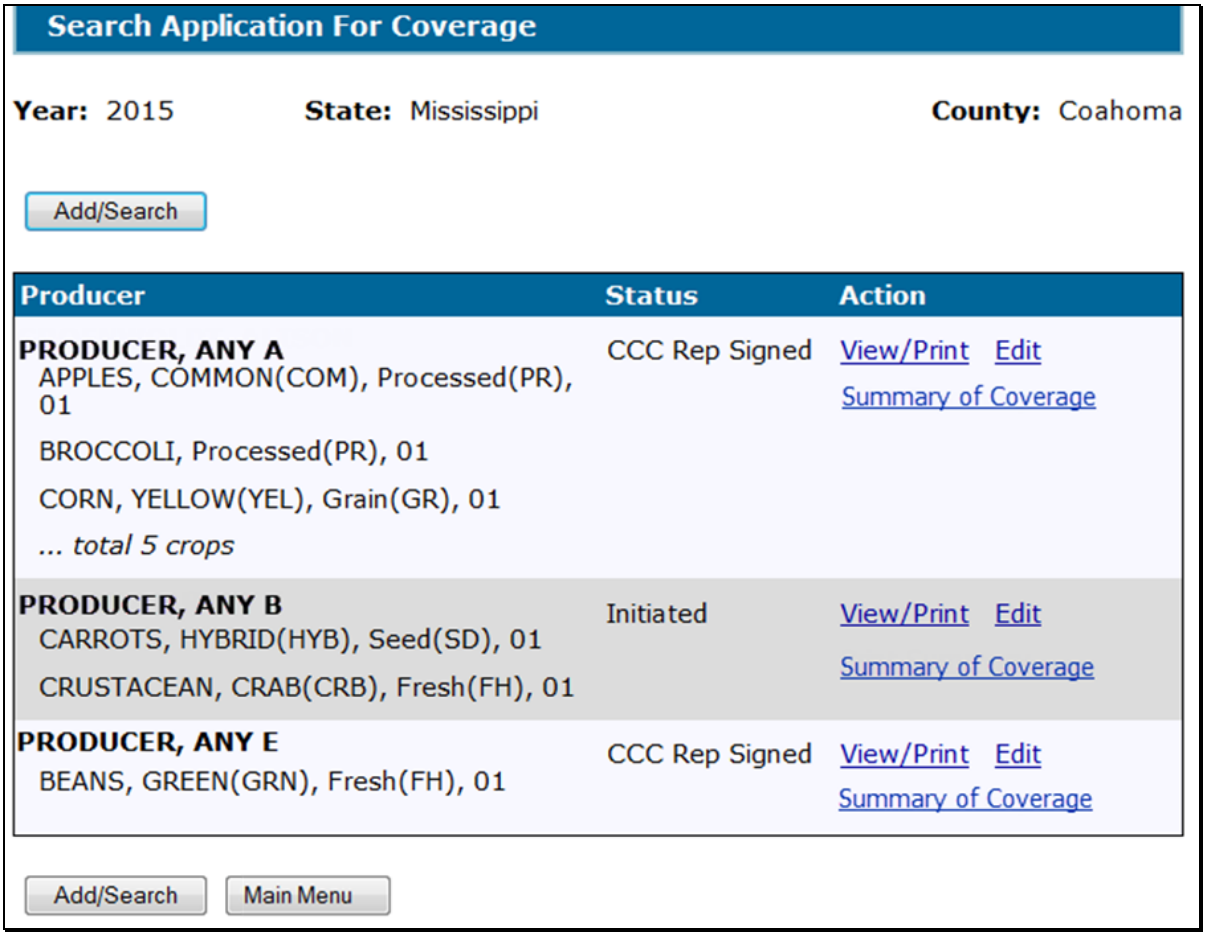
A Overview

After users have clicked "Add, Edit, or Cancel" * * *, the Search Application for Coverage Screen will be displayed. The Search Application for Coverage Screen allows users to:

- add CCC-471
- edit CCC-471
- access an existing CCC-471
- rollover a prior year CCC-471 (crops will be marked Continuous)
- view/print CCC-471
- access Summary of Coverage.

B Example of Search Application for Coverage Screen

Following is an example of the Search Application for Coverage Screen.



***--80 Search Application for Coverage Screen (Continued)**

C Action

To add a new CCC-471 or rollover a prior year CCC-471, CLICK "Add/Search". The SCIMS Customer Search Screen will be displayed.

To view and/or print an existing CCC-471, CLICK "View/Print" for CCC-471 to be viewed and/or printed. CCC-471 will be displayed.

To edit an existing CCC-471, do either of the following.

- CLICK "Edit" for CCC-471 to be edited. The Application for Coverage Summary Screen will be displayed. See paragraph 88.

- CLICK "Add/Search". The SCIMS Customer Search Screen will be displayed.

To print a summary report for an existing CCC-471, CLICK "Summary of Coverage". The Producer Application for Coverage Summary Report will be displayed. See paragraph 106 for additional information on the Producer Application for Coverage Summary Report.

D Status

The "Status" column will display the status of the producer's CCC-471.

"**Initiated**" means CCC-471 has been started, but the producer has not yet signed the application and the fees have not been fully paid.

"**Pending**" means the producer has signed CCC-471, but the fees have not been fully paid.

"**Signed by Producer**" means the producer has signed CCC-471 and the fees have been fully paid.

"**CCC Rep Signed**" means the CCC representative has signed CCC-471 verifying that the fees have been fully paid.

"**Cancelled**" means that CCC-471 has been placed in a cancelled status because of 1 of the following:

- changes to basic program data, such as modification of FSA-578 data
- Business Partner cleansing case
- manual cancellation by the user.

A cancelled CCC-471 must be accessed and modified to ensure that the most current data is on CCC-471. A report is available that provides a list of all cancelled CCC-471's with the reason for the cancellation. See paragraph 107 for additional information.

Note: A Business Partner cleansing case will cancel CCC-471 tied to the merged producer. CCC-471 tied to the producer that was "kept" will not be cancelled. CCC-471 that is suspended because of a Business Partner cleansing case does not need to be accessed and modified.**--***

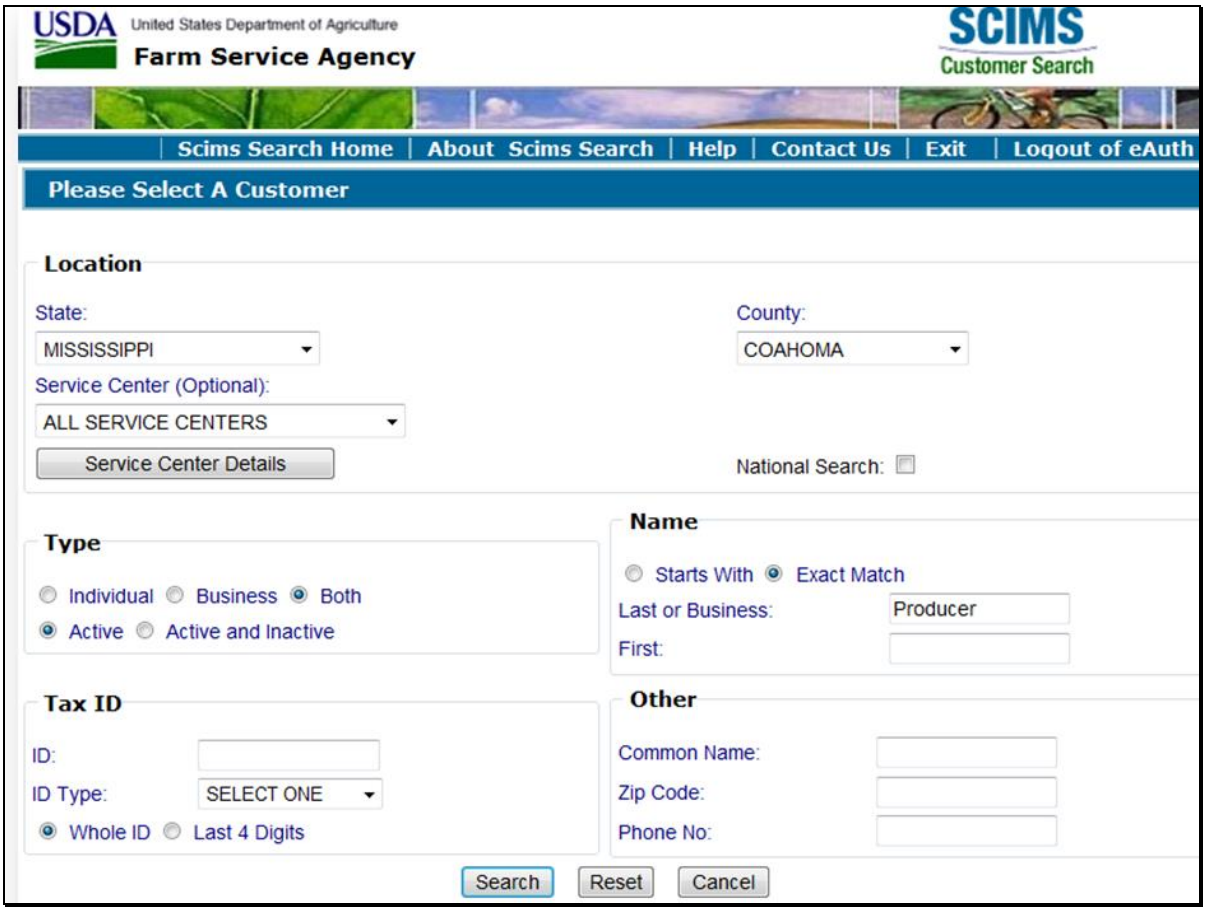
*--81 SCIMS Customer Search

A Overview

If the user clicked "Add/Search", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. The producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.



The user must select the customer based on search results by selecting the applicable producer. The Crop Selection Screen will be displayed. See paragraph 83.

Note: If the selected customer has invalid eligibility determinations, the Subsidiary Status Screen will be displayed. See paragraph 82.--*

*--82 Subsidiary Status Screen

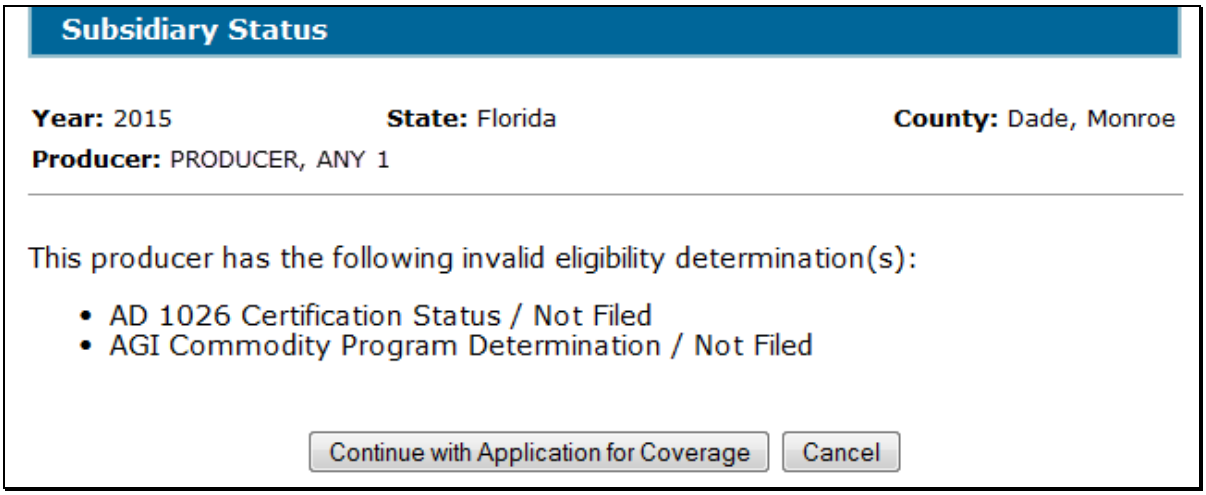
A Overview

The Subsidiary Status Screen displays a list of invalid eligibility determinations for the selected producer. The Subsidiary Status Screen will only be displayed if there are invalid eligible determinations.

Note: These messages are informational only and do not stop CCC-471 from being processed.

B Example of Subsidiary Status Screen

Following is an example of the Subsidiary Status Screen.



C Action

CLICK “Continue with Application for Coverage” to continue processing CCC-471. The Crop Selection Screen will be displayed. See paragraph 83.

CLICK “Cancel” to cancel processing of CCC-471.--*

*--83 Crop Selection Screen

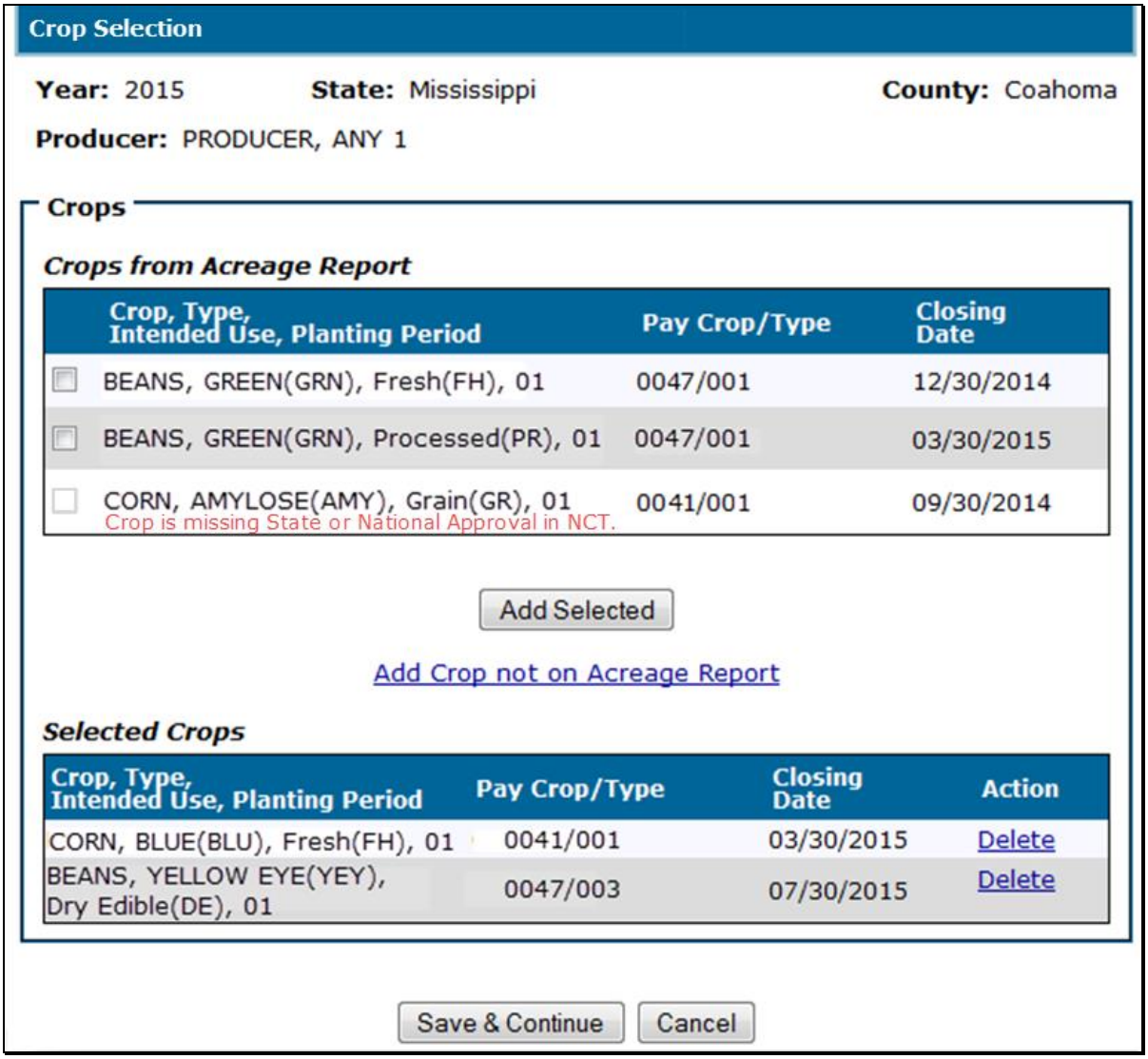
A Overview

The Crop Selection Screen will be displayed for selecting crops to be covered.

Note: If the selected producer had a prior year CCC-471, the crops from the prior year CCC-471 that exist and are approved in the current year NCT will be displayed in the Selected Crops table.

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

Crops

Crops from Acreage Report

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Closing Date
BEANS, GREEN(GRN), Fresh(FH), 01	0047/001	12/30/2014
BEANS, GREEN(GRN), Processed(PR), 01	0047/001	03/30/2015
CORN, AMYLOSE(AMY), Grain(GR), 01 Crop is missing State or National Approval in NCT.	0041/001	09/30/2014

Add Selected

Add Crop not on Acreage Report

Selected Crops

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Closing Date	Action
CORN, BLUE(BLU), Fresh(FH), 01	0041/001	03/30/2015	Delete
BEANS, YELLOW EYE(YEY), Dry Edible(DE), 01	0047/003	07/30/2015	Delete

Save & Continue Cancel

--*

*--83 Crop Selection Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description	Action
Crops from Acreage Report		
Crop Type Intended Use Planting Period Pay Crop/Type Closing Date	The crop, type, intended use, and planting period from the producer's previous year's certified acreage report, and the pay crop/type and application closing date from NCT. **Note:** Crops that are not approved in NCT, for the applicable program year, will be disabled from being selected and an error/footnote displayed.	Select the check box next to the crop, type, intended use, planting period, pay crop/type, and closing date to select that crop for coverage. The crop will be added to the Selected Crops table.
Add Selected	Manual selection.	CLICK "Add Selected" after selecting any applicable crops. The crop will be added to the Selected Crops table.
Add Crop not on Acreage Report	Manual selection.	CLICK "Add Crop not on Acreage Report" to add a crop that is not displayed in the Crops from Acreage Report table. The Add Crop Not on Acreage Report Screen will be displayed. See paragraph 84.
Selected Crops		
Crop Type Intended Use Planting Period Pay Crop/Type Closing Date	Crops selected for coverage. **Note:** An asterisk (*) in front of a crop means that the crop is not eligible because it is past the application closing date. Crops added after the application closing date will be marked "ineligible" and State Office override is necessary to change it to "eligible". See Subsection 2 for more information on State Office override functionality.	
Delete	Manual selection.	CLICK "Delete" to delete a crop from the application.
Save & Continue	Manual selection.	CLICK "Save & Continue" after selecting the crops to be covered. The Select Coverage Level Screen will be displayed. See paragraph 85.
Cancel	Manual selection.	The Search Application for Coverage Screen will be displayed. See paragraph 80.

--*

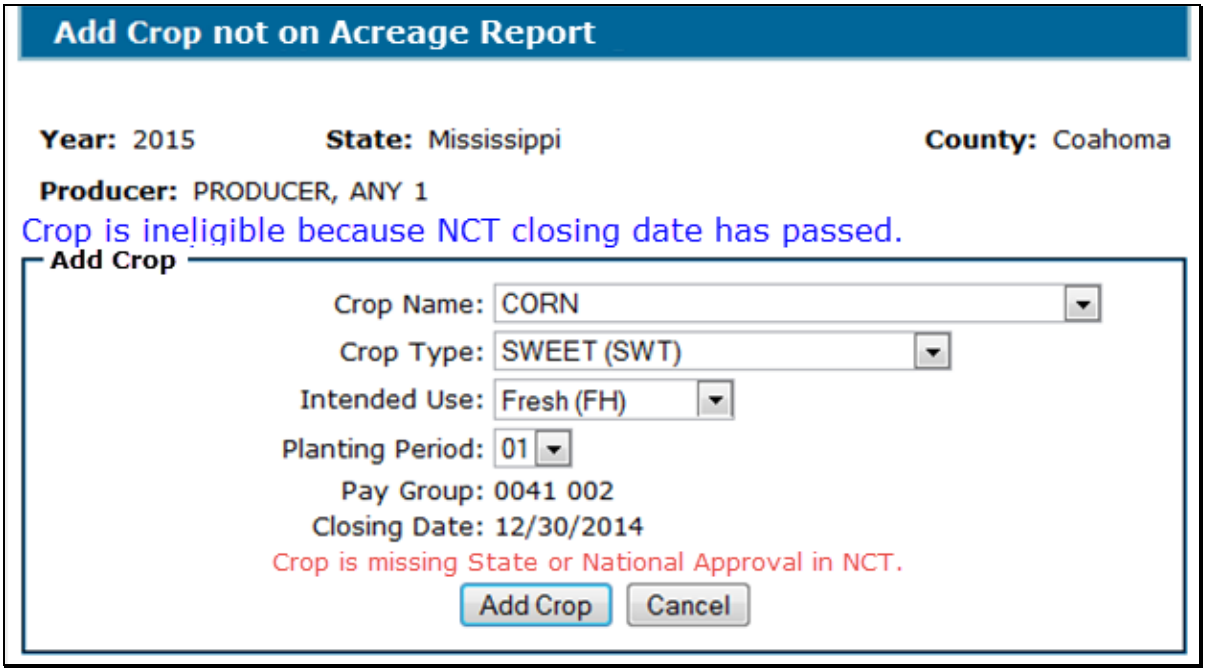
*--84 Add Crop Not on Acreage Report Screen

A Overview

The Add Crop Not on Acreage Report Screen will be displayed for selecting crops to be covered that are **not** reported on the previous year's acreage report.

B Example of Add Crop Not on Acreage Report Screen

Following is an example of the Add Crop Not on Acreage Report Screen.



Notes: The message, "Crop is ineligible because NCT closing date has passed", is informational and indicates that the selected crop will be marked ineligible because the application closing date has passed. Users can CLICK "**Add Crop**", even if this message is displayed.

Crops must be approved in NCT to be selected. The message, "Crop is missing State or National Approval in NCT", will be displayed if the selected crop is not approved in NCT. The crop cannot be added to CCC-471 if the crop is missing State or National approval in NCT.**--***

*--84 Add Crop Not on Acreage Report Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Crop Not on Acreage Report Screen.

Field/Button	Description	Action
Crop Name	Manual selection of any crop loaded in NCT.	Select the crop to be covered.
Crop Type	Manual selection of crop type applicable to the crop loaded in NCT.	Select the crop type applicable to the selected crop.
Intended Use	Manual selection of intended use applicable to the crop loaded in NCT.	Select the intended use applicable to the selected crop.
Planting Period	Manual selection of the planting period applicable to the crop loaded in NCT.	Select the planting period applicable to the selected planting period.
Pay Group	The pay group applicable to the crop loaded in NCT.	
Closing Date	The closing date applicable to the crop loaded in NCT.	
Add Crop	Manual selection. **Note:** Crop selections that are not approved in NCT, for the applicable program year, will be disabled from being added and an error/footnote displayed.	CLICK "Add Crop" after selecting the crop, crop type, intended use, and planting period. The Crop Selection Screen will be displayed with the crop added to the Selected Crops table. See paragraph 83.
Cancel	Manual selection.	The Crop Selection Screen will be displayed. See paragraph 83.

--*

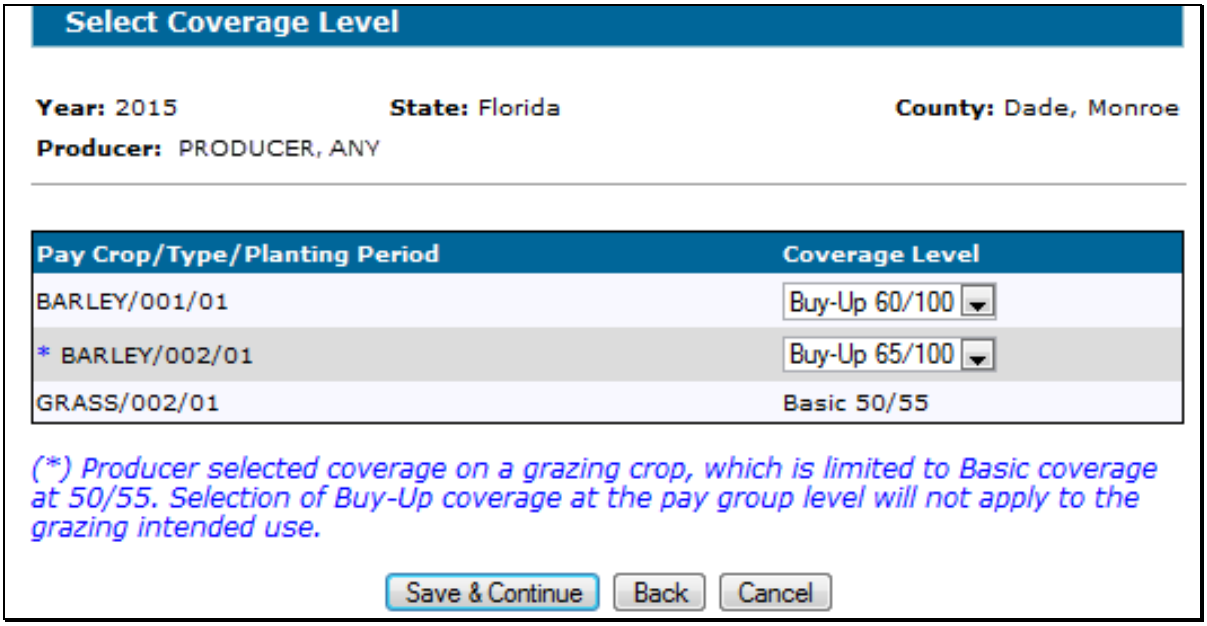
*--85 Select Coverage Level Screen

A Overview

The Select Coverage Level Screen will be displayed to allow the user to select coverage levels for each pay group associated with the crops selected for coverage.

B Example of Select Coverage Level Screen

Following is an example of the Select Coverage Level Screen.



Select Coverage Level

Year: 2015 **State:** Florida **County:** Dade, Monroe

Producer: PRODUCER, ANY

Pay Crop/Type/Planting Period	Coverage Level
BARLEY/001/01	Buy-Up 60/100
* BARLEY/002/01	Buy-Up 65/100
GRASS/002/01	Basic 50/55

(*) Producer selected coverage on a grazing crop, which is limited to Basic coverage at 50/55. Selection of Buy-Up coverage at the pay group level will not apply to the grazing intended use.

Save & Continue | Back | Cancel

--*

*--85 Select Coverage Level Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Select Coverage Level Screen.

Field/Button	Description	Action
Pay Crop	The pay groups that represent all selected crops for coverage.	
Type		
Planting Period		
Coverage Level	Manual selection.	Defaulted to "Basic 50/55" coverage. If the producer elected Buy-Up, select the coverage level applicable to the pay group. **Note:** See subparagraph D for restrictions to pay groups with a grazed (GZ) crop selected.
Save & Continue	Manual selection.	CLICK "Save & Continue" after selecting the coverage levels for all pay groups. The Select Coverage Options Screen will be displayed. See paragraph 86.
Back	Manual selection.	The Crop Selection Screen will be displayed. See paragraph 83.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.

D Pay Groups Containing Grazed (GZ) Crop Selection

Pay groups with **only** a grazed (GZ) crop selected will be defaulted and restricted to "Basic 50/55" coverage.

Pay groups that have **both** a grazed (GZ) and another intended use (such as FG) crop selected, the coverage level will be defaulted to "Basic 50/55", but will allow the user to select a Buy-Up coverage level to apply to the nongrazed crop. The system will only apply a Buy-Up coverage level selection to nongrazed intended uses. An informational footnote will be displayed for the pay groups that meet this criteria.--*

*--86 Select Coverage Options Screen

A Overview

The Select Coverage Options Screen will be displayed to allow the user to:

- select market options for each of the crops selected for coverage
- enter a dollar value of coverage for value loss crops selected for coverage.

B Example of Select Coverage Options Screen

Following is an example of the Select Coverage Options Screen.

Select Coverage Options

Year: 2015 **State:** North Dakota **County:** Burke

Producer: PRODUCER, ANY

Crop, Type, Intended Use, Planting Period	Organic Price	Direct Market Price	HMP Percent	Dollar Value
BEANS, GREEN(GRN), Fresh(FH), 01	☐	☑	☑	
BEANS, GREEN(GRN), Processed(PR), 01	☐	☐	☑	
BEANS, GREEN(GRN), Dry Edible(DE), 01	☐	☐	☐	
BEANS, BLACK TURTLE(BTU), Dry Edible(DE), 01	☑	☐	☐	
BEANS, YELLOW EYE(YEY), Dry Edible(DE), 01	☐			
CORN, BLUE(BLU), Fresh(FH), 01	☐	☑	☐	
CORN, AMYLOSE(AMY), Grain(GR), 01	☐	☐	☐	
CORN, SWEET(SWT), Fresh(FH), 01	☐	☑	☐	
FINFISH, TROUT(TRO), Fresh(FH), 01				$ 80000

Save & Continue | Cancel | Back

--*

*--86 Select Coverage Options Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Select Coverage Options Screen.

Field/Button	Description	Action
Crop Type Intended Use Planting Period	The crop, type, intended use, and planting period of selected crops for coverage. **Note:** Crops for an intended use of GZ will not be displayed.	
Organic Price	Manual selection. **Note:** This option will **not** be displayed for value loss crops that do not require or allow a graduated price code.	Select this coverage option if the producer elected to use the "Organic Price" option for the applicable crop being covered.
Direct Market Price	Manual selection. **Notes:** This option will **only** be displayed if Buy-Up coverage was selected for this crop's pay group. This option will **not** be displayed for value loss crops or crops with an intended use of FG.	Select this coverage option if the producer elected to use the "Direct Market Price" option for the applicable crop being covered.
HMP Percent	Manual selection. **Notes:** This option will **only** be displayed if Buy-Up coverage was selected for this crop's pay group. This option will **not** be displayed for value loss crops or crops with an intended use of FG.	Select this coverage option if the producer elected to use the "HMP Percent" option for the applicable crop being covered.
Dollar Value	Manual entry. **Note:** This entry will **only** be displayed for value loss crops with Buy-Up coverage selected for the crop's pay group and would be a required entry.	Enter the dollar value of coverage for each value loss crop selected for coverage.
Save & Continue	Manual selection.	The Application Fee Screen will be displayed. See paragraph 87.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.
Back	Manual selection.	The Select Coverage Level Screen will be displayed. See paragraph 85.

--*

*--87 Application Fee Screen

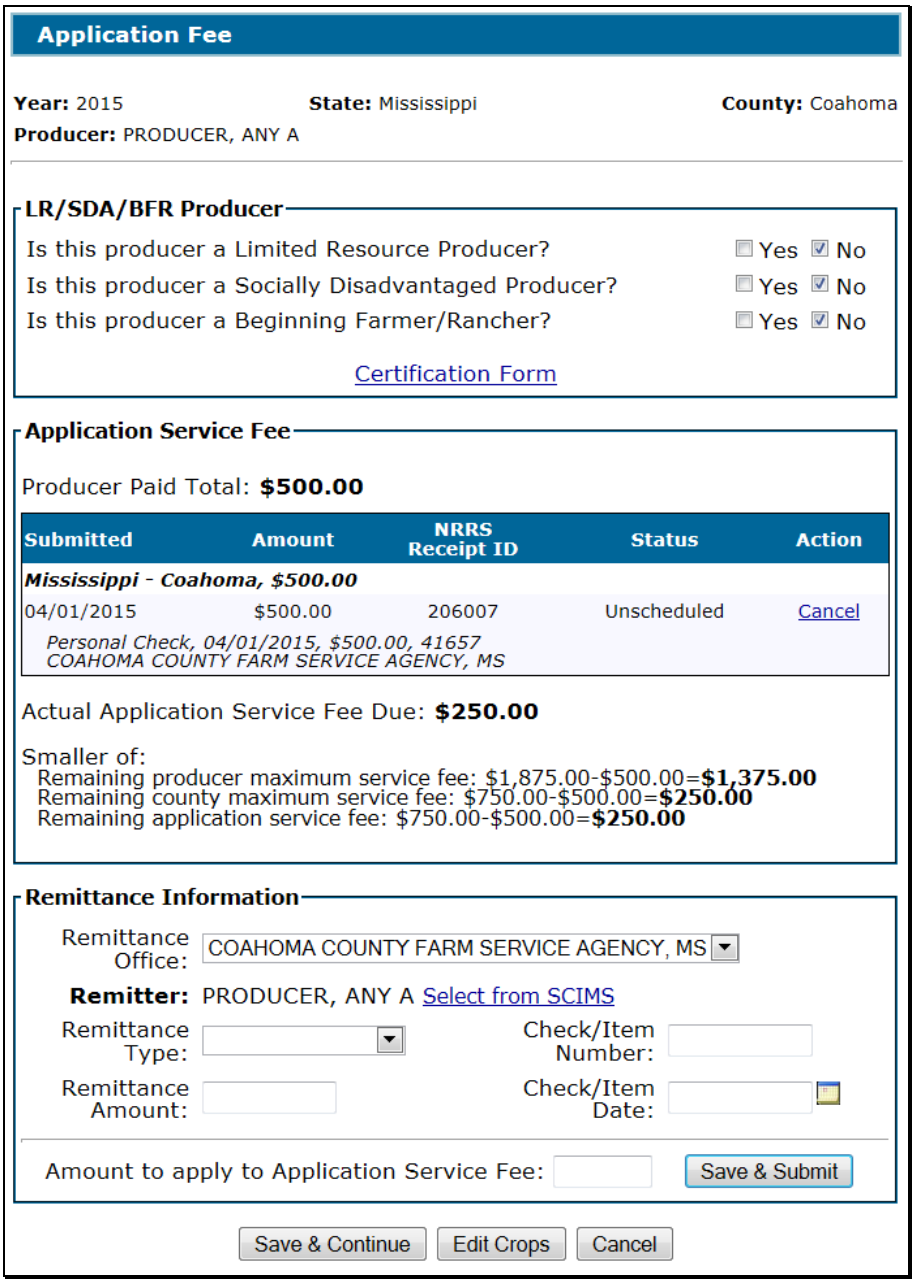
A Overview

The Application Fee Screen provides:

- limited resource, socially disadvantaged, and beginning farmer/rancher selections
- fee calculation
- entry of remittance information for collection of service fee.

B Example of Application Fee Screen

Following is an example of the Application Fee Screen.



Application Fee

Year: 2015 **State:** Mississippi **County:** Coahoma
Producer: PRODUCER, ANY A

LR/SDA/BFR Producer

Is this producer a Limited Resource Producer? ☐ Yes ☑ No
Is this producer a Socially Disadvantaged Producer? ☐ Yes ☑ No
Is this producer a Beginning Farmer/Rancher? ☐ Yes ☑ No

Certification Form

Application Service Fee

Producer Paid Total: **$500.00**

Submitted	Amount	NRRS Receipt ID	Status	Action
Mississippi - Coahoma, $500.00				
04/01/2015	$500.00	206007	Unscheduled	Cancel
Personal Check, 04/01/2015, $500.00, 41657 COAHOMA COUNTY FARM SERVICE AGENCY, MS				

Actual Application Service Fee Due: **$250.00**

Smaller of:
Remaining producer maximum service fee: $1,875.00-$500.00=**$1,375.00**
Remaining county maximum service fee: $750.00-$500.00=**$250.00**
Remaining application service fee: $750.00-$500.00=**$250.00**

Remittance Information

Remittance Office: COAHOMA COUNTY FARM SERVICE AGENCY, MS
Remitter: PRODUCER, ANY A Select from SCIMS
Remittance Type: Check/Item Number:
Remittance Amount: Check/Item Date:

Amount to apply to Application Service Fee: Save & Submit

Save & Continue Edit Crops Cancel

--*

*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Application Fee Screen.

Field/Button	Description	Action
LR/SDA/BFR Producer		
Is this producer a Limited Resource Producer?	Manual selections. Values are defaulted to the determinations in subsidiary for the applicable year.	The displayed value can be overridden, if applicable. **Note:** Limited resource producers must have a completed CCC-860 on file for each applicable program year before "Yes" is selected.
Is this producer a Socially Disadvantaged Producer?		
Is this producer a Beginning Farmer/Rancher?		
Certification Form	Manual selection.	CLICK "Certification Form" to display or print CCC-860.
Application Service Fee		
Producer Paid Total	The amount of service fees the producer has paid across all counties thus far.	
Submitted	The submission dates, amounts, NRRS reference numbers, and statuses of previously collected application service fees. **Note:** See subparagraph D for a list of statuses and descriptions.	
Amount		
NRRS Receipt ID		
Status		
Action	County Office users have the authority to cancel collections where the remittance has not yet been placed on a schedule of deposit. The remittance must be in a status of "Unscheduled" or "In-Process" in NRRS. Remittances in all other statuses must be cancelled by the State Office administrative user according to paragraph 98.	
Actual Application Service Fee Due	The smaller of the following: • remaining producer maximum service fee • remaining county maximum service fee • remaining application service fee.	
Remaining producer maximum service fee	The remaining amount the producer can be required to pay across all counties, calculated by taking the maximum service fee a producer can pay across all counties minus the amount of service fees the producer has paid across all counties.	
Remaining county maximum service fee	The remaining amount the producer can be required to pay in the selected county, calculated by taking the maximum service fee a producer can pay in the selected county minus the amount of service fees the producer has paid in the selected county.	

--*

*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Remaining application service fee	The remaining amount the producer can be required to pay for the application, calculated by taking the fees that were calculated for the application minus the amount of service fees the producer has paid in the selected county. **Note:** This amount is calculated by multiplying $250 times the number of pay groups included on the application. The $750 county maximum is not taken into account. For example, if 5 pay groups are selected, this field will show $1,250.	
Remittance Information (If the Actual Application Service Fee Due is zero, this section will be disabled.)		
Remittance Office	The administrative County Office will be defaulted. The drop-down list contains the administrative county and all counties to which the user is associated.	If the check is being accepted in a county other than the producer's administrative county, select the applicable county from the drop-down list.
Remitter	The payer of the application service fee. Manual selection, defaulted to the applicant. **Must** be modified when applicant is not the remitter.	If someone other than the applicant is paying for the applicant's service fees, CLICK "Select from SCIMS" to select the actual remitter from SCIMS.
Remittance Type	The form of payment received from the remitter. Required selection if a collection is being submitted by: • personal check • cashier's check • money order • multi-party check • wire transfer • cash and coin.	Select the applicable form of payment received from the remitter.
Check/Item Number	The identifying number associated with the payment received from the remitter. Required manual entry if a collection is being submitted, with the exception of "Cash and Coin".	Enter the item number from the actual payment, such as check number.

--*

*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Remittance Amount	The actual amount of the payment received from the remitter. Required manual entry if a collection is being submitted.	Enter the amount of the actual payment, such as check amount. **Note:** Amount may be less than, equal to, or greater than the Actual Application Service Fee Due. The amount will be less than the Actual Application Service Fee Due if the remitter is not paying the entire fee. The amount will be more than the Actual Application Service Fee Due if the remitter is paying multiple fees (this could be fees for more than 1 person or fees for multiple programs).
Check/Item Date	The date listed on the payment received from the remitter. Required manual entry or selection if a collection is being submitted.	Enter or select the date from the actual payment, such as check date. **Note:** Date must be less than or equal to the current date.
Amount to apply to Application Service Fee	The portion of the remittance amount to be applied to the application service fee. Required manual entry if a collection is being submitted.	Enter the amount of the remittance to be applied to the NAP service fees due. **Note:** Amount may be less than or equal to, but not greater than, the Actual Application Service Fee Due. If the amount entered is less than the Actual Application Service Fee Due, the application status will be pending until the remaining fees are paid.
Save & Submit	Saves the entered remittance information. The Application for Coverage Summary Screen will be displayed.	
Buttons		
Save & Continue	Manual selection.	CLICK "Save & Continue" to save any LR/SDA/BFR determination changes and/or submit a remittance of service fees to NRRS. The Application for Coverage Summary Screen will be displayed. See paragraph 88.
Edit Crops	Manual selection	The Crop Selection Screen will be displayed. See paragraph 83.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.

--*

*--87 Application Fee Screen (Continued)

D Application Service Fee Status Descriptions

The following table provides the list of statuses that may be displayed in the Application Service Fee table of previous collections listed on the Application Fee Screen.

Status	Description
Manual	Application service fee collection was recorded in NAP before the automated collections being implemented on March 2, 2015. The actual remittance should have been recorded directly in NRRS by the user. **Note:** If warranted by a change in the application, a manual refund will have to be processed for this collection.
Unscheduled	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "unscheduled". **NRRS (Unscheduled):** The remittance has not been placed on a schedule of deposit.
In Process	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "in-process". **NRRS (In-Process):** The remittance is in the process of being placed on a schedule of deposit.
Scheduled	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "scheduled". **NRRS (Scheduled):** The remittance has been placed on a schedule of deposit, but not verified.
Verified	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "funded". **NRRS (Funded):** The remittance is on a verified schedule of deposit.
Active/Verified	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been verified by NRRS as being "active-verified". **NRRS (Active-Verified):** The remittance is on a verified schedule of deposit and has been activated to allow receipts to be added or deleted.
Dishonored	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system; however, the remittance has been determined "unfunded" by NRRS. **NRRS (Unfunded):** The external collection's associated remittance has been dishonored.
Cancelled	Application service fee collection was recorded in NAP and submitted directly into NRRS by the system; however, the collection was subsequently cancelled within the NAP Application for Coverage System and the remittance has been verified as being "deleted". **NRRS (Deleted):** The remittance is on a schedule of deposit that is deleted.

--*

*--88 Application for Coverage Summary Screen

A Overview

The Application for Coverage Summary Screen:

- provides notification of producer ineligibility determinations
- provides a summary of the selected crops
- provides the limited resource producer, socially disadvantaged producer, and beginning farmer/rancher determinations
- provides summary of application service fees due or received
- allows for entry of signature information.--*

*--88 Application for Coverage Summary Screen (Continued)

B Example of Application for Coverage Summary Screen

Following is an example of the Application for Coverage Summary Screen.

Application for Coverage Summary

- This producer has the following invalid eligibility determination (s): AD 1026 Certification Status / Not Filed, AGI Commodity Program Determination / Not Filed.

Year: 2015 **State:** Mississippi **County:** Coahoma
Producer: PRODUCER, ANY A

Crops

Crops with CCC signature

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Coverage Level & Options	Producer Signature	CCC Signature Date
APPLES, COMMON (COM), Fresh (FH), 01	0054/001	60/100 DH	04/01/2015 by Paper	04/01/2015
CHRISTMAS TREES, ARIZONA CYPRESS (ARI), Fresh (FH), 01	7321/001	50/100 O $100,000.00	04/01/2015 by Paper	04/01/2015

Crops with no CCC signature

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Coverage Level & Options	Closing Date	Producer Signature
GRASS, FESCUE, TALL (FTA), Forage (FG), 01	0102/001	50/55	08/15/2014	

Edit Crops

Application Service Fee

Is this producer a Limited Resource Producer? ☐ Yes ☑ No
Is this producer a Socially Disadvantaged Producer? ☐ Yes ☑ No
Is this producer a Beginning Farmer/Rancher? ☐ Yes ☑ No

Service Fee Due: $0.00 **Service Fee Received:** $750.00

Collect/View Fee

Producer Signature

Signature Type: Signature Date:

CCC Representative Signature Date

Date:

Cancellation

Do you want to cancel this Application for Coverage?

☐ Yes Reason:

Save & Submit | Save & Print | Summary of Coverage | Cancel

--*

*--88 Application for Coverage Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Application for Coverage Summary Screen.

Field/Button	Description	Action
Crops		
Crops with CCC Signature		
Crop, Type, Intended Use, Planting Period Pay Crop/Type Coverage Level & Options Producer Signature CCC Signature Date	Crops that are NAP covered will be displayed. **Notes:** "Continuous Coverage" will be displayed for crops that rolled over from the producer's previous year CCC-471. No producer signature is required. The elected coverage options are displayed as codes after the elected coverage level, as follows: • "O" for "Organic Price" option • "D" for "Direct Market Price" option • "H" for "HMP Percent" option.	
Crops with no CCC Signature		
Crop, Type, Intended Use, Planting Period Pay Crop/Type Coverage Level & Options Closing Date Producer Signature	Crops that are still pending NAP coverage will be displayed. **Note:** Crops with an asterisk (*) are ineligible because the NCT application closing date has passed.	
Edit Crops	Manual selection.	The Crop Selection Screen will be displayed. See paragraph 83. Crops can be added or deleted from CCC-471 at any time. However, if a crop is added after the application closing date, the crop will be marked "ineligible" and State Office override is necessary to change it to "eligible". See Subsection 2 for more information on State Office override functionality. Deleting crops from CCC-471 may result in a negative fee calculation. This indicates that the producer may be eligible for a refund of service fees already paid. Refunds may only be authorized through State Office override. See Subsection 2 for more information on State Office override functionality.

--*

*--88 Application for Coverage Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Application Service Fee		
Is this producer a Limited Resource Producer?	The current status of each determination, as defaulted or selected on the Application Fee Screen.	
Is this producer a Socially Disadvantaged Producer?		
Is this producer a Beginning Farmer/Rancher?		
Service Fee Due	Service fees due for the application.	
Service Fee Received	Amount of service fees collected for the application.	
Collect/View Fee	Manual selection.	The Application Fee Screen will be displayed. See paragraph 87.
Producer Signature		
Signature Type	Manual selection of the type of signature provided by the producer. Applicable signature types are paper or FAX. **Note:** "Continuous Coverage" will be displayed for crops that rolled over from the producer's previous year CCC-471. No producer signature is required for continuous coverage crops.	Signature type shall only be selected after either of the following occurs: • producer signs and dates CCC-471 • FAX with the producer's signature and date has been received in the County Office.
Signature Date	Manual entry of the date the producer signed or FAXed CCC-471.	Enter date producer signed CCC-471.
CCC Representative Signature Date		
Date	Manual entry or selection.	Enter or select the date CCC representative signed CCC-471 to verify receipt of service fees. After CCC representative signature is entered, the crops will be considered NAP covered.
Cancellation		
Do you want to cancel this Application for Coverage?	Manual selection.	Check (✓) "Yes" to cancel CCC-471. Cancelling CCC-471 does not cancel fee collections. County Offices must follow instructions in paragraph 87 to cancel collections.
Reason	Manual selection. Applicable reasons are: • application entered in error • withdrawn by producer	Select the reason that CCC-471 is being cancelled.

--*

*--88 Application for Coverage Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Buttons		
Save & Submit	Manual selection.	CLICK "Save & Submit" to save CCC-471. The Confirmation Screen will be displayed. See paragraph 89.
Save & Print	Manual selection.	CLICK "Save & Print" to save CCC-471. CCC-471 will be displayed in a separate window.
Summary of Coverage	Manual selection.	The Producer Application for Coverage Summary Report will be displayed in a separate window. See paragraph 106.
Cancel	Manual selection.	The Search Application for Coverage Screen will be displayed. See paragraph 80.

--*

*--89 Confirmation

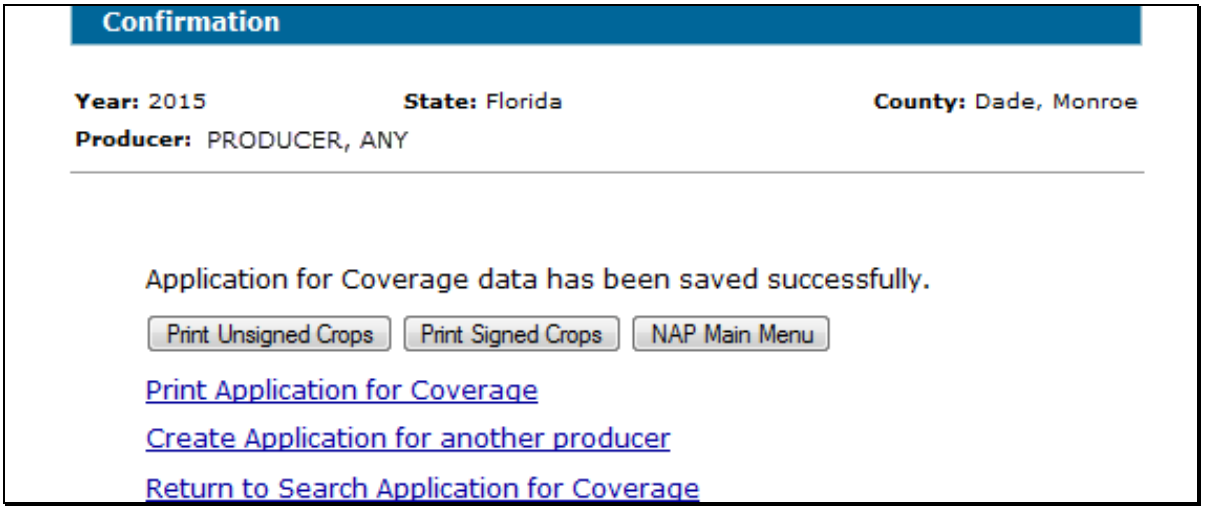
A Overview

The Confirmation Screen:

- provides confirmation that the application data has been saved
- allows users to print unsigned and signed crop reports
- allows users to print the producer's CCC-471
- provides a shortcut to creating CCC-471 for another producer.

B Example of Confirmation Screen

Following is an example of the Confirmation Screen.



C Link/Button Descriptions

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

Link/Button	Description
Print Unsigned Crops	CCC-471 will be displayed in a separate window. CCC-471 will contain only crops that do not contain a producer signature date.
Print Signed Crops	CCC-471 will be displayed in a separate window. CCC-471 will contain only crops that contain a producer signature date.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.
Print Application for Coverage	CCC-471 will be displayed in a separate window. CCC-471 will contain both signed and unsigned crops.
Create Application for another Producer	The SCIMS Customer Search Screen will be displayed. See paragraph 81.
Return to Search Application for Coverage	The Search Application for Coverage Screen will be displayed. See paragraph 80.

--*

90-95 (Reserved)

*--Subsection 2 State Office Override

96 Accessing State Office Override

A Overview

State Office override functionality allows State Office administrative users to:

- change the status of crops that were added after the application closing date from "ineligible" to "eligible"

  Note: The application closing date **must** always fall on a workday. If the application closing date loaded in NCT falls on a nonworkday, the software application provides a grace period until the next workday.

- modify or cancel automated remittances in any status

  Note: A future release will provide County Office users with the ability to cancel remittances in an unscheduled status.

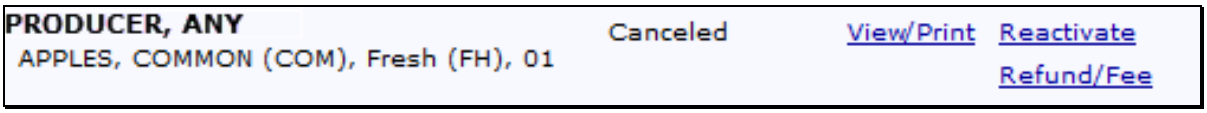
- authorize refunds of manual collections (applicable to 2015 only).

For active CCC-471's, State Office administrative users shall access CCC-471 to be overridden and navigate to the Application for Coverage Summary Screen according to paragraph 88.

For canceled CCC-471's, State Office administrative users shall select "Refund/Fee" on the Search Application for Coverage Screen. The Application Fee Screen will be displayed. See:

- paragraph 98 for automated remittance modification or cancellation
- paragraph 99 for refunds of manual collections.

Following is an example of a canceled CCC-471 with the "Refund/Fee" link.

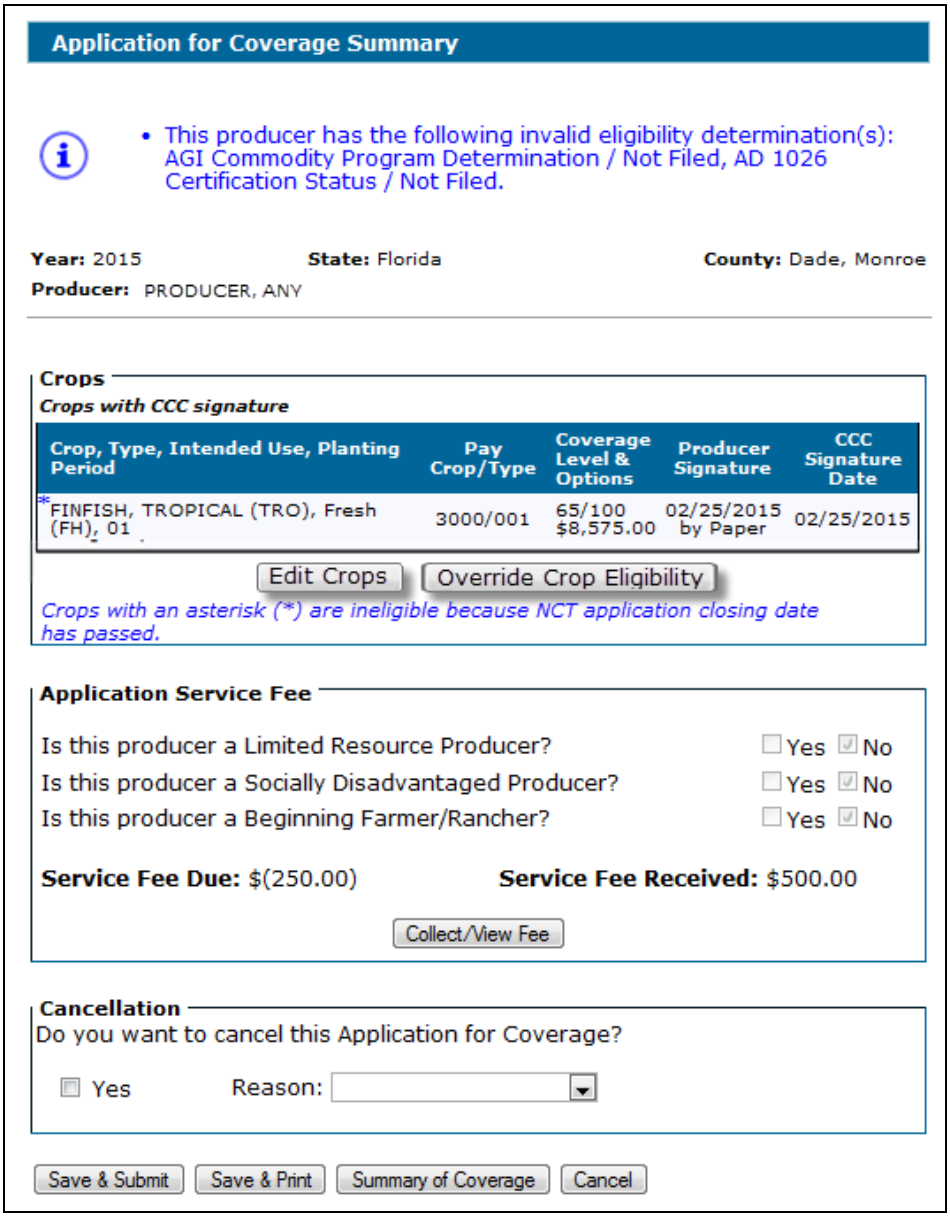


Note: See paragraph 44 for instructions on requesting State Office administrative access.**--***

*--96 Accessing State Office Override (Continued)

B Example of Application for Coverage Summary Screen

Following is an example of the Application for Coverage Summary Screen.



Application for Coverage Summary

- This producer has the following invalid eligibility determination(s): AGI Commodity Program Determination / Not Filed, AD 1026 Certification Status / Not Filed.

Year: 2015 **State:** Florida **County:** Dade, Monroe
Producer: PRODUCER, ANY

Crops
Crops with CCC signature

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Coverage Level & Options	Producer Signature	CCC Signature Date
*FINFISH, TROPICAL (TRO), Fresh (FH), 01	3000/001	65/100 $8,575.00	02/25/2015 by Paper	02/25/2015

Edit Crops | Override Crop Eligibility

Crops with an asterisk (*) are ineligible because NCT application closing date has passed.

Application Service Fee

Is this producer a Limited Resource Producer? ☐ Yes ☑ No
Is this producer a Socially Disadvantaged Producer? ☐ Yes ☑ No
Is this producer a Beginning Farmer/Rancher? ☐ Yes ☑ No

Service Fee Due: $(250.00) **Service Fee Received:** $500.00

Collect/View Fee

Cancellation
Do you want to cancel this Application for Coverage?

☐ Yes Reason:

Save & Submit | Save & Print | Summary of Coverage | Cancel

C Action

To override crop eligibility, CLICK "Override Crop Eligibility". The Override Crop Eligibility Screen will be displayed. See paragraph 97.

To modify or cancel an automated remittance or refund a manual collection, CLICK "Collect/View Fee". The Application Fee Screen will be displayed. See:

- paragraph 98 for automated remittance modification or cancellation
- paragraph 99 for refunds of manual collections.--*

*--97 Override Crop Eligibility

A Overview

The "Override Crop Eligibility" button on the Application for Coverage Summary Screen allows State Office administrative users to override crops determined by the system to be "ineligible" on CCC-471 because they were applied for and/or submitted past the application closing date.

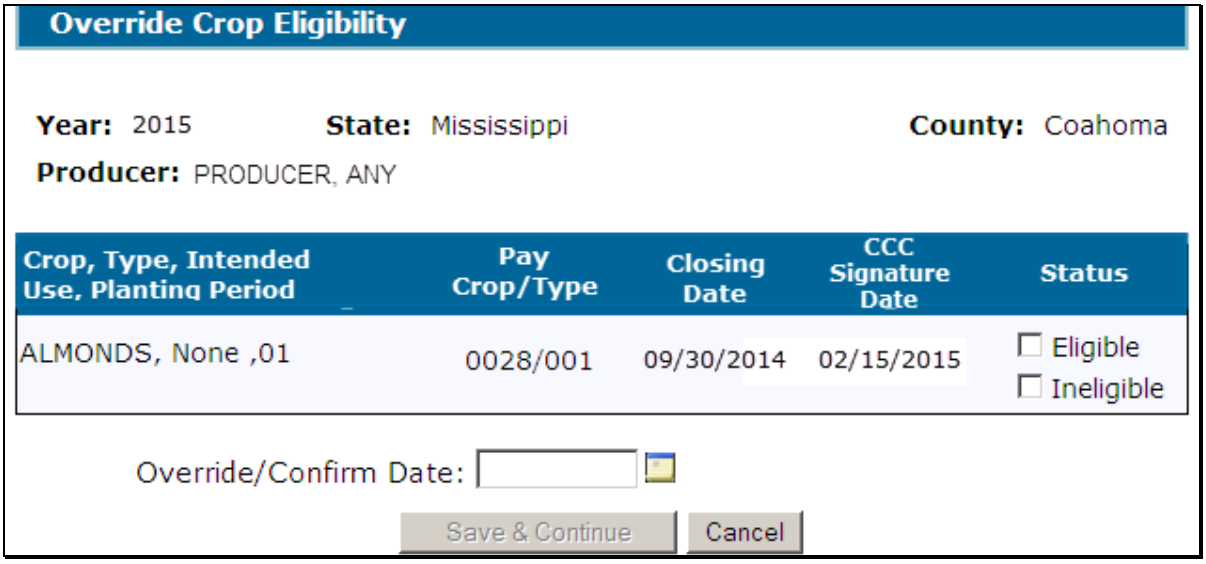
The Override Crop Eligibility Screen:

- will be displayed with crops that are "ineligible"
- allows State Office administrative users to change the status of a crop to "eligible" or leave the status as "ineligible".

Note: Even though a crop has been determined "ineligible" by the system, neither "eligible" nor "ineligible" will be marked on the Override Crop Eligibility Screen. The State Office administrative user **must** take action on each crop by either selecting "eligible" or "ineligible". If "ineligible" is selected, the crop status will remain "ineligible".

B Example of Override Crop Eligibility Screen

Following is an example of the Override Crop Eligibility Screen.



--*

*--97 Override Crop Eligibility (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Override Crop Eligibility Screen.

Field/Button	Description	Action
Crop, Type, Intended Use, Planting Period	The crop, type, intended use, planting period, pay crop/type, application closing date, and CCC signature date of the ineligible crops.	
Pay Crop/Type		
Closing Date		
CCC Signature Date		
Status	Manual selection.	Select "Eligible" to change the status of the crop to eligible. Select "Ineligible" to maintain the status of the crop as ineligible.
Override/Confirm Date	Manual entry or selection.	Enter or select the date the ineligible crops were overridden.
Save & Continue	Manual selection.	CLICK "Save & Continue" after overriding the crop status. The Application for Coverage Summary Screen will be displayed. See paragraph 88. **Notes:** If the crop status is changed to "eligible", the message, "Ineligibility was overridden on 99/99/9999", will be displayed under the crop on the Application for Coverage Summary Screen. If the crop status remained "ineligible", the message, "Ineligibility was confirmed on 99/99/9999", will be displayed under the crop on the Application for Coverage Summary Screen.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.

--*

*--98 Automated Remittance Modification or Cancellation

A Overview

Automated remittances may need to be modified or cancelled for 1 or more of the following reasons:

- crop was removed from CCC-471
- producer was determined limited resource producer, socially disadvantaged producer, or beginning farmer/rancher, after service fees were collected
- CCC-471 was cancelled
- original remittance information was entered incorrectly.

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

*--98 Automated Remittance Modification or Cancellation (Continued)

B Example of Application Fee Screen

Following is an example of the Application Fee Screen, with the option to "Cancel" an automated remittance.

Application Fee

Year: 2015 **State:** Mississippi **County:** Coahoma
Producer: PRODUCER, ANY E

LR/SDA/BFR Producer

Is this producer a Limited Resource Producer? ☐ Yes ☑ No
Is this producer a Socially Disadvantaged Producer? ☐ Yes ☑ No
Is this producer a Beginning Farmer/Rancher? ☐ Yes ☑ No

Certification Form

Application Service Fee

Producer Paid Total: **$250.00**

Submitted	Amount	NRRS Receipt ID	Status	Action
Mississippi - Coahoma, $250.00				
03/02/2015	$250.00	178049	Pending	Cancel
Personal Check, 03/02/2015, $250.00, 12345				

Actual Application Service Fee Due: **$0.00**

Smaller of:
Remaining producer maximum service fee: $1,875.00-$250.00=**$1,625.00**
Remaining county maximum service fee: $750.00-$250.00=**$500.00**
Remaining application service fee: $250.00-$250.00=**$0.00**

Save & Continue | Edit Crops | Cancel

--*

***--98 Automated Remittance Modification or Cancellation (Continued)**

C Action to Cancel Automated Remittances

This action shall only be taken if the remittance is in an "Unscheduled" or "Scheduled" state in NRRS or a refund is being authorized. Cancelling remittances that were already "Verified" in NRRS will result in a refund of fees being sent to NPS. If the remittance is not "Unscheduled" or "Scheduled" in NRRS or a refund is not being authorized, DO NOT cancel the remittance.

To cancel automated remittances, State Office administrative users shall:

- ensure that the associated remittance is in an "Active-Verified" or "Unscheduled" state in NRRS

  Note: If a remittance is in a status other than "Unscheduled" or "Active-Verified", action must be taken in NRRS to change the status to "Active-Verified" or "Unscheduled", as applicable, before the remittance can be cancelled. No refund will be processed for cancellations of "Scheduled" or "Unscheduled" remittances. Cancellations of remittances in all other statuses will result in a refund being processed.

- CLICK "Cancel" next to the applicable automated remittance

- CLICK "OK" on the Confirmation Screen.

  Note: The screen will refresh with the status of the collection updated to "Cancelled".

Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, Monroe, $500.00				
01/28/2015	$250.00		Manual	
02/25/2015	~~$250.00~~	195001	Cancelled	
Personal Check, 02/17/2015, $250.00, 4444				

Note: If the associated remittance is not in an "Active-Verified" or "Unscheduled" state, the user will receive a message indicating that the cancellation failed. The State Office administrative user must take action in NRRS before cancelling the automated remittance.

D Action to Modify Automated Remittances

To modify automated remittances, State Office administrative users shall:

- cancel the automated remittance according to subparagraph C
- re-enter the remittance using the corrected information according to paragraph 87.

Note: The only method to correct is through cancellation and re-entry. There is currently no modification functionality.**--***

*--99 Manual Collection Refunds

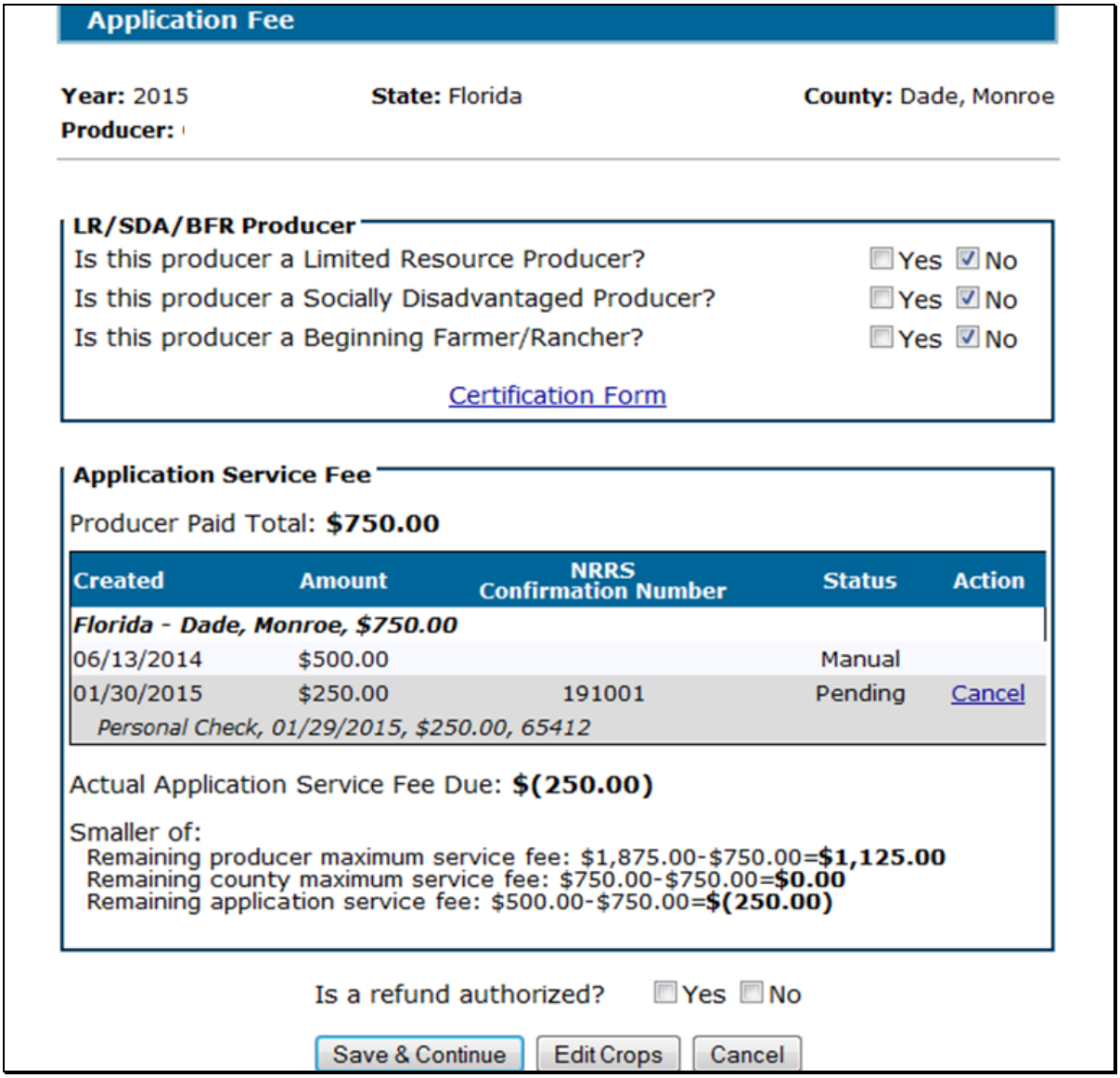
A Overview

Refunds of manual collections can only occur after all automated remittances are cancelled, as applicable. Refunds should only be authorized in very specific situations, such as a crop being selected that was insurable.

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

B Example of Application Fee Screen

Following is an example of the Application Fee Screen.



Application Fee

Year: 2015 **State:** Florida **County:** Dade, Monroe
Producer:

LR/SDA/BFR Producer

Is this producer a Limited Resource Producer? ☐ Yes ☑ No
Is this producer a Socially Disadvantaged Producer? ☐ Yes ☑ No
Is this producer a Beginning Farmer/Rancher? ☐ Yes ☑ No

Certification Form

Application Service Fee

Producer Paid Total: **$750.00**

Created	Amount	NRRS Confirmation Number	Status	Action
Florida - Dade, Monroe, $750.00				
06/13/2014	$500.00		Manual	
01/30/2015	$250.00	191001	Pending	Cancel
Personal Check, 01/29/2015, $250.00, 65412				

Actual Application Service Fee Due: **$(250.00)**

Smaller of:
Remaining producer maximum service fee: $1,875.00-$750.00=**$1,125.00**
Remaining county maximum service fee: $750.00-$750.00=**$0.00**
Remaining application service fee: $500.00-$750.00=**$(250.00)**

Is a refund authorized? ☐ Yes ☐ No

Save & Continue | Edit Crops | Cancel

--*

*--99 Manual Collection Refunds (Continued)

C Action

If a refund is authorized, State Office administrative users shall select "Yes" for the question, "Is a refund authorized", then CLICK "Save & Continue". The Application Fee Screen will be redisplayed.

The Application Service Fee section will show a line item with a negative amount and the application service fee will be recalculated.

Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, Monroe, $500.00				
01/28/2015	$250.00		Manual	
02/25/2015	$(250.00)		Manual	
02/25/2015	~~$250.00~~	195001	Cancelled	
Personal Check, 02/17/2015, $250.00, 4444				

D Requesting Refund

Authorizing a refund of a manual collection in the system **does not** automatically process the refund to the producer. Refunds of manual collections must be requested from the FSA-FSC-RMO office in Kansas City. To request a refund of a manual collection, the State Office adminstrative user shall have the County Office activate the remittance and send an e-mail request to Cari McQueen at **cari.mcqueen@kcc.usda.gov** with the following information:

- State code
- county code
- producer name
- amount of refund requested
- NRRS receipt ID number
- explanation of circumstances justifying the refund.

Refund requests can also be sent to:

FSA-FSC-RMO, STOP 8212
ATTN: Cari McQueen
P.O. Box 419205
Kansas City, MO 64141-6205.

Cari McQueen will delete the original receipt and notify the requestor that the receipt is deleted. The County Office must access the Remittance Detail Screen and process a refund receipt as directed in 64-FI, subparagraph 43 C. Once the refund receipt has been created, the County Office **must** deactivate the remittance to send the refund to NPS in the overnight process. The refund will be processed and notification will be sent back to the State Office administrative user.**--***

100-105 (Reserved)

*--Subsection 3 Reports

106 Producer Application for Coverage Summary Report

A Overview

The Producer Application for Coverage Summary Report provides a list of crops that are covered by the producer. To access the Producer Application for Coverage Summary Report, CLICK "Summary of Coverage" for the applicable producer on the Search Application for Coverage Screen or the Application for Coverage Summary Screen.

B Example of Producer Application for Coverage Summary Report

Following is an example of the Producer Application for Coverage Summary Report.

State: Florida
County: Dade, Monroe
Year: 2015

United States Department of Agriculture
Farm Service Agency
NAP Application for Coverage
Producer Application For Coverage Summary

Date: 02/27/2015
Time: 04:53:12
Page: 1 of 1

Producer Name: PRODUCER, ANY
Fee Collected: $ 750.00
Limited Resource: N

Crop Items on Report: 15

Rec Stat	Crop	Pay Group	Coverage Level & Options	Date Fee Paid
V	APPLES COM FH	0054 001 01	55/100 D	06/11/2014
	APPLES COM PR	0054 001 01	55/100 D	06/11/2014
V	APRICOTS FH	0326 001 01	55/100 D	06/11/2014
	APRICOTS PR	0326 001 01	55/100 D	06/11/2014
	APRICOTS RS	0326 001 01	55/100 D	06/11/2014
V	FLOWERS CUT FH	7501 001 01	60/100 O $4,575.00	06/11/2014
	FLOWERS GLA FH	7501 001 01	60/100 O	06/11/2014
	FLOWERS GLA SD	7501 001 01	60/100 O	06/11/2014
	FLOWERS SUN FH	7501 001 01	60/100 O	06/11/2014
V	GRASS ARG FG	0102 001 01	60/100 D	06/11/2014
	GRASS ARG SD	0102 001 01	60/100 D	06/11/2014
	GRASS RAN SD	0102 001 01	60/100 D	06/11/2014
V	ORANGES SWT FH	0023 001 01	65/100 O	06/11/2014
	ORANGES TMP FH	0023 001 01	65/100 O	06/11/2014
	ORANGES TMP PR	0023 001 01	65/100 O	06/11/2014

C Information on Report

The Producer Application for Coverage Summary Report contains all crops covered on CCC-471. "**V**" in the "Rec Stat" column denotes the crops that were actually selected for coverage on CCC-471. In the "Coverage Level & Options" column, the elected coverage options are displayed as codes after the elected coverage level, as follows:

- "O" for "Organic Price" option
- "D" for "Direct Market Price" option
- "H" for "HMP Percent" option.--*

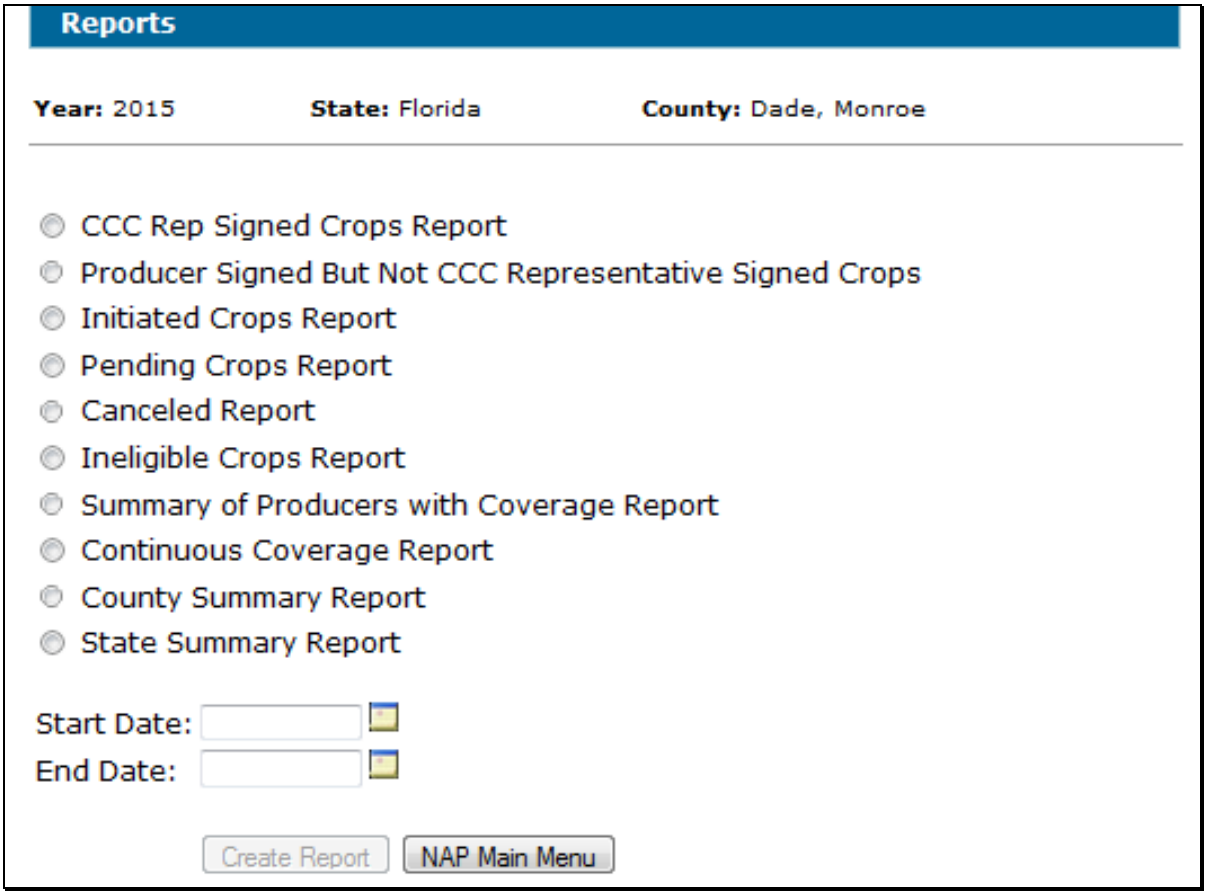
*--107 Standard Reports

A Overview

Several standard reports are available to use as tools within the Application for Coverage system. To access reports, CLICK "Reports" from the Main Menu or from the left navigation menu.

B Example of Reports Screen

Following is an example of the Reports Screen.



--*

***--107 Standard Reports (Continued)**

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
CCC Rep Signed Crops Report	Manual selection.	Report will be displayed identifying Applications for Coverage that have been signed by the CCC representative.
Producer Signed But Not CCC Representative Signed Crops	Manual selection.	Report will be displayed identifying Applications for Coverage that have been signed by the producer, but have not been signed by the CCC representative.
Initiated Crops Report	Manual selection.	Report will be displayed identifying Applications for Coverage that have been entered, but the producer has not signed.
Pending Crops Report	Manual selection.	Report will be displayed identifying Applications for Coverage where the producer has signed, but fees remain to be collected.
Canceled Report	Manual selection.	Report will be displayed identifying Applications for Coverage that have been canceled.
Ineligible Crops Report	Manual selection.	Report will be displayed identifying, by application, crops that are marked “Ineligible”.
Summary of Producers with Coverage Report	Manual selection.	Report will be displayed identifying all producers with Applications for Coverage and the crops that were selected for coverage.
Continuous Coverage Report	Manual selection.	Report will be displayed with a list of producers who have been mailed a continuous coverage letter. It will also contain the date the letter was mailed and, if applicable, the date an e-mail was sent to the producer.
County Summary Report	Manual selection.	Report will be displayed with a summary of the status of all Applications for Coverage, by pay group, in the county.
State Summary Report	Manual selection.	Report will be displayed with a summary of the status of all Applications for Coverage, by county and by pay group, in the State.
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	Manual entry.	Enter an end date to limit data displayed on any of the reports. **Note:** End date is not required.
Create Report	Manual selection.	Selected report will be displayed.
NAP Main Menu	Manual selection.	Main Menu will be displayed. See paragraph 42.

--*

108-129 (Reserved)

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).

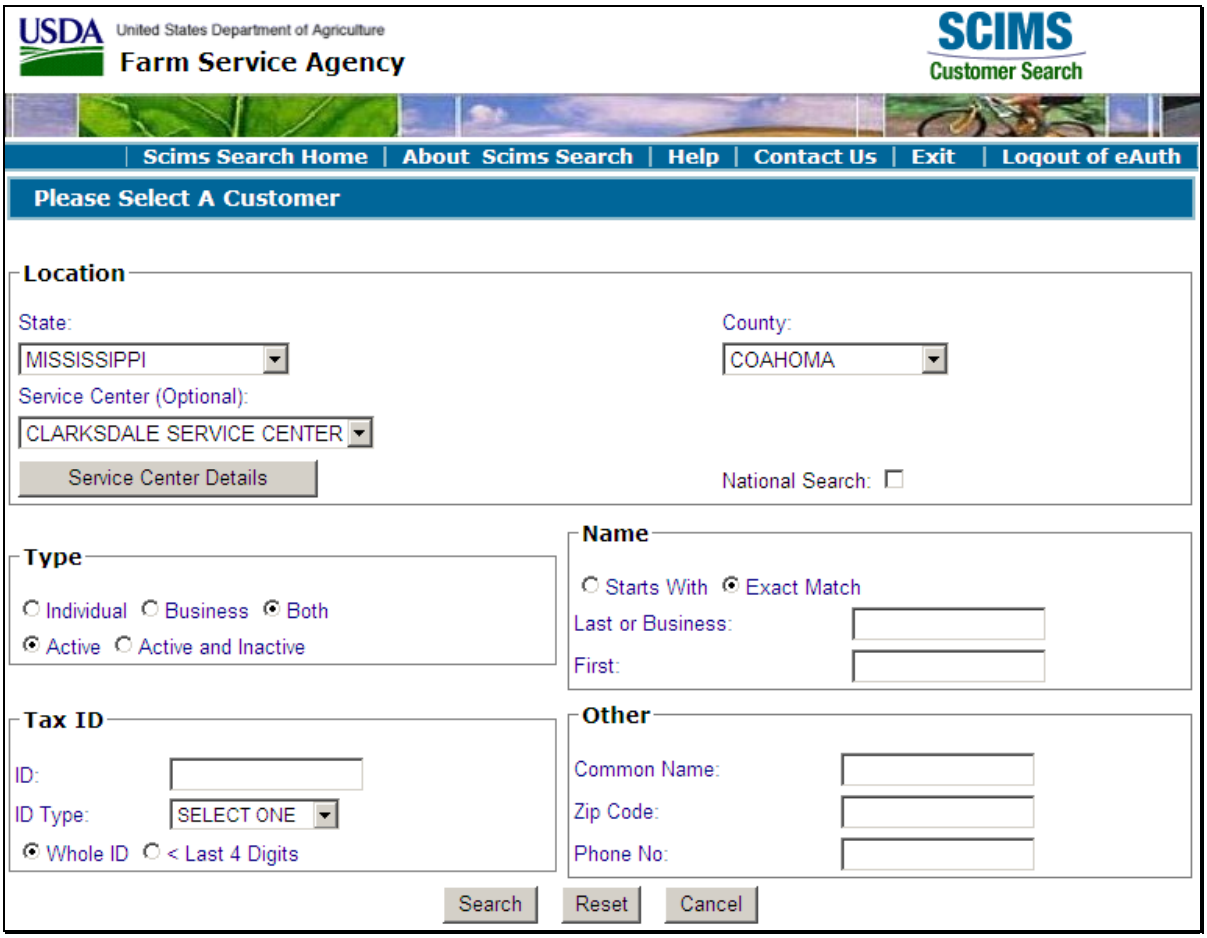
131 Searching by Producer

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.

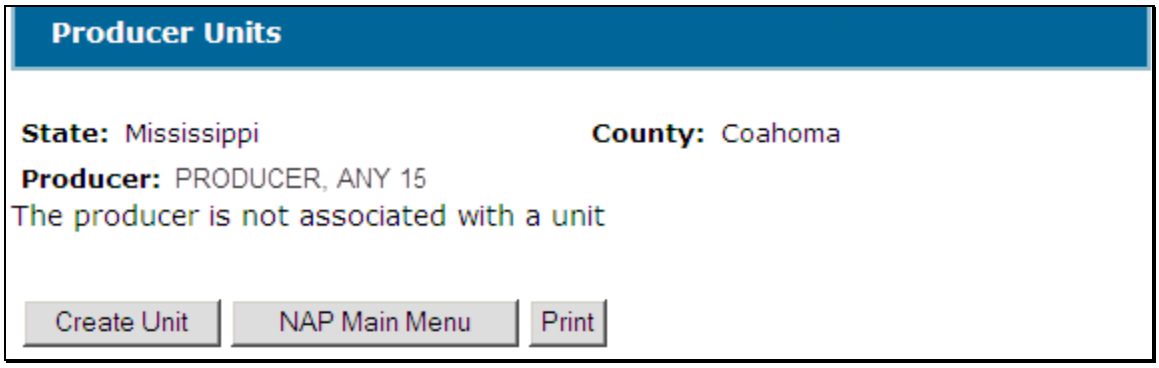


131 Searching by Producer (Continued)

C Producer Units Screen

If the selected producer is:

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



- 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		

Submit 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.

*--D Creating Units for Overriding Unit Number in CARS

Unit numbers are provided to CARS when an acreage report is taken in CARS. As each field is reported, CARS sends the following to the unit maintenance process:

- producer or producers sharing in the crop
- producer type or types.

If unit maintenance finds a unit number associated with the relationship, that number is returned to CARS. If the relationship is new to unit maintenance, a unit number is assigned and returned to CARS. In some cases, the returned unit number is not correct for the farming operation for the specific field and can be overridden, according to 2-CP. In cases where the unit number is not reflective of the true operation, a unit number can be created to override the data returned to CARS.

The following is an example of when a unit number needs to be created by the user and be used in place of the system-generated number that is returned to CARS.

Example: Two brothers and their wives have an informal joint operation, each sharing 25 percent. The joint operation operates all farms without regard to owners on the tracts. In some cases, a brother, wife, or couple may own a tract on a farm that is operated by the joint operation. Following established procedure, the unit maintenance software returns a unit number based on the operator and owner of the farm. Since the members of the joint operation share all interest as operators regardless of ownership, the user should establish a unit with all members as operator. This unit number should be used for all occasions when the joint operation maintains control of the farm.**--***

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

All Producer's Units | Deactivate Unit | NAP Main Menu | Print

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	**Only** displayed if unit is active. Deactivates an active unit. "Confirmation" dialog box will be displayed. CLICK: • "**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

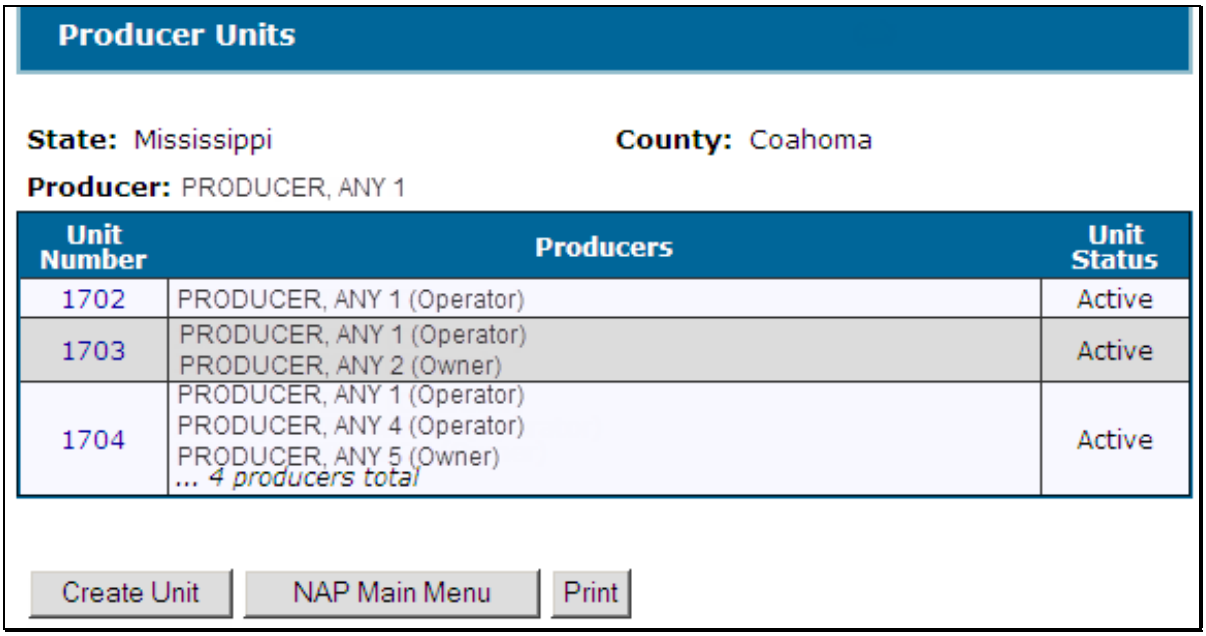
A Overview

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

Create Unit | NAP Main Menu | Print

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.

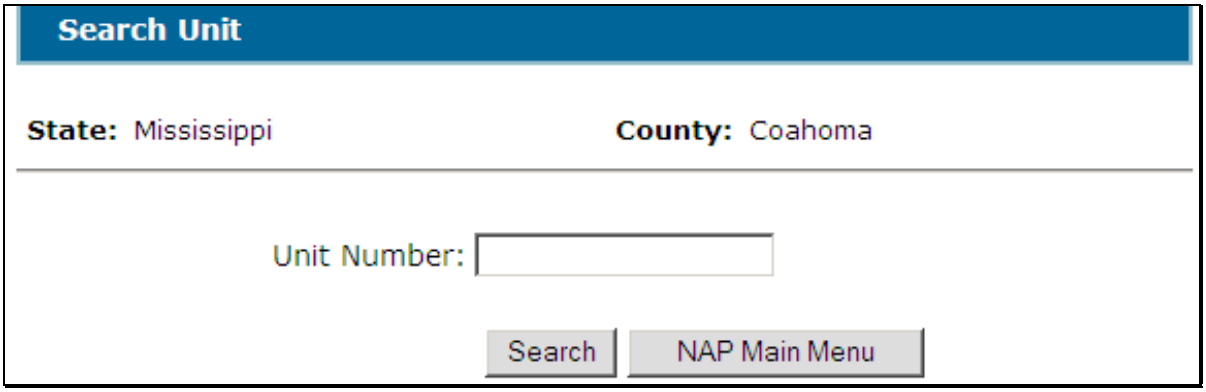
135 Searching by Unit Number

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.

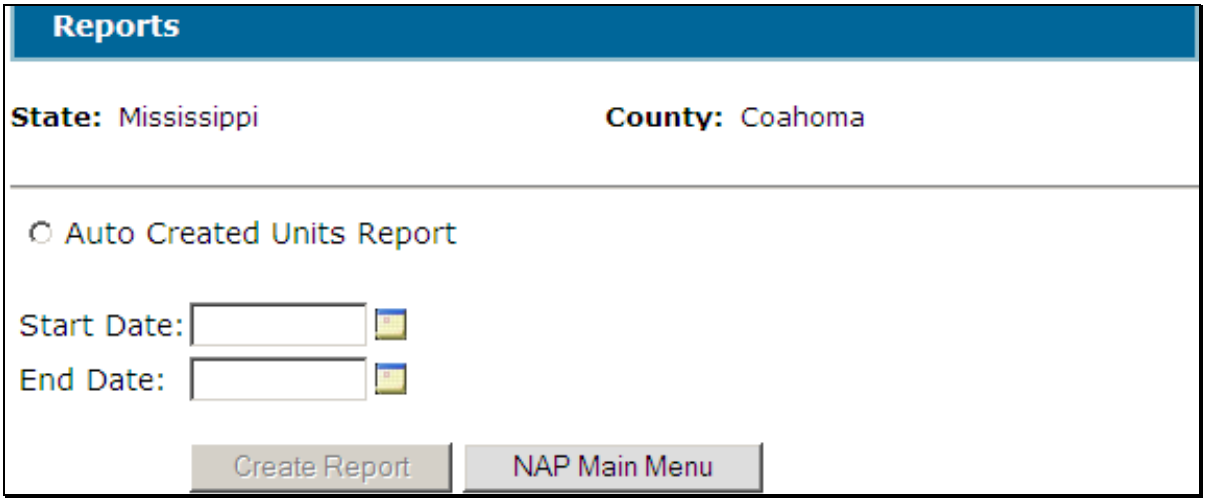
137 Reports

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.



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)

150 Search Notice of Loss Screen

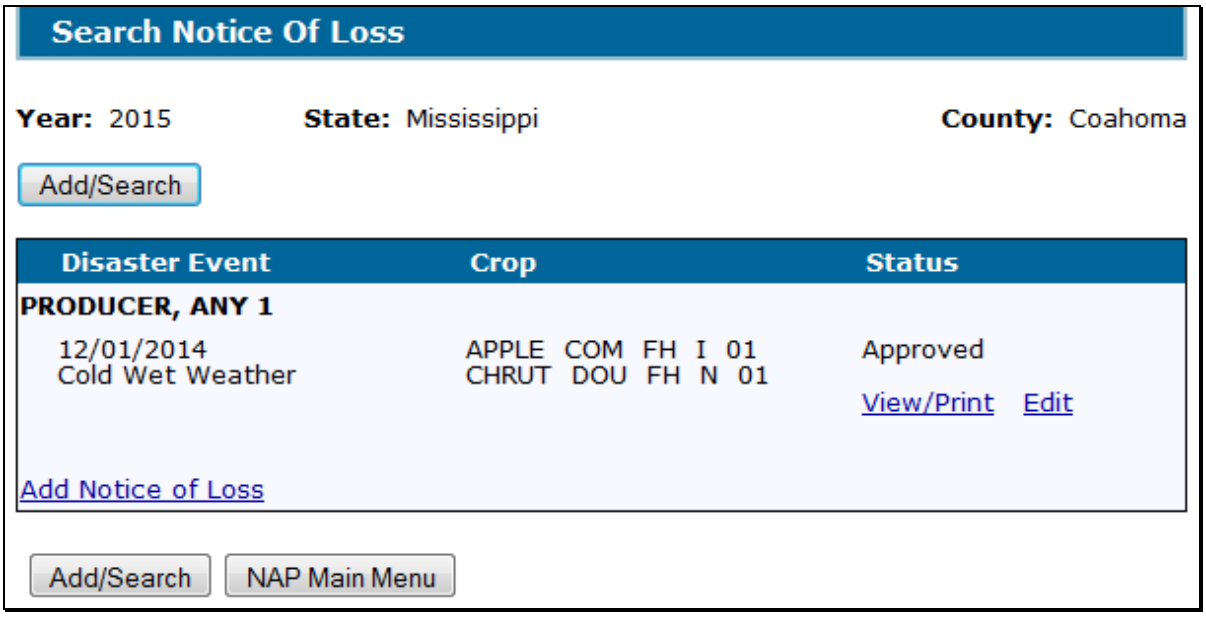
A Overview

From the Main Menu, under "Notice of Loss", after users have clicked "Add, Edit, or Cancel" * * *, 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.



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

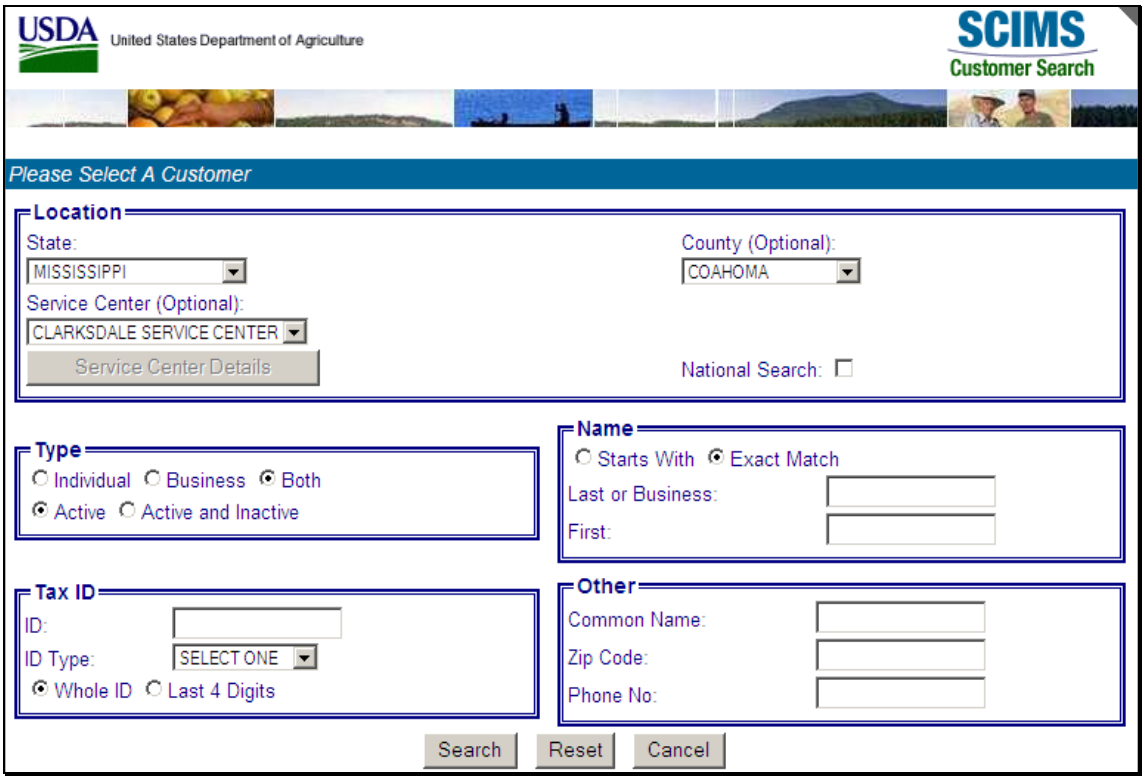
Following is an example of the SCIMS Customer Search Screen. User **must** select customer based on search results by clicking the applicable producer.

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.



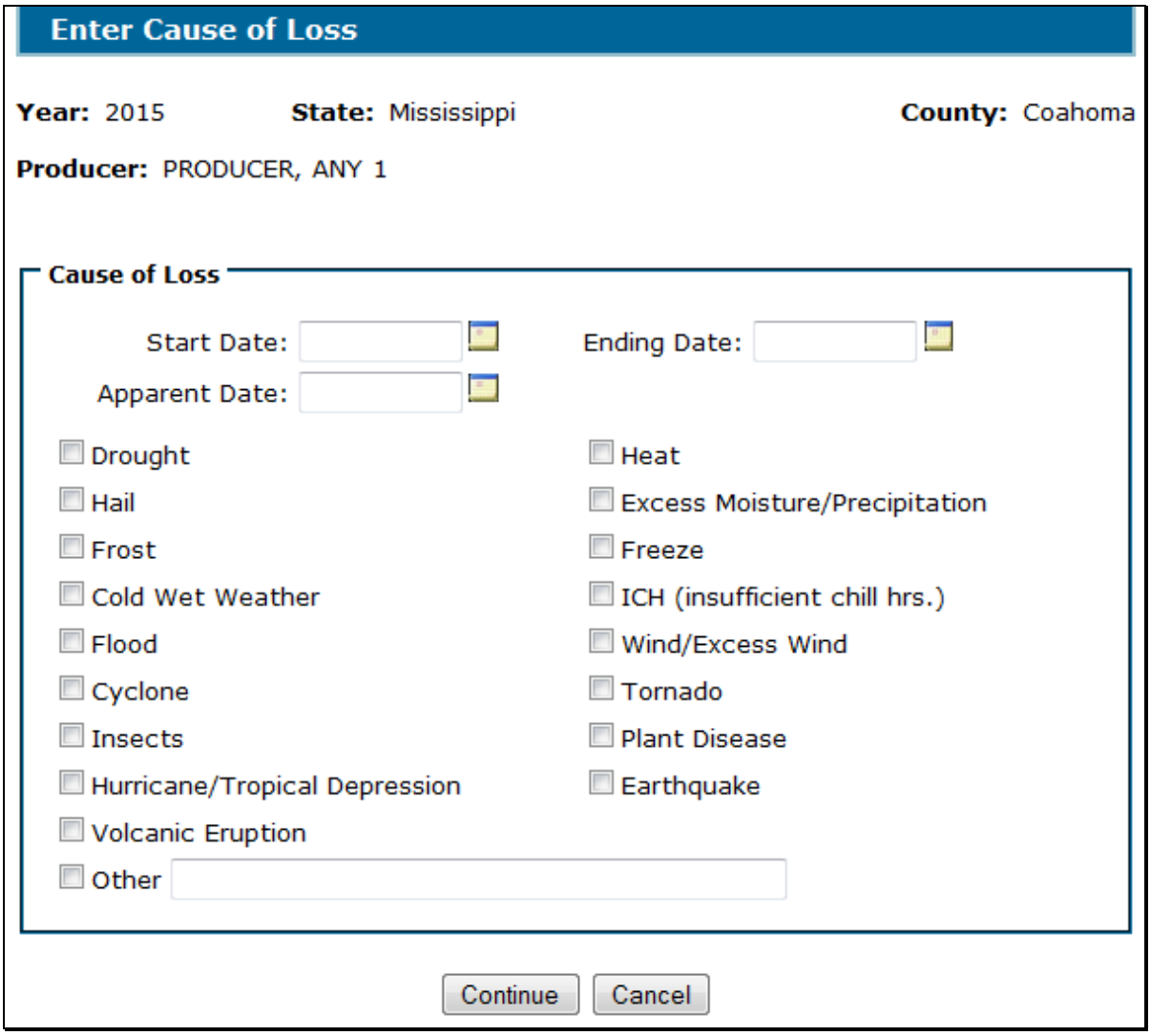
152 Enter Cause of Loss Screen

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.



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.

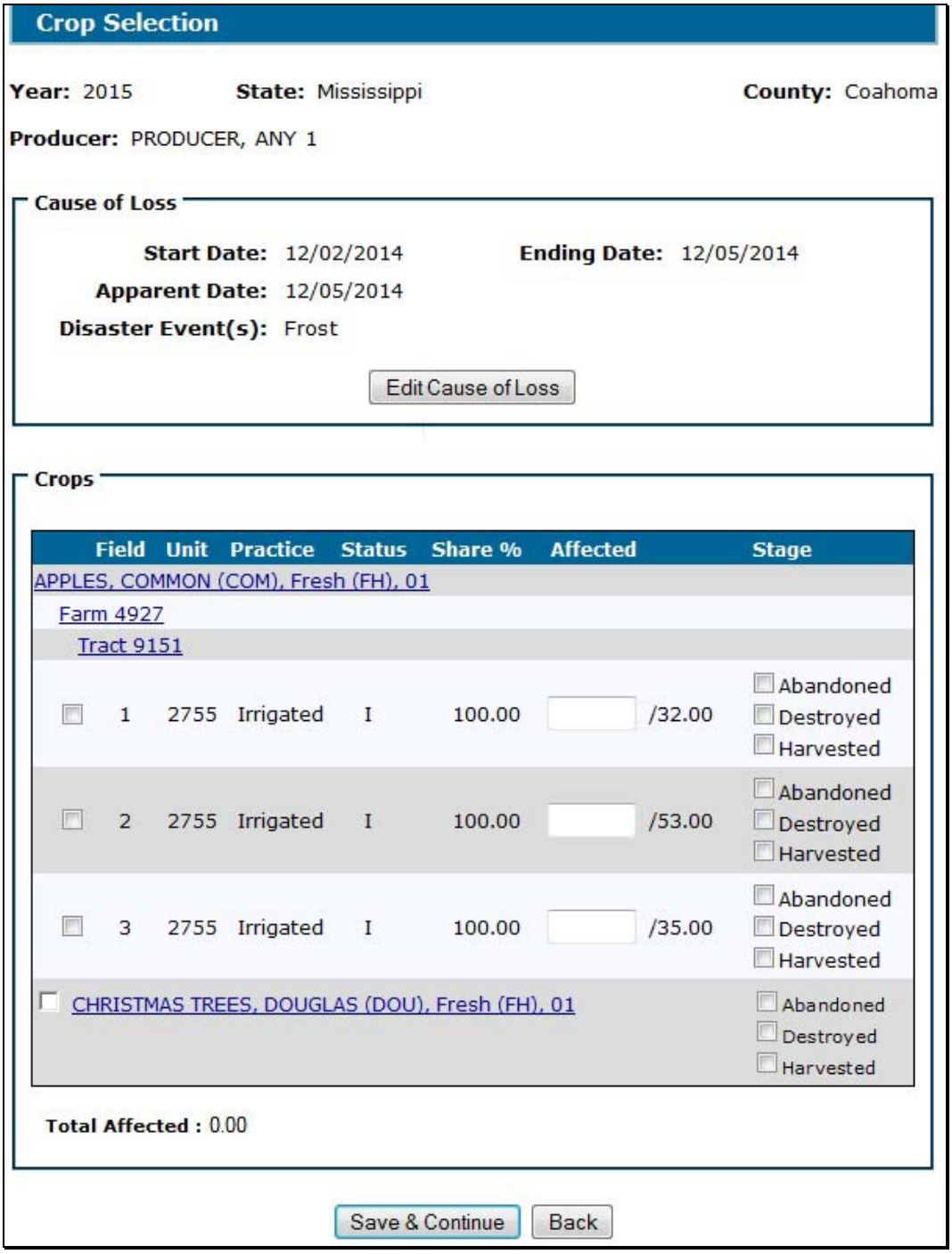
153 Crop Selection

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

Edit Cause of Loss

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	☐ Abandoned ☐ Destroyed ☐ Harvested
☐	2	2755	Irrigated	I	100.00		/53.00	☐ Abandoned ☐ Destroyed ☐ Harvested
☐	3	2755	Irrigated	I	100.00		/35.00	☐ Abandoned ☐ Destroyed ☐ Harvested
☐ CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01								☐ Abandoned ☐ Destroyed ☐ Harvested

Total Affected : 0.00

Save & Continue Back

153 Crop Selection (Continued)

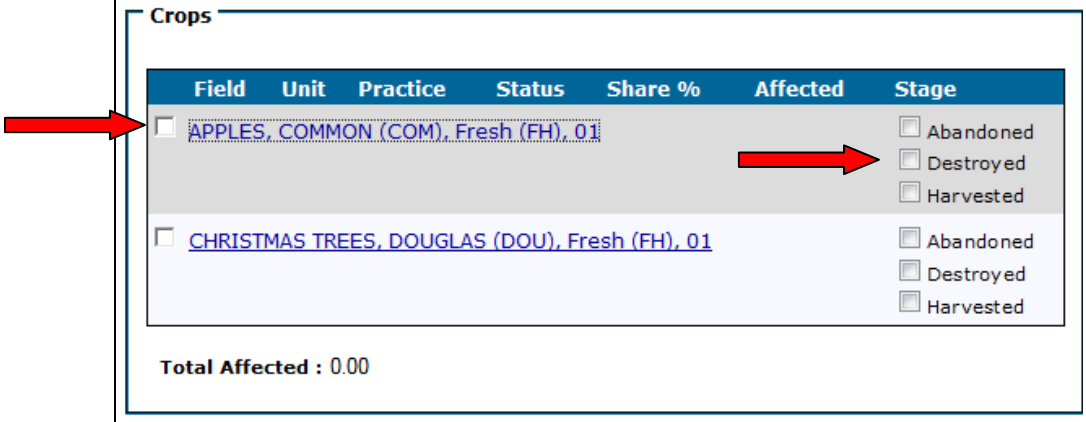
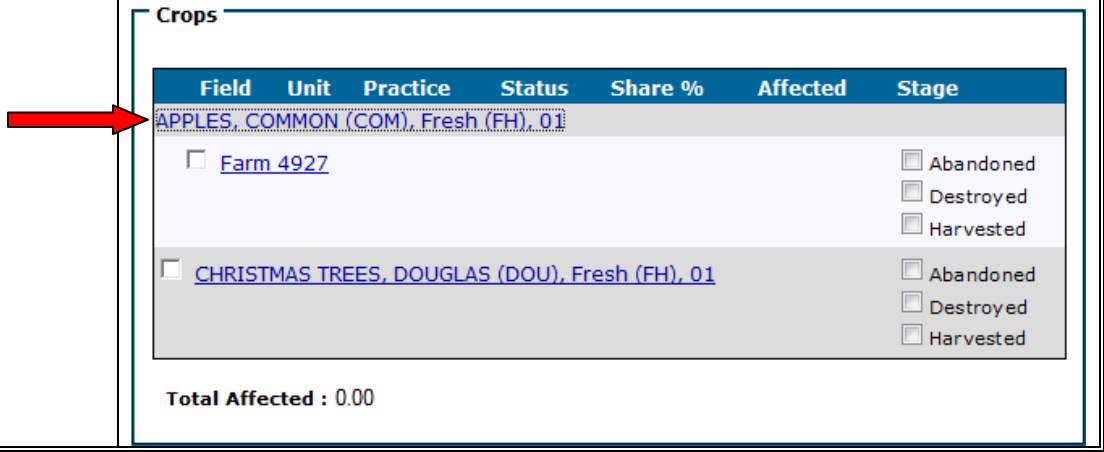
C Field Descriptions and Actions

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.

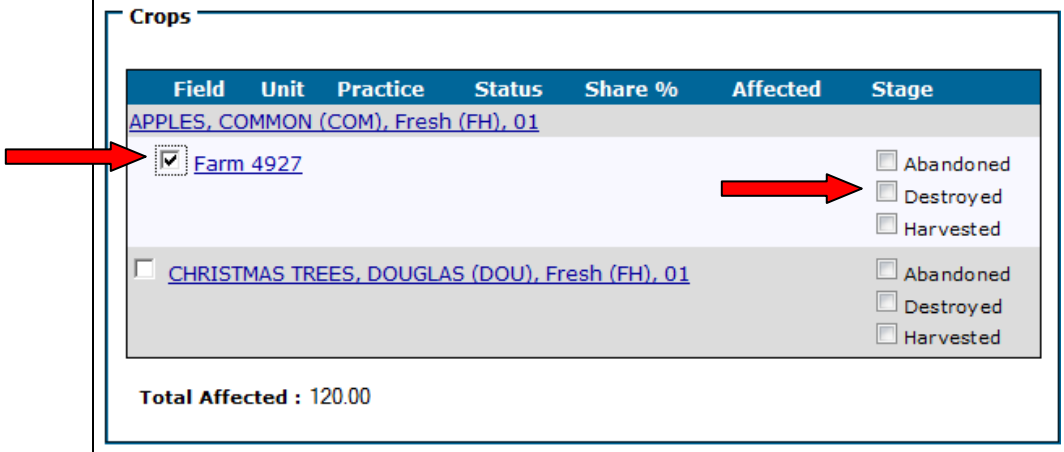
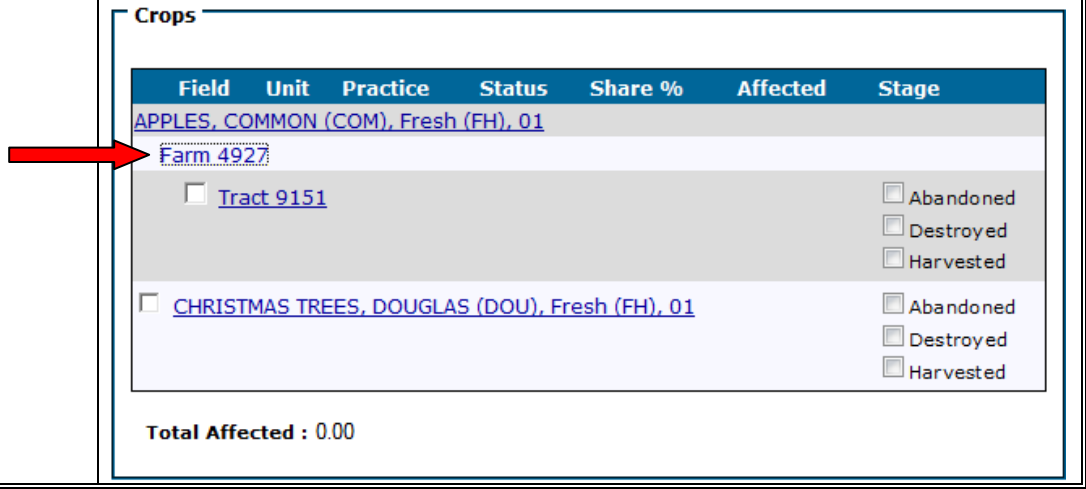
153 Crop Selection (Continued)

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.  CLICK "Crop, crop type, intended Use, Planting Period" link to expand the selection and display the farm numbers associated with the crop combination. 

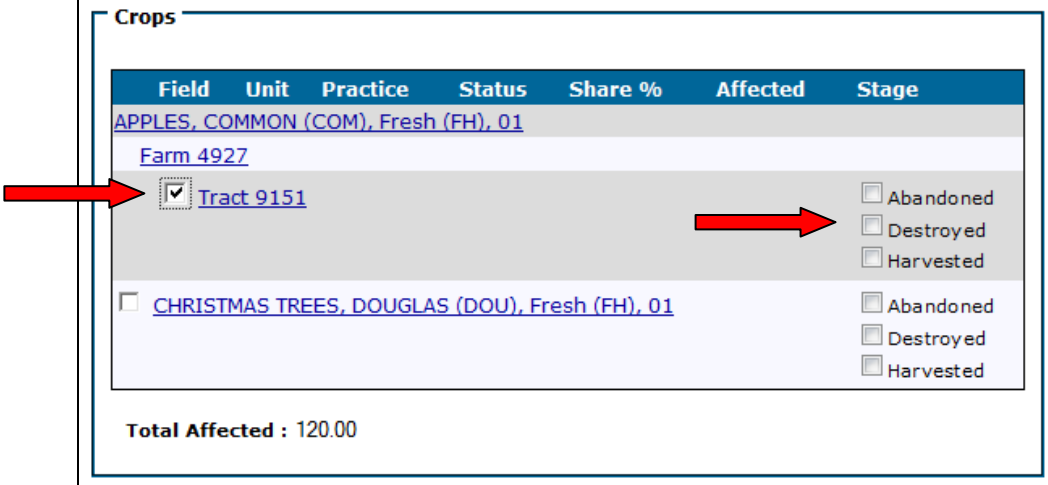
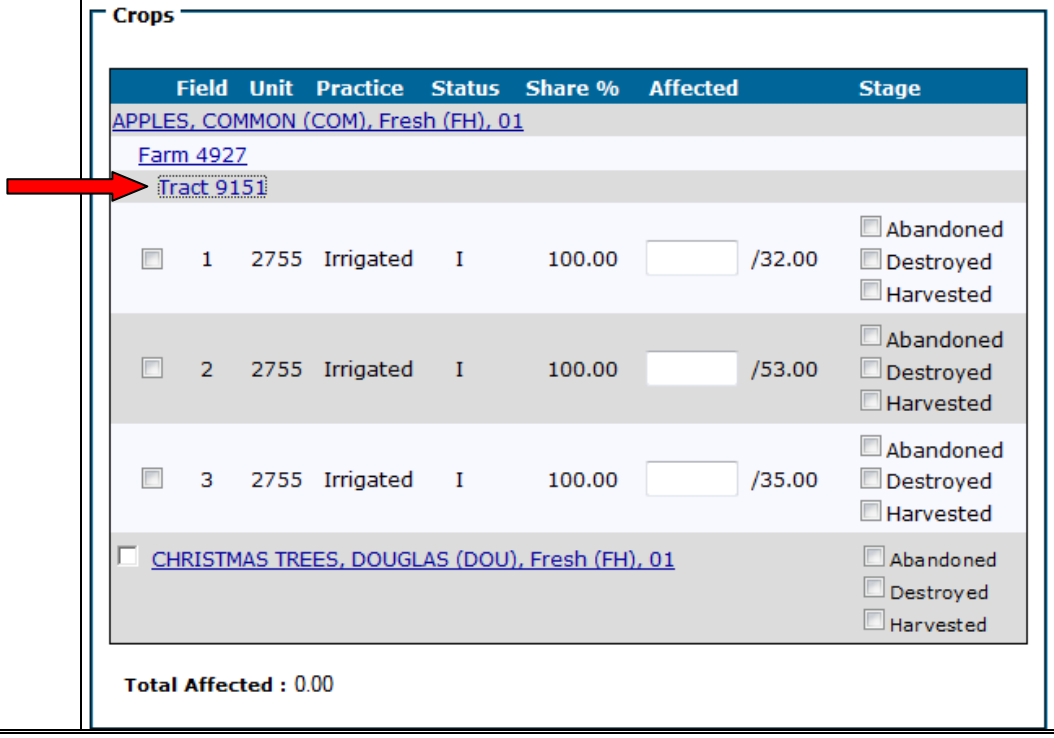
153 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description
	Crops (Expanded)
Farm	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.  CLICK "Farm Number" link to expand the selection and display the tract numbers associated with the farm number. 

153 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description
Tract	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.  CLICK "Tract Number" link to expand the selection and display the fields associated with the tract number. 

153 Crop Selection (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description
Field Unit Practice Status Share % Affected Acres Stage	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. 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. **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". 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

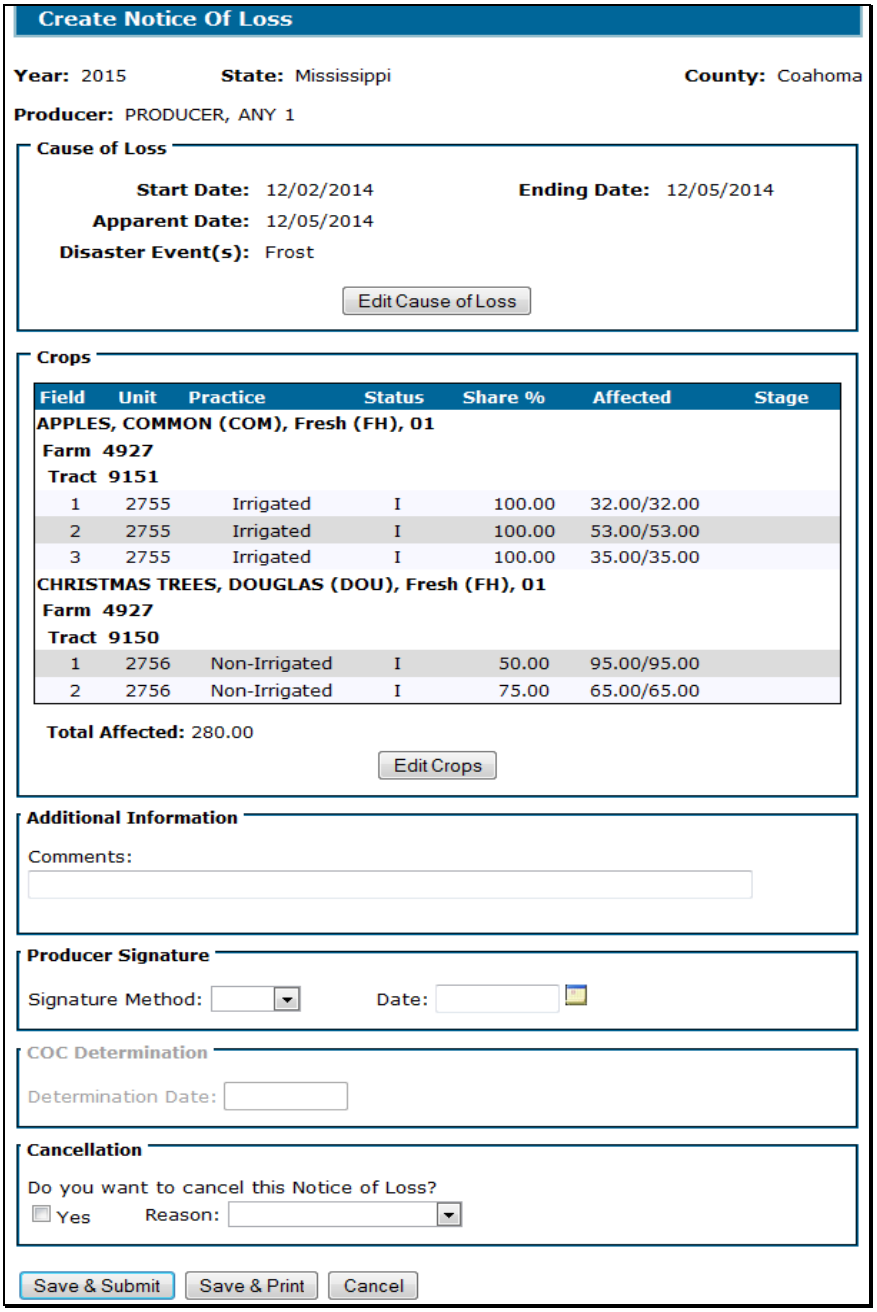
A Overview

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

Edit Cause of Loss

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

Edit Crops

Additional Information

Comments:

Producer Signature

Signature Method: Date:

COC Determination

Determination Date:

Cancellation

Do you want to cancel this Notice of Loss?

Yes Reason:

Save & Submit Save & Print Cancel

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: • paper • FAX.	Signature type shall **only** be selected **after** either of the following occurs: • 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: • 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.

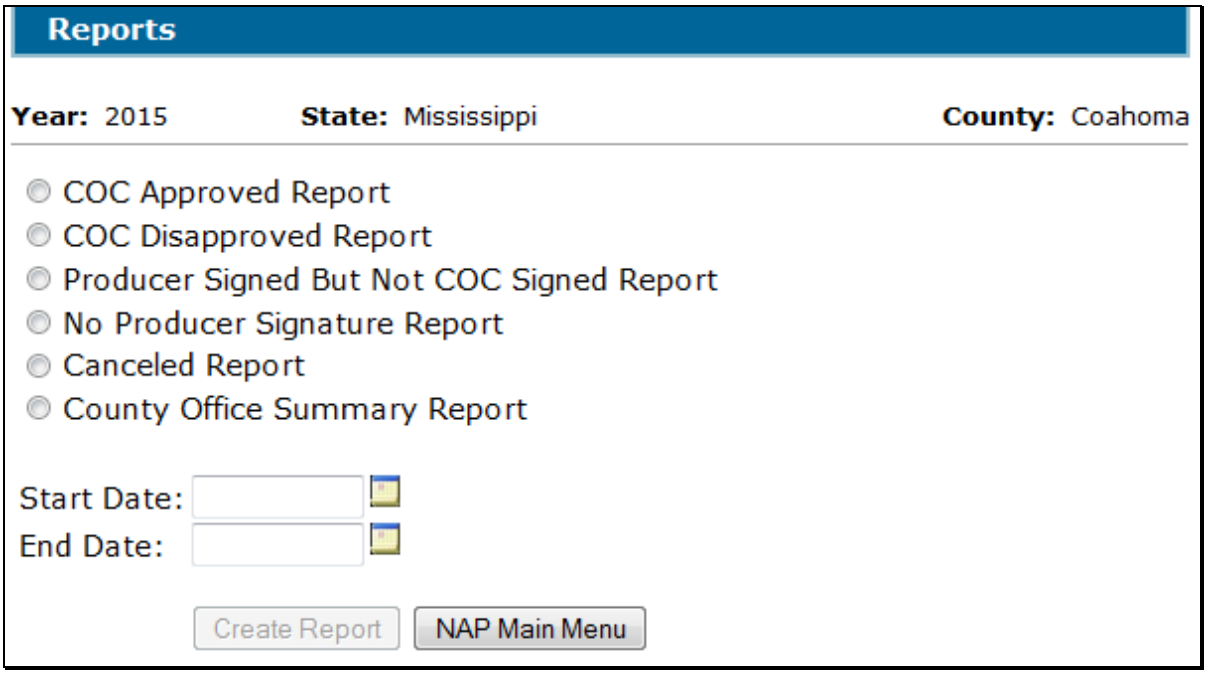
156 Reports

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.



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.	

157-169 (Reserved)

*--Section 6 Approved Yields

170 Options

A Overview

Users may:

- add, edit, or cancel an approved yield by producer or by unit number

  Note: After users have clicked:

  - "Search by Producer", the SCIMS Customer Search Screen will be displayed that provides users with a method of searching in SCIMS to find the applicable producer

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

    See paragraph 171.

  - "Search by Unit Number", the Search Approved Yield Screen will be displayed.

    Note: See paragraph 179.

- sign approved yields

  Note: See paragraph 180.

- generate reports.

  Note: See paragraph 184.**--***

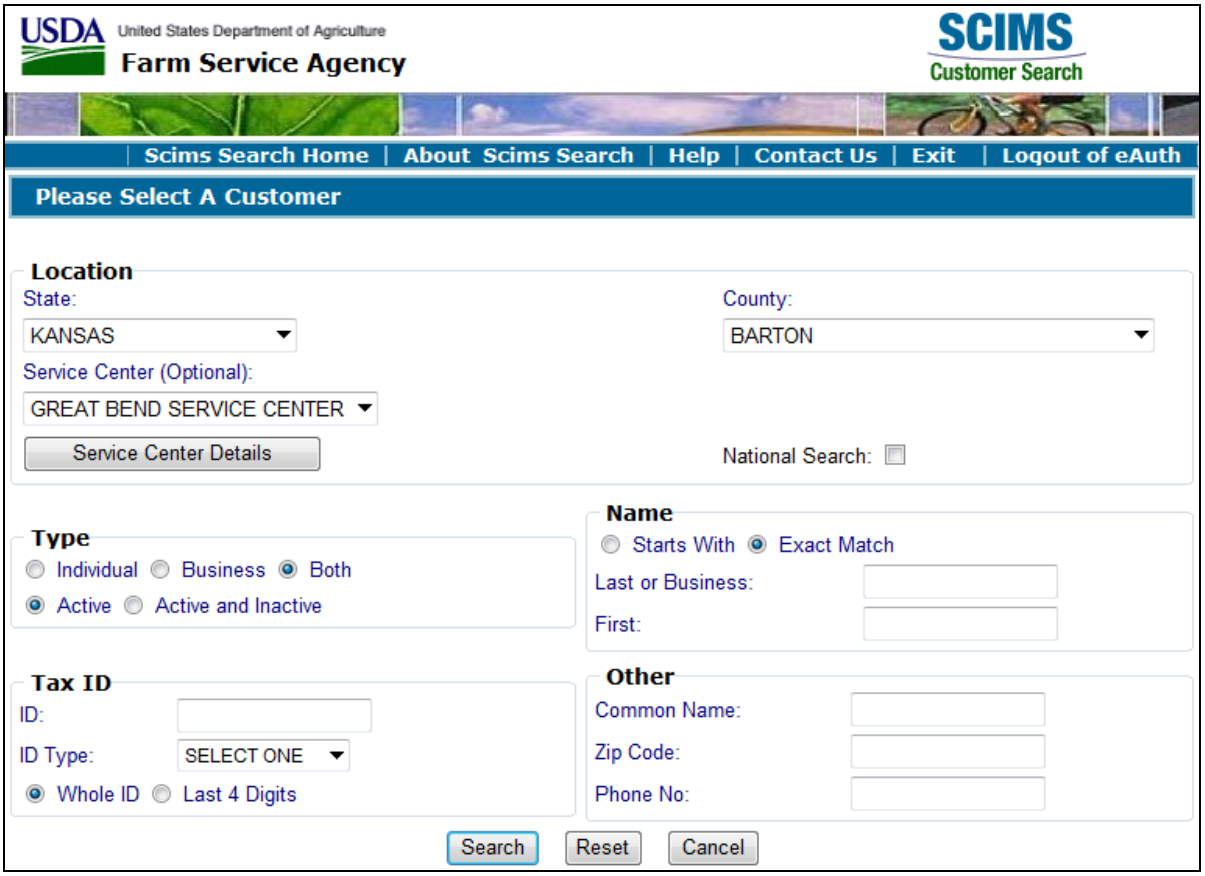
*--171 Adding, Editing, or Canceling Approved Yields by Producer

A Overview

After the users CLICK "Search by Producer", the SCIMS Customer Search Screen will be displayed.

B Example of SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.



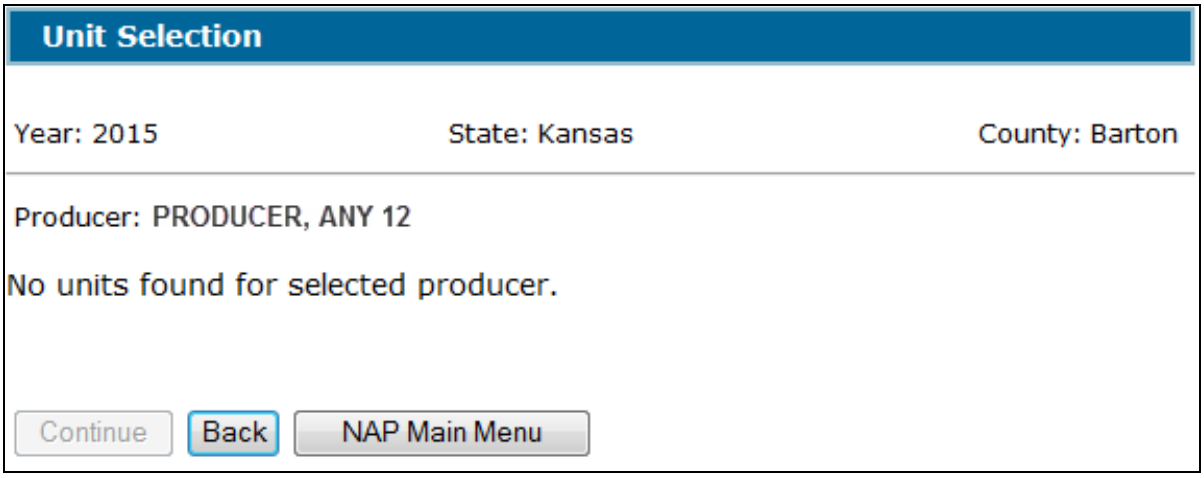
--*

*--171 Adding, Editing, or Canceling Approved Yields by Producer (Continued)

B Example of SCIMS Customer Search Screen (Continued)

Users must select a customer based on search results by clicking the applicable producer.

If the producer selected through SCIMS is not associated with a unit, the following Unit Selection Screen will be displayed.



If the selected producer is associated with 1 or more units, the Unit Selection Screen will be displayed with applicable units. See paragraph 172.

C Button Descriptions and Actions

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

Button	Description
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

--*

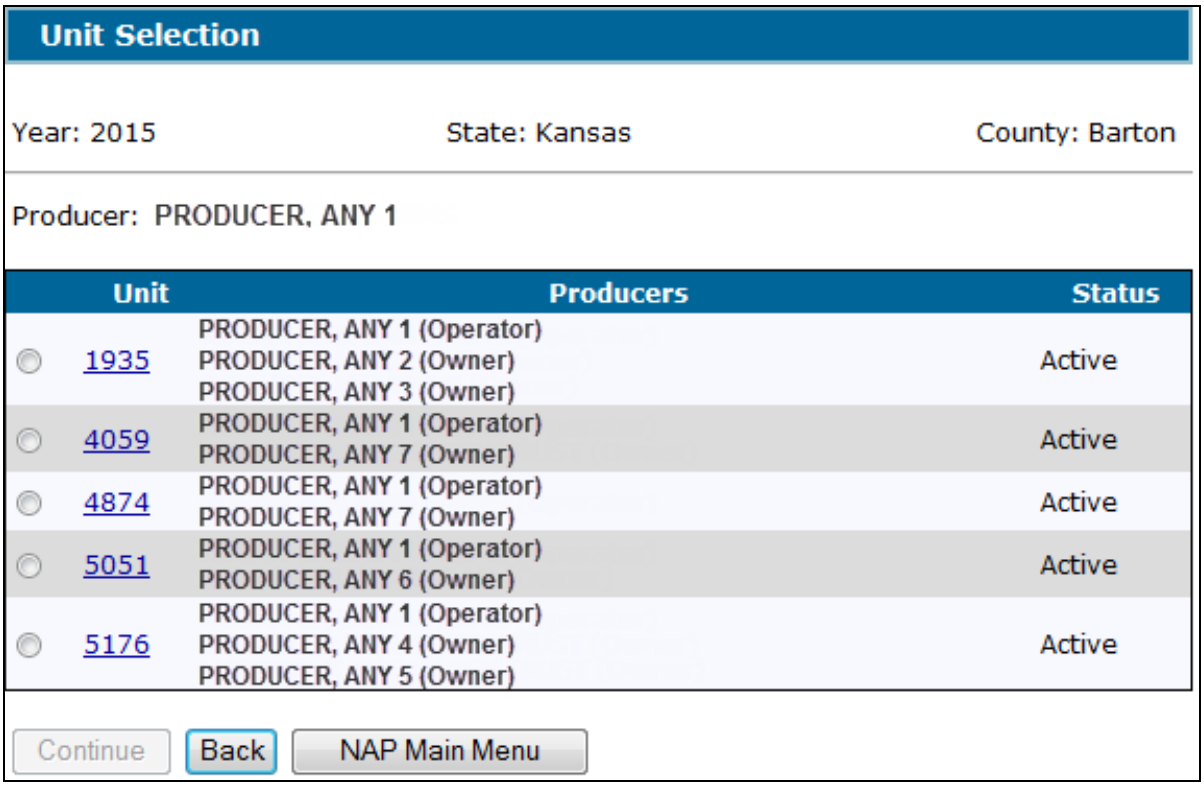
*--172 Unit Selection

A Overview

The Unit Selection Screen will display unit numbers associated with the selected producer.

B Example of Unit Selection Screen

The following is an example of the Unit Selection Screen.



C Field Descriptions and Actions

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

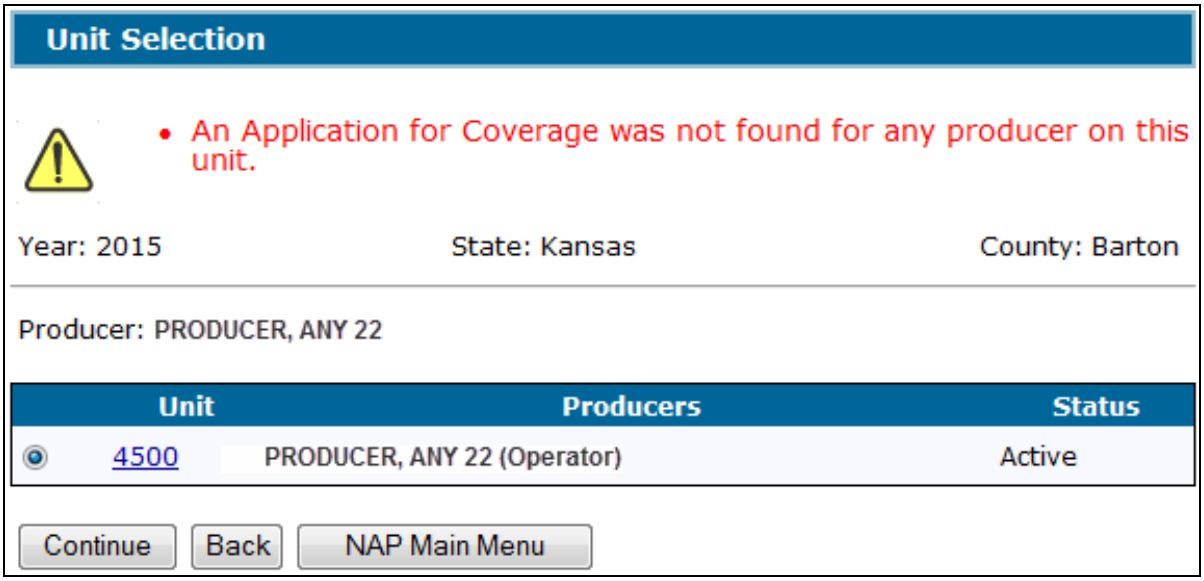
Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 173.
Producers	Producers associated with the unit and producer type. Up to 3 producers will be listed. If more than 3 producers are associated with the unit, the total number of producers will be listed.
Status	"Active" or "Inactive". Approved yields can be established for active units **only**.
Continue	CLICK "**Continue**" after selecting the unit. Only 1 unit may be selected at a time. See paragraph 174.
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

--*

***--172 Unit Selection (Continued)**

D No Application for Coverage on File

The following is an example of the Unit Selection Screen if no one on the unit has an application for coverage on file.



--*

*--173 Unit Details

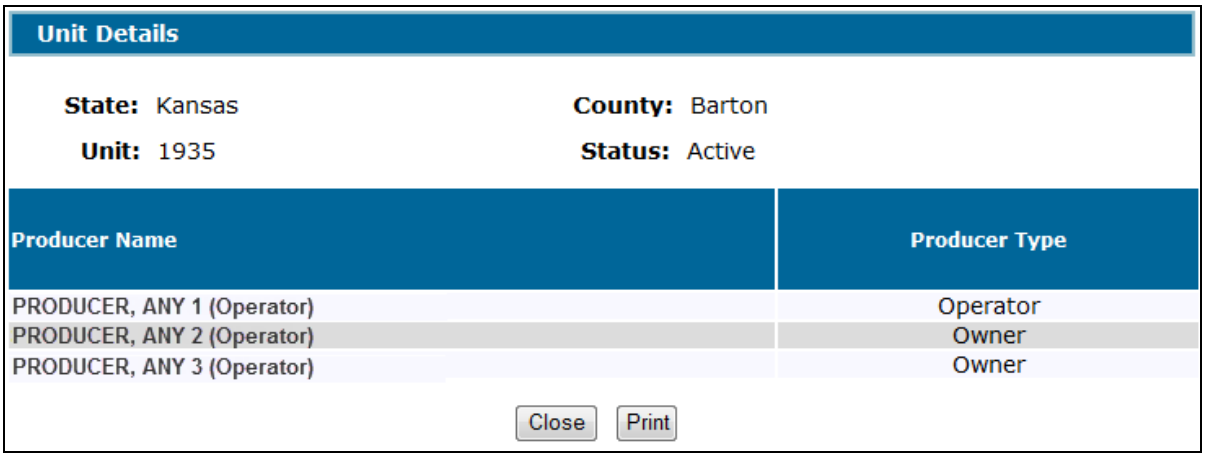
A Overview

The Unit Details Screen will:

- provide additional information about the unit
- list all producers if more than 3 producers are associated with the unit
- open in a separate window.

B Example of Unit Details Screen

The following is an example of the Unit Details Screen.



C Button Descriptions and Actions

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

Button	Description
Close	The Unit Selection Screen will be redisplayed.
Print	The unit will print.

--*

*--174 Searching Approved Yields

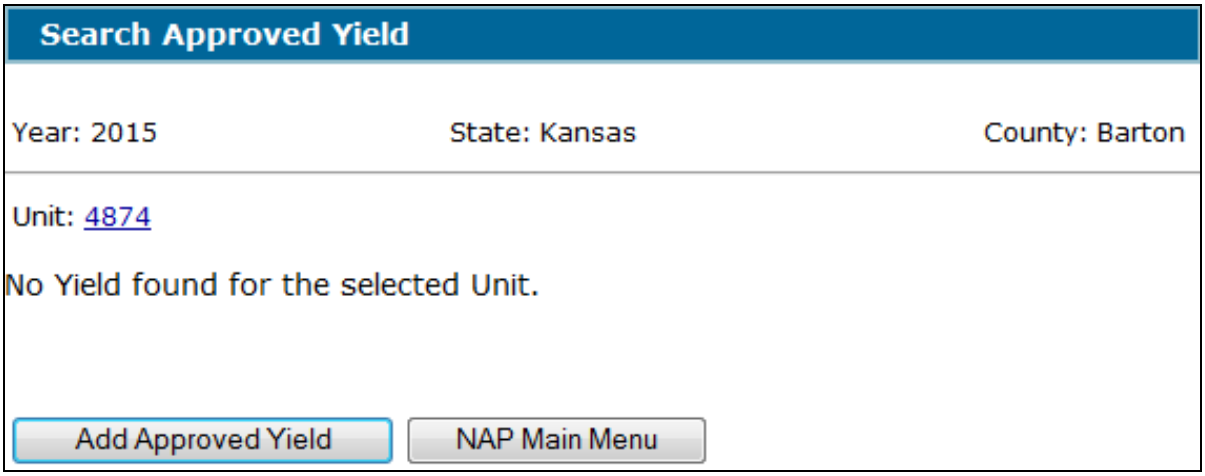
A Overview

When a unit number is selected, applications for coverage are reviewed for all producers associated with the unit number. If an application for coverage is not found for at least 1 producer on the unit, a message will be displayed.

When a unit number is selected, and at least 1 producer on the unit has an application for coverage, the Search Approved Yield Screen will be displayed.

B Example of Search Approved Yield Screen Without Existing Yield

The following is an example of the Search Approved Yield Screen, if the selected unit does **not** have an approved yield established.



--*

*--174 Searching Approved Yields (Continued)

C Example of Search Approved Yield Screen With Existing Yield

The following is an example of the Search Approved Yield Screen, if an approved yield exists for the selected unit.

Search Approved Yield

Year: 2015 State: Kansas County: Barton

Unit: 4874

Crop	Status
ALFALFA, Forage (FG), Irrigated, 01	Completed View/Print Edit
BROCCOFLOWER, Fresh (FH), Non-Irrigated, 01	Completed View/Print Edit
BROCCOFLOWER, Fresh (FH), Non-Irrigated, 01 Certified Organic	Canceled View/Print Reactivate
BROCCOFLOWER, Fresh (FH), Non-Irrigated, 01 Transitional Organic	Unsigned View/Print Edit
CANOLA, FALL SEEDED (FAL), Seed (SD), Non-Irrigated, 01	Unsigned View/Print Edit

Add Approved Yield NAP Main Menu

The search results screens will vary slightly depending on whether the search was by producer or by unit number.--*

*--174 Searching Approved Yields (Continued)

D Status

The "Status" column displays the status of the unit's approved yield as follows:

- "**Completed**" means the producer signature method and date and COC representative signature date have been entered

- "**Unsigned**" means the approved yield has been calculated, but the producer and COC representative signature dates have not been entered

- "**Canceled**" means the approved yield has been placed in a canceled status because of either of the following:

  - changes to data including:

    - CCC-471
    - FSA-578
    - NCT data
    - unit was deleted

  - user canceled CCC-452.

  Notes: A canceled CCC-452 can be reactivated.

  A SCIMS duplicate resolution merge will cancel CCC-452 tied to the merged producer. CCC-452 tied to the producer that was "kept" will **not** be canceled. CCC-452 canceled because of a SCIMS duplicate resolution merge does **not** need to be reactivated.**--***

*--174 Searching Approved Yields (Continued)

E Field Descriptions and Actions

The following table provides field descriptions and actions for the Search Approved Yield Screen.

Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 173.
Producer	Producer selected through SCIMS. Displayed only if the initial search was by producer.
Select Unit	Select another unit associated with the producer. Displayed only if the initial search was by producer. See paragraph 172.
View/Print	View or print CCC-452.
Edit	Edit CCC-452. See paragraph 181.
Reactivate	Reactivate canceled CCC-452. See paragraph 182.
Add Approved Yield	Click to add an approved yield for the unit. The Crop Selection Screen will be displayed. See paragraph 175.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

--*

*--175 Crop Selection

A Overview

The Crop Selection Screen will display all crops, types, intended uses, and planting periods from the producer's application for coverage that do not have an approved yield established for the unit. Practices associated with the crop combination are also displayed.

B Example of Crop Selection Screen

The following is an example of the Crop Selection Screen.

Crop Selection

Year: 2015 State: Kansas County: Barton

Unit: 4874

Showing 1-20 of 38 crops <<First <Prev **1** 2 Next> Last>>

Name	Type	Intended Use	Practice	Planting Period
ALFALFA		Forage (FG)	Irrigated	01
ALFALFA		Forage (FG)	Non-Irrigated	01
APPLES	COMMON (COM)	Fresh (FH)	Irrigated	01
APPLES	COMMON (COM)	Fresh (FH)	Non-Irrigated	01
BEANS	GREAT NORTHERN (GTN)	Dry Edible (DE)	Irrigated	01
BROCCOFLOWER		Fresh (FH)	Non-Irrigated	01
Certified Organic				
Transitional Organic				
BRUSSEL SPROUTS		Fresh (FH)	Non-Irrigated	01
Certified Organic				
Transitional Organic				
CANOLA	FALL SEEDED (FAL)	Seed (SD)	Non-Irrigated	01
CARROTS	HYBRID (HYB)	Fresh (FH)	Non-Irrigated	01
MIXED FORAGE	HAY OATS AND PEAS (OTP)	Forage (FG)	Non-Irrigated	01

Showing 1-20 of 38 crops <<First <Prev **1** 2 Next> Last>>

Continue Back NAP Main Menu

--*

***--175 Crop Selection (Continued)**

C Field Descriptions and Actions

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

Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 173.
Name	Crop combination for which an approved yield can be established.
Type	
Intended Use	Click the following:
Practice	
Planting Period	• radio button for conventional crop approved yield
Certified Organic	• check box for certified or transitional organic crop
Transitional Organic	• check box for native sod.
Native Sod	**Notes:** Crops without a county expected yield and/or State or national approval cannot be selected. "Certified Organic" and "Transitional Organic" will be displayed only if there is a respective yield in NCT. "Native Sod" will be displayed only in the applicable States according to 1-NAP (Rev. 2), Part 6 and contiguous counties.
Continue	CLICK "**Continue**" after selecting the crop. Only 1 crop may be selected at a time. The Approved Yield Data Screen will be displayed. See paragraph 176.
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

If the NCT crop record is missing the county expected yield, or does not have State or national approval, a message will be displayed and the crop cannot be selected for an approved yield.

The Unit of Measure Conversion Screen will be displayed if the unit of measure has changed, either during the year or between years. See paragraph 185.**--***

*--176 Approved Yield Data

A Overview

The Approved Yield Data Screen will display all data elements necessary to establish an approved yield.

A blank screen will be displayed if an approved yield for the previous year was not found. A prepopulated screen will be displayed if an approved yield was established for the previous year. See paragraph 186 for copying data to the following year. In either case, enter the acres and production, as required, and calculate the approved yield.

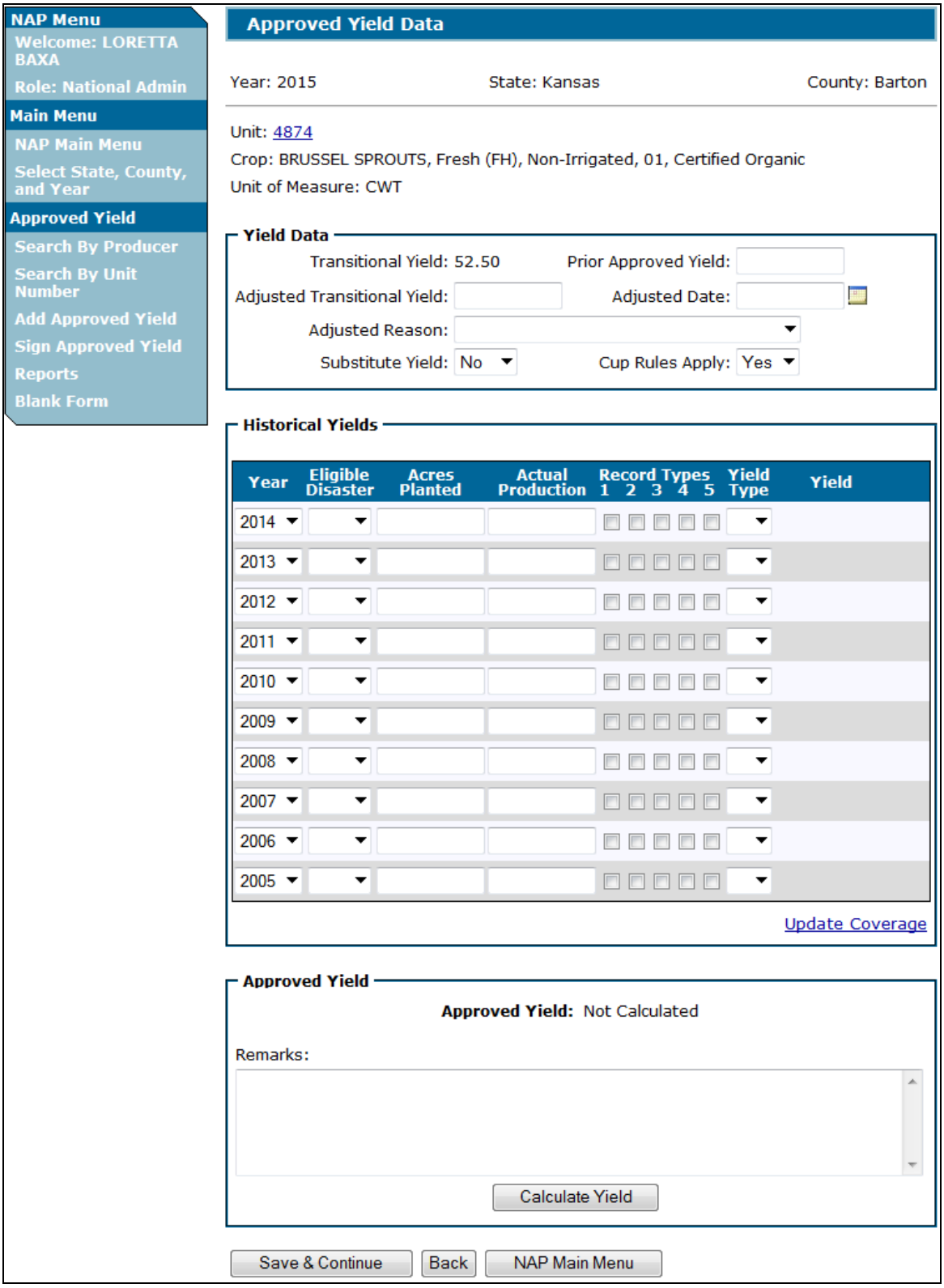
All data elements are displayed on 1 screen, but are broken into the following 3 sections for explanation purposes:

- Yield Data
- Historical Yields
- Approved Yield.--*

*--176 Approved Yield Data (Continued)

B Example of Approved Yield Data Screen

The following is an example of the Approved Yield Data Screen.

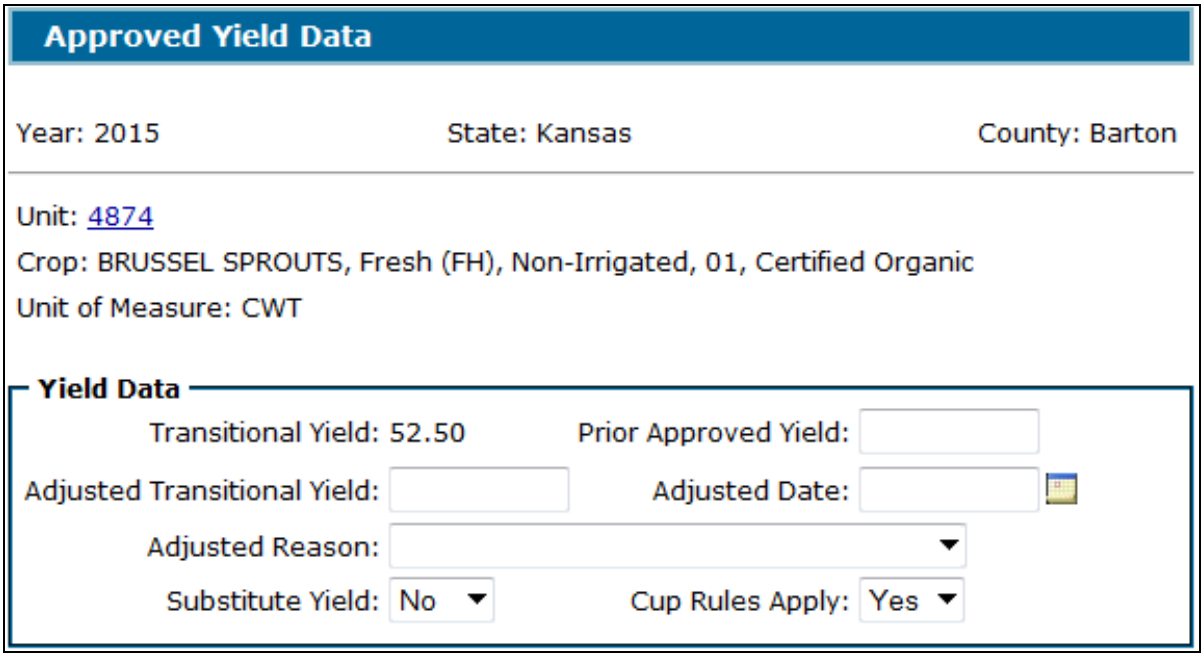


--*

*--176 Approved Yield Data (Continued)

C Example of Yield Data Section

The following is an example of the Yield Data Section.



--*

*--176 Approved Yield Data (Continued)

D Field Descriptions and Actions for Yield Data Section

The following table provides field descriptions and actions for the Yield Data Section of the Approved Yield Data Screen.

Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 173.
Transitional Yield	County expected yield from NCT.
Prior Approved Yield	Will be: • blank if the unit and crop have never had an approved yield established • prefilled if an automated approved yield was calculated in the prior year • blank if the previous year's approved yield was calculated outside of the system. **Note:** The prior approved yield **must** be loaded if an approved yield was established in the prior year.
Adjusted Transitional Yield	Determined according to 1-NAP (Rev. 2), Part 7.
Adjusted Date	Date COC or STC minutes documented the determination of the adjusted T-yield.
Adjusted Reason	Applicable reason for the adjusted T-yield, from the following: • age of stand/trees • elevation • inconsistent farming/management practice • multiple county T-yield variations • soil type • topography.

--*

***--176 Approved Yield Data (Continued)**

D Field Descriptions and Actions for Yield Data Section (Continued)

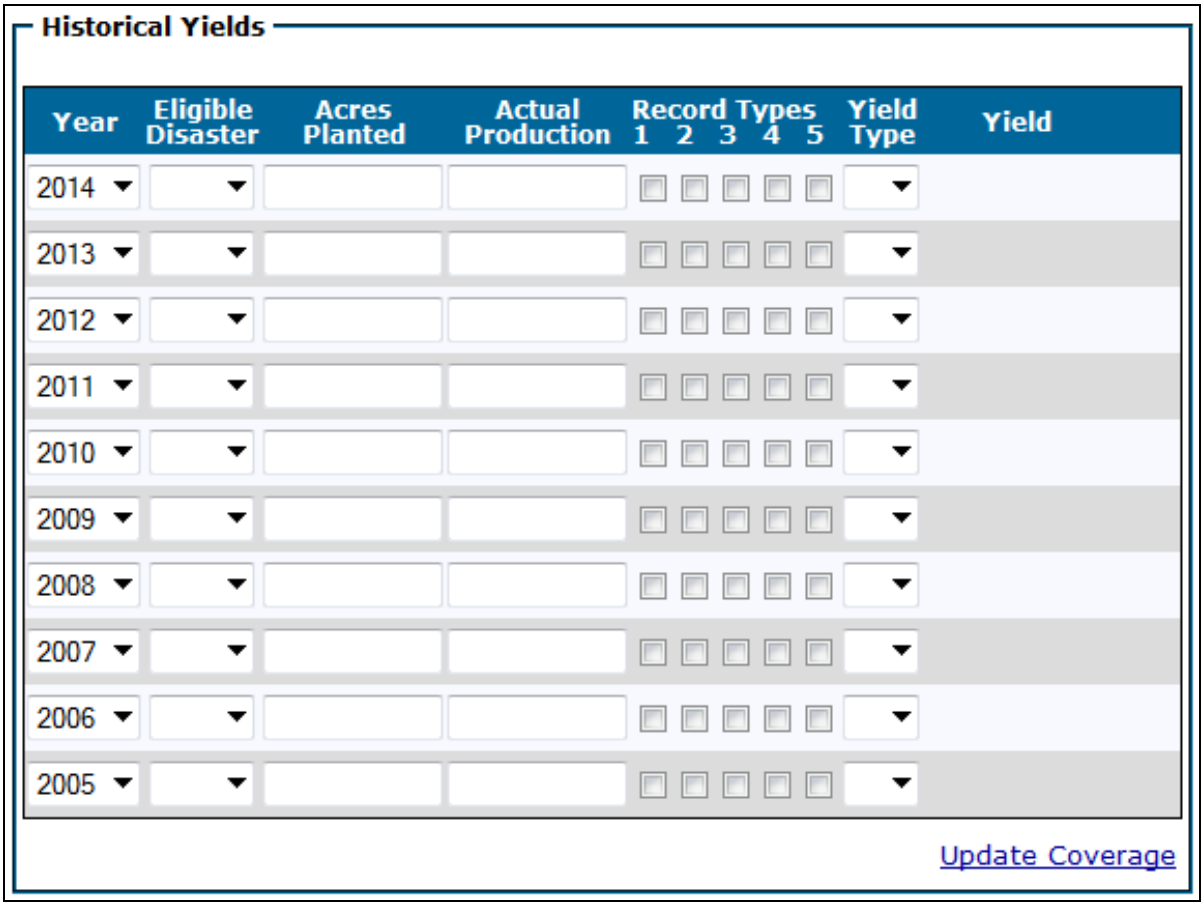
Field/Button	Description
Substitute Yield	Determines whether substitute yield rules apply. This field is defaulted to "No". Select "Yes" only if: • current year is the first year of participation starting with 2015 and yield type "V" applies according to 1-NAP (Rev. 2), Part 7 • data loading a previous year's approved yield that contains yield type "U" or "V".
Cup Rules Apply	Determines whether cup rules apply. This field is defaulted to "Yes", meaning that the software will determine whether a cup applies to the approved yield. Select "No" if the approved yield should not be cupped. See 1-NAP (Rev. 2), Part 7 for instances when the cup rules do not apply. **Note:** "Yes" does not mean that the approved yield was cupped, only that the rules apply.

--*

*--176 Approved Yield Data (Continued)

E Example of Historical Yields Section

The following is an example of the Historical Yields Section.



Historical Yields

Year	Eligible Disaster	Acres Planted	Actual Production	Record Types 1	2	3	4	5	Yield Type	Yield
2014										
2013										
2012										
2011										
2010										
2009										
2008										
2007										
2006										
2005										

Update Coverage

See paragraph 177 for the Historical Yields Section for crops planted on native sod acreage.--*

***--176 Approved Yield Data (Continued)**

F Field Descriptions and Actions for Historical Yields Section

The following table provides field descriptions and actions for the Historical Yields Section of the Approved Yield Data Screen.

Field/Button	Description
Year	Ten crop years will be displayed, with the exception of apples and peaches, which is a maximum of 5 crop years. Years displayed will start with the prior year. Rotation farms only require data to be loaded for the years that the crop is planted. **Note:** Lag year crops will have a 1-year lag.
Eligible Disaster	For historical year 2013 and subsequent years, the "Eligible Disaster" indicator is obtained from the applicable year's notice of loss based on the approval or disapproval of the crop. In the absence of a notice of loss, the user must select "Yes" or "No". "Yes" will allow for the replacement yield rules to apply for that year as provided in 1-NAP (Rev. 2), Part 7. The "Eligible Disaster" indicator applies only if acres are greater than zero and production is equal or greater than zero.
Acres Planted	Acres planted will be obtained from CARS. In the absence of acres from CARS, load the planted acres as determined according to 1-NAP (Rev. 2), Part 6. **Notes:** Reported acres **must** be certified in CARS before they can be obtained by the approved yield process. Acres from CARS **cannot** be overridden. See subparagraph H for handling acres ineligible for NAP.
Actual Production	Enter the actual production as determined according to 1-NAP (Rev. 2), Part 7. If zero production is entered, the only valid record type is "4". **Note:** Do **not** include production from ineligible acres.

--*

*--176 Approved Yield Data (Continued)

F Field Descriptions and Actions for Historical Yields Section (Continued)

Field/Button	Description
Record Types	Enter the record types that support the production entered. If record type "5" is selected, record the type of production record used in "Remarks" along with the applicable historical year. Record types are as follows: • "1" for sold or commercial storage • "2" for on-farm storage, measurement • "3" for livestock feeding records • "4" for appraisal • "5" for other. Identify in "Remarks".
Yield Type	Determined by the system when users CLICK "Calculate Yield". Normally left blank. Yield types "C" and "I" **must** be entered.
Yield	Calculated by the system when users CLICK "Calculate Yield".
Update Coverage	Displays the Coverage Confirmation Screen. See subparagraph K.

G Yield Types

"Actual Production" and "Record Types" fields are generally the only data items that need to be loaded. The "Eligible Disaster" indicator is based on notice of loss for 2013 and later years. In the absence of a notice of loss, the user must select "Yes" or "No". The "Acres Planted" field for the most recent historical year comes from the acreage report for 2011 and later years. The "Yield Type" and "Yield" fields are calculated based on the data entries.

The following table provides yield types that are generated by the system based on data entries.

Yield Type	Remarks
A	Determined by the system when acres planted and actual production are present. The yield will be calculated by dividing the acreage into the production.
B	Determined by the system if a prior year approved yield is in the database, the crop was not covered by NAP in the applicable year, and there was no report of acres or production.
E	Determined by the system when acres planted and actual production are blank and there is 1 actual yield in the database. The yield will be calculated at 80 percent of the effective T-yield.

--*

***--176 Approved Yield Data (Continued)**

G Yield Types (Continued)

Yield Type	Remarks
N	Determined by the system when acres planted and actual production are blank and there are 2 actual yields in the database. The yield will be calculated at 90 percent of the effective T-yield.
O	Determined by the system if in a prior year there is an assigned yield in the database, and either of the following apply: • CCC-471 was filed but no acreage and/or production was reported • acreage of the crop in the administrative county has increased more than 100 percent over any year in the preceding 7 crop years or increased significantly from the previous crop year. The yield type is set by the user if this applies. This yield type may be overridden, if applicable, by a substitute yield as determined by 1-NAP (Rev. 2), Part 7.
P	Determined by the system for the most recent historical year if a prior year approved yield is in the database, and there are reported acres but no production or the production is unacceptable and the crop was covered by NAP in the applicable year. The missing year's approved yield must be entered for any historical year other than the most recent. The system will calculate 75 percent of the entered value. This yield type may be overridden, if applicable, by a substitute yield as determined by 1-NAP (Rev. 2), Part 7.
R	Determined by the system when acres planted and actual production are entered, the eligible disaster indicator is "Y", and the calculated yield is less than 65 percent of the effective T-yield. The yield will be calculated at 65 percent of the effective T-yield.
S	Determined by the system when acres planted and actual production are blank and there are no actual yields in the database. The yield will be calculated at 65 percent of the effective T-yield.
T	Determined by the system when acres planted and actual production are blank and there are 3 actual yields in the database. The yield will be calculated at 100 percent of the effective T-yield.

--*

***--176 Approved Yield Data (Continued)**

G Yield Types (Continued)

Yield Type	Remarks
U	Effective for program years 2014 and earlier. Determined by the system when acres planted are entered, actual production is left blank, the substitute yield indicator is "Y", and either of the following apply: • assigned yield is less than 65 percent of the effective T-yield • yield type is "O". The effective T-yield for the year the substitution was taken must be entered. The system will calculate 65 percent of the effective T-yield.
V	Effective for 2015 and future years of NAP participation. Determined by the system the first year of participation beginning with 2015 and yield type "P" and at least 1 yield type "O" are in the database and either of the following apply: • assigned yield is less than 65 percent of the effective T-yield • yield type is "O".
Z	Determined by the system when a zero is entered for acres planted. The yield will be left blank.

The following table provides yield types that must be entered by the user.

Yield Type	Remarks
C	Can be loaded in any crop year for units that qualify for the "added practice, type, intended use, planting period, or new unit" rule according to 1-NAP (Rev. 2), Part 7. The user will select 80, 90, or 100 percent from the drop-down list. The yield will be entered by the system. Cannot follow any year with acres and production. Up to 4 occurrences are allowed in the database.
I	Can be loaded in any crop year to obtain 100 percent of the effective T-yield for the units that qualify for the "new producer" rule according to 1-NAP (Rev. 2), Part 7. The yield will be entered by the system. Cannot follow any year with acres and production. Two to 4 occurrences are allowed in the database.

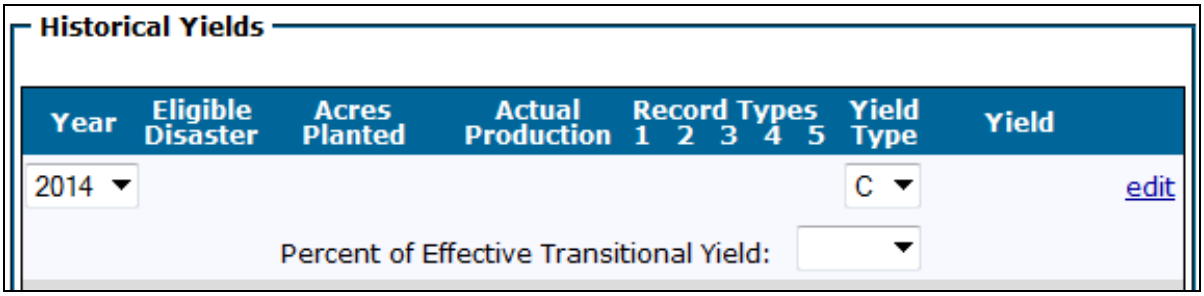
Note: Yield types "C", "I", "U", and "V" are not applicable to certified or transitional organic crops.**--***

*--176 Approved Yield Data (Continued)

H Special Data for Historical Yields Data Section

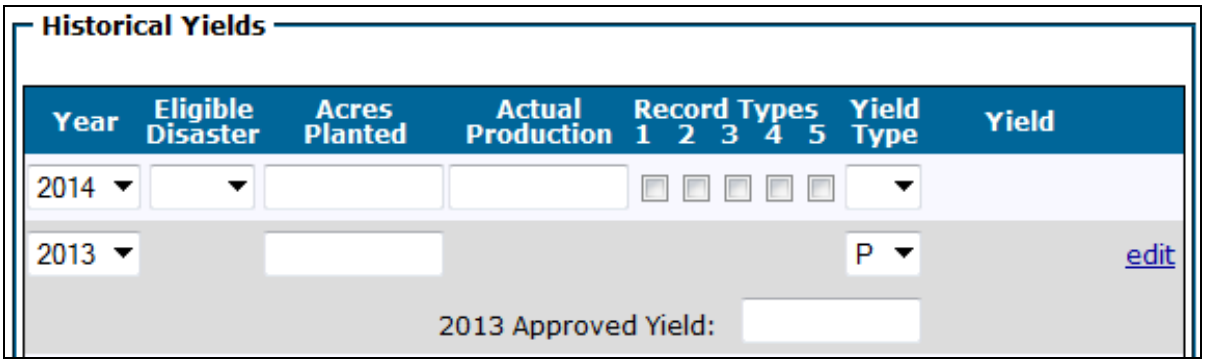
Yield types “C”, “I”, “P”, “U”, and “V” have special data needs. An additional data entry field will be provided to enter the applicable data for yield types “C”, “P”, “U”, and “V”.

When yield type “C” is entered, the percentage of T-yield is required. Valid selections from the drop-down list are “80%”, “90%”, and “100%”. See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type “C”.



When yield type “I” is entered, the system will use 100 percent of the T-yield in the approved yield calculation. See 1-NAP (Rev. 2), Part 7.

When the system determines yield type “P” is applicable for a year other than the most recent historical year, the approved yield for the missing year is required. After entering the approved yield for the missing year, the system will calculate 75 percent of the entered value to determine the historical yield for the year. See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type “P”.

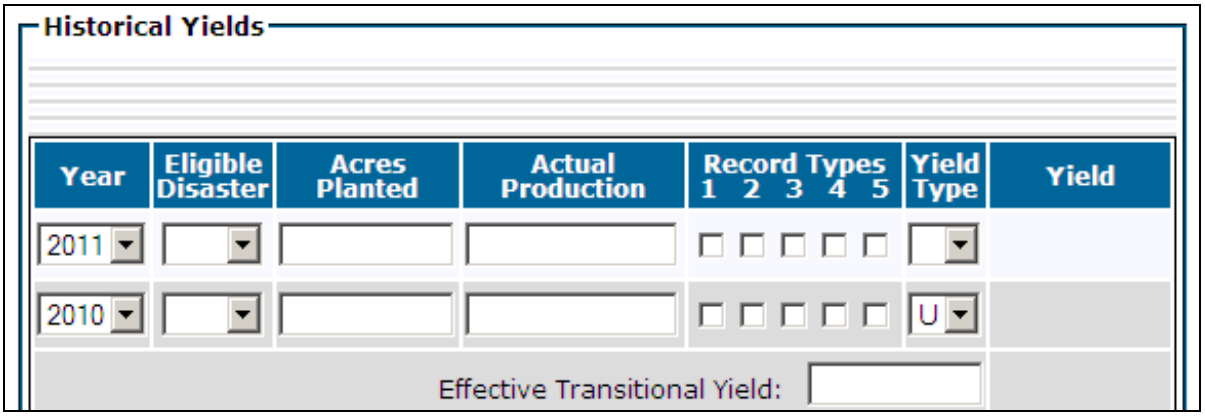


--*

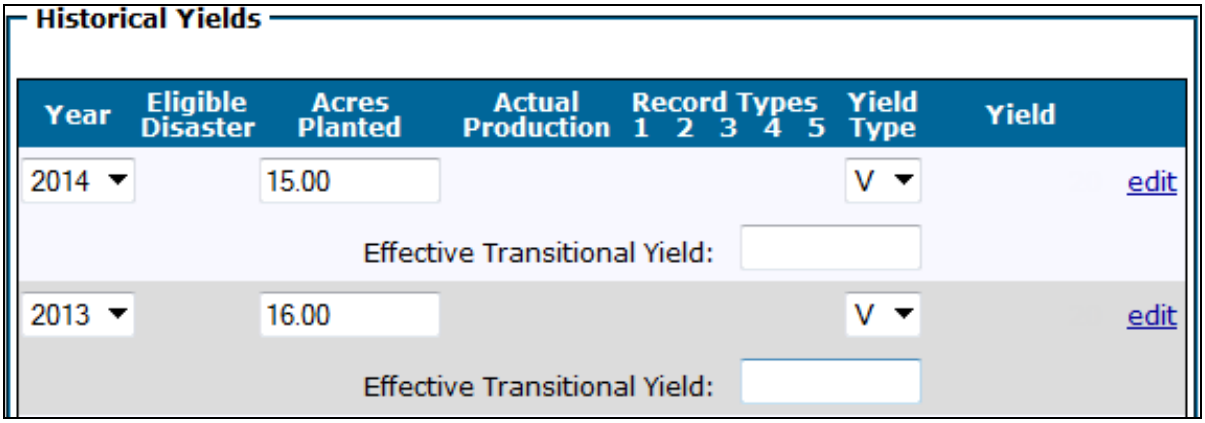
*--176 Approved Yield Data (Continued)

H Special Data for Historical Yields Data Section (Continued)

When yield type "U" is entered, the effective transitional yield for the year the substitution was taken must be entered. See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type "U". Yield type "U" is applicable for historical years 2013 and earlier.



When yield type "V" is entered, the effective transitional yield for the year the substitution was taken must be entered. See 1-NAP (Rev. 2), Part 7. The following is an example of the data entry field for yield type "V". Yield type "V" is effective the first year of participation starting with 2015 for each applicable historical year.

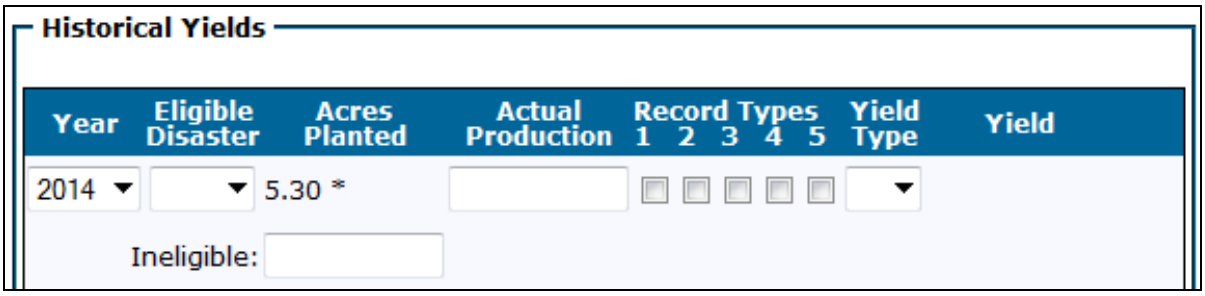


--*

*--176 Approved Yield Data (Continued)

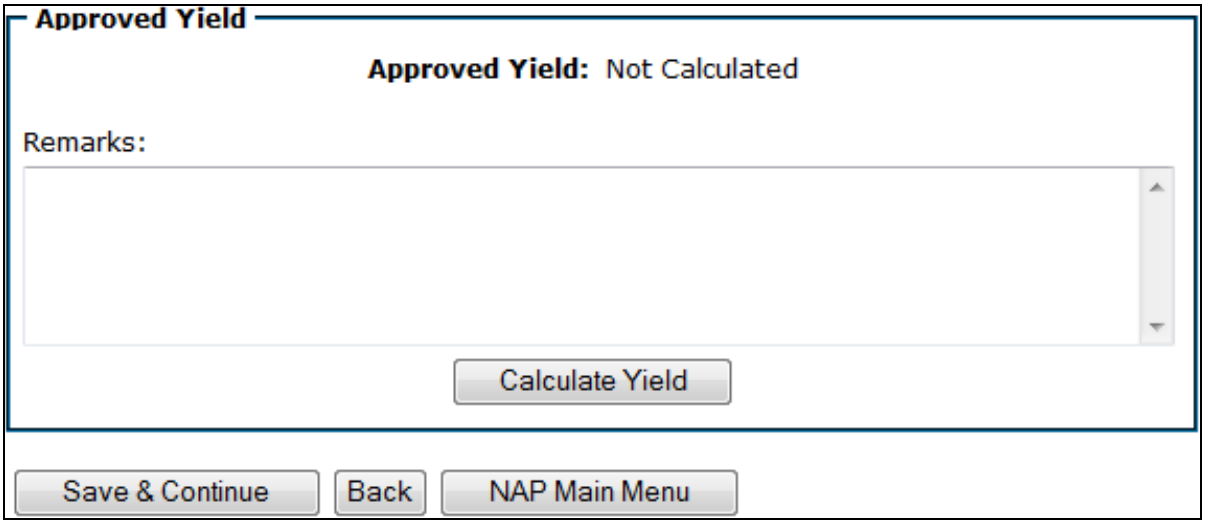
H Special Data for Historical Yields Data Section (Continued)

When acres are populated from CARS, a data entry field will be provided to capture the number of acres ineligible for approved yields, if applicable. Enter the acres that are not eligible for approved yields. The entered value will be deducted from the prepopulated acres when the yield is calculated. The following is an example of the data entry field for ineligible acres.



I Example of Approved Yield Section

The following is an example of the Approved Yield Section.



--*

*--176 Approved Yield Data (Continued)

J Field Descriptions and Actions for Approved Yield Section

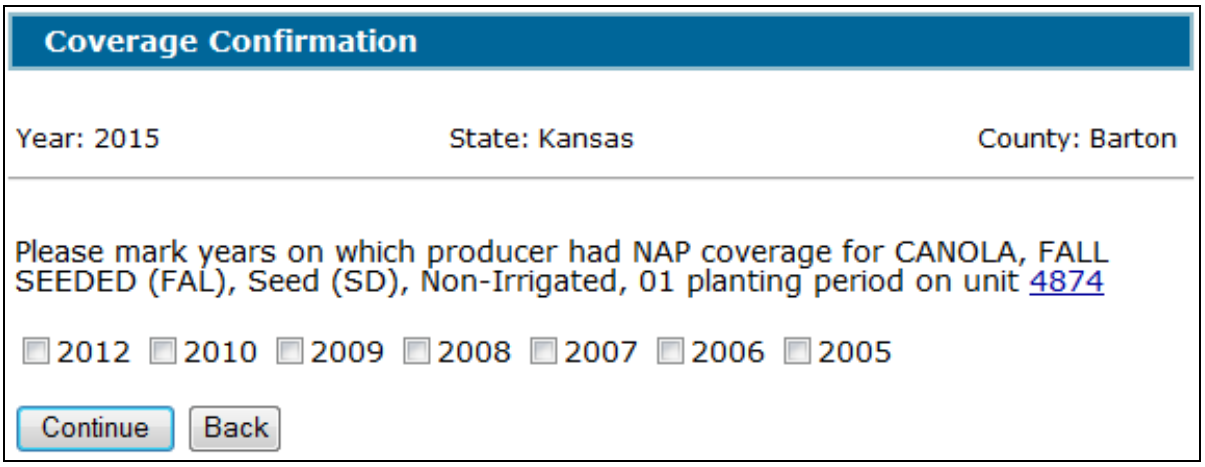
The following table provides field descriptions and actions for the Approved Yield Section of the Approved Yield Data Screen.

Field/Button	Description
Approved Yield	Will display either of the following: • "Not Calculated" • an approved yield.
Remarks	Required for record type "5", "Other". In any other case, remarks are optional and may be used to notate additional information. Include the historical year associated with the remark.
Calculate Yield	CLICK "**Calculate Yield**" to calculate an approved yield. The Approved Yield Data Screen will be redisplayed.
Save & Continue	CLICK "**Save & Continue**" to calculate the approved yield and continue to the Approved Yield Screen. See paragraph 178.
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

K Coverage Confirmation Screen

When users CLICK "Calculate Yield", if there is a prior approved yield recorded, the following Coverage Confirmation Screen will be displayed if either of the following apply:

- acres and production are blank
- only production is blank.



--*

***--176 Approved Yield Data (Continued)**

K Coverage Confirmation Screen (Continued)

Coverage information can be changed by either of the following methods on the Approved Yield Data Screen:

- remove the yield type for the year that needs to be corrected

  Note: This will remove all data associated with the record. CLICK "**Calculate Yield**".

- CLICK "**Update Coverage**".

The Coverage Confirmation Screen will be redisplayed to allow for revising the coverage.

L Field Descriptions and Actions for Coverage Confirmation Screen

The following table provides field descriptions and actions for the Coverage Confirmation Screen.

Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 173.
Years	Check the year or years the crop was covered by a NAP application for coverage.
Continue	CLICK "**Continue**" after selecting the year or years the crop was covered by NAP. **Note:** If the crop was not covered by NAP for any of the years listed, CLICK "**Continue**".
Back	The previous screen will be displayed.

--*

*--176 Approved Yield Data (Continued)

M Edit Link

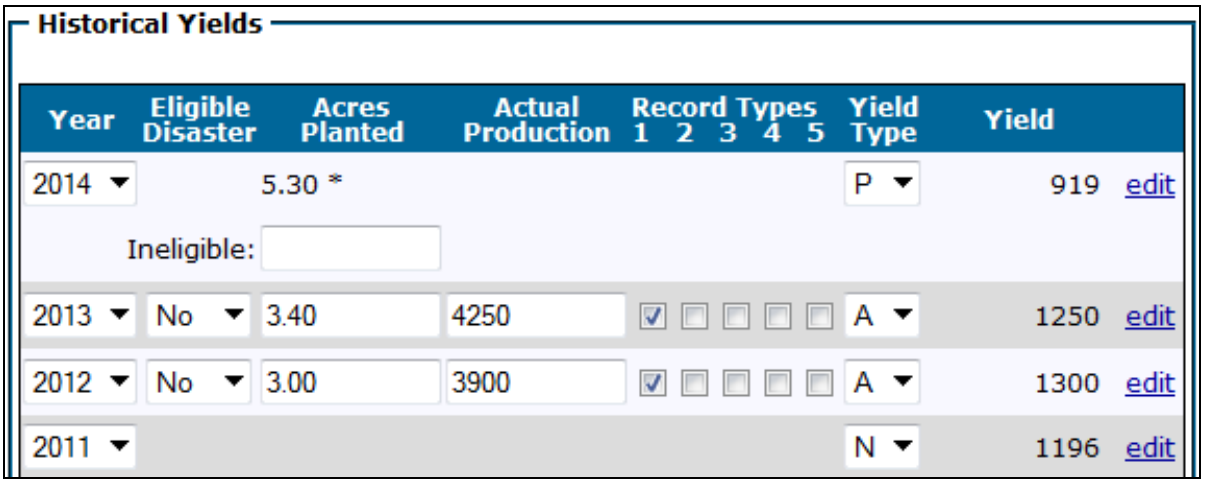
After an approved yield is calculated, the Approved Yield Data Screen will be redisplayed to include:

- an “edit” link next to the yield for each historical year that contains data
- hidden data fields, if 1 or more data fields are **not** applicable for the yield type.

The following tables provide a list of yield types and data fields that will be hidden after an approved yield is calculated.

IF the yield type is…	THEN the hidden data fields are:
• “B” • “N” • “C” • “S” • “E” • “T” • “I”	• “Eligible Disaster” • “Acres Planted” • “Actual Production” • “Record Types”.
• “O” • “V” • “P” • “Z” • “U”	• “Eligible Disaster” • “Actual Production” • “Record Types”.

The following is an example of the Historical Yields Section with the “edit” links and hidden data fields.



To revise data for a historical year, CLICK “edit”. The hidden data fields will be displayed for editing.

The yield type will be removed when “edit” is clicked and there are no hidden data fields.--*

*--177 Yields on Native Sod Acreage

A Limitation for Native Sod

Native sod acreage is applicable to specific States according to 1-NAP (Rev. 2), Part 6. Approved yields for crops planted on native sod acreage are restricted to 65 percent of the T-yield according to 1-NAP (Rev. 2), Part 7.

B Example of Historical Yields Section for Native Sod

The following is an example of the Historical Yields Section for native sod.

Historical Yields

Year	Eligible Disaster	Acres Planted	Actual Production	Record Types 1	2	3	4	5
2014								
2013								
2012								
2011								
2010								
2009								
2008								
2007								
2006								
2005								

--*

***--177 Yields on Native Sod Acreage (Continued)**

C Field Description and Action for Historical Yields Section for Native Sod

"Eligible Disaster" indicator, acres, production, and record type are the only data collected on the Approved Yield Data Screen, but it will not be used in the calculation of the approved yield. The data will be maintained and combined with the nonnative sod database when applicable.

The following table provides field descriptions and actions for the Historical Yields Section of the Approved Yield Data Screen for native sod.

Field/Button	Description
Year	Ten crop years will be displayed, with the exception of apples and peaches, which is a maximum of 5 crop years. Years displayed will start with the prior year. Rotation farms only require data to be loaded for the years that the crop is planted. **Note:** Lag year crops will have a 1-year lag.
Eligible Disaster	For historical year 2013 and subsequent years, the "Eligible Disaster" indicator is obtained from the applicable year's notice of loss based on the approval or disapproval of the crop. In the absence of a notice of loss, the user must select "Yes" or "No". The "Eligible Disaster" indicator applies only if acres are greater than zero and production is equal or greater than zero.
Acres Planted	Acres planted will be obtained from CARS. In the absence of acres from CARS, load the planted acres as determined according to 1-NAP (Rev. 2), Part 6. **Notes:** Acres **must** be certified in CARS before they can be obtained by the approved yield process. Acres from CARS **cannot** be overridden. See subparagraph 176 H for handling acres ineligible for NAP.
Actual Production	Enter the actual production as determined according to 1-NAP (Rev. 2), Part 7. If zero production is entered, the only valid record type is "4". **Note:** Do **not** include production from ineligible acres.

--*

***--177 Yields on Native Sod Acreage (Continued)**

C Field Description and Action for Historical Yields Section for Native Sod (Continued)

Field/Button	Description
Record Types	Enter the record types that support the production entered. If record type "5" is selected, record the type of production record used in "Remarks" along with the applicable historical year. Record types are as follows: • "1" for sold or commercial storage • "2" for on-farm storage, measurement • "3" for livestock feeding records • "4" for appraisal • "5" for other. Identify in "Remarks".

Add "Remarks", if applicable, and calculate the approved yield according to subparagraph 176 I.

178 Approved Yield Summary and Signature Data

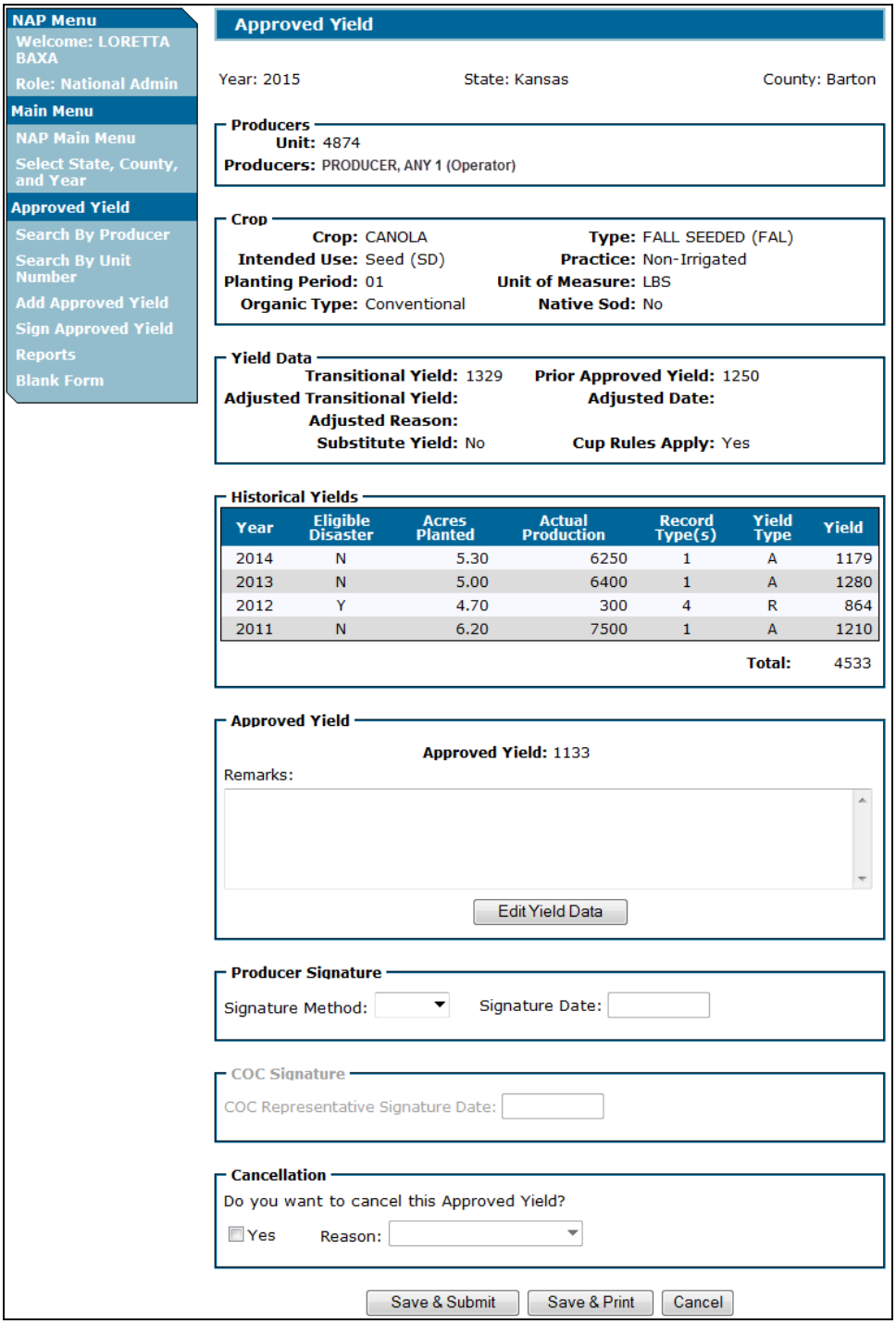
A Overview

The Approved Yield Screen will be displayed.**--***

*--178 Approved Yield Summary and Signature Data (Continued)

B Example of Approved Yield Screen

The following is an example of the Approved Yield Screen that provides yield summary and signature data.



--*

*--178 Approved Yield Summary and Signature Data (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Approved Yield Screen.

Field/Button	Description
Approved Yield	The approved yield is displayed.
Remarks	Enter remarks as applicable. The field is optional, unless record type "5" was selected in the Historical Yields Section. Include the historical year associated with the remark.
Edit Yield Data	If users CLICK "Edit Yield Data" to edit existing yield data, the Approved Yield Data Screen will be redisplayed. See paragraph 176.
Producer Signature	Enter producer's signature method and date after the producer signs CCC-452. **Notes:** Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications. A bulk signature option is available by clicking "Sign Approved Yield" on the Main Menu. See paragraph 180.
COC Signature	Enter COC representative signature date after the representative signs CCC-452. **Notes:** COC representative signature indicates acceptance of CCC-452. CCC-452's are **not** approved by COC. Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications. A bulk signature option is available by clicking "Sign Approved Yield" on the Main Menu. See paragraph 180.
Cancellation	CLICK "**Yes**" to cancel the approved yield and select the reason.
Save & Submit	CLICK "**Save & Submit**" to retain data and display the Confirmation Screen. See paragraph 183. **Note:** The approved yield **must** be submitted to retain data that is added, deleted, or changed on the Approved Yield Screen.
Save & Print	CLICK "**Save & Print**" to retain data and print CCC-452.
Cancel	CLICK "**Cancel**" to return to the previous screen.

--*

*--178 Approved Yield Summary and Signature Data (Continued)

D Producer and COC Representative Signatures

Producers and COC representative may sign one CCC-452 for all CCC-452's filed on the current date.

County Offices shall:

- print all CCC-452's filed on the current date
- have the producer review the information on each CCC-452
- staple the package together
- enter the individual page number and the total pages on each page of the package, using format of "Page ___ of ___" or "___ of ___"
- have the producer sign and date page 1 of the package
- sign as COC representative and date page 1 of the package.

Note: If the producer refuses to sign, notate reason for refusal in the "Remarks" section. COC representative is not required to sign and date if the producer refuses to sign.**--***

*--179 Adding, Editing, or Canceling Approved Yields by Unit Number

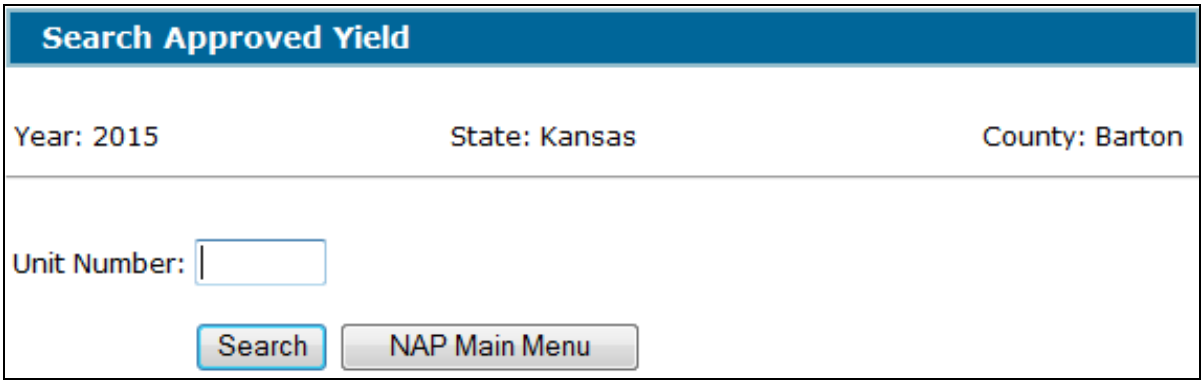
A Overview

After users CLICK "Search by Unit Number", the Search Approved Yield Screen will be displayed.

B Example of Search Approved Yield Screen

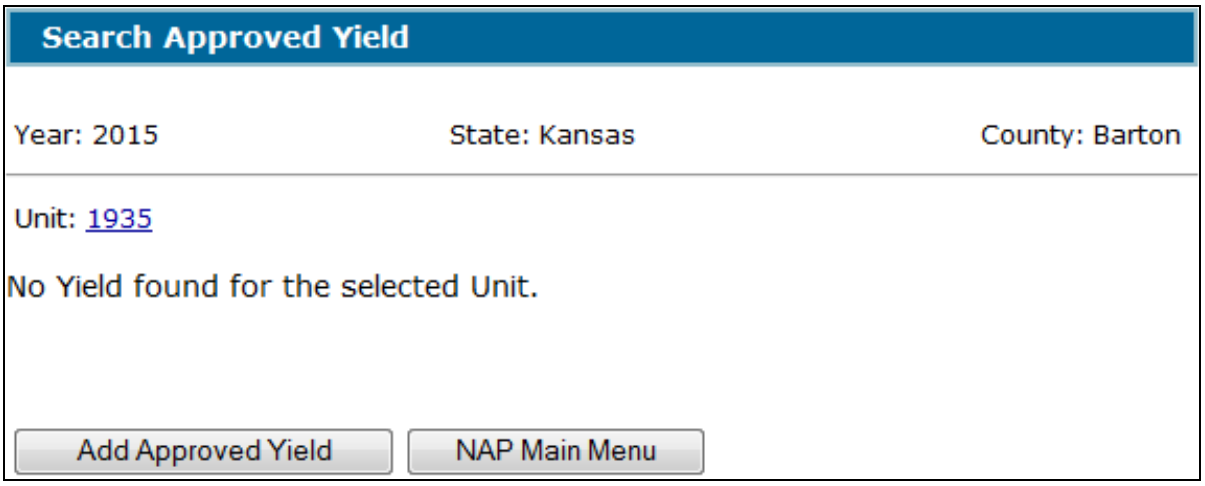
The following is an example of the Search Approved Yield Screen. To:

- search for an approved yield, enter a unit number and CLICK "**Search**"
- return to the Main Menu, CLICK "**NAP Main Menu**".



If the unit does **not** have an approved yield on file, the following message will be displayed. To:

- establish an approved yield, CLICK "**Add Approved Yield**" (paragraph 175)
- return to the Main Menu, CLICK "**NAP Main Menu**".

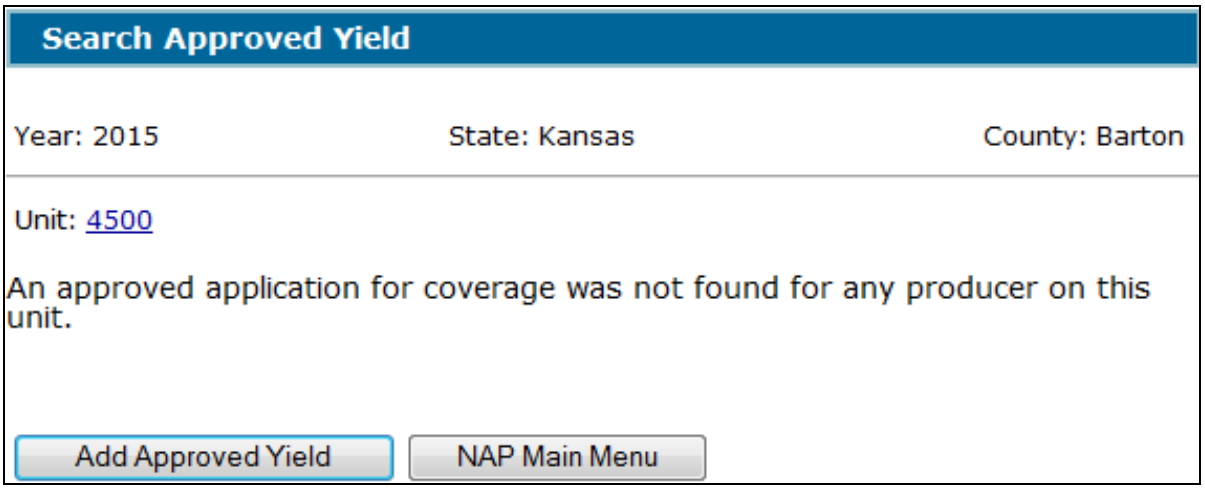


--*

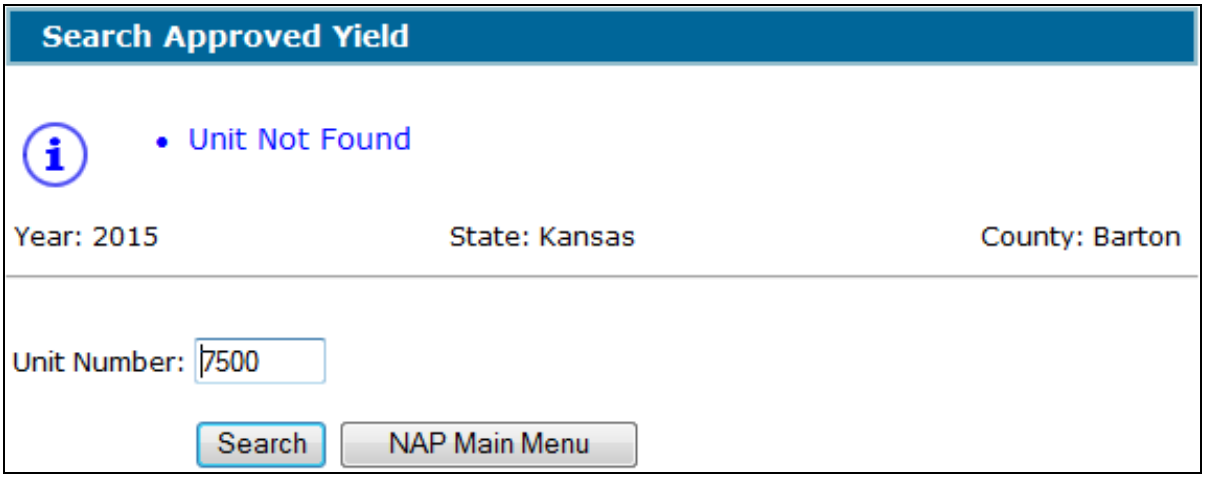
*--179 Adding, Editing, or Canceling Approved Yields by Unit Number (Continued)

B Example of Search Approved Yield Screen (Continued)

When a unit number is entered, applications for coverage are reviewed for all producers associated with the unit number. If an application for coverage is **not** found for at least 1 producer on the unit, the following message will be displayed.



If the selected unit is **not** found, the following message will be displayed.



--*

*--180 Signing Approved Yields

A Overview

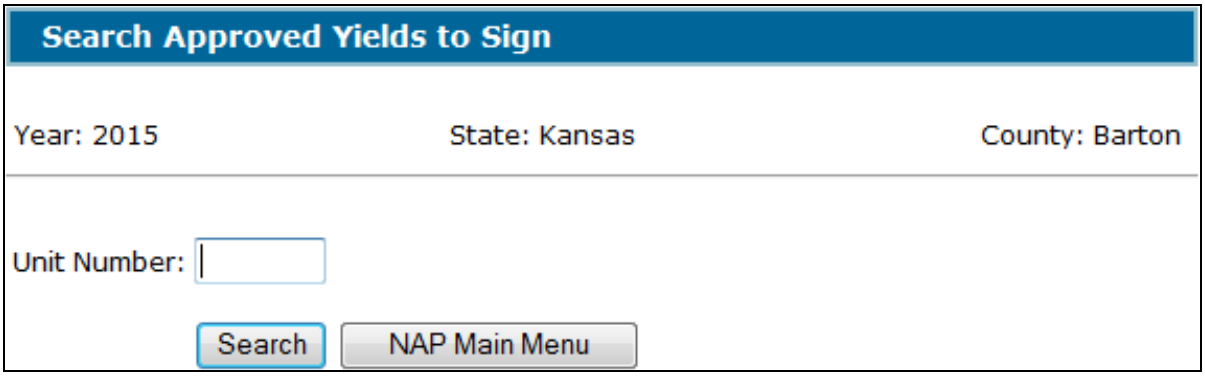
The Sign Approved Yield Screen:

- allows for multiple CCC-452's to be signed at 1 time
- displays entry fields for "Producer Signature Method", "Producer Signature Date", and "COC Representative Signature Date".

B Example of Search Approved Yields to Sign Screen

The following is an example of the Search Approved Yields to Sign Screen. To:

- search for an approved yield that needs to be signed, enter a unit number and CLICK "**Search**"
- return to the Main Menu, CLICK "**NAP Main Menu**".

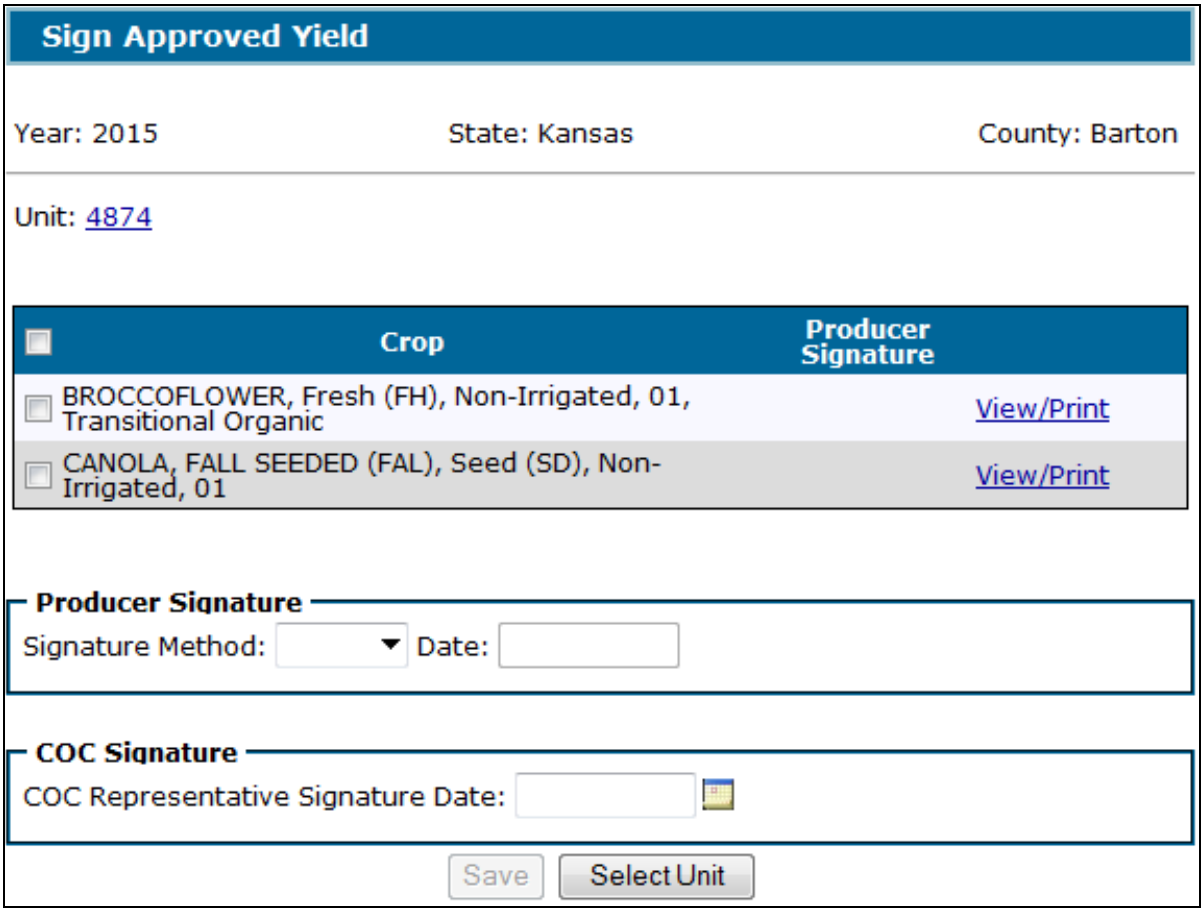


--*

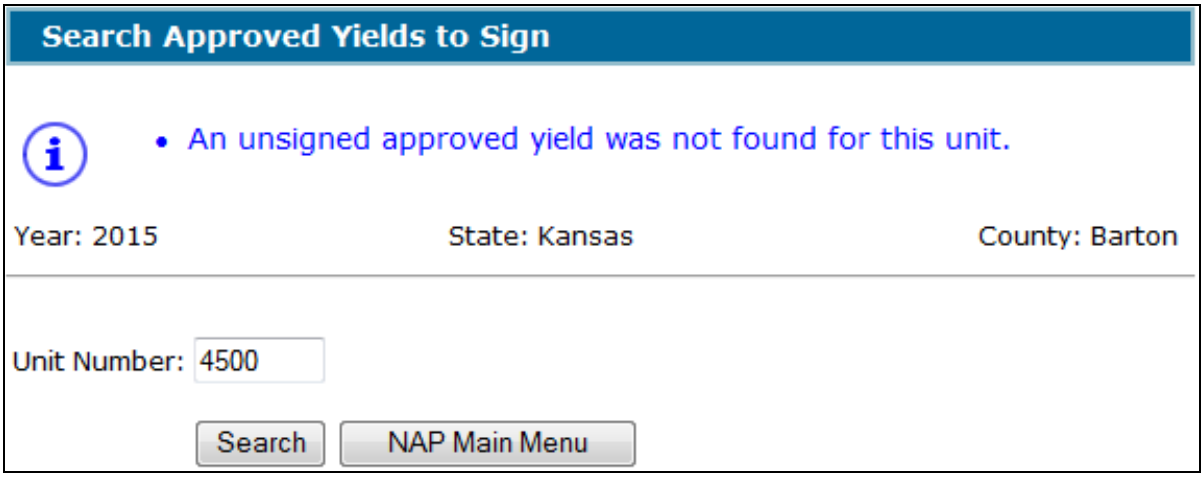
*--180 Signing Approved Yields (Continued)

C Example of Sign Approved Yield Screen

The following is an example of the Sign Approved Yield Screen.



If the selected unit does **not** have unsigned approved yields, the following message will be displayed.



--*

***--180 Signing Approved Yields (Continued)**

D Field Descriptions and Actions

Select the crop or crops for which signature data will be entered.

The following table provides field descriptions and actions for the Sign Approved Yield Screen.

Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 173.
Crop	The crop, type, intended use, practice, planting period, and organic and native sod status that are awaiting signature.
Producer Signature	The producer's signature date will be displayed if producer data was entered previously. **Note:** If producer data has already been entered, only the COC representative signature date needs to be entered.
View/Print	View/print the specific approved yield.
Producer Signature	Enter the producer's signature method and date after the producer signs CCC-452. **Note:** Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.
COC Signature	Enter COC representative signature date after the representative signs CCC-452. **Notes:** COC representative signature indicates acceptance of CCC-452. CCC-452's are not approved by COC. Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.
Save	CLICK "**Save**" to save the entered data.
Select Unit	CLICK "**Select Unit**" to select another unit with approved yields to be signed.

E Producer and COC Representative Signatures

See subparagraph 178 D for signature requirements.**--***

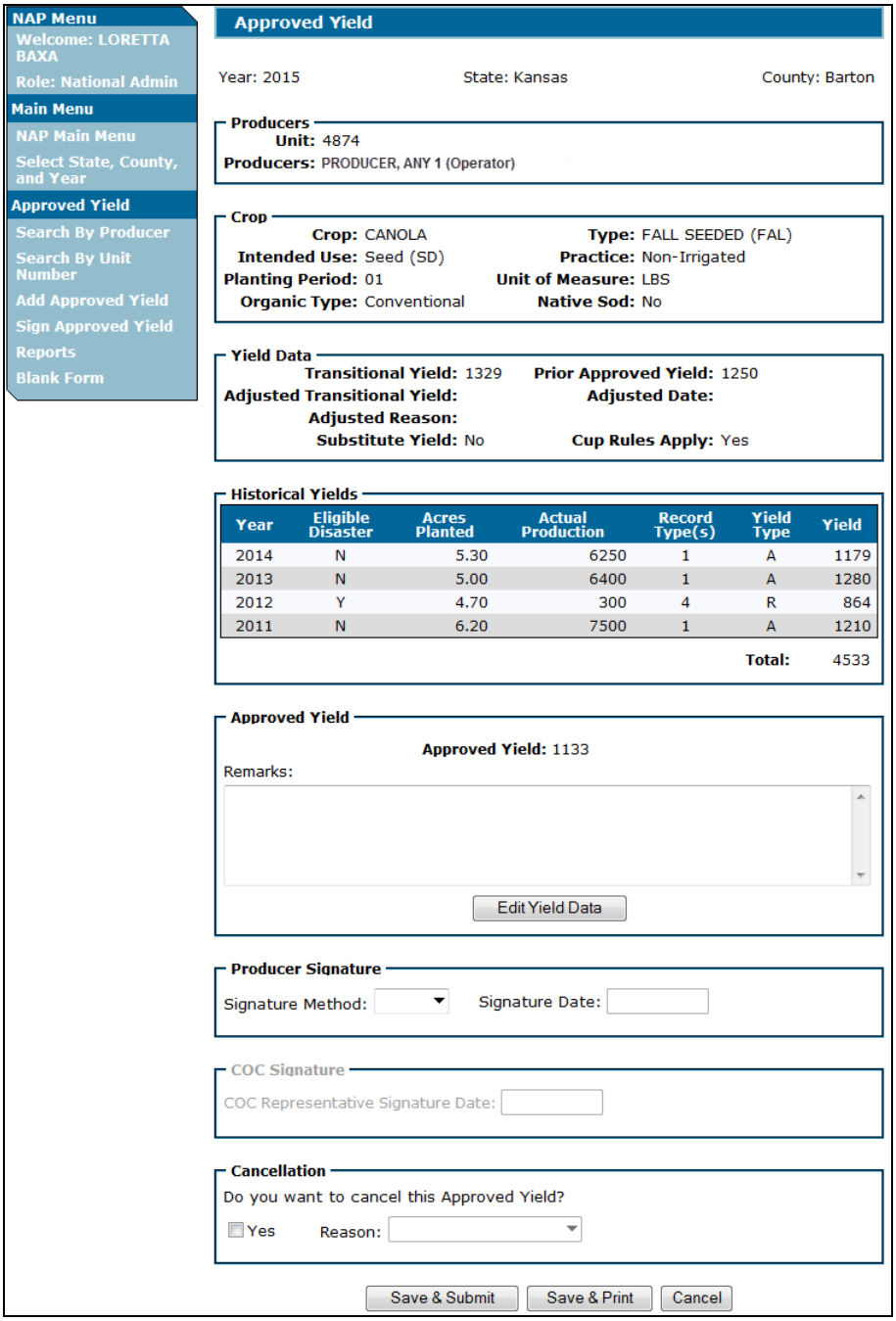
*--181 Editing Approved Yields

A Overview

The Approved Yield Screen will display the historical data and approved yield that were captured from the approved yield process.

B Example of Approved Yield Screen

The following is an example of the Approved Yield Screen.



--*

*--181 Editing Approved Yields (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and action for the Approved Yield Screen.

Field/Button	Description
Remarks	Enter remarks, as applicable. The field is optional. Include the historical year associated with the remark.
Edit Yield Data	CLICK "**Edit Yield Data**" to edit existing yield data.
Producer Signature	Enter producer's signature method and date after the producer signs CCC-452. **Note:** Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.
COC Signature	Enter COC representative signature date after the representative signs CCC-452. **Notes:** COC representative signature indicates acceptance of CCC-452. CCC-452's are **not** approved by COC. Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications.
Cancellation	CLICK "**Yes**" to cancel the approved yield and select the reason.
Save & Submit	CLICK "**Save & Submit**" to retain revised data and display the Confirmation Screen. See paragraph 183. **Note:** The approved yield **must** be submitted to retain data that is added, deleted, or changed on the Approved Yield Screen.
Save & Print	CLICK "**Save & Print**" to retain the entered data and print CCC-452.
Cancel	CLICK "**Cancel**" to return to the previous screen.

--*

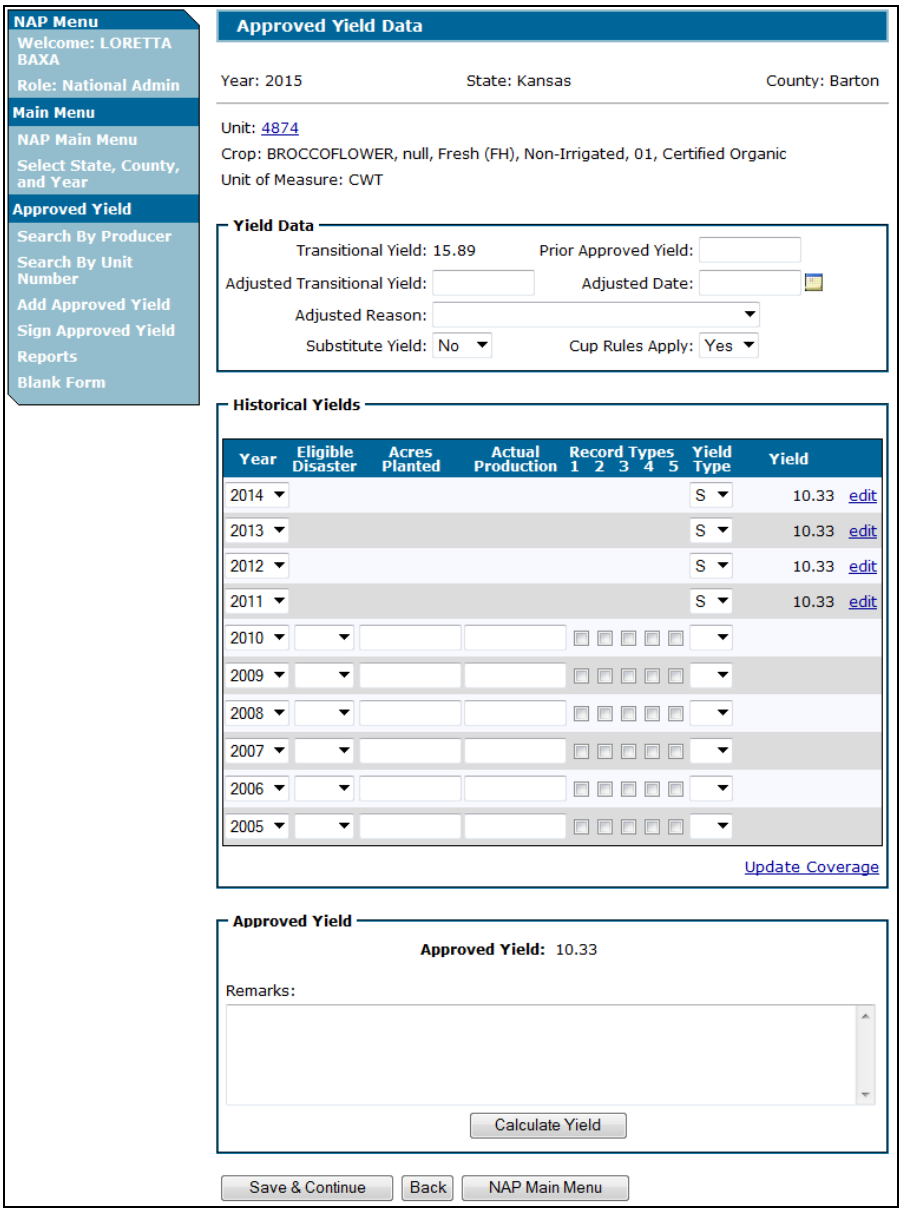
*--182 Reactivating Approved Yields

A Overview

The Approved Yield Data Screen will display the historical data and approved yield as calculated before cancellation. This applies to approved yields canceled automatically according to subparagraph 174 D or by a user.

B Approved Yield Data Reactivation

The following is an example of the Approved Yield Data Screen that will be displayed when reactivating an approved yield.



--*

*--182 Reactivating Approved Yields (Continued)

C Actions

Edit data that needs to be updated and continue by following instructions in paragraph 176.

If the cancellation was because of a change of unit of measure in NCT, continue with required approved yield changes. See paragraph 185.

183 Confirmation

A Overview

The Confirmation Screen will be displayed after CCC-452 is:

- signed from the Approved Yield Screen
- canceled
- edited
- reactivated.

B Example of Confirmation Screen

The following is an example of the Confirmation Screen.

--*

*--183 Confirmation (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Confirmation Screen.

Field/Button	Description
Print Approved Yield	CCC-452 will be displayed in a separate window.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.
Add Approved Yield for another crop	The Crop Selection Screen for the same unit will be displayed. See paragraph 175.
Add Approved Yield for another unit	The Search Approved Yield Screen will be displayed. See paragraph 179.
Search Approved Yield	The SCIMS Customer Search Screen will be displayed. See paragraph 171.

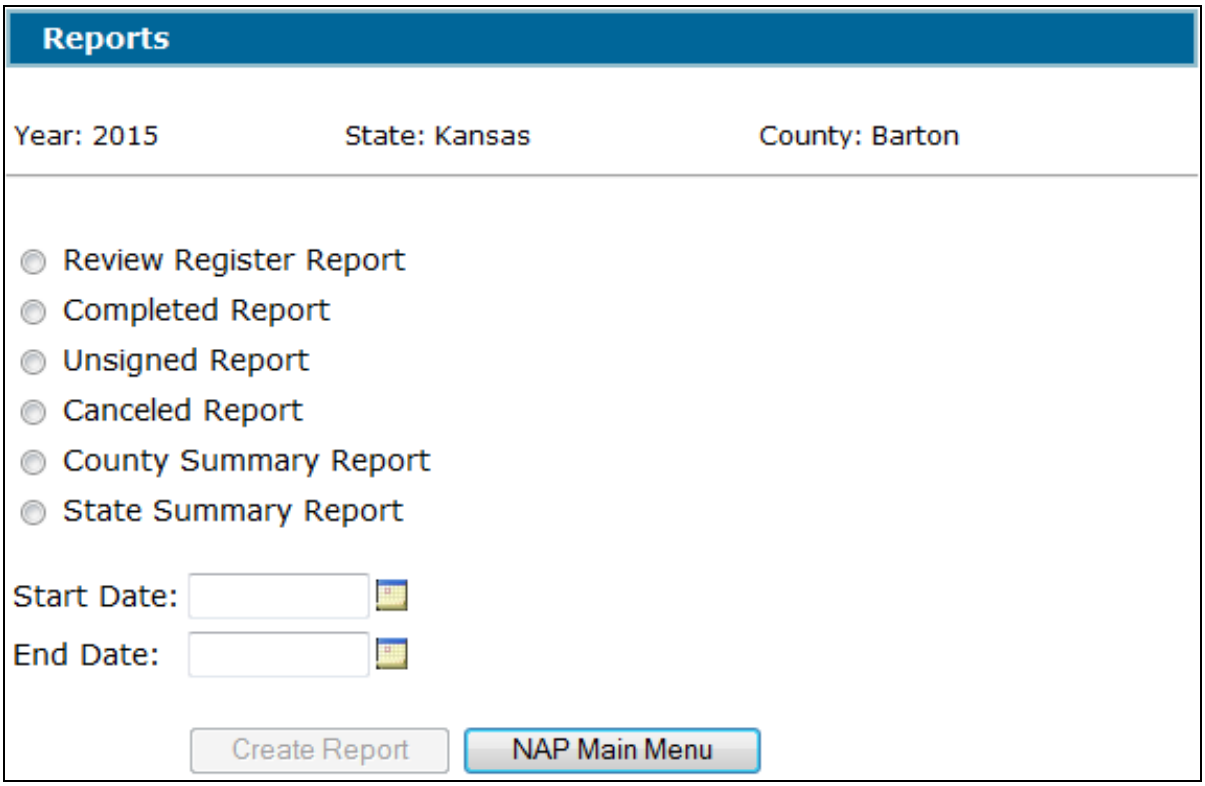
184 Reports

A Overview

The reports option provides a list of reports that are available to be viewed or printed.

B Example of Reports Screen

The following is an example of the Reports Screen.



--*

***--184 Reports (Continued)**

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
Review Register Report	Manual selection.	Report will be displayed identifying approved yields that are subject to review.
Completed Report	Manual selection.	Report will be displayed identifying approved yields with producer and COC representative signature dates entered.
Unsigned Report	Manual selection.	Report will be displayed identifying approved yields that have been established, but do not have producer and COC representative signature dates entered.
Canceled Report	Manual selection.	Report will be displayed identifying approved yields that have been canceled.
County Summary Report	Manual selection.	Report will be displayed with a summary, by pay group, of the number of unsigned, completed, and canceled approved yields in the county.
State Summary Report	Manual selection.	Report will be displayed with a summary, by county and pay group, of the number of unsigned, completed, and canceled approved yields in the State.
Start Date	Manual entry.	Enter a start date to limit data displayed on any of the reports. **Exception:** Review Register Report **cannot** be limited. **Note:** Start date is **not** required.
End Date	Manual entry.	Enter an end date to limit data displayed on any of the reports. **Exception:** Review Register Report **cannot** be limited. **Note:** End date is **not** required.
Create Report	The selected report will be displayed.	
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.	

--*

*--185 Required Approved Yield Changes

A Overview

An approved yield is required to be updated if any of the following change:

- unit of measure
- county expected yield
- lag year applicability
- maximum number of historic years in database.

B Unit of Measure Change

If the unit of measure has changed, whether during the year or between years, then several approved yield data elements must be changed. The Unit of Measure Conversion Screen will:

- be displayed when the changed record is accessed

- allow entering a conversion factor that will be applied to the data in the database, including:

  - prior approved yield
  - adjusted T-yield
  - production
  - required dataloaded information.

  Notes: A conversion factor will be present if both the previous and current unit of measure are standard, such as ton or cwt.

  Required dataloaded information includes:

  - approved yield for yield type “P”
  - effective transitional yield for yield type “U”
  - effective transitional yield for yield type “V”.

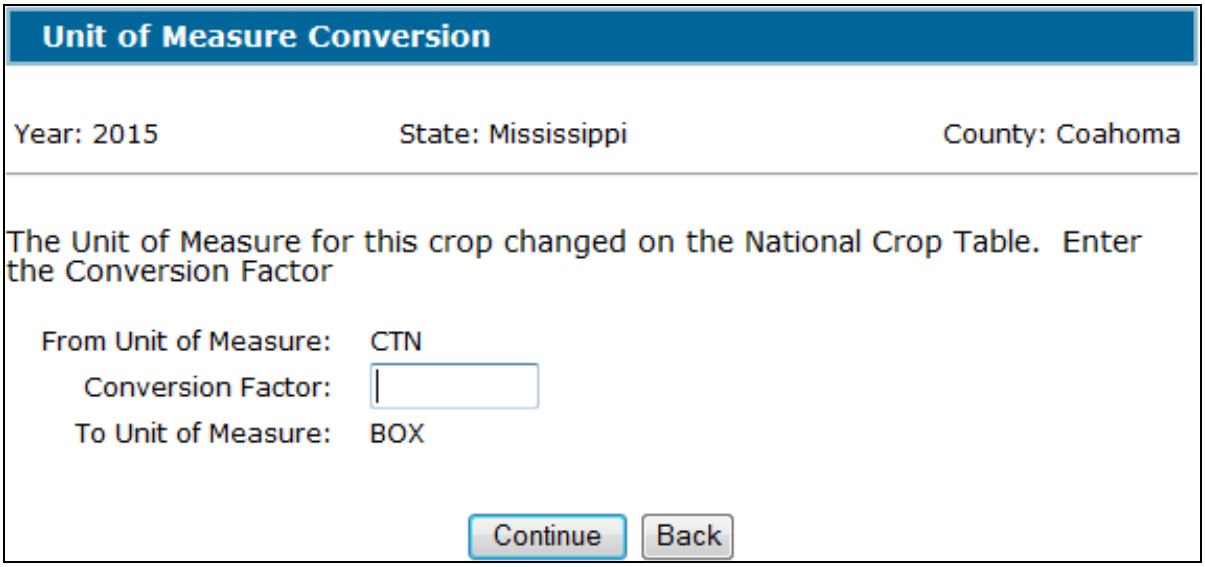
The unit of measure conversion process **divides** the original value by the conversion factor to determine the converted value for the:

- prior approved yield
- adjusted T-yield
- production
- required dataloaded information.**--***

***--185 Required Approved Yield Changes (Continued)**

C Example of Manual Unit of Measure Conversion Screen

The following is an example of the manual Unit of Measure Conversion Screen.



Determine the conversion factor by **dividing** the pounds of the "To Unit of Measure" by the pounds of the "From Unit of Measure".

When going from a large unit of measure to a smaller unit of measure, the conversion factor will be **less** than 1.

Example: For:

- cwt. to 25 pound cartons, the conversion factor will be .25 (25 ÷ 100 = .25)
- 50 pound cartons to 25 pound boxes, the conversion factor will be .5 (25 ÷ 50 = .5).

When going from a small unit of measure to a larger unit of measure, the conversion factor will be **greater** than 1.

Example: For:

- 25 pound cartons to cwt., the conversion factor will be 4 (100 ÷ 25 = 4)
- 25 pound boxes to 50 pound cartons, the conversion factor will be 2 (50 ÷ 25 = 2).

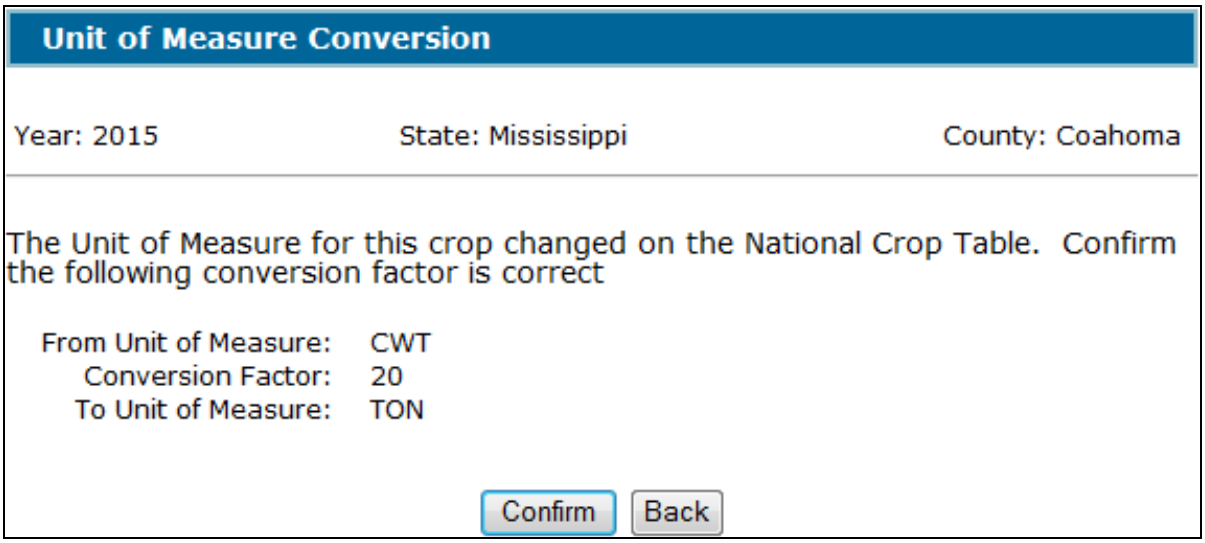
Enter applicable conversion factor and CLICK "**Continue**".**--***

***--185 Required Approved Yield Changes (Continued)**

D Example of Automated Unit of Measure Conversion Screen

The following is an example of the automated Unit of Measure Conversion Screen.

CLICK "**Confirm**" to display the Approved Yield Data Screen. See paragraph 176.



The following table provides the conversion factors for standard units of measure.

IF converting unit of measure from…	TO unit of measure…	THEN use conversion factor…
lbs.	cwt.	100.
lbs.	ton	2000.
cwt.	ton	20.
cwt.	lbs.	.01.
ton	cwt.	.05.
ton	lbs.	.0005.

--*

186 Copying Approved Yield Data

A Overview

The previous year approved yield database will be copied and recorded as the current year approved yield. Records will **not** be copied:

- from the previous year if both producer and COC representative signature dates are **not** entered
- to or from a year the crop was **not** on CCC-471.

B Copy Process

The copy process is on a record-by-record basis and is initiated by accessing the crop record. The process can only be done once per individual record. The following fields are copied and recorded for the current year:

- "Crop Year"
- "Eligible Disaster Indicator"
- "Planted Acres"
- "Actual Production"
- "Record Type"
- "Yield Type"
- "Yield"
- "Approved Yield", which is copied into the "Prior Approved Yield" field.

If the previous year's approved yield database includes the maximum number of years, 5 or 10, as applicable, then the oldest year in the database that does **not** have an actual or assigned yield is dropped and the most recent historical year is added. If all records are actual or assigned, then the oldest record is dropped.

The yield type and yield are **not** copied and recorded for the current year if a yield was based on a percentage of the transitional yield.

C Update Approved Yield

The current year approved yield database will use the copied data. All applicable changes and additions must be entered, the record updated, and producer and COC representative signature dates entered before the approved yield is valid.

187-199 (Reserved)

*--Section 7 Premium Collection and Management System

Subsection 1 Search by Producer

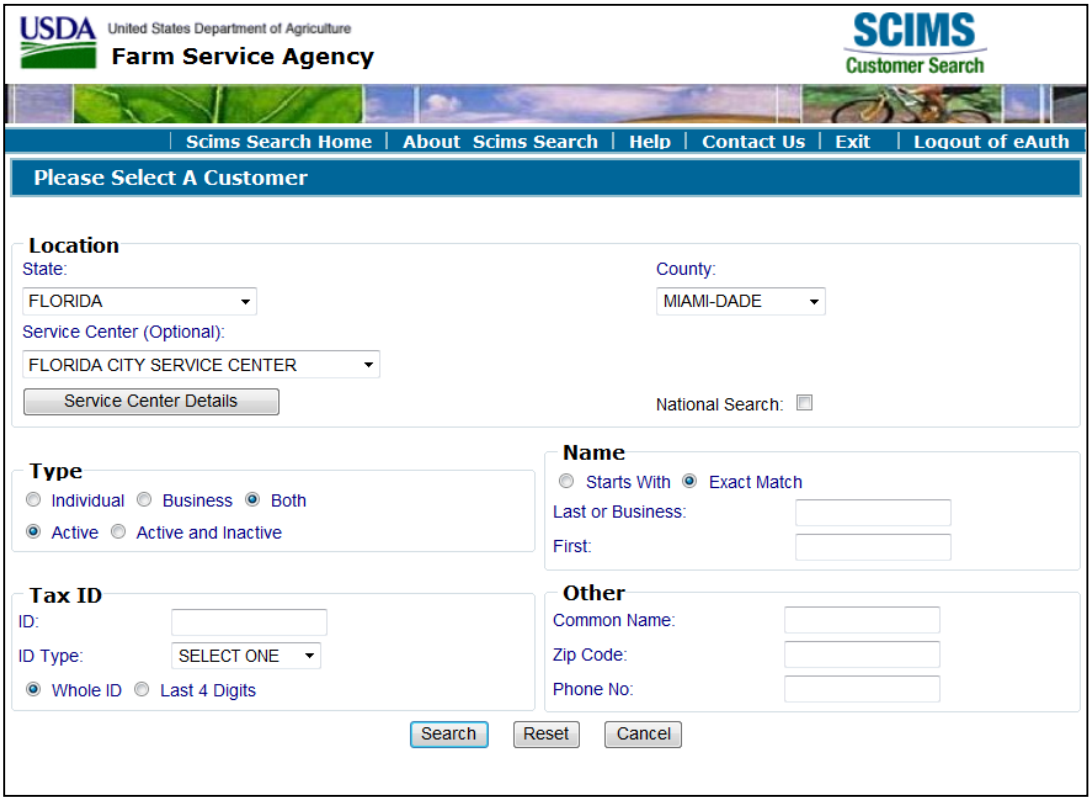
200 SCIMS Customer Search

A Overview

When users select the "Search by Producer" option under "Premium Management", the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. The producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.



After entering search criteria and clicking "Search", the user must select the applicable customer/producer from the search results screen. The Premium Collection Screen will be displayed. See paragraph 201.--*

*--201 Premium Collection Screen

A Overview

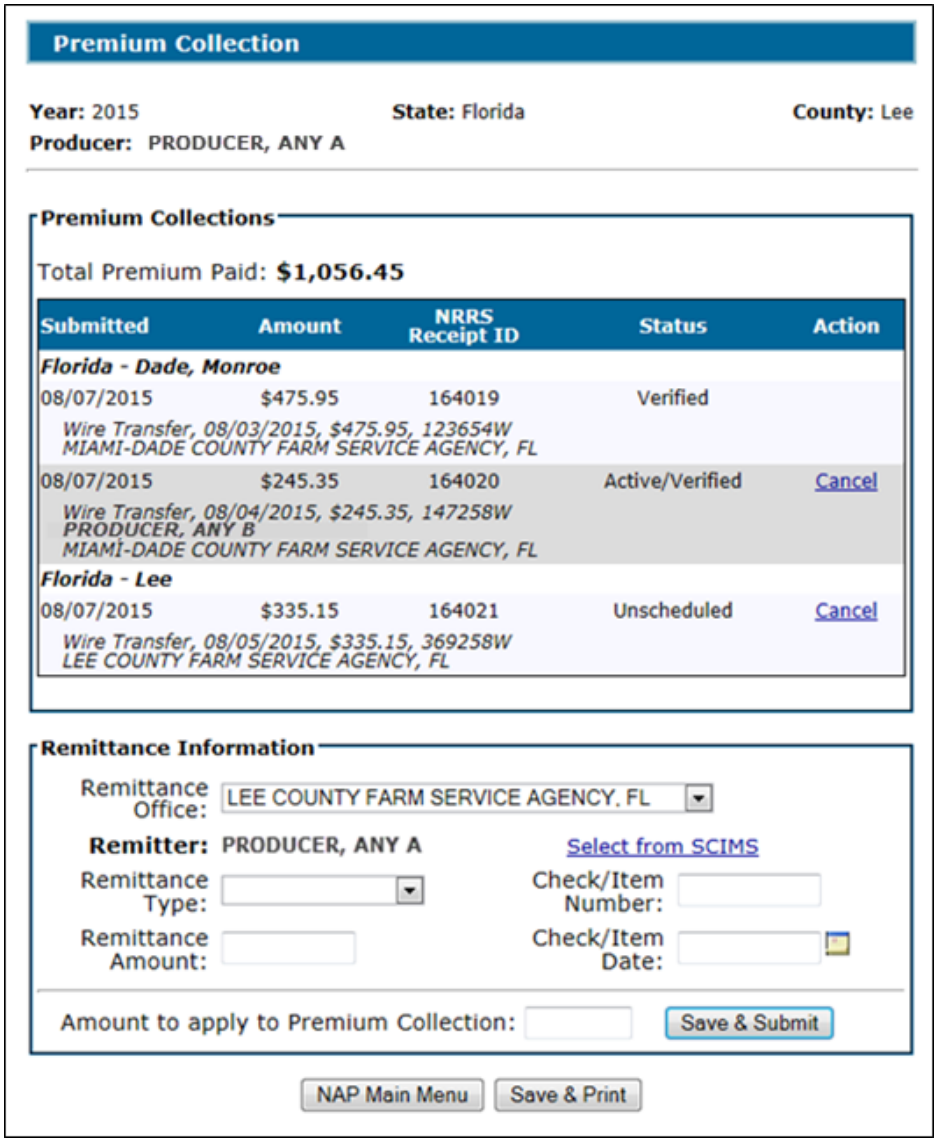
The Premium Collection Screen:

- provides premium collection history
- allows entry of remittance information for premium collection.

Note: The premium collection software does not calculate the premium balance due. Users shall follow procedure in Part 3, Section 2 to calculate an estimated premium.

B Example of Premium Collection Screen

Following is an example of the Premium Collection Screen.



Premium Collection

Year: 2015 **State:** Florida **County:** Lee
Producer: PRODUCER, ANY A

Premium Collections

Total Premium Paid: **$1,056.45**

Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, Monroe				
08/07/2015	$475.95	164019	Verified	
Wire Transfer, 08/03/2015, $475.95, 123654W MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL				
08/07/2015	$245.35	164020	Active/Verified	Cancel
Wire Transfer, 08/04/2015, $245.35, 147258W PRODUCER, ANY B MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL				
Florida - Lee				
08/07/2015	$335.15	164021	Unscheduled	Cancel
Wire Transfer, 08/05/2015, $335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL				

Remittance Information

Remittance Office: LEE COUNTY FARM SERVICE AGENCY, FL
Remitter: PRODUCER, ANY A Select from SCIMS
Remittance Type: Check/Item Number:
Remittance Amount: Check/Item Date:
Amount to apply to Premium Collection: Save & Submit

NAP Main Menu Save & Print

--*

*--201 Premium Collection Screen (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Premium Collection Screen.

Field/Button	Description	Action
Premium Collection		
Total Premium Paid	The amount of NAP premiums the producer has paid nationwide.	
Submitted Amount NRRS Receipt ID Status	The submission dates, amounts, NRRS reference numbers, and statuses of previously collected NAP premiums. **Note:** See subparagraph D for a list of status descriptions.	
Additional Collection Information	The Remittance Type, Check/Item Date, Check/Item Number, Remitter name (if paid by a producer other than the applicant), and Remittance Office of previously collected NAP premiums.	
Action/Cancel	County Office users have the authority to cancel collections where the remittance has not yet been placed on a schedule of deposit. The remittance must be in a status of "unscheduled" in NRRS. State Office administrative users may cancel a remittance in either an "unscheduled" or "active-verified" status.	See paragraph 203 to cancel a premium collection.
Remittance Information		
Remittance Office	The FSA office receiving and depositing the collection. Defaulted to the office to which the user is associated, unless there is more than one, then required selection. The drop-down list contains all offices to which the user is associated.	Select the county, where the premium is being deposited, from the drop-down list.
Remitter	The payer of the applicant's premium. Manual selection. Defaulted to the selected producer. **Must** be modified when the applicant is not the remitter.	If someone other than the applicant is paying for the applicant's premium, CLICK "Select from SCIMS" to select the actual remitter from SCIMS.
Remittance Type	The form of payment received from the remitter. Required selection, if a collection is being submitted. The drop-down list contains: • Personal Check • Cashier Check • Money Order • Multi-Party Check • Wire Transfer • Cash and Coin.	Select the applicable form of payment received from the remitter.

--*

*--201 Premium Collection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Check/Item Number	The identifying number associated with the payment received from the remitter. Required manual entry if a collection is being submitted, with the exception of "Cash and Coin".	Enter the item number from the actual payment, such as check number.
Remittance Amount	The actual amount of the payment received from the remitter. Required manual entry, if a collection is being submitted.	Enter the amount of the actual payment, such as check amount. **Note:** Amount may be less than, equal to, or greater than the premium due. The amount will be less than the NAP premium due if the remitter is not paying the entire premium. The amount will be more than the premium due if the remitter is paying multiple fees and/or premiums. (that is remittance for multiple applicants and/or program fees and/or premiums)
Check/Item Date	The date listed on the payment received from the remitter. Required manual entry or selection, if a collection is being submitted.	Enter or select the date from the actual payment, such as check date. **Note:** Date must be less than or equal to the current date.
Amount to apply to Premium Collection	The portion of the remittance amount to be applied to the producer's NAP premium. Required manual entry, if a collection is being submitted.	Enter the amount of the remittance to be applied to the producer's NAP premium balance due. **Note:** Amount may be less than or equal to, but not greater than the producer premium balance due.
Save & Submit	Saves the entered remittance information and submits to NRRS to be managed. The Premium Collection Screen will be re-displayed with the collection listed.	CLICK "Save & Submit" to send remittance information to NRRS.
Other		
NAP Main Menu	Manual selection.	The Main Menu will be displayed. See paragraph 42.
Save & Print	A report of producer premiums paid, after saving pending remittance information and submitting it to NRRS to be managed will be displayed. See paragraph 215 for report details.	CLICK "Save & Print" to create a report of producer premiums paid. The report will open in a separate window.

--*

*--201 Premium Collection Screen (Continued)

D Premium Collection Status Descriptions

The following table provides a list of statuses that may be displayed for previous collections listed in the premium collections table on the Premium Collection Screen and the Producer Premium Collection Report.

Status	Description
Unscheduled	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being "unscheduled". **NRRS (Unscheduled):** The remittance has not been placed on a schedule of deposit.
In Process	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being "in-process". **NRRS (In-Process):** The remittance is in the process of being placed on a schedule of deposit.
Scheduled	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being "scheduled". **NRRS (Scheduled):** The remittance has been placed on a schedule of deposit, but not verified.
Verified	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being "funded". **NRRS (Funded):** The remittance is on a verified schedule of deposit.
Active/Verified	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being "active-verified". **NRRS (Active-Verified):** The remittance is on a verified schedule of deposit and has been activated to allow receipts to be added or deleted.
Dishonored	Premium collection was recorded in NAP and submitted directly into NRRS by the system; however, the remittance has been determined "unfunded" by NRRS. **NRRS (Unfunded):** The external collection's associated remittance has been dishonored.
Canceled	Premium was recorded in NAP and submitted directly into NRRS by the system; however, the collection was subsequently canceled within the NAP Premium Collection and Management System and the remittance has been confirmed by NRRS as being "deleted". **NRRS (Deleted):** The remittance is on a schedule of deposit that has been deleted.

--*

*--202 State Office Access

A Overview

State Office functionality allows State Office administrative users to cancel remittances that are in an "unscheduled" or "active-verified" status.

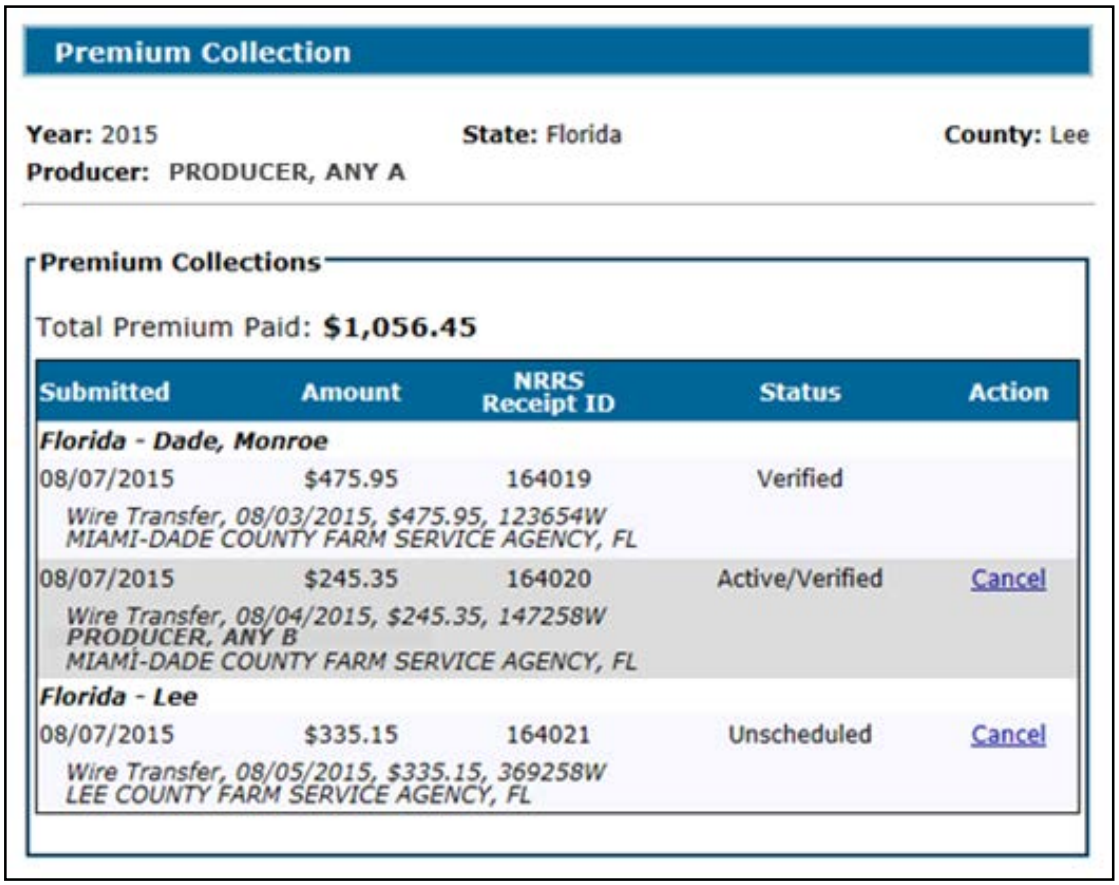
Note: County Office users have the ability to cancel remittances that are in an "unscheduled" status only.

State Office administrative users shall navigate to the Premium Collection Screen according to paragraphs 42 and 200. See paragraph 203 to cancel a remittance.

Note: See paragraph 44 for instructions on requesting State Office administrative access.

B Example of Premium Collection Screen

Following is an example of the Premium Collection Screen.



Premium Collection

Year: 2015 **State:** Florida **County:** Lee
Producer: PRODUCER, ANY A

Premium Collections

Total Premium Paid: **$1,056.45**

Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, Monroe				
08/07/2015	$475.95	164019	Verified	
Wire Transfer, 08/03/2015, $475.95, 123654W MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL				
08/07/2015	$245.35	164020	Active/Verified	Cancel
Wire Transfer, 08/04/2015, $245.35, 147258W PRODUCER, ANY B MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL				
Florida - Lee				
08/07/2015	$335.15	164021	Unscheduled	Cancel
Wire Transfer, 08/05/2015, $335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL				

--*

C Action

See paragraph 203 to cancel a collection.--*

*--203 Modifying or Canceling a Collection

A Overview

Premium collections may need to be modified or canceled for 1 or more of the following reasons:

- erroneous crop was removed from CCC-471
- the producer was determined to be a limited resource producer, socially disadvantaged producer, or beginning farmer/rancher, after the premium was collected at non-reduced rate
- CCC-471 was canceled
- remittance information was entered incorrectly.

Note: Nothing in this procedure should be interpreted as any deviation from policy that NAP premiums are **not** refundable. These procedures are **only** applicable to situations where FSA has, for its own reasons, determined that premiums **must** be returned.**--***

*--203 Modifying or Canceling a Collection (Continued)

B Example of Premium Collection Screen

The following is an example of the Premium Collection Screen with the option to "Cancel" specific premium collections only.

Premium Collection

Year: 2015 **State:** Florida **County:** Lee
Producer: PRODUCER, ANY A

Premium Collections

Total Premium Paid: **$1,056.45**

Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, Monroe				
08/07/2015	$475.95	164019	Verified	
Wire Transfer, 08/03/2015, $475.95, 123654W MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL				
08/07/2015	$245.35	164020	Active/Verified	Cancel
Wire Transfer, 08/04/2015, $245.35, 147258W PRODUCER, ANY B MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL				
Florida - Lee				
08/07/2015	$335.15	164021	Unscheduled	Cancel
Wire Transfer, 08/05/2015, $335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL				

C Modifying a Collection

To modify a collection, users shall:

- cancel the collection, according to subparagraph D
- re-enter the remittance using the corrected information, according to paragraph 201.

Note: There is currently no other modification functionality. A remittance can only be corrected by canceling and re-entering.--*

*--203 Modifying or Canceling a Collection (Continued)

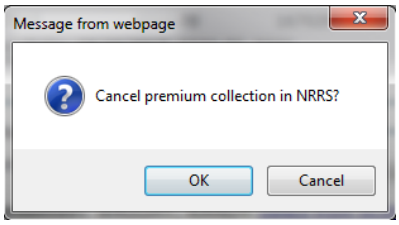
D Canceling a Collection

To cancel a remittance:

- County Office users shall ensure that the remittance is in “unscheduled” status in NRRS
- State Office administrative users shall ensure that the remittance is in “unscheduled” or “active-verified” status in NRRS

  Note: If a remittance is in a status other than “unscheduled” or “active-verified”, action must be taken in NRRS to change the status to “active-verified” or “unscheduled”, as applicable, before the collection can be canceled. No refund will be processed for cancellations of “unscheduled” remittances. Canceling a remittance in "active-verified" status will result in an out-of-balance on the remittance, which can be applied to another program, by creating a new receipt, or the balance can be refunded through NRRS as "REFREP". Once the remittance is back in balance (that is has a zero outstanding amount), the remittance must be de-activated to complete the correction process. It is highly recommended that the activation and de-activation of the receipt be done on the same day.

- CLICK “Cancel” next to the applicable collection
- CLICK “OK” on the Confirmation Screen.



Note: The screen will refresh with the status of the collection updated to “Canceled”.

Note: If the remittance is not in an “active-verified” or “unscheduled” status, the “Cancel” option will not be available. The user must take action in NRRS before canceling the collection from NAP.**--***

204-214 (Reserved)

..

*--Subsection 2 Reports

215 Producer Premium Collection Report

A Overview

The Producer Premium Collection Report provides a list of premiums paid for the producer.

To access the Producer Premium Collection Report, CLICK “Save & Print” on the Premium Collection Screen for the applicable producer, see paragraph 201.

B Example of Producer Premium Collection Report

The following is an example of the Producer Premium Collection Report.

Year: 2015

United States Department of Agriculture
Farm Service Agency
NAP Premium Collection

Date: 8/20/2015
Time: 17:12:18

Producer: PRODUCER, ANY A

Submitted	Remittance Type	Check/Item Number	Check/Item Date	Remittance Amount	Applied Amount	Status
08/07/2015	Wire Transfer	123654W	08/03/2015	$475.95	$475.95	Verified
08/07/2015	Wire Transfer	147258W	08/04/2015	$245.35	$245.35	Active/Verified
08/07/2015	Wire Transfer	369258W	08/05/2015	$335.15	$335.15	Unscheduled

Producer Paid: $1,056.45

C Report Information

The Producer Premium Collection Report lists all premiums paid for the selected producer. The details for each collection are displayed, with the current NRRS status for each remittance. See subparagraph 201 D for more information about NRRS statuses.**--***

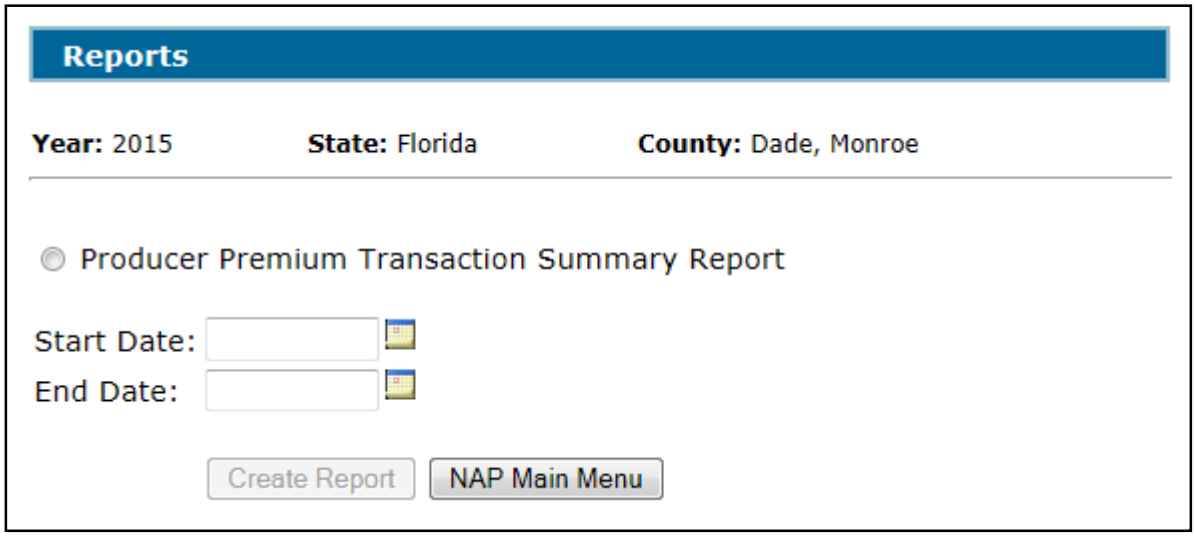
*--216 Standard Reports

A Overview

Several standard reports are available to use as tools within the Premium Collection and Management System. To access the reports, CLICK "Reports" from the Main Menu or from the left navigation menu.

B Example of Reports Screen

The following is an example of the Reports Screen.



--*

*--216 Standard Reports (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
Producer Buy-Up Coverage Premium Report **(future release)**	Manual selection.	Report will list all producers with an "approved" Application for Coverage on file with at least one pay group with a buy-up coverage level elected.
Producer Premium Transaction Summary Report	Manual selection.	Report will list all producers with premium collections on file in any office to which the user is associated. The total premiums paid for each producer will be displayed on the report. A future release will show more details.
Start Date	Manual entry.	Enter a start date to limit data displayed on the selected report. **Note:** Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on the selected report. **Note:** End date is not required.
Create Report	Manual selection.	Selected report will be displayed in a new window.
NAP Main Menu	Manual selection.	Main Menu will be displayed. See paragraph 42.

--*

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, 174, 178, 180, 181, 183
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage with Buy-Up Option (2015 and Subsequent Crop Years)		Text
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, 87
FSA-13-A	Data Security Access Authorization Form		10
FSA-578	Report of Acreage		80, 136, 150, 174

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
CARS	Crop Acreage Reporting System	132, 133, 176, 177
CEY	county expected yield	61
CRM	Customer Relationship Management	11, 20
CVS	Crop Validation System	11
HMP	historical marketing percentage	86, 88, 106
PIV	personal identity verification	10, 40
RMO	Receivable Management Office	99

Redelegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Add Crop Not on Acreage Report Screen	84
	Application Fee Screen	87, 98, 99
	Application for Coverage Summary Screen	88, 96
	Approved Yield Data Screen	176, 182
	Approved Yield Screen	178, 181
	Calculate Estimated Premium Screen	61
	Confirmation Screen	89, 155, 183
	Coverage Confirmation Screen	176
	Create Notice Of Loss Screen	154
	Create Unit Screen	132
	Crop Selection Screen	83, 153, 175
	Enter Cause of Loss Screen	152
	FSA Intranet Home Page	10
	Main Menu	42
	NCT - Main Menu	10
	Override Crop Eligibility Screen	97
	Premium Collection Screen	201-203
	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
NCT6	Program Year - Modify Record - Record Details Page	17, 18
NCT12	Program Year - Modify Record - Results Page	18
NCT7	Program Year - Modify Record - Summary Page	18
NCT8	Program Year - NAP Appr Rcds - Report Criteria Screen	22
NCT8	Program Year - NAP Unappr Rcds - Report Criteria Screen	22
NCT10	Program Year - Reports - Report Selection Screen	22
NCT12	Program Year - Search Records - Results Page	17, 18
NCT13	Program Year - Search Records - Search Page	17, 18
NCT8	Program Year - UOM Report - Report Criteria Screen	22
NCT7	Program Year - View Record - Summary Page	17-19
	Reports - Session Timeout	10
	Reports Screen	107, 137, 156, 184, 216
	SCIMS Customer Search Screen	60, 81, 131, 151, 171, 200
	Search Application for Coverage Screen	80
	Search Approved Yield Screen	174, 179
	Search Approved Yields to Sign Screen	180
	Search Notice of Loss Screen	150
	Search Unit Screen	135
	Select Coverage Level Screen	85
	Select Coverage Options Screen	86
	Select State, County, and Year Screen	41, 43
	Sign Approved Yield Screen	180
	Subsidiary Status Screen	82
	Unit Details Screen	133, 173
	Unit of Measure Conversion Screen	185
	Unit Selection Screen	171, 172
NCT11	Year - NAP Appr Rcds - State Selection Screen	22