

# Noninsured Crop Disaster Assistance Program Automation for 2015 and Subsequent Years



### 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 12

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

### Amendment Transmittal

#### **A** Reasons for Amendment

Part 4 has been added to provide automation instructions for payments.

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# Exhibits

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- 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)

### 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.

### **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".

### 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)".

FSA In	trane	et	Advanced Search	FSA Home   Contact Us   Help Search
FSA Home - Application Page	1			
My Applications	Find an Application			
Share URL for My Applications list	Application name:	National Crop Table		
Backup/Restore My Applications list	Application keyword: Application type:		•	
Find an Application	Search			
Applications Directory	Search Results:			
0-9				
A-C				
D-F				
G-O				
P-Z				
FSA OCIO Site Feedback				

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**".

USDA United States Department of Agriculture		N	ational Crop 1	Tablu
Farm Service Agence	Ŷ	N		Table
			constructional and	
	Home   About FSA   Hel	o   Contact Us	Exit NCI	Logout of eAuth
NCT Menu				
NCT Main Menu	Main Menu			
	We	come to the		
		rop Table Progr		
Records	may be queried and authorized or records. P	employees may m lease choose a ye		records or add new
	Program Ye	ar: 2015 -		
	_			
		NCT Login		

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

#### D Program Year - Main Menu

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

USDA United States Departmen	t of Agriculture			N	ntional Crop	Table
Farm Servic	e Agency			INC		lable
	and the second second second	-			ALL PROPERTY IN	
	Home	About FSA	Help	Contact Us	Exit NCT	Logout of eAuth
NCT Menu NCT Main Menu	Program Year	2015 - Mai	n Men	u		
Program Year 2015 Main Menu Add New Record(s) Search/Modify Records Mass Update Records Mass Approve Records	Add New Record(s) Search/Modify Records Mass Update Records Mass Approve Records					
Mass Approve Records Mass Approval Reset Reports		<u>Ma</u>		proval Rese ports	<u>t</u>	
	NCT1 Last Modified: 7/7/2011					

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

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

### **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.

Farm Service	Farm Service Agency		National Crop Table			
					Concerning and R	
	Home	About FSA	Help	Contact Us	Exit NCT	Logout of eAu
NCT Menu NCT Main Menu	Reports - Ses	sion Timeou	t			
	Sorry, your o	current ses	sion ha	s timed out	t	
	Return to the application home page to start over					

# 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.

Unique NCT Record Data • State • County	Additional NCT R Unit of Measure Pounds per Unit of Measure Factors:	<ul> <li>Record Status</li> <li>Insurable Flag</li> </ul>
<ul> <li>Crop</li> <li>Crop Type</li> <li>Intended Use</li> <li>Practice</li> <li>Planting Period</li> </ul>	<ul> <li>Prevented Planting Factor</li> <li>Unharvested Payment Factor</li> <li>Transitional Organic Yield Factor</li> <li>Certified USDA Organic Yield Factor</li> </ul>	<ul> <li>NAP Indicator</li> <li>NAP Pay Crop</li> <li>NAP Pay Type</li> <li>72-Hour Notification</li> </ul> Price and Yield Data: <ul> <li>7 years of history available for entry</li> <li>Price and yield sources</li> </ul>
<ul> <li>Graduated Price</li> <li>Crushing District</li> </ul>	<ul> <li>Dates:</li> <li>Acreage Reporting Date</li> <li>Application Closing Date</li> <li>Final Planting Date</li> <li>Normal Harvest Date</li> <li>Grazing Record Data: <ul> <li>Acres per Animal Unit</li> <li>Grazing Days</li> </ul> </li> </ul>	<ul> <li>Override Flag</li> <li>Calculated price and yield values</li> <li>Calculated price and yield sources</li> <li>3 Sets of prices for NAP: <ul> <li>Average Market Price (required for approval)</li> <li>Certified Organic Price (not</li> </ul> </li> </ul>
	<ul> <li>Approval Flags:</li> <li>NAP County Approval</li> <li>NAP State Approval</li> <li>NAP National Approval</li> </ul>	<ul> <li>required for approval)</li> <li>Direct Market Price (not required for approval)</li> <li>1 set of yields for NAP: <ul> <li>NAP County Expected Yield</li> </ul> </li> </ul>

#### **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.



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			May Only
Element	Approves	Set By	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

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

### 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.



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	NAP Market	NAP Price
Override	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	NAP Market	NAP Price
Override	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, **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		<b>V</b>	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			A	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		V	
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source	
No	145.33	Calculated	No	23.6667	Calculated	
Certified Organic Yield Yield Yield						
	Organic M	arket 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		<b>V</b>	2014		V	
Price Override	Overrice	le Price Override Source	Price Override	Override Price	Price Override Source	
No	30.333	3 Calculated	No	32.6667	Calculated	

# 13 Historic Price and Yield Data (Continued)

# C Consecutive Historical Year Requirement (Continued)

Example 2:	The user may <b>not</b> enter	r historical years that are	nonconsecutive.

Yield			A	verage Mark	et 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		X	
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source	
No			No	0		
Yie	Certified Organic Yield Yield Yield Organic Market Price			)irect Marke	t Drico	
Year	Price	Price Source	Year			
2008	Plice	Plice Source	2008	FILCE	Plice Source	
2000	30.0000	) COC Knowledge	2000			
2010	28.0000	-	2010	31.0000	Local Markets	
2011			2011			
2012	32.0000	) COC Knowledge	2012			
2013		×	2013			
2014	34	COC Knowledge	2014		X	
Price Override	Overrid Price	e 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	
Сгор Туре	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)

the 2016 NCT.

## **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

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.

and addition of the most recent year in historical data will resume beginning with rollover to

**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
- 2016 AUD value is \$1.4130
- •\*--2017 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.

# **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**".

NCI Menu NCT Main Menu	Program Year 2015 - Main Menu								
Program Year 2015	Conveh (Madify Decords								
Main Menu	<u>Search/Modify Records</u> <u>Reports</u>								
Search/Modify Records									
Reports	NCT1 Last Modified: 7/7/2011								

## **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.

NCI Menu	Program Year 2015 - Search Re	cords - Search Page
NCT Main Menu		
Program Year 2015 Main Menu	State:	New Jersey 🔻
Search/Modify Records	County:	Burlington (005)
Reports	Crop:	BEETS (0642) 🗸
	Crop Type:	
	Intended Use:	
	Practice:	
	Planting Period :	
	Graduated Price:	
	Crushing District:	
	NAP Pay Crop:	<b>•</b>
	NAP Pay Type:	<b>~</b>
	NAP Approved:	<b>~</b>
	NAP Approval Level:	▼
		Search Clear Main Menu
	NCT13	<b>R</b>
	Last Modified: 7/7/2011	-

## **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.

Status	State	Country	<b>C</b>	T		Dura at	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP Approvals		
Status	State	County	Crop	туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Tield	Price	County	State	
R	ĽΝ	Burlington (005)	BEETS (0642)	HYB	FH	I	01			0.00	0.0000	N	N	<u>Vie</u>
R	L	Burlington (005)	BEETS (0642)	HYB	FH	I	02			0.00	0.0000	N	N	Vie
R	LΩ	Burlington (005)	BEETS (0642)	HYB	FH	N	01			0.00	0.0000	Ν	Ν	<u>Vie</u>
R	LN3	Burlington (005)	BEETS (0642)	HYB	FH	N	02			0.00	0.0000	N	N	Vie

# **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.

T Main Menu	Progra	m Y	'ear 2	0 <b>15 - Vi</b> e	w Reco	rd - Sumi	mary P	age		
ogram Year 2015 in Menu	State C	rop	Crop Type	Intended Use	Practice	Planting Period	Gradu Prie		Crushing District	
nrch/Modify Records		FTS 642	НҮВ	FH	Irrigated	02				
·······································					Coun	ties				
					Burlingto	n (005)				
			Unit of I	Mea <i>s</i> ure		Pound	ls Per Ur	nit of M	leasure	
			Pour							
	Prevent F	ted P <sup>:</sup> actor		Unharv Payment		Certified O Yield Fa			tional Organi eld Factor	
	0	.2000	)	0.50	00					
	Final Pl	antin	g Date	Acreage R Dat		Normal Ha Date		Application Closing Date		
	08/3	31/20	15	07/15/	2015	11/30/2	015	12/31/2014		
				Acres Per Animal Unit		Grazing Days				
				0.0	)	000				
			Yie	eld		٨٧	verage M	Market Price		
	Year		Yield	Sou	rce	Year	Price	P	rice Source	
	2008	28	8075.00	Other R	el. Srcs	2008	0.4053	3 L	ocal Markets	
	2009	- 28	3075.00	Other Re	el. Srcs	2009	0.4522	2 L	ocal Markets	
	2010					2010				
	2011					2011				
	2012					2012				
	2013					2013				
	2014					2014				
	Override		verride Yield	Yield Ov Sou		Price Override	Overrid Price	le Pi	rice Override Source	
	No		0.00			No	0.0000	)		
		fied Organic T Yield		Transitional Organic Yield						
		Ore	ianic Ma	arket Price		Direct Market Price				
	Year	_	Price		Source	Year	Price		Price Source	
	2008	3				2008				
	2009	)				2009				
	2010	)				2010				
	2011					2011				
	2012					2012				
	2013					2013				
	2014					2014				
	Price Overri		Overrie Price		Override urce	Price Override	Overri Price		rice Override Source	
			0			No	0			
	No		•							
	No Status	NA		y Approval	NAP St	ate Approva	I NAP	Natio	nal Approval	

# 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.



### 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.

State	Crop	Crop Type	Intended Use	Practice	Planting Period		uated ice	Crushing District	
тх	FTATO 0084	RUS	FH	Irrigated	01				
	0004			Coun	ties				
				Hartley	(205)				
		Unit of I	leasure		Pound	ls Per U	nit of M	leasure	
		Hundred					_		
Preve	Ented F Facto	Planting r	Unharv Paymen		Certified O Yield Fac		Transitional Organic Yield Factor		
	0.650		0.30						
Final	Planti	ng Date	Acreage F		Normal Ha		Application Closing		
	m/dd/		Da (mm/dd		Date (mm/dd/yyyy)		Date (mm/dd/yyyy)		
0	5/15/2	015	07/15/		09/15/2			3/15/2015	
	-,, -	Yie			,, -			.,,	
Yea	r	Yield		Source		erage N			
200	8	200.00	NAGS	•	Year		ice	Price Source	
200				•	2008	17.8	000	NASS	
	-				2009 2010				
201				•	2010				
201	1			-	2012				
201	2			•	2013				
201	3			•	2014				
201	1			•	Price Override		larket ice	NAP Price Source	
Overr	ide Ex	pected C	EY NAP CE	Y Source	No	РП	ice	Source	
No					110				
	Or	ganic Ma	arket Price		D	irect Ma		rice	
	ear	Prie	e Pric	e Source	Year	Pri	ce	Price Source	
	800				2008				
	009 010				2009 2010				
	011				2010				
	)12				2012				
	013				2013				
20	)14				2014				
	rice erride	NAP M Prie		AP Price Source	Price Override	NAP N Pri		NAP Price Source	
N	lo				No				
				Comment	/Notes:				
				Comment	t/Notes:		*		
							-		

# 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.

rogram Year 2015	State	Crop	Crop	Intended	Practice	Planting	Gradu	ated	Crushing	
ain Menu			туре	Use	Placuce	Period	Pri	ce	District	
earch/Modify Records	ТХ	PTATO 0084	RUS	FH	Irrigated	01				
					Coun	ties				
					Hartley	(205)				
				Measure		Pound	s Per Ur	nit of M	leasure	
	-		Hundred			0.0010				
	Prev	ented Facto	Planting or	Unharv Payment		Certified O Yield Fac		Transitional Organie Yield Factor		
		0.300		0.65				Theid Fuctor		
	Final	Planti	ng Date	Acreage R Dat		Normal Ha Date	rvest	Application Closing Date		
	0	5/15/2	015	07/15/	07/15/2015		015	03	8/15/2015	
				Acres Per Uni		Grazing Days				
					-	000				
			Yi	eld		Av	erage M	arket I	Price	
	Yea	ır	Yield	Sou	rce	Year	Price		Price Source	
	200	8	200.00	NA	SS	2008	17.800	00	NASS	
	200	9	187.00	NA	5 <b>S</b>	2009				
	201	0	195.5	NA	SS	2010				
	2011 205.00		NA	SS	2011					
	2012 210.00		NA	5S	2012					
	201					2013				
	201	_				2014				
	Overi	ride	Override Yield	Yield Ov Sou		Price Override	Overri Price		rice Override Source	
	No	)	200.17	Calcu	lated	No	0			
	Cert	ified O Yield		Transitional Yield						
		0	rganic M	arket Price		Direct Market Price				
	Ye	ear	Price	e Price	Source	Year	Price	e   I	Price Source	
	20	800				2008				
		009				2009				
		010				2010				
		)11				2011				
		)12				2012				
		)13 )14				2013 2014				
		ice	Overri	do Drico (	)verride	Price	Overri	do D	rice Override	
		rride	Price		urce	Override	Price		Source	
	Ν	lo	0			No	0			
	State	ıs N/	AP Count	ty Approval	NAP St	ate Approva	I NAP	Natio	nal Approval	
	S		Ν	lo		No		I	No	
					Save Cha	anges	Save & App	rove Cha	inges Back	

### 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.

Prog	ram	Year	201	5 - I	Мос	lify I	Record - I	Results I	Page					
						•	- 1 Record	ls Modifie	ed -					
Status	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App County	rovals State	
s	тх	Hartley (205)	PTATO (0084)	RUS	FH	I	01			200.17	0	N	N	<u>View</u>
									Main Me	enu	Bac	k To Searc	h Results	;
NCT12														
Last Mod	ified: 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.

### 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.



# **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.

Program Year 2015 - Approve Ro	ecord - Confirmatio	n
, , ,	rou want to approve the	record?
NCT2 Last Modified: 7/7/2011		

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.

Prog	Program Year 2015 - Approve Record - Results Page													
						1	- 1 Record	ls Approv	ved -					
Status	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App County	rovals State	
	тх	Hartley (205)	PTATO (0084)	RUS	FH	I	01			200.17	19.2000	Y	N	Viev
									Main M	/lenu	Bac	k To Search	Results	;
NCT12 Last Modi														

### **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.

	THEN to enter or find the record, on the
IF the crop record	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.

# **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)".

NCT Menu	Program Year 2015 - Main Menu
NCT Main Menu	
Program Year 2015	Add New Record(s)
Main Menu Add New Record(s)	Search/Modify Records
Search/Modify Records	Mass Update Records
Mass Update Records	Mass Approve Records
Mass Approve Records	Reports
Reports	
	NCT1 Last Modified: 7/7/2011

### **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.

NCT Menu	Program Year 2015 - Add Reco	ord - Prim	ary Crop Data Page
NCT Main Menu			
Program Year 2015	State:		▼
Main Menu			
Add New Record(s)	Crop:		•
Search/Modify Records	Crop Type:	•	
Mass Update Records	Intended Use:	•	
Mass Approve Records			
Reports			
			Next Main Menu
	NCT5 Last Modified: 7/7/2011		

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

NCI Menu	Program Year 2015 - Add Recor	d - Primary Crop Data Page
NCT Main Menu		
Program Year 2015	State:	Florida 💌
Main Menu	State.	
Add New Record(s)	Crop:	PEPPERS (0083)
Search/Modify Records	Crop Type:	JAL 🔻
Mass Update Records	Intended Use:	FH 💌
Mass Approve Records		
Reports		
		Next, Main Menu
	NCT5 Last Modified: 7/7/2011	

# **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**".

NCI Menu	Program	Year 2015 - Add Re	ecord - Seconda	ry Crop Data Page
NCT Main Menu				
Program Year 2015	State	Сгор	Сгор Туре	Intended Use
Main Menu	FL	PEPRS (0083)	JAL	FH
Add New Record(s)				
Search/Modify Records				
Mass Update Records		Dract	ice Irrigated 🔻	
Mass Approve Records				
Reports		Planting Per	iod: 01 👻	
				Next Back
	NCT14 Last Modified: 7	/7/2011		

### **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 ( $\checkmark$ ) next to the applicable counties. Clicking:

- "Select All" will display a check ( $\checkmark$ ) next to all available counties
- "Clear All" will clear all checks ( $\checkmark$ ) from all selected counties.

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

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

NCT Menu	Prog	ram \	ear 2	015 - Ada	Record	- County	Selection	Page
NCT Main Menu								
Program Year 2015 Main Menu	State	Crop	Сгор Туре	Intended Use	Practice	Planting Period	Graduated Price	Crushing District
Add New Record(s) Search/Modify Records	FL	PEPRS 0083	JAL	FH	Irrigated	01		
Mass Update Records								
Mass Approve Records						_		Next Back
Reports				SelectA				- <b>-</b>
				Select (		e County C	ode	
					Alachua	001		
					Baker	003		
					Bay	005		
					Bradford	007		
					Brevard	009		
					Broward	011		
					Calhoun	013		
					Charlotte	015		
					Citrus	017		
					Clay	019		
					Collier	021		
					Columbia	023		
					ade / Monro	oe 025		
					DeSoto	027		
					Dixie	029		
					Duval	031		
					Escambia	033		
					Flagler	035		

### **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.

I Menu Main Menu	Prog	ram Ye	ar 2	015 - Ado	Recor	'd - R	ecord	Deta	ils Pa	ge	
gram Year 2015 1 Menu	State		rop ype	Intended Use	Practice		nting riod		uated ice	Crush Distr	
New Record(s) rch/Modify Records	FL	PEPRS J 0083	IAL	FH	Irrigated	0	)1				
pdate Records					Cou	nties					
ve Records				Bay (005)	, Calhoun	(013)	, Duval (	031)			
		Un	it of I	Measure			Pounds	Per U	nit of M	easure	
		H.	undredv	veight 🔻							
	Preve	ented Plar Factor	nting	Unharve Payment			ified Org eld Fact			tional Or eld Facto	
	(	0.3400	]	0.5300	Tactor		ciurace			auracco	
		Planting I m/dd/yy <sub>)</sub>		Acreage Re Date (mm/dd/	е		mal Harv Date n/dd/yy			ation Clo Date /dd/yyy	
	ī	10/15/2014		10/30/20			1/31/2015			/31/2014	
			Yie	ble			Ave	rade N	Aarket F	Price	
	Year	Yield	TR	Yield So	irce	Year	Pric	_		e Souro	9
	2008	160		NASS	<b>•</b>	2008	26,7000		NASS		<b>.</b>
	2009	163.5	-	NASS	•	2009	26.7000		NASS		-
	2010	180		NASS	•	2010	21.0000		сос к	nowledge	•
	2011	155		NASS	•	2011	21.0000		COC K	nowledge	•
	2012	176		NASS	•	2012	24.0000		COC K	nowledge	•
	2013				•	2013					•
	2014				•	2014					•
		Overrid Yield	le	Yield Ove Sourc			Overr Pric			e Overrio Source	le
		Orgai	nic Ma	arket Price			Dir	ect Ma	arket Pr	ice	
	Үеаг	Price		Price So	urce	Year	Prio	e	Prie	e Sourc	e
	2008				•	2008					۳
	2009				•	2009					•
	2010				•	2010					•
	2011				•	2011					•
	2012				•	2012	_				•
	2013				•	2013					•
	2014	Overrid	la	Price Ove		2014	Overr	ido	Drice	e Overrio	•
		Price	e	Sourc			Pric			Source	le
					0						
		ſ			Commen	t/Note	es:				
									*		
-										Next	Back
1	NCT6 Last Mod	ified: 12/1/20	14								

### **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".

ogram Year 2015									
lin Menu Id New Record(s)	R	ecore	d addit			ion will r records	esult i	n upd	lates to
arch/Modify Records ass Update Records	State	Сгор	Crop Lype	Intended Use	Practice	Planting Period	Gradu Pric		Crushing District
iss Approve Records ports		EPRS 0083	JAL	FH	Irrigated	01			
					Cour	ties			
				Bay (005)	, Calhoun	(013), Duval	(031)		
			Unit of F	Measure		Pours	ls Per Ur	uit of N	leasure
			Hundred			10010			Cubure
	Preve	nted I Facto	Planting	Unharv Payment		Certified 0 Yield Fai			tional Organic eld Factor
		0.340	0	0.53					
			ng Date	Acreage R	eporting	Normal Ha		Applic	ation Closing Date
	10	15/20	014	10/30/	2014	01/31/2	015	07	/31/2014
	20	20,2		Acres Per Un	r Animal	Grazing I			,01,2011
	_		Yic				erage M		<b>-</b>
	¥		Yield			Year	Price		rice Source
	2008		160	Sou		2008	26.7000		NASS
	2009		163.5	NA NA		2009	26,7000		NASS
	2010		180						
			155	NA		2010	21.0000		C Knowledge C Knowledge
	2011		155	NA NA		2011 2012	21.0000		C Knowledge
	2013		176	NA	1919	2013	74.0000	, ca	A. Knowledge
	2013					2013			
	2014			15.11.0			· ··		
	Overri	de	)verride Yield	Sou	verride	Price Override	Override Price		ice Override Source
	No		166.50	Calcu	lated	Nu	23,9000	)	Calculated
		ied Oı Yield	ganic	l ransitional Yield					
		0	ganic Ma	orket Price		D	irect Mai	rket Pr	ice
	Ye		Price		Source	Year	Price		Price Source
	200					2008			
	200	99				2009			
	20	0				2010			
	201	1				2011			
	201	12				2012			
	201					2013			
	201	4				2014			
	Pri Over		Overrie Price		Override urce	Price Override	Overrie Price		rice Override Source
	No	)	0			No	0		
	Status	N/	P Count	v Approval	NAP St	ate Approva		Natio	nal Approval
			N			No			No
				-		Create			1
						Record(a)		e & Appi P Deenn	

**Par. 18** 

# **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.

							-	3 Reco	ords Adde	ed -	-					
Status	State	County	Crop	Туре	Use	Prac	t. Pla	nt. Period	Grad. Price	Cru	ush. District	Yield	Price	NAP App		
	FL	Bay	PEPRS	141	FH	I		01				166.50	23.9000	County N	State	View
	FL	(005) Calhoun	(0083) PEPRS	JAL	FH	I		01					23.9000	N	N	View
	FL	(013) Duval (031)	(0083) PEPRS (0083)	JAL	FH	I		01				166.50	23.9000	N	N	View
		- Red	cord	Add	itio	n re	esult	ed in u	ipdates (	to t	he follo	wing	record	ds: -		
Status	State	Count	y	Crop	Туре	Use	Pract.	Plant. Per	iod Grad. Pr	rice	Crush. Distri	ct Yiel	d Price	NAP App County		
R	FL	Dade / Mo (025)		PEPRS (0083)	JAL	FH	Ι	02				0.00	23.9000	N	N	View
R	FL	DeSot (027)	:o I	PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	N	N	View
R	FL	DeSot (027)	0	PEPRS (0083)	JAL	FH	I	02				0.00	23.9000	Ν	N	View
R	FL	ג nīcian ג (061)	iver I	PEPRS (0083)	JAL	FH	I	02				0.00	23.9000	Ν	N	View
R	FL	Jackso (063)	n l	PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	N	N	View
R	FL	Lee (071)	1	PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	Ν	N	Vier
R	FL	Lee (071)	1	PEPR3 (0083)	JAL	FH	I	02				0.00	23.9000	N	N	Vier
R	FL	Madiso (079)		PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	Ν	N	Vier
R	FL	Madiso (079)	on I	PEPRS (0083)	JAL	FH	I	02				0.00	23.9000	N	N	Vier
R	FL	Manate (0.81)	ee I	PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	N	N	Vier
R	FL	Manate (081)	ee I	PEPRS (0083)	JAL	FH	I	02				0.00	23.9000	N	N	Vier
R	FL	Martin (085)	n I	PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	N	N	Vier
R	FL	Martir (0.85)	n I	PEPRS (0083)	JAL	FH	I	02				0.00	23.9000	N	N	Vier
R	FL	Palm Be (099)	ach I	PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	N	N	Vier
R	FL	Palm Be (099)	ach I	PEPRS (0083)	JAL	FH	I	02				0.00	23.9000	N	N	Vier
R	FL	Pasco	o 1	PEPRS	JAL	FH	I	01				0.00	23.9000	N	N	Vier
R	FL	(101) Putnar (107)	m I	(0083) PEPRS (0083)	JAL	FH	I	01				0.00	23.9000	N	N	Vier
R	FL	St. Luc	ie I	PEPRS	JAL	FH	I	01				0.00	23.9000	N	N	Vier
R	FL	(111) St. Luc	ie I	(0083) PEPRS	JAL	FH	I	02				0.00		N	N	View
R	FL	(111) Santa R	osa I	(0083) PEPRS	JAL	FH	I	01				0.00	23.9000	N	N	Viev
R	FL	(113) Santa R	osa I	(0083) PEPRS	JAL	FH	ī	02				0.00		N	N	Viev
R	FL	(113) Saraso	ita I	(0083) PEPRS	JAL	FH	1	01				0.00		N	N	View
R	FL	(115) Saraso	ita I	(0083) PEPRS	JAL	FH		02				0.00		N	N	View
R	FL	(115) Sumte	er i	(0083) PEPRS	JAL	FH	I	02				0.00		N	N	
		(119) Sumte		(0083) PEPRS												View
R	FL	(119) Suwann	) (	(0083) PEPRS	JAL	FH	I	02				0.00		N	N	View
R	FL	(121) Suwann	) ( nee l	(0083) PEPRS	JAL	FH	I	01					23.9000		N	View
R	FL	(121)	) (	(0083)	JAL	FH	I	02				0.00	23.9000	N	N	View

### 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.

### 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.

NCT Menu	Program Year 2015 - Main Menu
NCT Main Menu	
Program Year 2015	Add New Record(s)
Main Menu	
Add New Record(s)	Search/Modify Records
Search/Modify Records	Mass Update Records
Mass Update Records	Mass Approve Records
Mass Approve Records	Reports
Reports	<u>Reports</u>
	NCT1
	Last Modified: 7/7/2011

### **D** Modifying a Record (Continued)

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

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

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

NCT Menu	Program Year 2015 - Search Re	cords - Search Page
NCT Main Menu		
Program Year 2015 Main Menu	State:	Hawaii 🔹
Add New Record(s)	County:	•
Search/Modify Records		AVOCADOS (0106)
Mass Update Records	Crop Type:	
Mass Approve Records	Intended Use:	
Reports	Practice:	
	Planting Period:	<b>_</b>
	Graduated Price:	
	Crushing District:	•
	NAP Pay Crop:	<b>~</b>
	NAP Pay Type:	
	NAP Approved:	•
	NAP Approval Level:	
		Search Clear Main Menu
	NCT13	
	Last Modified: 7/7/2011	

# **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.

Status	State	County	Crop	Type	llse	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App		
Status	State		•	туре	USC	Flact.	Flant. Feriou	diad. Frice	crush. District	neiu	Flice	County	State	
R	HI	Hawaii (001)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	Ν	<u>Vie</u>
R	HI	Honolulu (003)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	<u>Vi</u> e
R	HI	Kauai (007)	AVOCD (0106)		FH	I	01			0.00	0.0000	Ν	N	<u>Vie</u>
R	HI	Maui (009)	AVOCD (0106)		FH	I	01			0.00	0.0000	N	N	Vie

#### **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.

Year 2015	State C	rop Crop Type		ntended Use	Practice	Planting Period		uated ice	Crushing District
ds		OCD		FH	Irrigated	01			
5					Coun	ties			
5					Kauai (				
		Unit of	Moa	cure			s Per Ui	nit of N	leacure
			unds	Suic		round	51010		leasure
		ed Plantin actor	3	Unharve Payment I		Certified Or Yield Fac			tional Organic eld Factor
		.0000		0.620		Tield Fac			
		anting Date	, Ac	reage Re Date	porting	Normal Ha Date	rvest	Applic	ation Closing Date
				03/31/2		12/31/20	015	17	2/01/2014
			A	cres Per /	Animal	Grazing D		12	./01/2014
				<b>Unit</b> 0.0		000			
			'ield			Δ	erage M	arkot l	Price
	Year	Yield	ICIU	Sour	6	Year	Price		Price Source
	2008	3000.0	)	NAS		2008	0.730		NASS
	2009	2800.0		NAS		2009	0.690		NASS
	2010	2000.0	·	10.10	0	2010	0.050		10.00
	2011					2011			
	2011					2012			
	2013					2013			
	2014					2014			
	Override	Overrid Yield	e	Yield Ov		Price Override	Overri Price		rice Override Source
	No	0.00		Sour	ce	No	0.000	12	Source
	12.00		_			ŅJ	0.000	.0	
		d Organic ield	Irai	sitional ( Yield	Organic				
		Organic I	larke	et Price		Di	rect Ma	rket P	ice
	Year			Price S	ource	Year	Price	e	Price Source
	2008					2008			
	2009					2009			
	2010					2010			
	2011					2011			
						2012			
	2012								
	2012 2013					2013			
						2013 2014			
	2013	Over		Price Or Sou			Overri Price		rice Override Source
	2013 2014 Price	Over	ce			2014 Price			
	2013 2014 Price Overrie	Over le Pri	ce	Sou	rce	2014 Price Override	Price 0	e	

### **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.

# **D** Modifying a Record (Continued)

Users shall make updates/modifications and CLICK "Next".

015							_	
015 State	Сгор	Сгор Туре	Intended Use	Practice			iduated Price	Crushing District
HI	AVOCD 0106		FH	Irrigated	(	)1		
				Coun				
				Kauai (	007)			
	I	Unit of I	Measure			Pounds Per	Unit of M	easure
		Pounds	•					
	ented P Factor		Unharve Payment			fied Organic eld Factor		ional Organio Id Factor
	0.0000		0.6200					
	Plantin m/dd/y		Acreage Re Date (mm/dd/	2		nal Harvest Date n/dd/yyyy)		ation Closing Date /dd/yyyy)
			03/31/201		-	2/31/2015		/01/2014
		Yie	eld			Average	Market P	rice
Year	Yie	ld	Yield Sou	irce	Year	Price		e Source
2008	3000.0	)	NASS	•	2008	0.7300	NASS	•
2009	2800.0	)	NASS	•	2009	0.6900	NASS	•
2010	3100.0	)	NASS	-	2010	0.7500	NASS	-
2011	2950.0	)	NASS	•	2011	0.7100	NASS	-
2012	3250.0	)	NASS	-	2012	0.6700	NASS	-
2013				•	2013			•
2014				•	2014			•
	Over Yie		Yield Ove Source			Override Price		e Override Source
		·	arket Price				larket Pri	
Year	Pri	e	Price Sou		Year	Price	Pric	e Source
2008		_	_	_	2008			<b>•</b>
2009 2010		_	_	_	2009 2010			• •
2010		_		_	2010			- -
2011		_	_	_	2011			• •
2012		_		_	2012			
2013		_	_	-	2013			
2011	Over	ride	Price Ove	rride	2011	Override	Price	e Override
	Pri	e	Source	e	_	Price	5	Source
				Comment	t/Note	S:	_	
							<b></b>	
							Ŧ	
								Next Back

# **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.

Main Menu						ord - Sun				
ogram Year 2015 n Menu I New Record(s)	Re	ecord	l addit	ion or mo ex		ion will re records	esult i	n up	dates to	
rch/Modify Records	State	Сгор	Crop Type	Intended Use	Practice	Planting Period		uated ice	Crushing District	
s Approve Records		VOCD		FH	Irrigated	01				
orts	112	0106			_					
					Count Kauai (					
			Unit of N	leasure		Pound	s Per U	nit of N	leasure	
			Pour	nds						
			Planting	Unharve		Certified O			itional Organic	
		Factor 0.0000 Final Planting Date		Payment Factor 0.6200 Acreage Reporting		Yield Factor Normal Harvest		Yield Factor Application Closing		
	Final I	Plantin	ig Date	Date		Date			Date	
				03/31/2		12/31/20	)15	1	2/01/2014	
				Acres Per Unit		Grazing D	ays			
				0.0		000				
			Yie	eld		Av	erage M	arket	Price	
	Year	•	Yield	Sour	ce	Year	Price	2	Price Source	
	2008	в З	3000.00	NAS	S	2008	0.730	0	NASS	
	2009	2	2800.00	NAS		2009	0.690	0	NASS	
	2010		3100.00	NAS		2010	0.750		NASS	
	2011		2950.00	NAS		2011	0.710		NASS	
	2012		3250.00	NAS	S	2012	0.670	0	NASS	
	2013 2014					2013 2014				
		0	verride	Yield Ov	orrido	Price	Overri	do I	Price Override	
	Overri	de Ö	Yield	Sour		Override	Price		Source	
	No		3017	Calcula	ated	No	0.710	0	Calculated	
		ied Or Yield	ganic 1	ransitional ( Yield	Drganic					
			appie Ma	arket Price		D	rect Ma	rkot D	rico	
	Yea		Price		Source	Year	Price		Price Source	
	200					2008				
	200	)9				2009				
	201	10				2010				
	201	11				2011				
	201					2012				
	201					2013				
	201	_				2014				
	Prie Over		Overrie Price		verride Irce	Price Override	Overri Price		Price Override Source	
	No		0			No	0			
	Status	5 NA	P Count	y Approval	NAP Sta	ate Approva	NAF	• Natio	nal Approval	
			N			No			No	
					Save Ch	anges	Save & Ap	prove Ch	anges Back	
					0470 011				3	

## **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.

						-	1 Records	s noune	u -					
Status	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App County	rovals State	
s	ні	Kauai (007)	AVOCD (0106)		FH	I	01				0	N	N	Vie
	-	Reco	rd Mo	dific	atio	on re	sulted in	updates	to the follo	win	g rec	ords: -		
Status		Recor	rd Mo			on re	Sulted in	updates	to the follo	Wing	-	NAP App	rovals	
Status R		<b>County</b> Hawaii	Crop								-			Vier
	State	County	Crop AVOCD (0106) AVOCD		Use	Pract.	Plant. Period			Yield	Price	NAP App County	rovals State	
R	State HI	County Hawaii (001) Honolulu	Crop AVOCD (0106)		<b>Use</b> FH	Pract. I	Plant. Period			<b>Yield</b> 0.00	<b>Price</b> 0.0000	NAP App County N	state	

# **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.

Menu Iain Menu	Prog	ram	Year 2	2015 - V	iew Re	cord	l - Sumn	nary F	Page	
ram Year 2015	<b>C</b> 1-1-	<b>6</b>	Crop	Intended	1 p	•	Planting	Gra	duated	Crushing
lenu	State	Crop	Туре	Use	Pract	ice	Period	P	Price	District
ecord(s) lify Records	MN	BIFFO 0355		GZ	Non-Irri	gated	01			
cords		0555			Co	ountie	25			
cords					Chipp	ewa (	023)			
			Unit of	Measure			Pounds	8 Per U	nit of Me	easure
				Unit Day						
	Preve	ented Fact	Planting or		rvested nt Factor		Certified Or Yield Fact			ional Organi Id Factor
		0.00		-	0000		Tield Tue		The second	
	Final	Plant	ing Date		Reportin ate	g I	Normal Har Date	vest	Applica	ation Closing Date
				07/1	5/2015		10/31/20	15	03/	15/2015
					er Anima Jnit	l	Grazing D	ays		
					1.9		163			
			Y	'ield			Ave	rage M	larket P	rice
	Yea	r	Yield	S	ource		Year	Price	e P	rice Source
	200	8					2008			
	200	9					2009			
	201	0					2010			
	201	1					2011			
	201	2					2012			
	201	3					2013			
	201	4					2014			
	Övern	Override (			Override ource		Price Override			ice Override Source
	No		0.00				No	0.000	00	
	Certi	fied () Yield	rganic	Transition Yi	al Organi eld	C				
		0	rganic N	Aarket Pric	e		Di	rect Ma	arket Pri	ce
	Ye	ear	Pric	ce Prie	e Source		Year	Price	e P	rice Source
		800					2008			
		09					2009			
	20	10					2010			
	20 20	)10 )11					2011			
	20 20 20	)10 )11 )12					2011 2012			
	20 20 20 20	)10 )11 )12 )13					2011 2012 2013			
	20 20 20 20 20 20	)10 )11 )12 )13 )14	Over	ride Drie	Overrid		2011 2012 2013 2014	Overs	ide Br	ice Override
	20 20 20 20 20 20 20	)10 )11 )12 )13	Over Pric		e Overrid Source		2011 2012 2013	Overn Price		ice Override Source
	200 200 200 200 200 Prr Ove	010 011 012 013 014 ice					2011 2012 2013 2014 Price			
	200 200 200 200 200 Prr Ove	010 011 012 013 014 <b>ice</b> <b>rride</b> lo	Pric 0		Source	(	2011 2012 2013 2014 Price Override	Price 0	e	

# **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".

# **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**".

Prevente Fa 0.0	Unit of Po ed Planting octor 0000 nting Date	f Meas unds g l Pa Acr Acr	tended Use FH Unharve: byment I 0.620 eage Re Date 03/31/20 res Per / Unit 0.0	Factor 0 porting 016	01 01 (007)	Pr s Per Un rganic tor rvest	Transit Yie Applic	tional Organic eld Factor ation Closing Date
Prevente Fa 0,1 Final Pla 2008 2009 2010	06 Unit of Po ed Planting foctor 0000 Inting Date N Yield 3000.00	unds g l Pa Acr Acr	ure Juharve: Dyment f 0.620 eaye Re Date 03/31/20 res Per / Unit	Coun Kauai ( sted Factor 0 porting 016	ties (007) Pound Certified O Yield Fac Normal Ha Date 12/31/20	rganic ctor rvest 015	Transit Yie Applic	tional Organic eld Factor ation Closing Date
Prevento Fa 0.1 Final Pla 5 9 2008 2009 2010	Unit of Po ed Planting octor 0000 nting Date N Yield 3000.00	unds g l Pa Acr Acr	Unharve ayment f 0.620 eage Re Date 03/31/20 res Per A Unit	Kauai ( sted Factor 0 porting 016	(007) Pound Certified O Yield Fac Normal Ha Date 12/31/20	rganic ctor rvest 015	Transit Yie Applic	tional Organic eld Factor ation Closing Date
Final Pla Final Pla Vear 2008 2009 2010	Po ed Planting octor 0000 Inting Date Y Yield 3000.00	unds g l Pa Acr Acr	Unharve ayment f 0.620 eage Re Date 03/31/20 res Per A Unit	Kauai ( sted Factor 0 porting 016	(007) Pound Certified O Yield Fac Normal Ha Date 12/31/20	rganic ctor rvest 015	Transit Yie Applic	tional Organic eld Factor ation Closing Date
Final Pla Final Pla Vear 2008 2009 2010	Po ed Planting octor 0000 Inting Date Y Yield 3000.00	unds g l Pa Acr Acr	Unharve ayment f 0.620 eage Re Date 03/31/20 res Per A Unit	Factor 0 porting 016	Certified O Yield Fac Normal Ha Date 12/31/20	rganic ctor rvest 015	Transit Yie Applic	tional Organic eld Factor ation Closing Date
Final Pla Final Pla Vear 2008 2009 2010	Po ed Planting octor 0000 Inting Date Y Yield 3000.00	unds g l Pa Acr Acr	Unharve ayment f 0.620 eage Re Date 03/31/20 res Per A Unit	Factor 0 porting 016	Certified O Yield Fac Normal Ha Date 12/31/20	rganic ctor rvest 015	Transit Yie Applic	tional Organic eld Factor ation Closing Date
Final Pla Final Pla Vear 2008 2009 2010	nctor 0000 nting Date Yeld 3000.00	Pa Pa Acr Acr	ayment F 0.620 eage Re Date 03/31/20 res Per A Unit	Factor 0 porting 016	Yield Fac Normal Ha Date 12/31/20	rvesi 015	Yie Applic	eld Factor ation Closing Date
0,0 Final Place Vear 2008 2009 2010	0000 nting Date Yeld 3000.00	e Acr Ac	0.620 eage Re Date 03/31/20 res Per A Unit	0 <b>porting</b> 016	Normal Ha Date 12/31/20	<b>rves</b> t )15	Applic	ation Closing Date
Final Place Year 2008 2009 2010	nting Date Y Yield 3000.00	a Ac	eage Re Date 03/31/20 res Per A Unit	porting	Date 12/31/20	015		Date
<b>Year</b> 2008 2009 2010	Y Yield 3000.00	a Ac	Date 03/31/2 res Per / Unit	016	Date 12/31/20	015		Date
2008 2009 2010	Yield 3000.00	Ac: /ield	res Per / Unit				12	101100:0
2008 2009 2010	Yield 3000.00	′ield	Unit	Animal	Grazing D	avs		/01/2014
2008 2009 2010	Yield 3000.00							
2008 2009 2010	Yield 3000.00		0.0		000			
2008 2009 2010	Yield 3000.00			_			-	
2008 2009 2010	3000.00		~			erage M		
2009 2010			Source NASS		2008	<b>Price</b> 0.730		Price Source NASS
2010	2000.00		NAS	-	2008	0.690		NASS
	3100.00		NAS		2005	0.750		NASS
2011	2950.00		NAS		2011	0.710		NASS
2012	3250.00	C	NAS	5	2012	0.670	00	NASS
2013					2013			
2014					2014			
Override	Overrid Yield	e '	Yield Ove Sour		Price Override	Overri Price		rice Override Source
No	3017.00	C	Calcula		No	0.710	_	Calculated
	l Organic eld	Trans	sitional C Yield	)rganic				
	Organic N	/arket	Price		D	irect Ma	rket Pr	ice
Үеаг				ource	Үеаг			Price Source
2008					2008			
2009					2009			
2010					2010			
Price					Price			rice Override
			Sou	rce				Source
			proval	NAP St				al Annroval
otatas		No	provu		Νυ			Vo
						Modify Record		prove or NAP Back
	2008 2009 2010 2011 2012 2013 2014 Price	Year Print   2008 -   2009 -   2010 -   2011 -   2012 -   2013 -   2014 -   Price Over   No 0.000	Year Price   2008 Price   2009 2010   2010 2011   2012 2013   2014 Price   Override Price   No 0.0000   Status NAP County Ap	2008 Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: center;">Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: center;"/>Image: style="text-alig	Year Price Price Source   2008 Price Source 2009   2010 Price Source 2011   2011 Price Source 2011   2012 Price Source 2013   2014 Price Override Price Source Price Override Source   No 0.0000 Status NAP County Approval NAP St	Year Price Price Source Year   2008 2008 2008 2009   2010 2010 2010 2010   2011 2011 2011 2011   2012 2013 2013 2014   Price Override Price Override Price Override Price Override   No 0.0000 No No No	Year Price Price Source Year Price   2008 2008 2008 2008 2009 2009 2010 2010 2010 2010 2010 2011 2011 2011 2011 2011 2011 2011 2012 2013 2013 2014	Year Price Price Source Year Price File   2008 2009 2008 2009 2009 2009 2009 2009 2009 2009 2009 2009 2010 2010 2011 2011 2011 2011 2011 2013 2013 2013 2014

3-24-15

# **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.

Program Year 2015 - Approve Reco	rd – Confirmation
Are you sure you w	n Back
NCT2 Last Modified: 7/7/2011	
## **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.

Prog	ram	Year	· 201	5 - /	٩p	orove	e Record	- Result	s Page					
						_	- 1 Record	ls Annroy	ved -					
Status	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App County	orovals State	
	ні	Kauai (007)	AVOCD (0106)		FH	I	01			3017.00	0.7100	N	Y	<u>View</u>
									Main N	1enu	Back	To Searc	h Results	
NCT12														
Last Mod	ified: 12	/4/2014												

### **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.

NCI Menu	Program Year 2015 - Mass Upda	ate Records - Search Page
NCT Main Menu		
Program Year 2015 Main Menu	State:	Florida 🔻
Add New Record(s)	County:	▼
Search/Modify Records	· · ·	CABBAGE (0116)
Mass Update Records	Crop Type:	
Mass Approve Records		
Reports	Intended Use:	
	Practice:	
	Planting Period:	01 🔻
	Graduated Price:	<b>•</b>
	Crushing District:	•
	NAP Pay Crop:	
	NAP Pay Type:	
		Search, Clear Main Menu
	NCT13 Last Modified: 7/7/2011	

## **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 ( $\checkmark$ ) next to the applicable records. Clicking:

- "Select All" will display check ( $\checkmark$ ) next to all available records (displayed as follows)
- "Clear All" will clear a checks ( $\checkmark$ ) from all selected records.

After users select the records to be updated, CLICK "Update Selected Records".

Pro	ogra	mΥ	ear 2015	5 – M	ass	Up	date	e Record	s - Resi	ults Page					
							- 2	Records F	ound -						
							_								
	Status	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App		
													County	State	
✓	R	FL	Dade / Monroe (025)	CABAG (0116)	HYB	FH	I	01			0.00	0.0000	N	Ν	<u>View</u>
	R	FL	Manatee (081)	CABAG (0116)	HYB	FH	I	01			0.00	0.0000	N	N	<u>View</u>
Se	elect All		ar All												
	1							Main Menu	Create	New Search		Update S	Selected R	ecords	
NCT:	12													2	
	Modified:	12/4/2	014											2	

## **G** Mass Update Records (Continued)

After users click "**Update Selected Records**", the Program Year - Mass Update Records - Select Fields Page will be displayed. CHECK ( $\checkmark$ ) the boxes next to the applicable fields to be updated. Clicking:

- "Select All" will display checks ( $\checkmark$ ) next to all available fields
- "Clear All" will clear all checks ( $\checkmark$ ) from all selected fields.

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

NCIMENU	Prog	ram Y	'ear 20	)15 - Ma	ss Updat	te Red	ord	s - Select F	ields Page
NCT Main Menu									
Program Year 2015 Main Menu	State	Сгор	Сгор Туре	Intended Use	Practice	Planti Perio		Graduated Price	Crushing District
Add New Record(s) Search/Modify Records	FL	CABAG 0116	HYB	FH	Irrigated	01			
Mass Update Records									
Mass Approve Records				Status	County	NAP App County			
Reports				R	Dade / Monroe (025)	-	N		
				R	Manatee (081)	N	N		
					г:	eld			
						ites			
					2008 NAP H		CEY		
					2009 NAP H				
					2010 NAP H				
					2011 NAP H				
					2012 NAP F				
					2013 NAP H	listo rical	CEY		
					2014 NAP H	listo rical	CEY		
					NAP CEY	' Overrid	e		
					Comme	nt/Note	s		
	Selec	t All	Clear All						
									Next Back
	NCT15 Last Mod	dified: 7/7/	2011						- <b>-</b>

## **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.

NCT Menu NCT Main Menu	Prog Page		′ear 2	: <b>015 - M</b> a	ss Upda	ate Rec	ords	- Record	Details
Program Year 2015 Main Menu Add New Record(s)	State	Сгор	Crop Type	Intended Use	Practice	Planti Perio		Graduated Price	Crushing District
Search/Modify Records Mass Update Records	FL	CABAG 0116	HYB	FH	Irrigated	01			
Mass Approve Records Reports				<mark>Status</mark> R R	County Dade / Monr (025) Manatee (081)	NAP App County Toe N N			
		al Plant Date n/dd/yy	-	Acreage Rep Date (mm/dd/y	-	Normal Da (mm/d	ate		ation Closing Date /dd/yyyy)
	10	/31/2014		11/15/2014		01/31/	2015	08/	15/2014
	Y	'ear		Yield	Yie	eld	Yi	eld Source	
	2	013		300			NAS	s 🔻	
	NCT6 Last Mod	lified: 12/1	/2014						Next Back

## **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.

Program Year 2015 - Mass Upd	ate Records - Confi	mation								
Are you sure y	Are you sure you want to update 2 record(s)?									
	Confirm	Back								
NCT2 Last Modified: 7/7/201:	1									

#### **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.

-															
Status	State	County	r Cr	op	Туре	Use F	ract. Plant.	Period	Grad. Price	Crush. District	Yield	Price	NAP App County	orovals State	
	FL	Dade / Mor (025)		BAG L16)	нүв	FH	I (	01			938.00	10.7000	N	N	Vie
s	FL	Manatee (081)		BAG L16)	HYB	FH	I (	01				10.7000	N	N	Vie
itatus	State	- Rec	Crop		itior e Use				ates to Grad. Price	the follow	ving I Yield	Price	NAP Appr		
		- Rec	ord A	\ddi	itior	n re	sulted i	n upd	ates to	the follow	ing r	ecoro	ds: -		
Status	State	County	Crop								-			rovals State	
Status R	State FL	County Manatee (081)	Crop CABAG (0116)		e Use						-		NAP Appr		Vie
		County Manatee (081) Manatee (081)	Crop CABAG (0116) CABAG (0116)	Туре	e Use	Prac	t. Plant. Pe				Yield	Price	NAP Appr County	State	
R	FL	County Manatee (081) Manatee	Crop CABAG (0116) CABAG	<b>Тура</b> НҮВ	e Use FH	Prac	t. Plant. Pe				Yield	<b>Price</b> 0.0000	NAP Appr County N	State N	
R R	FL FL	County Manatee (081) Manatee (081) Manatee	Crop CABAG (0116) CABAG (0116) CABAG	Type HYB NAP	e Use FH FH FH	Prac I I	<ul> <li>Plant. Per</li> <li>02</li> <li>01</li> </ul>				<b>Yield</b> 0.00 0.00	<b>Price</b> 0.0000 0.0000	NAP Appr County N	State N N	Vie
R R R	FL FL FL	County Manatee (081) Manatee (081) Manatee	Crop CABAG (0116) CABAG (0116) CABAG (0116) CABAG	Type HYB NAP	e Use 6 FH 7 FH 7 FH	Prac I I I	<ul> <li>Plant. Per</li> <li>02</li> <li>01</li> <li>02</li> </ul>				<b>Yield</b> 0.00 0.00 0.00 0.00	Price 0.0000 0.0000 0.0000	NAP Appr County N N N	State N N	<u>Vie</u> <u>Vie</u>
R R R R	FL FL FL FL	County Manatee (081) Manatee (081) Manatee (081) Manatee	Crop CABAG (0116) CABAG (0116) CABAG (0116) CABAG	Type HYB NAP NAP CHO	e Use 6 FH 7 FH 7 FH	Prac I I I I	<ul> <li>Plant. Per</li> <li>02</li> <li>01</li> <li>02</li> <li>01</li> </ul>				<b>Yield</b> 0.00 0.00 0.00 0.00	Price       0.0000       0.0000       0.0000       0.0000	NAP Appr County N N N N	State N N N	<u>Vie</u> <u>Vie</u>

## H Mass Approve Records

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

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

**Note:** Crops with intended use, "Grazing (GZ)" and value loss crops, **except** nursery, do **not** have historical yields.

• if historic data was entered in any previous years, historic data for all subsequent years is **required**.

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

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

NCT Menu	Program Year 2015 - M	ass Appr	ove Rec	ords - S	Search Page
NCT Main Menu					, j
Program Year 2015 Main Menu		State:	Florida		•
Add New Record(s)		County:		•	
Search/Modify Records			PEAS (0067)		
Mass Update Records	Cra	op Type:			
Mass Approve Records		led Use:			
Reports				_	
		Practice:		•	
	Planting	Period:	01 🔻		
	Graduate	ed Price:	•		
	Crushing	District:	-		
	NAP Pa	ay Crop:	•		
	NAP Pa	ay Type:	-		
				Sear	ch. Clear Main Menu
	NCT13 Last Modified: 7/7/2011				

### 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 ( $\checkmark$ ) next to the applicable records. Clicking:

- "Select All" will display a check ( $\checkmark$ ) next to all available records
- "Clear All" will clear all checks ( $\checkmark$ ) from all selected records.

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

								Main Menu	Create N	lew Search	A	pprove S	Selected R	tecords	
Se	lect All N		Clear All				- 24	Records	Found -					2	
	Status		County	Crop	Туре	Use	Pract.	Plant, Period	Grad. Price	Crush. District	Yield	Price	NAP App		
<b>V</b>	R	FL	Alachua	PEAS	BLE	FH	I	01			0.00	0.0000	County N	State N	Viev
	R	FI	(001) Calhoun (013)	(0067) PEAS (006/)	BI F	FH	т	01			0.00	0.0000	N	N	Viev
<b>v</b>	R	FL	Citrus (017)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	Viev
<b>V</b>	R	FL	Columbia (023)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	Viev
<b>V</b>	R	FL	Flagler (035)	PEAS (0067)	DLE	ш	I	01			0.00	0.0000	N	N	View
1	R	FL	Gadsden (039)	PEAS (0067)	BLE	FH	Ι	01			0.00	0.0000	N	Ν	View
	R	FL	Gilchrist (041)	PEA5 (0067)	BLE	FH	I	01			0.00	0.0000	Ν	Ν	Viev
<b>V</b>	R	FL	Gulf (045)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	Viev
<b>V</b>	R	FL	Hamilton (047)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	View
<b>V</b>	R	FL	Hillsborough (057)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	View
	R	FL	Indian River (061)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	Viev
<b>V</b>	R	FL	Jackson (063)	PEAS (0067)	BLE	н	1	01			0.00	0.0000	N	N	Viev
<b>√</b>	R	FL	Lafayette (067)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	Viev
<b>V</b>	R	FL	Lake (069)	PEAS (00G7)	BLE	FH	I	01			0.00	0.0000	N	Ν	Viev
	R	FL	Madison (079)	PEAG (0067)	BLE	FH	I	01			0.00	0.0000	Ν	Ν	Viev
<b>V</b>	R	FL	Martin (085)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	Viev
1	R	FL	Pasco (101)	PEAS (006/)	BLE	FH	I	01			0.00	0.0000	N	N	<u>Viev</u>
<b>v</b>	R	FL	Polk (105)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	Ν	Ν	Viev
1	R	FL	Putnam (107)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	Ν	Ν	Viev
<b>V</b>	R	FL	St. Johns (109)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	Viev
1	R	FL	St. Lucie (111)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	N	<u>Viev</u>
<b>v</b>	R	FL	Santa Rosa (113)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	View
<b>V</b>	R	FL	Sumter (119)	PEAS (0067)	BLE	FH	I	01			0.00	0.0000	N	Ν	Vie
<b>V</b>	R	ΓL	Union (125)	PEAS (0067)	DLE	ш	I	01			0.00	0.0000	N	N	Vie
Se	electAllN	NAP	Clear All												
								Main Menu	Create N	ewSearch	۵		Selected R	ocordo	

## 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.

Program Year 2015 - Mass Approve Reco	rds - Confirmation
Are you sure you want to appro	ove 24 of 24 NAP record(s)?
Confirm	Back
NCT2 Last Modified: 7/7/2011	

### 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.

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.

						- 2	4 Records	5 Approv	ed -					
tatus	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App County		
	FI	Alachua (UU1)	PEAS (0067)	BI F	FH	т	01			383.00	0.4533	N	Y	<u>Viev</u>
	FL	Calhoun (013)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	Viev
	FL	Citrus (U1/)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	Viev
	FL	Columbia (023)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	Viev
	FL	Flagler (035)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	Viev
	FL	Gadsden (039)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	Viev
	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	Viev
	FL	Hamilton (047)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	View
	FL	Hilsborough (057)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	Viev
	FL	Indian River (061)	PEAS (0067)	BLE	п	I	01			303.00	0.4500	N	Y	View
	FL	Jackson (063)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	<u>Viev</u>
	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	Viev
	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	<u>Viev</u>
	FL	Pasco (101)	PEAS (0067)	BLE	FH	I	10			383.00	0.4533	N	Y	<u>viev</u>
	FL	Polk (105)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	<u>Viev</u>
	FL	Putnam (107)	PFAS (0067)	BLE	FH	I	10			383.00	0.4533	N	Ŷ	<u>Viev</u>
	FL	St. Johns (109)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	<u>Viev</u>
	FL	St. Lucie (111)	PFAS (0067)	BLE	н	1	01			383.00	0.4533	N	Y	<u>Viev</u>
	FL	Santa Rosa (113)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	<u>Viev</u>
	۲L	Sumter (119)	PEAS (0067)	BLE	н	1	01			383.00	0.4533	N	Y	Viev
	FL	Union (125)	PEAS (0067)	BLE	FH	I	01			383.00	0.4533	N	Y	Viev

**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.

## **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.

NCT MENU	Program Year 2015 - Main Menu
NCT Main Menu	
Program Year 2015	Add New Record(s)
Main Menu	
Add New Record(s)	Search/Modify Records
Search/Modify Records	Mass Update Records
Mass Update Records	Mass Approve Records
Mass Approve Records	
Mass Approval Reset	Mass Approval Reset
Reports	<u>Reports</u>
	NCT1 Last Modified: 7/7/2011

## 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**".

NCI Menu	Program Year 2015 - Mass Re	eset Records -	- Search Page
NCT Main Menu			
Program Year 2015	State:	Massachusetts	▼
Main Menu	County:		
Add New Record(s)	,		
Search/Modify Records	Crop:	CURRANTS (0325)	▼
Mass Update Records	Crop Type:	•	
Mass Approve Records	Intended Use:		
Mass Approval Reset			
Reports	Practice:	<b></b>	
	Planting Period:	•	
	Graduated Price:	-	
	Crushing District:	-	
	NAP Pay Crop:	-	
	NAP Pay Type:	-	
			Search Clear Main Menu
	NCT13 Last Modified: 7/7/2011		

## 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 ( $\checkmark$ ) next to the records to be reset. If users click:

- "Select All NAP", a check ( $\checkmark$ ) will be displayed next to all available records for NAP
- "Clear All", all checks ( $\checkmark$ ) 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.

Pro	ogra	m Ye	ear 201	l 5 - I	Mas	s F	lese	t Record	s - Res	ults Page	3				
							Ma	in Menu	Create Ne	w Search	Re	eset Sel	ected Re	cords	
5	- 9 Records Found -														
													NAP App	provals	
NAP	Status	State	County	Сгор	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	County		
7		ма	Berkshire (003)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	<u>View</u>
<b>V</b>		ма	Bristol (005)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
1		ма	Essex (009)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
1		ма	Franklin (011)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
		ма	Hampden (013)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
		МА	Hampshire (015)	CURRN (0325)		FH	N	01			4333.00	1.0800	Ν	Ν	<u>View</u>
		ма	Middlesex (017)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	View
1		ма	Plymouth (023)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	N	<u>View</u>
		МА	Worcester (027)	CURRN (0325)		FH	N	Ōi			4333.00	1.0800	Ν	N	<u>View</u>
5	Select A	IINAP	Clea	r All											
							Ma	in Menu	Create Ne	w Search	Re	eset Sel	ected Re	cords	
NCT1 Last	.2 Modified	1: 12/4	/2014										2	2	

## 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.

Program Year 2015 - Mass Res	et Records - Confirm	nation
Are you sure you	want to reset 9 of 9 N/	AP record(s)?
	Confirm	Back
NCT2 Last Modified: 7/7/2	2011	

### 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.

							- 9 Record	ls Reset -						
Status	State	County	Crop	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price	NAP App County	orovals State	
	ма	Berkshire (003)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	Vie
	ма	Bristol (005)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	<u>Vi</u> e
	ма	Essex (009)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	Vie
	ма	Franklin (011)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	Vie
	ма	Hampden (013)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	Vie
	MA	Hampshire (015)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	Vie
	MA	Middlesex (017)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	Vie
	МА	Plymouth (023)	CUR RN (0325)		FH	Ν	01			4333	1.0800	N	N	Vie
	ма	Worcester (027)	CUR RN (0325)		FH	N	01			4333	1.0800	N	N	Vie

#### **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.--\*



## **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.

Program Year 2015 - Delete Record - Confirmation
Are you sure you want to delete the record? Confirm Back
NCT2 Last Modified: 7/7/2011

### **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.

Prog	jram	Year	2015	j - D	)ele	ete R	lecord - F	Results	Page					
							- 1 Recor	ds Delete	ed -					
Status	State	County	Сгор	Туре	Use	Pract.	Plant. Period	Grad. Price	Crush. District	Yield	Price			
D	MA	Berkshire (003)	CURRN (0325)		FH	N	01			4333.00	1.0800	N	State N	<u>View</u>
	Main Menu Back To Search Results													
NCT12	1.6	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).
Сгор Туре	<ul><li>Select 3-alpha character crop type abbreviation. See CRM/Product Master (2-CP, paragraph 41 or 2-CP, Exhibit 10.5) for crop types.</li><li>Note: If a crop type is not provided, leave blank.</li></ul>
Intended Use	Select 2-alpha character intended use. See 2-CP, Exhibit 11 for intended uses. <b>Note:</b> If an intended use is <b>not</b> provided for the crop, leave blank.

## 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	A of	Hon					
List Title		tion					
Graduated	Select price code, as follows.						
Price	Enter for value loss crops and California processed grapes, with the <b>exception</b> of the following:						
	• finfish, Haplochromine Tropical (HAP), Lamprologuine Tropical (LAM), Mbuna Chichlid Tropical (MBU), Tanganyika Tropical (TAN), and Tropical (TRO)						
	• floriculture flowers, all types, <b>exce</b>	pt seed					
	• grass, all types, intended use, "Sod	(SO)"					
	• mushrooms, common and shiitake						
	• nursery, container and field grown	• nursery, container and field grown (ornamental and nonornamental)					
	• crops with the intended use "Roots The graduated price crops and codes and						
	<u>Christmas Trees (7321)</u> (Age of Growth of Trees)	<u>Finfish (3000)</u>					
	CodeYears_"SED"Seedling"001"1 year	<u>Code</u> "FIN", Fingerlings "BRO", Broodfish "FRY", Fry					
	"002" 2 years "003" 3 years	"FOF", Food Fish					
	"004" 4 years	"009", 9 inch fish					
	"005" 5 years	"012", 12 inch fish					
	"006" 6 years	"015", 15 inch fish					
	"007" 7 years						
	"008" 8 years						
	"009" 9 years						
	"010" 10 years						
	"011" 11 years						
	"012" 12 years						

Drop-Down		
List Title	Action	
Graduated	<u>Mollusk (3001)</u>	Crustacean (3002)
Price	(Size in Millimeters)	
(Continued)		Code
	<u>Code</u>	"SMA", Small
	"000", less than 1 mm	"MED", Medium
	"001", 1 mm	"LAR", Large
	"002", 2 mm	
	"003", 3 mm	<b>Ginseng (0089)</b>
	"004", 4 mm	(Root Age)
	"005", 5 mm	
	"006", 6 mm	Code
	"007", 7 mm	"001", 1 year
	"008", 8 mm	"002", 2 years
	"009", 9 mm	"003", 3 years
	"010", greater than or equal to 10, but less than 12	"004", 4 years
	"012", greater than or equal to 12, but less than 14	"005", 5 years
	"014", greater than or equal to 14, but less than 16	"006", 6 years
	"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	
	The State Office user will enter the graduated price cod	
	price code to establish and enter a price for the size, ag	e, or stage of a crop.
	Note: See CRM/Product Master (2-CP, paragraph 41 of	or 2-CP, Exhibit 10.5)
	for types of crops.	

Drop-Down List Title	Action									
Crushing	In California, enter crushing districts for processed grapes, Crop code									
District	"0053".		Γ							
	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,	9	009							
	089, 091, 093, 101, 103, 105, 113, 115,									
	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							

Drop-Down				
List Title	Action			
Practice	Select irrigated or	Select irrigated or nonirrigated.		
		s <b>not required</b> for value loss crops.		
Planting	"01" will be defaulted for value loss crops, honey, and all crops in the			
Period	tropical regions, e	except crops with intended use, "Grazing (GZ)". Enter		
		'01" through "12". For crops with intended use, "Grazing		
		rent carrying capacities, enter "01", "02", "21", "22", "31", "51", "52", "61", "62", "71", "72", "81", "82", "91", or		
		nodate small grain with different carrying capacities, for:		
	• full season, er	full season, enter " <b>01</b> "		
	• fall/winter sea	ason, enter "21"		
	• spring season	, enter " <b>31</b> "		
	• forage design	ated as warm and cool season, see the following examples.		
	Example 1:	Cool season:		
		<ul> <li>carrying capacity "3", enter planting period "01"</li> <li>carrying capacity "5", enter planting period "21"</li> <li>carrying capacity "10", enter planting period "31".</li> </ul>		
	Example 2:	Warm season:		
		<ul> <li>carrying capacity "3", enter planting period "02"</li> <li>carrying capacity "5", enter planting period "22"</li> <li>carrying capacity "10", enter planting period "32".</li> </ul>		

Drop-Down										
List Title	Action									
Unit of	*The following values are valid for unit of measure:									
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, <b>except</b> 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, <b>except</b> 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 <b>not</b> convert the historical years; therefore, 30 cwt. may become 30 lbs. If the unit of measure is changed, historical data <b>must</b> be manually updated. An entry of zero or higher will be a valid entry, if the unit of measure is "bunches".									
Pounds Per	When adding barrel, box, bunches, carton, container, crate, or lug as a unit of									
Unit of	measure for a record, the number of pounds for the unit of measure <b>must</b> be									
Measure	updated.									
Prevented	"0.0000" will be defaulted. Enter prevented planting factor (decimal point first),									
Planting	for instance, ".10". The prevented planting factor <b>must</b> be the same factor									
Factor	within the State by crop code, type abbreviation, and intended use. Prevented									
	planting factor can be <b>no</b> greater than the unharvested payment factor. If a									
	prevented planting factor greater than zero is entered, there <b>must</b> 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.									

Drop-Down List Title	Action				
Unharvested					
Payment	same factor within the State by crop code, type, and intended use.				
Factor					
	Note: National and State Office entry only.				
Certified	Enter as a dec	cimal value grea	ater than 0.00 b	ut less than 1.00. Cer	tified
Organic	organic yield factor <b>must</b> be the same within the State by crop code, type				
Yield Factor	abbreviation, and intended use.				
	Notes: National and State Office entry only.				
	Not a <b>required</b> entry.				
	If the record is insurable, the factor will be overridden with the insurable factor.				h the
Transitional	Enter as a decimal value greater than 0.00 but less than 1.00. Transitional				
Organic	organic yield factor <b>must</b> be the same within the State by crop code, type				
Yield Factor	abbreviation, and intended use.				
	Notes: National and State Office entry only.				
	Not a <b>required</b> entry.				
	If the record is insurable, the factor will be overridden with the				
		ble factor.	ole, the factor v	win be overridden wit	ii uie
Acres Per			orage crops wi	th the intended use.	"Grazing
Animal Unit	Enter carrying capacity for <b>forage crops with the intended use</b> , " <b>Grazing</b> ( <b>GZ</b> )".				
	<b>Note:</b> To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the "Planting Period" entry.				
	Examples:	Alfalfa	Grass	Mixed Forage	Sorghum
		Barley	Kochia	Oats	Speltz
		Birdsfoot	Kohlrabi	Perennial Peanuts	Triticale
		Clover	Lespedeza	Rye	Vetch
		Corn	Millet	Sorghum, Forage	Wheat

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

Drop-Down					
List Title	Action				
Application	Enter date. Must be <b>before</b> the final planting date. For value loss crops, the				
Closing	date will default to September 1 of previous calendar year, except for				
Date	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, <b>except</b> value loss, date will default to December 1 of the previous				
	calendar years. The "Application Closing Date" <b>must</b> 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.				
	subparagraph 500 A.				
	<b>Note:</b> National and State Office entry <b>only</b> . Date format: mm/dd/yyyy.				
NAP	Enter county average yield for the applicable (historical) years for all crops,				
Historic	except value loss and forage crops with the intended use, "Grazing (GZ)".				
Yields					
	<b>Note:</b> See paragraph 13 for rules on entering historic yield data.				
NAP Yield	Select source of the yield information from the following:				
Sources					
	<ul> <li>average actual production history by year</li> </ul>				
	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.				

Drop-Down				
List Title	Action			
NAP Yield	CHECK ( $\checkmark$ ) to override the NAP yield.			
Override				
Override	Enter yield.			
NAP Yield				
	Note: National or State Office entry only.			
NAP Yield	If the National or State Office user overrides the yield, users <b>must</b> select the			
Override	source from 1 of the following:			
Source				
	<ul> <li>average actual production history by year</li> </ul>			
	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	Enter price for the applicable years for all crops <b>except</b> ornamental nursery			
Market	crops with intended use, "Rootstock (RS)" or "Sets (SE)", tropical finfish,			
Price	mushroom, floriculture ( <b>except</b> 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.			
	<b>Notes:</b> 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 <b>only</b> .			
	If historic data has been entered in any previous years, historic data			
	for all subsequent years is <b>required</b> up until 1 of the most recent			
	3 years of history.			

Drop-Down				
List Title	Action			
NAP	Select source of the <b>price</b> information from the following:			
Average				
Market	• COC's knowledge			
Price Source	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	CHECK ( $\checkmark$ ) to override the price.			
Override				
Override	Enter price.			
NAP Price				
	Note: National Office or State entry only.			
NAP Price	If the National or State Office user overrides the price, users <b>must</b> select the			
Override	source from 1 of the following:			
Source				
	NIFA/CSREES			
	County Agricultural Commissioner's Office			
	• FCIC			
	local markets			
	• NASS			
	• other reliable sources, such as universities, AMS Market News, buyers			
	<ul> <li>prices in similar areas</li> </ul>			
	Rural Development.			

Drop-Down				
List Title	Action			
Direct	Enter price, if available, for the applicable years for all crops, except			
Market	ornamental nursery crops with intended use, "Rootstock (RS)" or "Sets			
Price	(SE)", tropical finfish, mushroom, and floriculture (except seed).			
	<b>Notes:</b> 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 <b>only</b> .			
	If historic data has been entered in any previous years, historic data for all subsequent years is <b>required</b> up until 1 of the most recent 3 years of history.			
	Not a <b>required</b> entry for record approval.			
Direct Market	Select source of the <b>price</b> information from the following:			
Price Source	• 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.			

Drop-Down				
List Title	Action			
Direct Market	CHECK ( $\checkmark$ ) to override the price.			
Price				
Override				
Override	Enter price.			
Direct Market				
Price	Note: National Office or State entry only.			
Direct Market	If the National or State Office user overrides the price, users <b>must</b> select the			
Price	source from 1 of the following:			
Override				
Source	• 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.			

Drop-Down				
List Title	Action			
Organic	Enter the price, if available, for the applicable years for all crops <b>except</b>			
Market	ornamental nursery crops with intended use, "Rootstock (RS)" or "Sets			
Price	(SE)", tropical finfish, mushroom, and floriculture (except seed).			
	<ul> <li>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.</li> <li>State Office entry only.</li> </ul>			
	If historic data has been entered in any previous years, historic data for all subsequent years is <b>required</b> up until 1 of the most recent 3 years of history.			
	Not a <b>required</b> entry for record approval.			
Organic	Select source of the <b>price</b> information from the following:			
Market				
Price Source	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.			

## A Entering Crop Data (Continued)

Drop-Down				
List Title	Action			
Organic	CHECK ( $\checkmark$ ) to override the price.			
Market				
Price				
Override				
Override	Enter the price.			
Organic				
Market	Note: National Office or State entry only.			
Price				
Organic	If the National or State Office user overrides the price, users <b>must</b> select the			
Market	source from 1 of the following:			
Price				
Override	NIFA/CSREES			
Source	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.

# **B** Required Data for Value Loss Crops

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

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

Crop		Туре	Data Required	Data Not Required
Finfish (3000)	<ul> <li>Type</li> <li>Haplochromine Tropical (HAP)</li> <li>Lamprologuine Tropical (LAM)</li> <li>Mbuna Chichlid Tropical (MBU)</li> <li>Tanganyika Tropical (TAN)</li> </ul>		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.
	•	Tropical (TRO)		
		l other Finfish <b>not</b> ted 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.

# **B** Required Data for Value Loss Crops (Continued)
# Par. 20

# 20 NCT Information (Continued)

Crop		Туре	Data Required	Data Not Required
Flowers	All		Unharvested factor, planting	Graduated price
(Floriculture)			period (default "1"), acreage	code, unit of
(7501)	Note:	Flowers with	reporting date (default 9/30 of	measure, prevented
		the intended,	previous crop year),	planted factor, final
		"Seed (SD)"	application closing date	planting date, NAP
		are considered	(default 9/01 of previous	yield, NAP yield
		a yield base	calendar year), and normal	source, average
		crop and <b>must</b>	harvest date (default 9/30 of	market price source,
		have all	crop year).	practice code.
		entries.		
Ginseng	All		Graduated price code, unit of	Prevented planted
(intended use,		~	measure, unharvested factor,	factor, final planting
"Fresh (FH)"	Note:	U	planting period (default "1"),	date, yield, yield
(0089)		the intended,	acreage reporting date (default	· 1
		"Seed (SD)" is	9/30 of previous crop year),	code.
		considered a	application closing date	
		yield base crop	(default 9/01 of previous	
		and <b>must</b> have	calendar year), normal harvest	
		all entries.	date (default 9/30 of crop	
			year), average market price,	
G	A 11		average market price source.	
Grass	All		Unit of measure, unharvested	Graduated price
(intended use "Sod (SO)"	Notes	All other	factor, planting period	code, prevented
(0102)	note:	intended uses,	(default "1"), acreage reporting date (default 9/30 of	planted factor, final
(0102)		except	previous crop year),	planting date, NAP yield, NAP yield
		"Grazing	application closing date	source, practice
		(GZ)" are	(default 9/01 of previous	code.
		(OZ) are considered a	calendar year), normal harvest	
		yield base crop	date (default 9/30 of crop	
		and <b>must</b> have	year), average market price,	
		all entries.	average market price source.	
	<u> </u>	un chunco.	average market price source.	

# **B** Required Data for Value Loss Crops (Continued)

Crop	Туре	Data Required	Data Not Required
Mollusk	All	Graduated price code, unit of measure,	Prevented planted factor,
(3001)		unharvested factor, default planting	final planting date, NAP
		period to "1", acreage reporting date	yield, NAP yield source,
		(default to 9/30 of previous crop year),	practice code.
		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.	
Mushrooms	All	Unharvested factor, planting period	Graduated price code,
(0403)		(default "1"), acreage reporting date	unit of measure,
		(default 9/30 of previous crop year),	prevented planted factor,
		application closing date (default 9/01 of	final planting date, NAP
		previous calendar year), normal harvest	yield, NAP yield source,
		date (default 9/30 of crop year).	average market price,
			average market price
			source, practice code.
Nursery	All	Unharvested factor for Container	Price, unit of measure,
(Ornamental)		100 percent, unharvested factor for Field	prevented planted factor,
(1010)		Grown 75 percent, planting period	final planting date, NAP
		(default "1"), acreage reporting date	yield, NAP yield source,
		(default 9/30 of previous crop year),	average market price,
		application closing date (default 9/01 of	average market price
		previous calendar year), normal harvest	source, practice code.
<u> </u>	A 11	date (default 9/30 of crop year).	
Crops with	All	Unharvested factor, planting period	Graduated price code,
intended use,		(default "1"), acreage reporting date	unit of measure,
"Root Stock		(default 9/30 of previous crop year),	prevented planted factor,
(RS)" and		application closing date (default 9/01 of	final planting date, NAP
"Sets (SE)"		previous calendar year), normal harvest data (default $0/20$ of area year)	yield, NAP yield source,
		date (default 9/30 of crop year).	average market price,
			average market price
			source, practice code.

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

# C Error Message Screen (Continued)

Error Message	Explanation or Action Required
Historical prices need to be entered in	See subparagraph 16 D.
consecutive years.	
Historical prices need to be entered	See subparagraph 16 D.
through the most recent <b>required</b> year.	
Historical yields need to be entered in	See subparagraph 16 D.
consecutive years.	
Historical yields need to be entered	See subparagraph 16 D.
through the most recent year.	
If the Approved indicator is selected, the	CLICK "N" for National, "S" for State, or "C"
Level of Approval is <b>required</b> .	for county. Must select a level of approval.
If the Level of Approval is selected, the	CLICK "Yes" or "No". Must select an
Approved indicator is <b>required</b> .	approval indicator.
Must select at least 1 criteria field.	Selection criteria <b>must</b> be entered in 1 or more
	fields.
Override price is <b>not</b> allowed on value	Many value loss crops do <b>not</b> require a price
loss crops.	(subparagraph A and 1-NAP (Rev. 2),
	paragraphs 901 through 908.
Override yield is <b>not</b> 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 <b>must</b> be zero	See subparagraph A.
for value loss crops or crops in tropical	
regions.	
Record addition or modification will	Warning message only. If added or changed,
result in updates to existing records.	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 <b>not</b> approved for NAP eligibility.
	See paragraph 11, subparagraph 22 G, and
	1-NAP (Rev. 2), subparagraphs 200 G.

# C Error Message Screen (Continued)

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

# C Error Message Screen (Continued)

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

### 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.

NCI Menu NCT Main Menu	Program Year 2015 - Reports - Report Selection
Program Year 2015 Main Menu Add New Record(s) Search/Modify Records Mass Update Records Mass Approve Records Mass Approval Reset Reports	NAP Approved Crop Records Report NAP Unapproved Crop Records Report Detail Report History Report Unit of Measure Report No Pay Group Report
	Main Menu
	NCT10 Last Modified: 7/7/2011

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

Back

Export to PDF

• "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.

Export to CSV

### A Report Options (Continued)

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



The report will open in Microsoft Excel.

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1	2010 Natio	nal Crop Table															
2	Detail Rep	ort															
3																	
4	State	County	Crop Name	Crop Code	Crop Type		Graduated Price Code		Practice	Planting Period		Unit of Measure	Yield	Price	Prevented Planting Factor	Unharvested Factor	Anim
5	New York	Cayuga	PEACHES		CLI	FH			N		1 N	BU	148	3 1		0.7	
6	New York	Cayuga	PEACHES	34	FRE	FH			N		1 N	BU	148	3 1	5 (	0.7	4
7	New York	Cayuga	PEACHES	34	SCE	FH			N		1 N	BU	148	3 1	5 (	0.7	4
8	New York	Cayuga	PEACHES	34	SCL	FH			N		1 N	BU	148	3 1	5 (	0.7	4
9	New York	Cayuga	PEACHES	34	SCP	FH			N		1 N	BU	148	3 1	5 (	0.7	4
10	New York	Cayuga	PEACHES	34	SCX	FH			N		1 N	BU	148	3 1	5 (	0.7	4
11	New York	Chautauqua	PEACHES	34	FRE	FH			N		1 N	BU	148	3 1	5 (	0.7	4
12	New York	Columbia	PEACHES	34	CLI	FH			N		1 Y	BU	148	3 1	5 (	0.7	4
13	New York	Columbia	PEACHES	34	FRE	FH			N		1 Y	BU	148	3 1	5 (	0.7	4
14	New York	Dutchess	PEACHES	34	I CLI	FH			N		1 Y	BU	148	3 1	5 (	0.7	4
15	New York	Greene	PEACHES	34	L CLI	FH			N		1 N	BU	148	3 1	5 (	0.7	4
16	New York	Greene	PEACHES	34	FRE	FH			N		1 N	BU	148	3 1	5 (	0.7	4
17	New York	Monroe	PEACHES	34	CLI	FH			N		1 N	BU	148	3 1	5 (	0.7	4
18	New York	Monroe	PEACHES	34	FRE	FH			N		1 N	BU	148	3 1	5 (	0.7	4
19	New York	Ontario	PEACHES	34	I CLI	FH			N		1 N	BU	148			0.7	4
20	New York	Ontario	PEACHES	34	FRE	FH			N		1 N	BU	148	3 1	5 (	0.7	4
21	New York	Ontario	PEACHES	34	SCE	FH			N		1 N	BU	148			0.7	4
22	New York	Ontario	PEACHES	34	SCL	FH			N	1	1 N	BU	148	3 1	5 (	0.7	4

#### A Report Options (Continued)

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

- CLICK "<sup>6</sup> (Office Button)
- select the arrow next to "Save As..."
- select "Excel Workbook".



## 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".

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8	New York		PEACHES		4 SCL	FH			N		1 N	BU	40			6 0		.74	0
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	New York		PEACHES		4 CLI	FH			N		1 N	BU	48			6 0		.74	0
	New York		PEACHES		4 FRE	FH			N		1 N	BU	48			6 0		.74	0
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## **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.

	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	P	Q
1	2010 Natio	nal Crop Ta	able														
2	Detail Rep	ort															
3																	
4	State	County	Crop Name	Crop Code	Crop Type	Intended e Use	Graduated Price Code	Crushing District	Practice	Planting Period	Insurable	Unit of Measure	Pounds Per Unit of Measure	NAP CEY	Price	Prevented Planting Factor	Payment Factor
5	New York		PEACHES		4 CLI	Sort								?	16		0.74
6	New York		PEACHES		4 FRE	0011	2211.63								16		
7	New York		PEACHES		4 SCE	Add	Level X D	elete Level	Copy Le	vel 😭	Options		My dat	a has headers	16		
8	New York	Cayuga	PEACHES		4 SCL	<u> </u>									16		
9	New York	Cayuga	PEACHES		4 SCP	Column			Sort On			Order			16		
10	New York		PEACHES		4 SCX	Sort by	Crop Type	~	Values		V	A to Z		v	16		
11			PEACHES		4 FRE	Then by	County	V	Values		~	A to Z		×	16		
12			PEACHES		4 CLI						*	A 10 2		Y	16		
13			PEACHES		4 FRE		County Crop Name		~						16		
14			PEACHES		4 CLI		Crop Code								16		
15	New York		PEACHES		4 CLI		Crop Type								16		
16	New York		PEACHES		4 FRE		Intended Use Graduated Pri								16		
17	New York	Monroe	PEACHES		4 CLI		Crushing Distr								16		
18	New York	Monroe	PEACHES		4 FRE		Practice		-						16		
19	New York		PEACHES		4 CLI		Planting Perior Insurable	d					OK	Cancel	16		
20	New York		PEACHES		4 FRE	-	Unit of Measu	re				_			16		
21	New York		PEACHES		4 SCE	FH	Pounds Per Ur	nit of Measur	< N		1 N	BU	48	1			
22	New York		PEACHES		4 SCL	FH			N		1 N	BU	48		16		
23	New York	Ontario	PEACHES	3	4 SCP	FH			N		1 N	BU	48	3 148	16	6 (	0.74

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

1	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	Р	Q
1	2010 Natio	nal Crop Ta	able														
2	Detail Rep	ort															
3																	
4	State	County		Crop Code	Crop	Intend Type Use	ed 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		I N	BU	48	148			0.74
6	New York	Columbia	PEACHES		34 CLI	FH			N	1	I Y	BU	48	148	16	0	0.74
7	New York	Dutchess	PEACHES		34 CLI	FH			N	1	I Y	BU	48	148	16	0	0.74
8	New York	Greene	PEACHES		34 CLI	FH			N	1	I N	BU	48	148	16	(	0.74
9	New York	Monroe	PEACHES		34 CLI	FH			N		I N	BU	48	148			0.74
10	New York	Ontario	PEACHES		34 CLI	FH			N		I N	BU	48	148	16	0	0.74
11	New York	Orange / F	PEACHES		4 CLI	FH			N	1	I N	BU	48	148	16	(	0.74
12	New York	Orleans	PEACHES		34 CLI	FH			N	1	I Y	BU	48	148	16	(	0.74
13	New York	Rensselae	PEACHES		34 CLI	FH			N		I N	BU	48	148	16	0	0.74
14	New York	Saratoga	PEACHES	1	34 CLI	FH			N	1	I N	BU	48				
15	New York	Schuyler	PEACHES		84 CLI	FH			N	1	I N	BU	48				
16	New York	Suffolk / N	PEACHES		34 CLI	FH			N		I N	BU	48				
17	New York	Ulster	PEACHES		34 CLI	FH			N		IY	BU	48				
18	New York	Wayne	PEACHES		34 CLI	FH			N	1	I N	BU	48				
19	New York	Westches	PEACHES		34 CLI	FH			N		I N	BU	48				
	New York		PEACHES		4 FRE	FH			N		I N	BU	48				
			PEACHES		4 FRE	FH			N		I N	BU	48				
22	New York	Columbia	PEACHES		34 FRE	FH			N	1	ΙY	BU	48		16	(	
23	New York	Greene	PEACHES		4 FRE	FH			N	1	I N	BU	48	148	16	0	
24	New York	Monroe	PEACHES	8	4 FRE	FH			N	1	I N	BU	48	148	16	(	0.74

## 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".

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4 State	County	Crop Name	Crop Code	Crop Type	Intended Use	Graduated Price Code		Practice	Planting		Unit of Measure	Yield	Price	Prevented Planting Factor	Unharvested Factor	Anim
New Y	ork Cayuga	PEACHES	34	L CLI	FH			N		1 N	BU	148	16	5 (	0.7	4
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7 New Y		PEACHES	34	SCE	FH			N		1 N	BU	148	16	5 0	0.7	4
New Y	ork Cayuga	PEACHES	34	SCL	FH			N		1 N	BU	148	16	5 0	0.7	4
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1 New Y	ork Chautauqua	PEACHES	34	FRE	FH			N		1 N	BU	148	16	5 (	0.7	4
2 New Y	ork Columbia	PEACHES	34	I CLI	FH			N		1 Y	BU	148	16	5 0	0.7	4
3 New Y	ork Columbia	PEACHES	34	FRE	FH			N		1 Y	BU	148	16	5 (	0.7	4
4 New Y	ork Dutchess	PEACHES	34	I CLI	FH			N		1 Y	BU	148	16	5 (	0.7	4
5 New Y	ork Greene	PEACHES	34	I CLI	FH			N		1 N	BU	148	16	5 0	0.7	4
6 New Y	ork Greene	PEACHES	34	FRE	FH			N		1 N	BU	148	16	5 0	0.7	4
7 New Y	ork Monroe	PEACHES	34	CLI	FH			N		1 N	BU	148	16	5 0	0.7	4
8 New Y	ork Monroe	PEACHES	34	FRE	FH			N		1 N	BU	148	16	5 0	0.7	4
9 New Y	ork Ontario	PEACHES	34	I CLI	FH			N		1 N	BU	148	16	5 (	0.7	4
0 New Y	ork Ontario	PEACHES	34	FRE	FH			N		1 N	BU	148	16	5 (	0.7	4
1 New Y	ork Ontario	PEACHES	34	SCE	FH			N		1 N	BU	148	16	5 0	0.7	4

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

4	A	В		С	D		E	F	G	Н	1	J	K	L	М	N		0	5	р
1	2010 National C	rop Table																		
2	Detail Report																			
3																				
4	State 💌	County	Cri	me 💽	Crop Code	Cro	р Тур 💌		Graduated Price Cod •	0	Practice	Planting Period		Unit of Measur 🔻	Yield	<ul> <li>Price</li> </ul>	•	Prevented Planting Factor	d Unharv Factor	vested
5	New York	Cayuga 2	475	ort A to	Z			FH			N		1 N	BU	1	48	16		0	0.74
6	New York	Cayuga Z		ort Z to				FH			N		1 N	BU	1	48	16		0	0.74
7	New York	Cayuga		ort by C				FH			N		1 N	BU	1	48	16		0	0.74
8	New York	Cayuga			er From "Ci	on Tuna"		FH			N		1 N	BU	1	48	16		0	0.74
9	New York	Cayuga		ilter by (		oh iðhe	2	FH			N		1 N	BU	1	48	16		0	0.74
10	New York	Cayuga						FH			N		1 N	BU	1	48	16		0	0.74
11	New York	Chautauqua	1	ext <u>Filte</u>	rs		×	FH			N		1 N	BU	1	48	16		0	0.74
12	New York	Columbia			elect All)			FH			N		1 Y	BU	1	48	16		0	0.74
13	New York	Columbia						FH			N		1 Y	BU	1	48	16		0	0.74
14	New York	Dutchess		SC				FH			N		1 Y	BU	1	48	16		0	0.74
15	New York	Greene		SC	L			FH			N		1 N	BU	1	48	16		0	0.74
16	New York	Greene		SC				FH			N		1 N	BU	1	48	16		0	0.74
17	New York	Monroe		SC	X			FH			N		1 N	BU	1	48	16		0	0.74
18	New York	Monroe						FH			N		1 N	BU	1	48	16		0	0.74
19	New York	Ontario						FH			N		1 N	BU	1	48	16		0	0.74
20	New York	Ontario		_		_	_	FH			N		1 N	BU	1	48	16		0	0.74
21	New York	Ontario			OK	Ca	ncel	FH			N		1 N	BU	1	48	16		0	0.74
22	New York	Ontario	-				.:	FH			N		1 N	BU	1	48	16		0	0.74
23	New York	Ontario	PE	ACHES		34 SCP	)	FH			N		1 N	BU	1	48	16		0	0.74
24	New York	Ontario	PE	ACHES		34 SCX	(	FH			N		1 N	BU	1	48	16		0	0.74
25	New York	Orange / Rockland	PE	ACHES		34 CLI		FH			N		1 N	BU	1	48	16		0	0.74
26	New York	Orange / Rockland	PE	ACHES		34 FRE		FH			N		1 N	BU	1	48	16		0	0.74
27	New York	Orleans	PE	ACHES		34 CLI		FH			N		1 Y	BU	1	48	16		0	0.74

#### **B** Detail Report

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

- from the Program Year Main Menu, CLICK "Reports"
- from the Program Year Reports Reports Selection Screen, CLICK "Detail Report".

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

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

NCT Menu	Program Year 2	015 - Detail Rep	ort - I	Repor	rt Crit	eria		
NCT Main Menu								
Program Year 2015		State:	California	1		•		
Main Menu		County:	Glenn (02	21)	•			
Add New Record(s)		-		,				
Search/Modify Records		Crop:		_				•
Mass Update Records		Crop Type:	•	·				
Mass Approve Records		Intended Use:	•					
Mass Approval Reset Reports		Practice:		-				
Reports		Planting Period:	-					
		-		1				
		Graduated Price:						
	(	Crushing District:	-					
		NAP Pay Crop:	-					
		NAP Pay Type:	•					
		10.4 FG/ 19PC						
				Search	Clear	Back	Main Me <b>n</b> u	u
	NCT8 Last Modified: 7/7/2011							

# **B** Detail Report (Continued)

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

	COV																
Export to PDF Export to	CSV																
					201	5 Natio	onal Cr	ор Т	able	0							
						Det	ail Rep	ort									~
					1												- L
				20		GINS	ENG (00	89)	1		21 101		90 - 18	207	4 2 4	e: 14	22
County	Стор Тур <del>е</del>	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price	AP Pric	e NAP CEY Source	NAP CE Overrid	e Crop Type	RMA Crop	RMA Practice
	Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Par UOM	Final Plan		•	Normal Ha	irvest Date	Ар	plication Closing	Date Ac	reage Reportin	g Date Re	eord atus
	Certified Oroa Yield Factor		Hid Transition	al Organic Factor	Transitional Organic Yield		Organic Marke Source	t Price	Direct Market Pric	1	Aarikot Prico B	A. 1992.			1		-
Glenn	BLK 0.0000	0.1000	N	N	01 N	SQY	N			0.0000	V2015	N	0.00 09/01/2014	N	0102 003		R
												- <sup>20</sup> 1					
· · · · · · · · · · · · · · · · · · ·				_		HON	NEY (119	90)									- 22
County	Crop Type	intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price 1 Source	AP Pric	e NAP NAP CEY	NAP CE Overrid	Y Pav Pav Crop Type	RMA Crop Typ	Practice
		Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounda Par UOM	Final Plant		·	Normal Ha	irvest Date	Ap	plication Closing	Date Ac	reage Reportin	g Date St	stus
	Certified Orda Yield Factor		aid Transition Yield	Factor	Transitional Organic Yield	Price	Organic Marke Source	9	Direct Market Pric	1	Aarket Price S	AL N 1913	Im		1		
Siens	0.8000	TB 0.8500	N	O N	01 N	LBS	N	0.0	°	0.0000	/2015	N	0.00	N	1190 001 01/02/2015		R
						BBU	NES (00	96)	<u>.</u>								
			Graduated		Planting	Linit of	-	Animai	Grazing	NAP	NAP Price	AP Pric	NAP NAP CEY	NAP CE	Y Pay Pay	RMA RM	RMA
County	Crop Type Prevented	Intended Use	Price Code	Practice NAP State	Planting Period	Measure	Insurable	Acres	Days	Market Price	Source	Override	e CEY Source	NA <sup>2</sup> CE Override		Crop Typ	Practice
		Unharvested Payment Factor	Approved	Approved	Approved	Pounds Par UOM	Final Plant		···	Normal Ha	irvest Date	AP	plication Closing	Date Ac	reage Reportin	g Date St	atus
	Certified Organ Yield Factor	nic Certified Organic Yie	aid Yield	al Organic Factor	Transitional Organic Yield	Market Price	Organic Marke Source	t Price	Direct Market Pric	Direct N	Aarket Price S	eonua					
Glenn		FH		1	01	TON	N	0.0	0	0.0000		N	0.0	N	0086 001		
	0.0000	0.7400	N	N	N					09/15	V2015		12/15/2014		07/15/2015		R
						RAIS	SINS (00	37)									
County	Сгор Туре	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price	AP Pric	e NAP NAP CEY Source	NAP CE Override	Y Pav Pav Crop Type	RMA RM Crop Typ	RMA Practice
	Prevented Planting Factor	Unharvested Payment Factor	NAP County Approved	NAP State Approved	NAP National Approved	Pounds Per UOM	Final Plant	ting Date		Normal Ha	rvest Date	Ap	plication Closing	Date Ac	reage Reportin	g Date Re	cord atus
	Certified Oroa Yield Factor	nic Certified Organic ?is	aid Transition Yield	al Organic Factor	Transitional Organic Yield		Organic Marke Source	t Price	Direct Market Pric		Market Price S						
Gienn	0.0000	0.0200	N	I N	01 N	BU 130.00	N			175.0000	CAL //2015	N	09/30/2015	N	0037 001		5
						0.0000			0.0000					_			
						SUNFLO	OWERS	(0078	3)					-			
County	Crop Type	Intended Use	Graduated Price Code	Practice	Planting Period	Unit of Measure	Insurable	Animal Acres	Grazing Days	NAP Market Price	NAP Price I Source	AP Pric	e NAP NAP CEY Source	NAP CE Overridi	Y Pay Crop Type	RMA RM Crop Typ	RMA Practice
		Unharvested Payment Factor	NAP County Approved	NAP State Approved	Appioved	Pounds Per UOM	Final Plant			Normal Ha	rvest Date	Ap	plication Closing	Date Ac	reage Reportin	g Date St	eord atus
	Certified Organ Yield Factor		Hid Yield	al Organic Factor	Transitional Organic Yield	Organic Market Price	Organic Marke Source	t Price	Direct Market Pric		Aarket Price S	electron and	Int				
Glenn	0.5200	SD 0.8900	N	N	01 N	LBS	N 05/15/	2015		0.0000	V2015	N	0.00 03/01/2015	N	0078 002		R
							EAT (001	-		NAD							
County	Crop Type Prevented	Intended Use Unharvested	Graduated Price Code NAP County	Practice NAP State	Planting Period	Unit of Measure Pounds Per	Insurable	Animal Acres	Grazing	NAP Market Price		LAP Pric		NA <sup>2</sup> CE Override		RMA RM Crop Typ	-
		Payment Factor	Approved	Approved	Approved	UOM	Final Plant		-17	Normal Ha		2	plication Closing	Date Ac	reage Reportin	g Date St	cord atus
Gienn	Certified Orda Yield Factor	nic Certified Organic Yie	Transition Pid Yield	Factor	Transitional Organic Yield	Organic Market Price	Organic Marke Source		Direct Market Pric	Direct N	Aarket Price S	eonno N	0.00	N	0011 002		1
	0.0000	0.7000	N	N	N		100 U	14		06/14	V2015		06/14/2015	Ĩ	06/14/2015		R

See subparagraph A for report viewing and exporting options.

#### 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**".

NCI Menu	Program Year	2015 - History Re	port - I	Report C	riteria	
NCT Main Menu						
Program Year 2015 Main Menu		State:	Florida		•	
Add New Record(s)		County:	Bradford (0	07) 🔻		
Search/Modify Records		Crop:		,		•
Mass Update Records						-
Mass Approve Records		Crop Type:	<b></b>			
Mass Approval Reset		Intended Use:	•			
Reports		Practice:		•		
		Planting Period:	•			
		Graduated Price:	<b>_</b>			
		Crushing District:				
		NAP Pay Crop:	-			
		NAP Pay Type:	-			
				Search	ar Back	Main Menu
	NCT8					
	Last Modified: 7/7/2011					

### C History Report (Continued)

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

						20			rop Table				_
							Hist	tory Re	port				
Florida													
BEANS (0047)													
County		Туре	Int	Use	Gradua		ractice	PP	UofM	PayCrop	р РауТуре	Insurable	PP
Bradford		GRN		-H	Price C	ode	l	01	BU	0047	001	N	Factor 0.3000
biadroid	2009		009	20	10	2011		012	2013	2013	Price or Yield	Override	So
Average Price	17.5800		.8700	15.8	10	15.8700		8700	2010	2010	0.0000	N	
Average Price Source	NAS		NAS	NA		NAS	_	AS		8	0.0000		
Organic Price		-		1.0	1000	14.65				1		N	
Organic Price Source	6			-			-			8			
Direct Price	-	-					+					N	
Direct Price Sorce	í	-		-	-		-						
Yield	267.00	2	17.00	-							0.00	N	
Yield Source	207.00 NAS	2/2	NAS	-			-				0.00	14	
County	1100	Туре		Use	Gradua	ted	ractice	РР	UofM	PayCrop	р РауТуре	Insurable	PP
					Price C	ode	1						Factor
Bradford	2000	GRN	_	-H	10	2044		02	2013 BU	2013	001	N Override	0.3000
August Dalas	2009		.8700	20		2011		012	2013	2013	Price or Yield	Override	So
Average Price				15.0 N/		15.8700 NAS	_	8700 AS			0.0000	N	
Average Price Source Organic Price	-		N/	~	NAS	N	~~			1	N		
		-					-					N	
Organic Price Source		-		-	-		_						
Organic Price Source			_										
Direct Price												N	
Direct Price Sorce													
Yield	509.00	42	27.00								0.00	N	1
Yield Source	NAS	1	NAS			97							
County		Tuno	1.0	Use	Gradua	ted .	ractice	PP	UofM	PayCrop	р РауТуре	Insurable	PP
County		Туре	Int	use	Price C	odc	ractice	PP	UOTM	PayCro	p PayType	Insurable	Factor
County		Туре	Int	Use	Gradua Price C	ode F	ractice	PP	UofM	PayCrop	р РауТуре	Insurable	PP Factor
Bradford		ARG		30				01	SQY	0102	003	N	0.0000
	2009		009	20		2011		012	2013	2013	Price or Yield	Override	Sc
Average Price	1.4175	-	4175	1.4		1.4175		175			0.0000	N	
Average Price Source	RAY	F	RAY	CC	DC	COC	C	oc					
Organic Price												N	
Organic Price Source					1			- i					
Direct Price	)							1				N	
Direct Price Sorce													
Yield											0.00	N	
Yield Source									-				
County		Туре	Int	Use	Gradua Price C	ted F	ractice	PP	UofM	PayCrop	р РауТуре	Insurable	PP Factor
Bradford		BCM	1	50				01	SQY	0102	003	N	0.0000
	2009		009	20	10	2011	2	112	2013	2013	Price or Yield	Override	So
Average Price	1.4175		4175	1.4		1.4175	_	175			0.0000	N	
Average Price Source	RAY		RAY	RA		RAY	_	AY			100000V		
Organic Price			a#5		-		-	the state				N	
Organic Price Source	-	-			-		-			8			
Direct Price	-	-		-	-		-					N	
	2			+						2			
Direct Price Sorce													
Direct Price Sorce Yield							_			1	0.00	N	

#### **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**".

NCI Menu	Program Year 2015 - NA	Р Арр	r Rcds	s - Report Criteria	
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	Crop: Crop Type: Intended Use: Practice: Planting Period: Graduated Price: Crushing District: NAP Pay Crop: NAP Pay Type: NAP Approval Level:	v	<b>•</b>		
	NCT8			Search Clear Back Main I	Menu
	Last Modified: 7/7/2011				

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.

NCI Menu NCT Main Menu	Program Year 201	5 - N	AP Appr Rcd	s - State S	Selection
Program Year 2015 Main Menu	Select up to five (5)	) stat	es to display. than 7,000		al must be no m
Add New Record(s) = Search/Modify Records		Select	,	# of Results	
Mass Update Records			Alabama	3	
Mass Approve Records			Alaska	1	
Mass Approval Reset			American Samoa	1	
Reports			Arkansas	1	
			Florida	69	
			Kansas	1	
		<b>V</b>	North Dakota	4	
	CT11 ast Modified: 7/7/2011				Process Selections

# **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.

DF Exp	ort to CSV	<b>v</b>											
					2015	Natio	nal Crop	Table					
NAP Approved Crop Records Report													
							al Level: I						
Alabama													
Alabama													
ALMONDS (0028)													
County	Сгор Туре	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gra
Autauga				1	01	N	LBS	5.00	5.0000	0.0000	0.2500		
Baldwin				1	01	N	LBS	3.00	5.0000	0.0000	0.2500		
						APPL	ES (0054)						
County	Сгор Туре	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Autauga	COM	FH		- I	01	N	CWT	12.00	15.0433	0.0000	0.6200		
Florida													
	BEANS (0047)												
County	Сгор Туре	Intended Use	Graduated Price Code	Practice	Planting Period	Insur-	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Dade / Monroe	GRN	FH		. 1	01	N	BU	238.00	13.9115	0.3000	0.5800	0.0	
Dade / Monroe	GRN	FH		1	02	N	BU	220.00	13.9115	0.3000	0.5800		
						COR	N (0041)				1		
County	Сгор	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Dade / Monroe	BLU	FH		1	01	N	LBS	231.00	12.0000	0.0000	1.0000		
	0					GINSE	NG (0089)	)			4618.46		2
County	Сгор Туре	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
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	IRS		16 8575	0.000	1 0000		
Dade / Monroe		FH	004		01	N	LBS		17.2525	0.0000	1.0000		_
						GRA	SS (0102)						
County	Сгор Туре	Intended Use	Graduated Price Code	Practice	Planting Period	Insur- able	Unit of Measure	CEY	Price	Prevented Planting Factor	Unharvested Payment	Animal Acres	Gr
Dade / Monroe	ARG	FG		N	01	N	TON	9.00	10.2020	0.7500	0.8000	0.0	
Dade / Monroe	ARG	GZ		N	01	N	AUD		1.4130	0.0000	1.0000	2.0	
Dade / Monroe	ARG	SD		N	01	N	LBS	150.00	14.6655	0.0000	0.8000	0.0	

#### 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**".

NCI Menu	Program Year 2015 - NAP Unappr Rcds - Report Criteria
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	Crop: WATERMELON (0757) Crop Type: COM Intended Use: Practice: Practice: Planting Period: Graduated Price: Crushing District: NAP Pay Crop: NAP Pay Type:
	NAP Unapproval Level: State  Search Clear Back Main Menu NCT8 Last Modified: 7/7/2011

## 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.

than 7,000.	
Select State #	# of Results
Alabama	134
Arizona	9
Arkansas	150
Colorado	17
Connecticut	8
Delaware	6
E 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	245
wirgina -	1
Washington	

## 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.

								20	015 N	ational	Crop T	able					
										ved Cro	Construction of the second		anart				
									•••	proval l							
							r	IAF	unap	provari	Level.	Nationa	ai				
Arizona																	
									WAT	ERMELO	ON (075	7)					
County	Сгор Туре	Int Use	Grad Price Code	Pract	Plant Period	insur- able	иом	CEY	Price	Prev Plant Factor	Unharv Factor	Animal Acres	Grazing Days	Final Planting Date	Normal Harvest Date	Application Clusing Date	Acreage Reporting Da
Cochise	COM	FH		1	D1	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		1	D1	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		1	D1	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		1	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		1	D1	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		1	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		1	91	N	CWI	0.00	0.0000	0.2500	0.6300	0.0	0	03/31/2015	08/31/2015	11/20/2014	0//15/2015
Pinal	COM	FH		4	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		1	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
									WAT	ERMELO	ON (075	7)					
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		Application Closing Date	Acreage Reporting Da
	COM	FH		1	D1	N	CWT	0.00	0.0000	0.4500	0.6600		-	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Adams					01	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Archuleta	COM	FH															07/15/2015
Archuleta Rent	COM COM	FH		1	01	N	CWT	0.00	0 0000	0 4500	0.6800		0	08/10/2015	11/15/2015	03/15/2015	
Archuleta Rest Boulder	COM COM COM	FH FH		i	01 D1	N	CWT	0.00	0.0000	0.4500	0.6600		0	06/10/2015	11/15/2015	03/15/2015	07/15/2015
Archuleta Rest Boulder Crowley	COM COM COM COM	FH FH FH		1	01 01 01	N N	CWT CWT	0.00	0.0000	0.4500	0.6600		0	08/10/2015 08/10/2015	11/15/2015 11/15/2015	03/15/2015 03/15/2015	07/15/2015
Archuleta Rest Boulder Crowley Crowley	COM COM COM COM	FH FH FH SD		1	01 01 01 01	N N N	CWT CWT LBS	0.00 0.00 0.00	0.0000	0.4500 0.4500 0.4500	0.6800 0.6800 0.6800		0 0 0	08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015	07/15/2015 07/15/2015 07/15/2015
Archuleta Rest Boulder Crowley Crowley Deita	COM COM COM COM COM	FH FH FH SD FH		1	01 01 01 01 01	N N N	CWT CWT LBS CWT	0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800		0	06/10/2015 06/10/2015 06/10/2015 06/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/2018 07/15/2018 07/15/2018 07/15/2018
Archuleta Rest Boulder Crowley Crowley Deta Larimer	COM COM COM COM COM COM COM	FH FH SD FH FH		1 1 1 1 1	01 01 01 01 01 01 01	N N N N	CWT CWT LBS CWT CWT	0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/2018 07/15/2018 07/15/2018 07/15/2018 07/15/2018
Archuleta Rest Boulder Crowley Crowley Deta Larimer Logan	COM COM COM COM COM COM COM	FH FH SD FH FH FH		1	01 01 01 01 01 01 01 01	N N N N N	CWT CWT LBS CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0	06/10/2015 06/10/2015 06/10/2015 06/10/2015 06/10/2015 06/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019
Archuleta Rent Boelder Crowley Crowley Deita Larimer Logan Montrose	COM COM COM COM COM COM COM COM	FH FH SD FH FH FH FH FH		1 1 1 1 1	01 01 01 01 01 01 01 01 01	N N N N N N N	CWT CWT LBS CWT CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019
Archuleta Rest Boulder Crowley Crowley Deta Larimer Logan	COM COM COM COM COM COM COM	FH FH SD FH FH FH		1 1 1 1 1	01 01 01 01 01 01 01 01	N N N N N	CWT CWT LBS CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0	06/10/2015 06/10/2015 06/10/2015 06/10/2015 06/10/2015 06/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/201 07/15/201 07/15/201 07/15/201 07/15/201 07/15/201 07/15/201 07/15/201
Archuleta Rest Boilder Crowley Deta Larimer Logan Montrose Morgan Otero	COM COM COM COM COM COM COM COM COM COM	FH FH SD FH FH FH FH FH FH		1 1 1 1 1	01 01 01 01 01 01 01 01 01 01	N N N N N N N N	CWT CWT CWT CWT CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/201 07/15/201 07/15/201 07/15/201 07/15/201 07/15/201 07/15/201 07/15/201 07/15/201
Archuleta Rest Bosider Crowley Crowley Deta Larimer Logan Mostrose Mosgan	COM COM COM COM COM COM COM COM COM	FH FH SD FH FH FH FH FH		1 1 1 1 1 1 1 1	01 01 01 01 01 01 01 01 01 01	N N N N N N N	CWT CWT CWT CWT CWT CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019
Archuleta Rest Bolder Crowley Deta Laimer Logan Mostrose Mosgan Otero Otero	COM COM COM COM COM COM COM COM COM COM	FH FH SD FH FH FH FH FH SD		1 1 1 1 1 1 1 1	n1 01 01 01 01 01 01 01 01 01 01 01	N N N N N N N N	CWT CWT CWT CWT CWT CWT CWT CWT LBS	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0 0 0	08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019 07/15/2019
Archuleta Rest Bolder Crowley Crowley Deta Lairmer Logan Montrose Morgan Otero Otero Provers	COM COM COM COM COM COM COM COM COM COM	FH FH FH FH FH FH FH FH FH FH FH FH		1 1 1 1 1 1 1 1	01 01 01 01 01 01 01 01 01 01 01 01	N N N N N N N N N N N N N N N N N N N	CWT LBS CWT CWT CWT CWT CWT LBS CWT	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500 0.4500	0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800 0.6800		0 0 0 0 0 0 0 0 0 0	08/10/2015 06/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015 08/10/2015	11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015 11/15/2015	03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015 03/15/2015	07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012 07/15/2012

#### **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.

Γ	NCT Menu	Program Year 2015 - UOM Report - Report Criteria
	NCT Main Menu	
	Program Year 2015	State: New York
	Main Menu	State. New York
	Add New Record(s)	
l	Search/Modify Records	Search, Clear Back Main Menu
	Mass Update Records	
	Mass Approve Records	NCT8
	Mass Approval Reset	Last Modified: 7/7/2011

### 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.

Export to PDF Export to 0	.5V					
			2015 Nationa	al Crop Table		
			Unit of Mea	sure Report		
	New York		offic of mou	ouro nopon		
	New York					
	Crop Name	Crop Code	Сгор Туре	Intended Use	Unit of Measure	Pounds Per Unit 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
	SOY BEANS	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

#### 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 CS	SV			
		2015 Nationa No Pay Gro		
	Alabama	No Tay Or		
	Alabama			
	Crop Name	Crop Code	Сгор Туре	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:

- <u>user</u> means State and county FSA employees with Level II eAuthentication access, **except** where specifically noted
- <u>home county</u> 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.

### 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.

Select State, County, and Year				
-	Mississippi - Coahoma 💌			
- Curr	Select Exit NAP			

### C Action

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

- State and county
- year.

CLICK "Select". Main Menu (paragraph 42) will be displayed.

### 42 Main Menu

### A Overview

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

- search for a unit by:
  - producer
  - unit number
- add, edit, or cancel the following:
  - application for coverage
  - approved yield by producer
  - approved yield by unit number
  - application for payment \* \* \*
  - notice of loss
  - supplemental process by producer
  - supplemental process by unit number
  - contract marketing percentage
  - historical marketing percentage
  - direct marketing percentage.
- record, manage, or cancel the following:
  - service fee collections
  - premium collections
- view and/or print the following:
  - application for coverage reports
  - notice of loss reports
  - approved yield reports
  - application for payment reports \* \* \*
  - unit maintenance reports
  - supplemental process reports
  - premium management reports
  - contract marketing percentage
  - historical marketing percentage
  - direct marketing percentage
  - blank application for coverage form
  - blank notice of loss form
  - blank approved yield form
  - blank application for payment 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. \*--

Main Menu		
Year: 2017	State: Florida	County: Dade, Monr
Application for Coverage		Unit Maintenance
Add, Edit, or Can	<u>cel</u>	Search by Producer
Calculate Estimat	ed Premium	Search by Unit Number
<u>Reports</u>		<u>Reports</u>
Notice of Loss		Supplemental Process
Add, Edit, or Can	cel	Search by Producer
Reports		Search by Unit Number
		<u>Reports</u>
Approved Yield	l	
Search by Produc	<u>er</u>	Premium Management
Search by Unit Ni	<u>umber</u>	Search by Producer
Sign Approved Yi	eld	<u>Reports</u>
<u>Reports</u>		
		Notification Center
Marketing Perc	entages	Search by Producer
Add, Edit, or Can	cel CMP/HMP	<u>Reports</u>
Add, Edit, or Can	cel DMP	
<u>Reports</u>		Blank Forms
		Application for Coverage Form
Application for	Payment	Notice of Loss Form
Add, Edit, or Can	<u>cel</u>	Approved Yield Form
Reports		Application for Payment Form

# 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.			
	Supplemental Process			
Search by Producer	SCIMS Customer Search Screen will be displayed.			
Search by Unit Number	Search Supplemental Data 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.			
	Marketing Percentages			
Add, Edit, or Cancel				
CMP/HMP	Search CMP/HMP Screen will be displayed.			
Add, Edit, or Cancel DMP	Search DMP Screen will be displayed.			
Reports	Reports Screen will be displayed.			
Notification Center				
Search by Producer	SCIMS Customer Search Screen will be displayed.			
Reports	Reports Screen will be displayed.			
Application for Payment * * *				
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	Blank CCC-576 (Page 1) will be displayed.			
Approved Yield	Blank CCC-452 will be displayed.			
Application for Payment	Blank CCC-576 (Page 2) will be displayed * * *.			

### 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.

Select State, County, and Year				
State:	Alabama 👻			
County:	Autauga 💌			
Year:	2015 -			
	Select Exit NAP			

### **C** Functionality

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

### **D** Action

Users that process Nationwide Customer Service must:

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

#### 44 State Office Access

### A Requesting Access

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

- provide the National Office with all State employees who are to have access, and include the following:
  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID
- •\*--provide to Todd Pfeifer by e-mail to **todd.pfeifer@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.

United States Department of Agriculture Farm Service Agency	SCIMS Customer Search
• •	Help   Contact Us   Exit   Logout of eAuth
Please Select A Customer	
Location	
State:	County:
ALABAMA	ALL COUNTIES 💌
Service Center (Optional):	
ALL SERVICE CENTERS	•
Service Center Details	National Search: 🔲
Type ○ Individual ○ Business ◎ Both ◎ Active ○ Active and Inactive	Name  Starts With  Exact Match Last or Business:  First:
Tax ID	Other
ID: ID Type: SELECT ONE	Common Name: Zip Code: Phone No:
Search	Reset Cancel
Screen ID: SCIMS-Search-Web-01 Last Modified: 06/28/2013	Back to Top ^

### A Overview

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

### **B** Example of the Calculate Estimated Premium Screen

Following is an example of the Calculate Estimated Premium Screen.

Calculate Estimated Prem	nium					
Producer: PRODUCER, ANY 1						
State Country Mississiani Cou		Maran 0010	-			
State-County: Mississippi-Coa	ahoma 💌	Year: 201	<b>b</b>			
Limited Resource, Socially Dis Farmer/Rancher?	advantage	d, and/or a	Beginning	Yes	No	
[ Add Crop						
Crop:			-			
Crop Type:	•					
Intended Use:	•					
Practice:	•					
Planting Period:	-					
	Add Crop	)				
Yield Based Crops						
Сгор	Producer Share	Acres	APH/CEY	Market Price		
APPLES, COMMON, Fresh, Non- Irrig, 01, Conventional, 100%	50.00%	10.00	2968	\$.1800	Î	
Dollar Value Based Crops						
Сгор		Producer Share	Doll	ar Value		
CHRISTMAS TREES, DOUGLAS, Free	sh, 01	100.00%	\$15	0,000.00	î	
	Estimate P	Premium				
## 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.

Add Crop	
Crop:	•
Crop Type:	
Intended Use:	
Practice:	
Planting Period:	
Graduated Price:	
Producer Share:	%
Dollar Value:	
	Add Crop

## C "Add Crop" Section (Continued)

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

r Add Crop -		
Add Crop -		
	Crop:	
	Crop Type:	
	Intended Use:	•
	Practice:	
	Planting Period:	
	Producer Share:	%
	Dollar Value:	
		Add Crop

## **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	the producer selected on SCIMS Customer	
	user	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	CHECK ( $\checkmark$ ) "Yes" or "No", to indicate whether producer		
Disadvantaged, and/or	meets the criteria for being a limited resource, SDA, and/or		
Beginning Farmer/Rancher?	beginning farme	er/rancher. CCC-860 <b>must</b> be on file.	

<b>Field/Button</b>	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.

# **D** Field Descriptions and Actions (Continued)

<b>Field/Button</b>	Description		
	Add Crop – Yield Based Crops (Continued)		
APH/CEY	<ul> <li>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.</li> <li>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.</li> </ul>		
	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	<ul> <li>approved yield applicable to the certified organic acreage, and/or</li> </ul>	
		• certified organic yield from NCT, and/or	
		• CEY from NCT.	
	direct	<ul><li>approved yield applicable to the acreage, and/or</li><li>CEY from NCT.</li></ul>	
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 " <b>Add Crop</b> " 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.		

# **D** Field Descriptions and Actions (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.	

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## Par. 61

# 61 Calculate Estimated Premium Screen (Continued)

<b>Field/Button</b>	Description			
A	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.			
Сгор Туре	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.			

# **D** Field Descriptions and Actions (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 C	rop" block will be displayed.		
Acres	Acres entered in the "Add Crop" bloc	k 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 C	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	After all crops are added to the Yield Based Crops and Dollar Value			
Premium	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				: 12/24/2014				
County: Coahoma				me: 10:25:54				
Year: 2015	NAP Estimated Premium Report Pa			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,	2968	\$.1800	65/100	5.25%	\$18.2309	50.00%	10.00	\$91.00
Conventional, 100%			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	/alue	Coverage Level	Premium Factor	\$	Share	Premium Amount
CHRISTMAS TREES, DOUGLAS, Fresh, 01		\$150.00	00.00	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 p	remium(s): visit	YOUR ESA COU	untu Office to a	pply				

## 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
- •\*--access Coverage Report.--\*

#### **B** Example of Search Application for Coverage Screen

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

Search Application for Coverage			
Year: 2015 State: Mississippi	: 2015 State: Mississippi		
Add/Search			
Producer	Status	Action	
PRODUCER, ANY A TOMATOES, HYBRID (HYB), Fresh (FH), 01 WATERMELON, ICE BOX/SUGAR BABIES (SUG), Fresh (FH), 01 <u>Summary of Coverage</u> <u>Coverage Report</u>	Signed by Producer	<u>View/Print</u> <u>Edit</u>	
PRODUCER, ANY B BEANS, BUTTER (BUT), Fresh (FH), 01 CANTALOUPES, Fresh (FH), 01 CUCUMBERS, COMMON (COM), Fresh (FH), 01 total 13 crops Summary of Coverage	Canceled	<u>View/Print</u> <u>Reactivate</u> <u>Service Fee</u>	
Add/Search NAP Main Menu			

## 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 "Coverage Report". The Producer Application for Coverage Summary Report will be displayed. See paragraph 106 for additional information on the Producer Application for Coverage Summary Report. The Coverage Report link will only be displayed when applicable.

To print a Summary of Coverage for an existing CCC-471, CLICK "Summary of Coverage". The Summary of Coverage will be displayed. See paragraph 108 for additional information on the Summary of Coverage. The Summary of Coverage link will only be displayed when applicable.--\*

## **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.

## **D** Status (Continued)

"**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.

United States Department of Agriculture Farm Service Agency	SCIMS Customer Search
Scims Search Home   About	Scims Search   Help   Contact Us   Exit   Logout of eAuth
Please Select A Customer	
Location	
State:	County:
MISSISSIPPI	СОАНОМА -
Service Center (Optional):	
ALL SERVICE CENTERS -	
Service Center Details	National Search:
	Name
Туре	Starts With  Exact Match
Individual Business Both	Last or Business: Producer
Active  Active and Inactive	First:
Tax ID	Other
ID:	Common Name:
ID Type: SELECT ONE -	Zip Code:
Whole ID      Last 4 Digits	Phone No:
Sea	rch Reset Cancel

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.--\*

### 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.

#### **B** Example of Subsidiary Status Screen

Following is an example of the Subsidiary Status Screen.

Subsidiary St	atus					
Year: 2015	State: Florida	County: Dade, Monroe				
Producer: PRODUCER, ANY 1						
• AD 1026 C	<ul> <li>This producer has the following invalid eligibility determination(s):</li> <li>AD 1026 Certification Status / Not Filed</li> <li>AGI Commodity Program Determination / Not Filed</li> </ul>					
	Continue with Application for Coverag	Cancel				

## 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.--\*

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

#### \*--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.

ear: 2015 State: Mis roducer: PRODUCER, ANY 1	ssissippi		C	ounty: Coah
rops				
Crop, Type, Intended Use, Planting Per	iod	Pay Crop	/Туре	Closing Date
BEANS, GREEN(GRN), Fresh	(FH), 01	0047/001		12/30/2014
BEANS, GREEN(GRN), Proce	essed(PR), 01	0047/001		03/30/2015
CORN, AMYLOSE(AMY), Gra Crop is missing State or National	ain(GR), 01 Approval in NCT.	0041/001		09/30/2014
Add (	Add Selec		rt	
elected Crops				
Crop, Type, ntended Use, Planting Period	Pay Crop/T	уре	Closing Date	Action
ORN, BLUE(BLU), Fresh(FH), 0	1 0041/001		03/30/2015	<u>Delete</u>
EANS, YELLOW EYE(YEY), ry Edible(DE), 01	0047/003		07/30/2015	Delete

## \*--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 Acreag	e Report
Crop	The crop, type, intended use, and planting period from the producer's	Select the check box next to the crop, type, intended use, planting period, pay crop/type,
Type Intended Use	previous year's certified acreage	and closing date to select that crop for
Planting Period	report, and the pay crop/type and	coverage. The crop will be added to the
Pay Crop/Type	application closing date from NCT.	Selected Crops table.
Closing Date		1
	<b>Note:</b> Crops that are not approved in NCT, for the applicable program year, will be disabled from being selected and an	
	error/footnote displayed.	
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 Cro	ps
Crop	Crops selected for coverage.	
Туре		
Intended Use	<b>Note:</b> An asterisk (*) in front of a	
Planting Period	crop means that the crop is not	
Pay Crop/Type	eligible because it is past the	
Closing Date	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 &	Manual selection.	CLICK "Save & Continue" after selecting
Continue		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.

Add Crop no	t on Acreage Report			
Year: 2015	State: Mississippi		County:	Coahoma
Producer: PRO	DUCER, ANY 1			
Crop is ineligit	le because NCT closing	date has passed.		
	Crop Name: CORN			•
	Crop Type: SWEET (S	SWT)	•	
	Intended Use: Fresh (FH	)		
	Planting Period: 01 💌			
	Pay Group: 0041 002			
	Closing Date: 12/30/201	14		
	Crop is missing State or Nat	tional Approval in NCT.		
	Add Crop	Cancel		

**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.
Сгор Туре	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. <b>Note:</b> 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.

	State: Florida	County: Dade, Monro
Producer: PRODUCER	, ANY	
Pay Crop/Type/Planti	ng Period	Coverage Level
BARLEY/001/01		Buy-Up 60/100 💌
* BARLEY/002/01		Buy-Up 65/100 🗨
GRASS/002/01		Basic 50/55

### \*--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	
Туре	selected crops for coverage.	
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.
		<b>Note:</b> 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.--\*

#### 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.

Year: 2015 S Producer: PRODUCEF	tate: North D R, ANY	Jakota		Co	ounty: Burl
Crop, Type, Intended Use, Plantin	g Period	Organic Price	Direct Market Price	HMP Percent	Dollar Value
BEANS, GREEN(GRN), Fresh(FH), 01			<b>V</b>		
BEANS, GREEN(GRN), Processed(PR), 01					
BEANS, GREEN(GRN), Dry Edible(DE), 01					
BEANS, BLACK TURTLE(I Dry Edible(DE), 01	BTU),				
BEANS, YELLOW EYE(YE Dry Edible(DE), 01	Y),				
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

# \*--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	The crop, type, intended use, and planting	
Туре	period of selected crops for coverage.	
Intended Use		
Planting Period	<b>Note:</b> Crops for an intended use of GZ will	
	not be displayed.	
Organic Price	<ul><li>Manual selection.</li><li>Note: This option will not be displayed for value loss crops that do not require or allow a graduated price code.</li></ul>	Select this coverage option if the producer elected to use the "Organic Price" option for the applicable crop being covered.
Direct Market	Manual selection.	Select this coverage option if the
Price	Notes: This option will only be displayed if Buy-Up coverage was selected for this crop's pay group.	producer elected to use the "Direct Market Price" option for the applicable crop being covered.
	This option will <b>not</b> be displayed for value loss crops or crops with an intended use of FG.	
HMP Percent	<ul> <li>Manual selection.</li> <li>Notes: This option will only be displayed if Buy-Up coverage was selected for this crop's pay group.</li> <li>This option will not be displayed for value loss crops or crops with an intended use of FG.</li> </ul>	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	Enter the dollar value of coverage for each value loss crop selected for coverage.
	value loss crops with Buy-Up coverage selected for the crop's pay group and would be a required entry.	
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.

ear: 2015 roducer: PRODUC				
		1ississippi	Cou	unty: Coahoma
LR/SDA/BFR P	roducer			
Is this produce	r a Limited Reso	urce Producer?		Yes 🗵 No
Is this produce	lucer?	Yes 🗵 No		
Is this produce	r a Beginning Fa	rmer/Rancher?		Yes 🗵 No
	<u>Ce</u>	rtification Form	<u>1</u>	
Application Ser	vice Fee			
Producer Paid T	otal: <b>\$500.00</b>			
Submitted	Amount	NRRS Receipt ID	Status	Action
Mississippi - Coa	nhoma, \$500.00	notorpe 10		
04/01/2015	\$500.00	206007	Unscheduled	<u>Cancel</u>
Personal Check, COAHOMA COU	04/01/2015, \$500. NTY FARM SERVICE	00, 41657 AGENCY. MS		
Smaller of: Remaining prod Remaining cour	on Service Fee D lucer maximum se ity maximum servi ication service fee:	rvice fee: \$1,875 ce fee: \$750.00	5.00-\$500.00= <b>\$1,3</b> •\$500.00= <b>\$250.00</b> 00= <b>\$250.00</b>	75.00
Remittance Inf	ormation			
Remittance Office:	COAHOMA COUN	TY FARM SERVIC	E AGENCY, MS 💌	
Remitter:	PRODUCER, ANY	A <u>Select from </u>	<u>SCIMS</u>	
Remittance Type:		- Ch	eck/Item Number:	
Remittance Amount:		Ch	eck/Item Date:	
Amount to ap	oply to Application	n Service Fee:	Save	& Submit
	Save & Contin	ue Edit Crops	Cancel	

# **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	Manual selections.	The dis	splayed value can be
Resource Producer?			lden, if applicable.
Is this producer a Socially	Values are defaulted to the determinations in		
Disadvantaged Producer?	subsidiary for the applicable year.	Note:	Limited resource
Is this producer a			producers must have a
Beginning			completed CCC-860 on
Farmer/Rancher?			file for each applicable
			program year before
			"Yes" is selected.
Certification Form	Manual selection.		K "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		
Amount	reference numbers, and statuses of		
NRRS Receipt ID	previously collected application service fees.		
Status	Notes Constant D Constant		
	<b>Note:</b> See subparagraph D for a list of		
A stiss	statuses and descriptions.		
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	The smaller of the following:		
Fee Due			
	• remaining producer maximum service fee		
	• remaining county maximum service fee		
	• remaining application service fee.		
Remaining producer	The remaining amount the producer can be		
maximum service fee	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	The remaining amount the producer can be		
maximum service fee	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.		

# **C** Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Remaining application	The remaining amount the producer can	
service fee	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	
	l Application Service Fee Due is zero, this s	
Remittance Office	The administrative County Office will be	If the check is being accepted in a
	defaulted. The drop-down list contains	county other than the producer's
	the administrative county and all counties	administrative county, select the
	to which the user is associated.	applicable county from the
		drop-down list.
Remitter	The payer of the application service fee.	If someone other than the applicant is
	Manual selection, defaulted to the	paying for the applicant's service
	applicant. <b>Must</b> be modified when	fees, CLICK "Select from SCIMS" to
	applicant is not the remitter.	select the actual remitter from
Domitton og Tyme	The form of normant received from the	SCIMS. Select the applicable form of
Remittance Type	The form of payment received from the remitter. Required selection if a	payment received from the remitter.
	collection is being submitted by:	payment received from the remitter.
	concerton is being sublinited by.	
	• personal check	
	<ul> <li>cashier's check</li> </ul>	
	money order	
	• multi-party check	
	• wire transfer	
	• cash and coin.	
Check/Item Number	The identifying number associated with	Enter the item number from the
	the payment received from the remitter.	actual payment, such as check
	Required manual entry if a collection is	number.
	being submitted, with the exception of	
	"Cash and Coin".	

--\*

Field/Button	Description	Action
Remittance Amount	Description           The actual amount of the payment	Enter the amount of the actual
Keminance Amount	received from the remitter. Required	payment, such as check amount.
	manual entry if a collection is being	payment, such as check amount.
	submitted.	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
Check/Item Date	The date listed on the payment received	programs). Enter or select the date from the
	from the remitter. Required manual entry or selection if a collection is being	actual payment, such as check date.
	submitted.	<b>Note:</b> Date must be less than or
		equal to the current date.
Amount to apply to	The portion of the remittance amount to	Enter the amount of the remittance to
Application Service Fee	be applied to the application service fee.	be applied to the NAP service fees
	Required manual entry if a collection is being submitted.	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
Canaal	Manual aslastian	displayed. See paragraph 83.
Cancel	Manual selection.	The Application for Coverage
		Summary Screen will be displayed.
		See paragraph 88.

# C Field Descriptions and Actions (Continued)

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## **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.
	<b>Note:</b> 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".
	<b>NRRS</b> (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".
	<b>NRRS (Funded):</b> 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".
	<b>NRRS</b> ( <b>Deleted</b> ): 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 Su	ummary				
• This producer has the following invalid eligibility determination (s): Producer or member is not compliant with adjusted gross income provisions.					
Year: 2015 State: Producer: PRODUCER, ANY A	Mississippi		Cou	nty: Coahoma	
rCrops					
Crops with CCC signature					
Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Coverage Level & Options	Producer Signature	CCC Signature Date	
TOMATOES, HYBRID (HYB), Fresh (FH), 01	0087/002	50/55	01/26/2015 by Paper	05/12/2016	
Eligibility override was set on 05/12, WATERMELON, ICE BOX/SUGAR BABIES (SUG), Fresh (FH), 01	0757/001	50/55	01/26/2015 by Paper	05/12/2016	
Eligibility override was set on 05/12,	/2016				
Crops with no CCC signature					
Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Coverage Level & Options	Closing Date	Producer Signature	
* APPLES, COMMON (COM), Fresh (FH), 01	0054/001	60/100 ODH	11/20/2014		
Edit Crops	Override (	rop Eligibility	(		
Crops with an asterisk(*) are in date has passed or because of u			application	closing	
Application Service Fee					
Is this producer a Limited Reso	urco Broduc	or?		Yes 🗹 No	
Is this producer a Socially Disa				Yes ⊻No	
Is this producer a Beginning Fa	_			Yes ⊻No	
Service Fee Due: \$0.00	Servic	e Fee Rec	<b>eived:</b> \$75	0.00	
	Collect/View F				
Producer Signature					
Signature Type: 🔽 🗸	Signature	Date:			
CCC Representative Signature I	Date ———				
Date:					
Cancellation —					
Do you want to cancel this Appl	ication for (	Coverage?			
Yes Reason:		$\sim$			
Save & Submit Save & Print C	overage Repo	ort Cance	1		
				*	

# \*--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	1			
Crops with CCC Signature					
Crop, Type, Intended Use, Planting Period					
Pay Crop/Type	Notes: "Continuous Coverage" will be				
Coverage Level &	displayed for crops that rolled over from				
Options	the producer's previous year CCC-471.				
Producer Signature	No producer signature is required.				
CCC Signature Date	The producer signature is required.				
CCC Signature Date	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	Crops that are still pending NAP coverage will				
Use, Planting Period	be displayed.				
Pay Crop/Type					
Coverage Level &	<b>Note:</b> Crops with an asterisk (*) are ineligible				
Options	because the NCT application closing				
Closing Date	date has passed.				
Producer Signature					
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.			
		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
Ticha Dutton	Application Service Fee	neuon
Is this producer a Limited	The current status of each	
Resource Producer?	determination, as defaulted or selected	
Is this producer a Socially	on the Application Fee Screen.	
Disadvantaged Producer?	on the ripplication fee Sereen.	
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 type shall only be selected
	signature provided by the producer.	after either of the following occurs:
	Applicable signature types are paper	
	or FAX.	• producer signs and dates CCC-471
	Note: "Continuous Coverage" will be	• FAX with the producer's signature
	displayed for crops that rolled	and date has been received in the
	over from the producer's	County Office.
	previous year CCC-471. No	
	producer signature is required for continuous coverage crops.	
Signature Date	Manual entry of the date the producer	Enter date producer signed CCC-471.
Signature Date	signed or FAXed CCC-471.	Enter date producer signed CCC-4/1.
	CCC Representative Signature	Date
Date	Manual entry or selection.	Enter or select the date CCC
Duite	initial entry of selection.	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	Manual selection.	Check ( $\checkmark$ ) "Yes" to cancel CCC-471.
Application for Coverage?		Concelling CCC 471 does not concel
		Cancelling CCC-471 does not cancel fee collections. County Offices must
		follow instructions in paragraph 87 to
		cancel collections.
Reason	Manual selection. Applicable reasons	Select the reason that CCC-471 is being
	are:	cancelled.
	• application entered in error	
	<ul> <li>withdrawn by producer</li> </ul>	
		<u> </u>

--\*

3-NAP Amend. 2

# \*--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.
*Coverage Report*	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.

Year: 2015	State: Florida	County: Dade, Monroe
Producer: PRODUC	CER, ANY	
Application	for Coverage data has been save	d successfully.
	for Coverage data has been save	
Application f		
Print Unsigne		

# C Link/Button Descriptions

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

Description
CCC-471 will be displayed in a separate window. CCC-471 will
contain only crops that do not contain a producer signature date.
CCC-471 will be displayed in a separate window. CCC-471 will
contain only crops that contain a producer signature date.
The Main Menu will be displayed. See paragraph 42.
CCC-471 will be displayed in a separate window. CCC-471 will
contain both signed and unsigned crops.
The SCIMS Customer Search Screen will be displayed. See
paragraph 81.
The Search Application for Coverage Screen will be displayed.
See paragraph 80.

#### 90-95 (Reserved)

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#### 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.

PRODUCER, ANY	Canceled	View/Print	Reactivate
APPLES, COMMON (COM), Fresh (FH), 01			Refund/Fee

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 Summar	y			
• This producer has the foll AGI Commodity Program Certification Status / Not	Determin			
Year: 2015 State: Florida Producer: PRODUCER, ANY			County:	Dade, Monroe
Crops Crops with CCC signature				
Crop, Type, Intended Use, Planting Period Co	Pay rop/Type	Coverage Level & Options	Producer Signature	CCC Signature Date
*FINFISH, TROPICAL (TRO), Fresh (FH), 01	000/001	65/100 \$8,575.00	02/25/2015 by Paper	02/25/2015
Edit Crops Crops with an asterisk (*) are ineligible has passed.				ate
Application Service Fee				
Is this producer a Limited Resource F	Producer	?		Yes 🗹 No
Is this producer a Socially Disadvant	-			Yes 🗹 No
Is this producer a Beginning Farmer/	Rancher	?		Yes 🗹 No
Service Fee Due: \$(250.00)	Ser	vice Fee R	eceived: \$5	500.00
Colle	ct/View Fee	•		
Cancellation				
Do you want to cancel this Application	n for Cov	erage?		
Yes Reason:		•		
Save & Submit Save & Print Summary of	f 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.--\* •
### 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

Override Crop Eligibility Year: 2015 State: Mississippi County: Coahoma Producer: PRODUCER. ANY CCC Crop, Type, Intended Pav Closing Signature Status Crop/Type **Use, Planting Period** Date Date Eligible ALMONDS, None ,01 02/15/2015 0028/001 09/30/2014 Ineligible Override/Confirm Date: Save & Continue Cancel \_\*

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.

<b>Field/Button</b>	Description	Action
Crop, Type, Intended Use, Planting Period Pay Crop/Type Closing Date CCC Signature Date	The crop, type, intended use, planting period, pay crop/type, application closing date, and CCC signature date of the ineligible crops.	
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. <b>Notes:</b> 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 99/99/99999", 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.

### 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 F	ee			
Year: 2015 Producer: PRODUC	State: Mis CER, ANY E	sissippi	Cou	<b>inty:</b> Coahom
LR/SDA/BFR P	roducer			
Is this produce	r a Limited Resour	ce Producer?		Yes 🗵 No
Is this produce	r a Socially Disadv	antaged Producer?		Yes 🗹 No
Is this produce	r a Beginning Farm	ner/Rancher?		Yes 🗵 No
	Certi	fication Form		
Producer Paid T				
		NRRS Receipt ID	Status	Action
Producer Paid T	otal: <b>\$250.00</b> Amount		Status	Action
Producer Paid T Submitted Mississippi - Coa 03/02/2015	otal: <b>\$250.00</b> Amount homa, <b>\$250.00</b> \$250.00	Receipt ID 178049	<b>Status</b> Pending	Action Cancel
Producer Paid T Submitted Mississippi - Coa 03/02/2015 Personal Check, Actual Applicati Smaller of: Remaining prod Remaining cour	otal: <b>\$250.00</b> Amount homa, \$250.00	Receipt ID 178049 , 12345 e: <b>\$0.00</b> ce fee: \$1,875.00-\$ fee: \$750.00-\$250.	Pending 250.00= <b>\$1,6</b> 2 00= <b>\$500.00</b>	<u>Cancel</u>

#### \*--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, Mon	roe, \$500.00			
01/28/2015	\$250.00		Manual	
02/25/2015	<del>\$250.00</del>	195001	Cancelled	
Personal Check, 02	2/17/2015, \$250.00, 44	44		

**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.

roducer ——			
r a Limited Re	source Producer?	🗆 Ye	s 🗹 No
r a Socially Dis	advantaged Producer?	🗖 Ye	s 🗹 No
r a Beginning	Farmer/Rancher?	🗆 Ye	s 🗹 No
	Certification Form		
vice Fee			
otal: <b>\$750.00</b>	)		
Amount	NRRS Confirmation Number	Status	Action
Monroe, \$750.0	00		
\$500.00		Manual	
\$250.00	191001	Pending	<u>Cancel</u>
, 01/29/2015, \$2	250.00, 65412		
on Service Fee	Due: <b>\$(250.00)</b>		
ucer maximum s	service fee: \$1,875.00-\$750.	\$0.00	0
Is a refun	d authorized?	No	
	r a Socially Dis r a Beginning vice Fee otal: <b>\$750.00</b> Amount Monroe, <b>\$750.0</b> \$500.00 \$250.00 ( <i>Amount</i> ) <i>Amount</i> <i>Monroe, \$750.0</i> ( <i>Amount</i> ) <i>Monroe, \$750.0</i> ( <i>Amount</i> ) <i>Monroe, \$750.0</i> ( <i>Amount</i> ) <i>Amount</i> <i>Monroe, \$750.0</i> ( <i>Amount</i> ) <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Monroe, \$750.0</i> ( <i>Amount</i> ) <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i> <i>Amount</i>	r a Limited Resource Producer? r a Socially Disadvantaged Producer? r a Beginning Farmer/Rancher? <u>Certification Form</u> rvice Fee otal: \$750.00 <u>Amount</u> <u>NRRS</u> <u>Confirmation Number</u> <i>Monroe, \$750.00</i> \$500.00 \$500.00 \$250.00 191001 .01/29/2015, \$250.00, 65412 on Service Fee Due: \$(250.00) ucer maximum service fee: \$1,875.00-\$750.	r a Limited Resource Producer?  Ye  r a Socially Disadvantaged Producer?  Ye  r a Beginning Farmer/Rancher?  Ye  Certification Form  rvice Fee rotal: \$750.00  Amount NRRS Confirmation Number Status Monroe, \$750.00  \$500.00 Manual \$250.00 191001 Pending 01/29/2015, \$250.00, 65412

## 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, Mon	roe, \$500.00			
01/28/2015	\$250.00		Manual	
02/25/2015	\$(250.00)		Manual	
02/25/2015	-\$250.00-	195001	Cancelled	
Personal Check, 0.	2/17/2015, \$250.00, 44	44		

### **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 administrative 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)

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#### **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 Pro		United States Department of Farm Service Agen NAP Application for Co oducer Application For Cover	Date: 02/27/2015 Time: 04:53:12 Page: 1 of 1		
Fee	ducer Name: PRODUCER, ANY Collected: \$ 750.00 ted Resource: N		Crop Ite	ems on Report: 15	
Rec Stat	Сгор	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	
$\vee$	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	
$\vee$	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.

*		
Reports		
<b>Year:</b> 2015	State: Mississippi	County: Coahoma
O CCC Rep Si	gned Crops Report	
O Producer S	igned But Not CCC Repres	entative Signed Crops
<ul> <li>Initiated Cr</li> </ul>	ops Report	
O Pending Creating	ops Report	
○ Canceled R	eport	
O Ineligible C	rops Report	
O Summary o	of Producers with Coverag	e Report
O County Sur	nmary Report	
○ State Sumr	nary Report	
	-	
Start Date:		
C	reate Report NAP Main Me	nu

## **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	Manual	Report will be displayed identifying Applications for
Report	selection.	Coverage that have been signed by the CCC representative.
Producer Signed But Not	Manual	Report will be displayed identifying Applications for
CCC Representative	selection.	Coverage that have been signed by the producer, but have not
Signed Crops		been signed by the CCC representative.
Initiated Crops Report	Manual	Report will be displayed identifying Applications for
	selection.	Coverage that have been entered, but the producer has not signed.
Pending Crops Report	Manual	Report will be displayed identifying Applications for
	selection.	Coverage where the producer has signed, but fees remain to be collected.
Canceled Report	Manual	Report will be displayed identifying Applications for
_	selection.	Coverage that have been canceled.
Ineligible Crops Report	Manual	Report will be displayed identifying, by application, crops
	selection.	that are marked "Ineligible".
Summary of Producers	Manual	Report will be displayed identifying all producers with
with Coverage Report	selection.	Applications for Coverage and the crops that were selected
		for coverage.
* * *	* * *	* * *
County Summary Report	Manual	Report will be displayed with a summary of the status of all
	selection.	Applications for Coverage, by pay group, in the county.
State Summary Report	Manual	Report will be displayed with a summary of the status of all
	selection.	Applications for Coverage, by county and by pay group, in the State.
Start Date	Manual	Enter a start date to limit data displayed on any of the reports.
	entry.	
		Note: Start date is not required.
End Date	Manual	Enter an end date to limit data displayed on any of the
	entry.	reports.
		Note: End date is not required.
Create Report	Manual	Selected report will be displayed.
	selection.	
NAP Main Menu	Manual	Main Menu will be displayed. See paragraph 42.

#### \*--108 Summary of Coverage

#### A Overview

The Summary of Coverage provides a nationwide summary of covered crops and premiums for a producer. There are 2 Summary of Coverage formats:

- CCC-471-SOC (Summary of Coverage long form)
- CCC-471-SOC-EZ (Summary of Coverage short form).

Both formats can be viewed and/or printed by the County Office at any time. The data displayed on the Summary of Coverage printed by the County Office is real-time.

CCC-471-SOC-EZ will be mailed to each producer on a quarterly basis. See subparagraph B for additional information.

#### **B** Bulk Mailing Dates

CCC-471-SOC-EZ is mailed to producers from Kansas City each program year on or about the following dates.

Program Year	Initial Mailing	Second Mailing	Third Mailing	Fourth Mailing	Final Mailing
2015					TBD
2016			TBD	August 1, 2016	November 1, 2016
2017	November 1, 2016	February 1, 2017	May 1, 2017	August 1, 2017	November 1, 2017
2018	November 1, 2017	February 1, 2018	May 1, 2018	August 1, 2018	November 1, 2018

#### C Example of CCC-471-SOC

The following is an example of CCC-471-SOC (Summary of Coverage long form).

CCC-471-SOC				C DEDADT		CULTUR		DECO	DDING COUNT	TV			
PRODUCER INFORMATION								RECORDING COUNTY COAHOMA COUNTY FARM SERVICE AGENCY					
ANY A PRODUCER					y Credit Corpo						ICE AGEN	CY	
PO BOX 1234			NON-IN		OP DISASTE		STAN		N STATE ST - F				
FRIARS POINT, MS 38631-0221					GRAM (NAP				KSDALE, MS 3				
Telephone No.					ARY OF CO				none No. (662)				
This summary of coverage is informational only. It is no has a record of the producer requesting for the unit fo benefits, coverage, payment and premium. THIS IS NOT A BILL FOR PREMIUM: Premium is bille	r the covera	ige yea	ar, it reflects	acreage report	ed to FSA, it rei	flects infor	matio	n submitted to F	SA on the unit ar	nd the impact th	at informati	on has on potential	
Native Sod Conversion Status. Additional service fees	will be billed	i by FS						m a NAP payme	nt due the produc	cer.			
				REPORTED	COVERED	CROPS							
CROP NAME, TYPE, INTENDED USE, IRRIGATION PRACTICE, PLANTING PERIOD/CARRYING CAPACITY (CROP \$TATUSES)			VERAGE LEVEL PTIONS)	72 HOUR NOTICE REQUIRED	APPLICA CLOSIN DATE	NG I	PL	FINAL LANTING DATE	FINAL ACREAGE REPORTING DATE	FINA HARVI DAT	EST	FINAL PRODUCTION REPORTING DATE	
MS, Coahoma, Unit 1794					•								
Beans, Green, FH, N, 01		65	/100 D,H	N	02/01/2	015	05	6/31/2015	12/15/2015	08/15/2	2015	12/15/2016	
Beans, Green, FH, N, 02		5	55/100	N	02/01/2	2015 09/15/2		/15/2015	12/15/2015	11/15/2	2015	12/15/2016	
Beans, Green, PR, N, 02		55/100 D.H		N	02/01/2	02/01/2015 0		/15/2015	07/15/2015	09/30/2	2015	07/15/2016	
Peas, Purple hull, FH, N, 01		55/100 H		N	02/28/2	015	05	5/31/2015	12/15/2015	08/31/2	2015	12/15/2016	
Pecans, Native pecans, N, 01		65/100 D,H		N	02/01/2	015			03/15/2015	01/31/2	2016	03/15/2016	
Peppers, Cavenne, FH, N, 01		6	5/100 H	N	02/01/2	015	06	6/15/2015	12/15/2015	09/30/2	2015	12/15/2016	
Peppers, Cayenne, PR, N, 01		6	5/100 H	N	02/01/2	015	06	6/15/2015	12/15/2015	09/30/2	2015	12/15/2016	
			C	OVERED Y	IELD BASED	CROP	s						
CROP NAME, TYPE, INTENDED USE, IRRIGATION PRACTICE, PLANTING PERIOD (CROP STATUSES)	COVER/ LEVE (OPTIO	L	SHARE <sup>1</sup>	ELIGIBLE PLANTED ACREAGE	ELIGIBLE PREVENTED PLANTED ACREAGE	APPRO YIELI		PRODUCTION GUARANTEE	DIRECT MARKETING %	PRICE PER UNIT	ESTIMATE DOLLAR PER ACR GUARANT	ESTIMATED F PREMIUM	
MS, Coahoma, Unit 1794													
Beans, Green, FH, N, 01	65/100		100.00	4.3000			2600	7267		\$0.7184	\$1,214		
Beans, Green, FH, N, 02	55/10		100.00	2.3000		missir	ng	pending	not applicable	\$0.7184	pending		
Beans, Green, PR, N, 02	55/100		100.00	2.4000		missir		pending	not applicable	\$0.4660	pending		
Peas, Purple hull, FH, N, 01	55/100		100.00	31.0000			917		not applicable	\$0.6090	\$307		
Pecans, Native pecans, N, 01	65/100		100.00	2.1600			333		not applicable	\$1.1167	\$241		
Peppers, Cayenne, FH, N, 01	65/100		100.00	6.1000			3900		not applicable	\$0.3500	\$887		
Peppers, Cayenne, PR, N, 01	65/100	) H	100.00	3.3000		18	2.52	391.51	not applicable	\$17.7500	\$2,105	82 \$182.00	

\_\_\*

С	Example of CCC-471-SOC	(Continued)
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			(	COVERED	YIELD BASED	CROPS					
CROP NAME, TYPE, INTENDED USE, IRRIGATION PRACTICE, PLANTING PERIOD (OPTIONS) (CROP STATUSES)		SHARE <sup>1</sup>	ELIGIBLE PLANTED ACREAGE	ELIGIBLE PREVENTED PLANTED ACREAGE	APPROVED YIELD	PRODUCTION GUARANTEE	DIRECT MARKETING %	PRICE PER UNIT	ESTIMATED DOLLAR PER ACRE GUARANTEE	ESTIMATED PREMIUM	
Radishes, Hybrid, FH, 01		50/55	missing	acreag	e missing	missing	pending	not applicable	pending	pending	not applicable
Squash, Summer squash, FH,	01	50/55	missing	acreag	e missing	missing	pending	not applicable	pending	pending	not applicable
Tomatoes, Hybrid, FH, 01		50/55	missing	acreag	e missing	missing	pending	not applicable	pending	pending	not applicable
Turnips, Hybrid turnip, FH, 01		65/100	missing	acreag	e missing	missing	pending	not applicable	pending	pending	pending
Watermelon, Common, FH, 01		50/55	missing	acreag	e missing	missing	pending	not applicable	pending	pending	not applicable
				AB	BREVIATION	S					
Coverage Options O-Organic Price D-Direct Marketing H-Historical Marketing	Practice Codes I-Irrigated N-Non-irrigated O-Other	Crop Status N-Native So OC-Certified OT-Transitio	d I Organic		Intended Uses FH-Fresh PR-Processed						
		EST	MATED	ATIONWID	E SERVICE	EES AND P	REMIUMS				
	VICE FEES			PREMIUM			REMAINING	ESTIMATED		\$0.00	
Additional Estimated Fees:				Total Estimated Premium: \$725.00				ADDITIONAL FEES REMAINING ESTIMATED			\$449.00
Maximum Service Fees:				Maximum Premium: \$3,281.00 Premium Paid: \$276.00						\$449.00	
Original Fees Paid:				h Paid:			\$276.00				
Additional Fees Paid: Original Fee Receivables:		\$0.00		emium Receivables: \$0.00			LESTIMATE	D	\$449.00		
Additional Fee Receivables:		\$0.00		Premium Receivables: \$0.00			BALANCE DUE			\$110.00	
Payment Fee Reductions:				t Premium R	aductione:		\$0.00	PREMIUM B			5/15/2016
Total Service Fees Paid:				emium Paid:	eductions.			PREMIUM D			6/15/2016
FOOTNOTE(S): <sup>(1)</sup> Share is or The U.S. Department of Agricultur marital or family status. (Not all p contact USDA's TARGET Center a Washington, D.C. 20250-9410 or c	rohibited bases apply at (202) 720-2600 (voi	scrimination in all i to all programs.) P ce and TDD). To fil	ts programs lersons with e a complai	and activities disabilities wh nt of discrimina	o require alterna tion, write USDA	tive means for o , Director, Office	communication of	program informa	tion (Braille, la	rge print, audiot	ape, etc.) should

### **D** Fields/Descriptions on CCC-471-SOC

The following table provides the fields on CCC-471-SOC and descriptions of the information in the fields.

**Notes:** CCC-471-SOC only includes sections that are applicable based on FSA-578 and/or CCC-471.

The word "missing" will be displayed in place of any missing data element (such as Approved Yield) which is required and must be completed before determining or calculating other data elements (such as Estimated Premium).

The word "Pending" will be displayed in place of any data element (such as Estimated Premium) which cannot be determined or calculated because of missing or required data elements (such as Approved Yield)

Field	Description					
	Reported Covered Crops					
Crop Name, Type, Intended	Information available from CARS to include:					
Use, Irrigation Practice,						
Planting Period/Carrying	• crop name					
Capacity (Crop Statuses)	• crop type					
	• intended use					
	irrigation practice					
	• planting period (yield based crops only)					
	• carrying capacity code (grazing crops only)					
	organic status					
	• native sod conversion status.					
Coverage Level (Options)	Producer selected options for production/yield coverage level and					
	price coverage level from CCC-471, items 14-16.					

Field	Description					
72 Hour Notice Required	Includes hand-harvested crops and other crops determined					
	by DAFP. See 1-NAP (Rev. 2), paragraph 576 and the					
	applicable NCT record.					
Application Closing Date	Deadline to file CCC-471, Application for Coverage. See					
	the applicable NCT record.					
Final Planting Date	Last date on which a normal yield could be reasonably					
	expected for the crop. See the applicable NCT record.					
Final Acreage Reporting Date	The established acreage reporting date for the					
	crop/commodity for NAP eligibility. See the applicable					
F III (D)	NCT record.					
Final Harvest Date	Final harvest date established by STC necessary for the					
	crop to mature. See the applicable NCT record.					
Final Production Reporting	Final date established to report production from acreage					
Date	reported on the FSA-578. See the applicable NCT record.					
	Covered Yield Based Crops					
	to crop acreage, honey bee colonies and tree taps) Information available from CARS to include:					
Crop Name, Type, Intended Use, Irrigation Practice,	mornation available from CARS to include.					
Planting Period (Crop						
Statuses)	• crop name					
Statuses)	• crop type					
	• intended use					
	• irrigation practice					
	• planting period (yield based crops only)					
	• organic status					
	native sod conversion status.					
Coverage Level (Options)	Producer selected options for production and/or yield					
	coverage level and price coverage level from CCC-471,					
<u> </u>	items 14-16.					
Share %	Producer's share of the crop as recorded on FSA-578 in					
	CARS.					
	Note: Share is only applicable to the calculated Estimated					
	<b>Note:</b> Share is only applicable to the calculated Estimated Premium.					
Eligible Planted Acreage	Calculated by subtracting:					
Lingible Flamed Acleage	Calculated by subtracting.					
	• producer's reported or determined planted acres					
	recorded on FSA-578 in CARS, minus					
	• ineligible planted acres recorded in SNAPP.					

## **D** Fields/Descriptions on CCC-471-SOC (Continued)

Field	Description					
Eligible Prevented Planted	Calculated by subtracting:					
Acreage						
	• producer's reported or determined prevented planted					
	acres recorded on the FSA-578 in CARS, minus					
A 157'11	• ineligible prevented planted acres recorded in SNAPP.					
Approved Yield	APH-calculated yield for the unit for the specific crop,					
	crop type, irrigated practice, planting period, and native					
Production Guarantee	sod conversion and/or organic status from CCC-452.					
Production Guarantee	Calculated by multiplying:					
	• eligible planted or prevented planted acres, times					
	<ul> <li>Approved Yield, times</li> </ul>					
	<ul> <li>Approved Tried, times</li> <li>Production and/or yield Coverage Level.</li> </ul>					
	• Froduction and/or yield Coverage Level.					
	<b>Note:</b> The Production Guarantee equals 100 percent of					
	the unit acreage and is not reduced by the					
	producer's share of the crop.					
Direct Marketing %	Producer elected the DMP option on CCC-471, item 15					
	and <b>all</b> the following apply:					
	• eligible crop has intended use as FH recorded in					
	CARS					
	• CCC-575, Part I, has been completed for the Direct					
	Marketing Percentage					
	• the Direct Market Price is available on the NCT.					
Price Per Unit	Calculated by multiplying:					
	• price per unit of measure recorded on the NCT times					
	• price per unit of measure recorded on the NCT, times					
	• price coverage level selected by the producer (55% for					
	<ul> <li>price coverage rever selected by the producer (35% for Basic or 100% for Buy-Up) on CCC-471, item 14.</li> </ul>					
	Basic of 100% for Buy-Op) on CCC-471, item 14.					

Field	Description
Estimated Dollar Per Acre	Calculated by multiplying:
Guarantee	Calculated by multiplying.
Guarantee	• price per unit of measure recorded on the NCT, times
	• price coverage level selected by the producer (55% for Basic or 100% for Buy-Up) on the CCC-471, item 14, times
	• approved yield, times
	• production and/or yield coverage level selected by the producer on the CCC-471, item 14.
	<b>Note:</b> The Estimated Dollar Per Acre Guarantee equals 100 percent of the unit acreage and is not reduced by the producer's share of the crop.
Estimated Premium	Only available when Buy-Up option has been selected by the producer on the CCC-471, item 14. Premium calculation is based on the following:
	• certified acreage from CARS, times
	• approved yield, times
	• applicable market price, times
	• coverage level, times
	• producer's share of the crop, times
	• 50 percent (if the producer is a LR, SDA and/or BFR).
	<b>Note:</b> If Basic coverage (50/55) is elected, "n/a" will be displayed.

# D Fields/Descriptions on CCC-471-SOC (Continued)

Field	Description						
Covered Grazing Crops							
(Crop acreage will include both "GZ" and "GS" intended acres)							
Crop Name, Type, Intended	Information available from CARS to include:						
Use, Irrigation Practice,							
Carrying Capacity (Crop	• crop name						
Statuses)	• crop type						
	• intended use						
	irrigation practice						
	• carrying capacity code						
	• native sod conversion status.						
Coverage Level	Producer selected options for production and/or yield						
	coverage level and price coverage level from CCC-471,						
	item 14.						
Share %	Producer's share of the crop as recorded on the FSA-578						
	in CARS.						
	<b>Note:</b> Share is only applicable to the calculated						
	estimated premium.						
Eligible Planted Acreage	Calculated by subtracting:						
	• producer's reported or determined planted (including						
	biennial or perennial) acres recorded on the FSA-578						
	in CARS, minus						
	,						
	• ineligible planted acres recorded in SNAPP.						
Eligible Prevented Planted	Calculated by subtracting:						
Acreage							
	• producer's reported or determined prevented planted						
	acres recorded on the FSA-578 in CARS, minus						
	• ineligible prevented planted acres recorded in SNAPP.						
Days In Grazing Period	STC established grazing days for specific crop, crop type,						
	and irrigated practice. See the applicable NCT record.						
Acres Per Animal Unit	STC established number of acres of forage based on crop,						
	crop type, and irrigated practice to sustain one animal unit						
	for the specified grazing days. See the applicable NCT						
	record.						

Field	Description
AUD Value	Average Market Price based on a DAFP established dollar
(Animal Units/Grazing Days)	value of a daily energy requirement equivalent of 15.7
	pounds of corn determined on the basis of a 5-year
	national average price per pound of corn. See the
	applicable NCT record.
Estimated Dollar Per Acre	Estimated Dollar per Acre Guarantee equals the
Guarantee	following:
	• NCT grazing days, divided by
	• acres per Animal Unit recorded in NCT, times production and/or yield coverage level (50 percent),
	times
	• AUD value, times
	• price coverage level (55 percent).
	Note: The Estimated Dollar Per Acre Guarantee equals
	100 percent of the unit acreage and is not reduced
	by the producer's share of the crop.
	Covered Value Loss Crops
	graduated price crops and dollar based crops)
Crop Name, Type, Intended	Information available from CARS to include:
Use, Irrigation Practice,	
Planting Period (Crop	• crop name
Statuses)	• crop type
	• intended use
	irrigation practice
	native sod conversion status.
Coverage Level	Producer selected options for production and/or yield
	coverage level and price coverage level from CCC-471,
	item 14 and item 17.
Share %	Producer's share of the crop as recorded on the FSA-578 in CARS.
	<b>Note:</b> Share is only applicable to the calculated
	estimated premium.

## Par. 108

# \*--108 Summary of Coverage (Continued)

Field	Description
Maximum Dollar Value	The maximum total dollar amount elected by the producer for which buy-up coverage may be considered for a value loss crop in a coverage period from CCC-471, item 17. The dollar amount is set by the producer for each value loss crop and represents the highest amount of field market value of the crop before disaster in a coverage period.
Estimated Premium	<ul> <li>Only available when Buy-Up option has been selected by the producer on CCC-471, item 14. Premium calculation is based on the following:</li> <li>maximum dollar value recorded on CCC-471,</li> </ul>
	<ul> <li>item 17, times</li> <li>coverage level, times</li> <li>producer' chara of the grop, times</li> </ul>
	<ul> <li>producer' share of the crop, times</li> <li>premium factor (5.25%), times</li> </ul>
	<ul> <li>50 percent (if the producer is a LR, SDA and/or BFR)).</li> <li>Note: If Basic coverage (50/55) is elected, "n/a" will be displayed.</li> </ul>
Eligi	ble Non-Covered Reported Crops
Crop Name, Type, Intended Use, Planting Period	NAP eligible crops reported and certified in CARS but one of the following conditions apply:
	• Crop not listed on CCC-471, Application for Coverage in current year.
	• Crop deleted from CCC-471, Application for Coverage in current year.
	Crop listed on CCC-471 Application for Coverage, but missing a CCC Signature date.
Next Application Date	The Next Application Date is the current year's Application Closing Date if the date has not yet passed. If the Application Closing Date has passed for the current crop year, the next Application Date is the subsequent crop year's Application Closing Date.

## D Fields/Descriptions on CCC-471-SOC (Continued)

\_\_\*

Field	Description	Description			
Abbreviations					
Coverage Options	O - Organic Price				
	D - Direct Marketing Price				
	H - Historical Marketing Price				
Practice Codes	I - Irrigated				
	NI - Non-irrigated				
	O - Other				
Crop Status Codes	N - Native Sod				
-	OC - Certified Organic				
	OT - Transitional Organic				
Intended Uses	DE - Dry Edible				
	FG - Forage				
	FH - Fresh				
	GR - Grain				
	GZ - Grazing				
	JU - Juice				
	LT - Leaf Tips				
	ML - Molasses				
	NT - Non Table				
	PR - Processed				
	RS - Root Stock				
	SD -Seed				
	SE - Sets				
	SG - Silage				
	SO - Sod				
	TB - Table				

Field	Description			
Estimated Nationwide Service Fees and Premiums				
Additional Estimated Fees	Additional Native Sod service fee, equal to the Crop Service Fee (for example \$250.00) shall apply to the covered pay group with certified acreage within the payment group, if the Native Sod provisions are applicable.			
	<b>Note:</b> If the producer is a LR, SDA, and/or BFR, the additional Native Sod service fee is waived.			
Maximum Service Fees	Includes additional native sod service fee calculations for the selected program year and producer.			
Original Fees Paid	The sum of all CCC-471's, Applications for Coverage, fees recorded in item 18B for the selected program year and producer.			
Additional Fees Paid	The sum of all additional native sod service fees for CCC-471's, Applications for Coverage, for the selected program year and producer.			
Original Fees Receivables	The sum of all active service fee receivable amounts applied to service fees established at the time of filing the CCC-471, Application for Coverage, for the selected program year and producer.			
Additional Fees Receivables	The sum of all additional active service fee receivable amounts established for the selected program year and producer.			
Payment Fee Reductions	The sum of all active payment service fee reductions for the selected program year and producer.			

Field	Description				
Total Service Fees Paid	The sum of all the following:				
	, i i i i i i i i i i i i i i i i i i i				
	original fees paid				
	additional fees paid				
	• payment fee reductions				
	original fees receivables				
	additional fees receivables				
	<b>Note:</b> If no service fee amounts are recorded as being				
	paid from the Application for Coverage or				
	Premium Collection & Management System, reduced from NAP loss payment, or established				
	as a receivable, this field will be displayed				
	as \$0.00.				
Total Estimated Premium	Total premium calculated before maximums are applied.				
Maximum Premium	Producer Maximum Premium is the maximum amount a				
	producer owes for service fees nationwide and shall be				
	calculated as follows:				
	• NAP payment limitation amount (\$125,000), times				
	• TVA payment miniation amount (\$125,000), times				
	• number of payment limitations, times				
	• 5.25 percent, times				
	• 50 percent (if the producer is a LR, SDA and/or BFR).				
	<b>Note:</b> Producer's premium is capped at \$6,563 (other				
	than Joint Operations) across all crops being				
Premium Paid	covered, nationwide.				
Preimum Paid	Total amount of premiums collected for the selected program year and producer.				
Premium Receivables	Total amount of premiums established as receivables by				
	the Premium Billing System for the selected program year				
	and producer.				
Payment Premium	Total amount of premiums reduced from NAP Producer				
Reductions	payments for the selected program year and producer.				
	*				

Field	Description
Total Premium Paid	Calculated by adding:
	<ul> <li>premiums paid by the producer, plus payment premium reductions, plus</li> <li>premium receivable.</li> </ul>
Remaining Estimated Additional Fees	Additional fees due after subtracting additional fees paid.
Remaining Estimated Premium	<ul> <li>Remaining premium due is the lesser of the following:</li> <li>calculated producer premium minus total premiums paid</li> <li>producer maximum premium minus total premiums paid.</li> </ul>
Total Estimated Balance Due	Total estimated amount due from the producer for premiums, service fees, and additional fees.
Premium Billing Date	The date that the final premium bill will be mailed to the producer.
Premium Due Date	The date that the final premium is due from the producer.
	*

## E Example of CCC-471-SOC-EZ

The following is an example of CCC-471-SOC-EZ (Summary of Coverage short form).

CCC-471-SOC-EZ						Data Pri	inted: 05/02/2016
0004/1-300-22		NON-INSURED CROP DISASTER ASSISTANCE					
FROM:			PROGRAM (NAP) 2015 SUMMARY OF COVERAGE				
SHERIDAN COUNTY FARM SERVICE AGENCY			2	015 SUMMAR	Y OF COVER	AGE	
PO BOX 257 1100 N MAIN ST							al only. It is not
							ent of eligibility
HOXIE, KS 67740-0257							that FSA has a
Telephone No. (785)675-3591				record of th	ne producer re	questing for	the unit for the
TO:							orted to FSA, it
ANY A PRODUCER							the unit and the ential benefits,
PO BOX 1234					payment and		intiai benentis,
							remium is billed
HOXIE, KS 67740-0705							t been deducted
							. An additional
				\$250 service	e fee is applica	ble to crops wi	ith a Native Sod
							es will be billed
							have not been
				aeauctea fi	om a NAP pa	yment aue th	e producer.
CROP NAME, TYPE, INTENDED USE,	COVERAGE	ELIGIBLE	ELIGIBLE	72 HOUR	PRODUCTION	MAXIMUM	ESTIMATED
IRRIGATION PRACTICE, PLANTING PERIOD/CARRYING CAPACITY	(OPTIONS)	PLANTED ACREAGE	PREVENTED PLANTED	NOTICE REQUIRED	GUARANTEE	DOLLAR VALUE	DOLLAR PER ACRE
(CROP STATUSES)	(OF HORS)	ACREAGE	ACREAGE	REQUIRED		VALUE	GUARANTEE
	COVE	RED YIELD E	BASED CROP	PS			
KS, Allen							
Alfalfa, FG, 01	50/55	acreage	missing	N	pending		pending
Apples, Common, FH, 01	50/55	acreage	missing	Y	pending		pending
Apples, Specialty, FH, 01	50/55		missing	Y	pending		pending
Asparagus, FH, 01	60/100 D		missing	Y	pending		pending
Lemons, FH, 01	50/55	acreage	missing	Y	pending		pending
KS, Sheridan, Unit 1							
Apples, Common, FH, I, 01 (OC)	50/100 O,D,H	1.0499		Y	pending		pending
Apples, Common, FH, I, 01 (OC, N)	50/100 O,D,H		1.4000	Y	0		\$131.64
Apples, Common, FH, I, 01 (OT, N)	50/100 O,D,H	0.8900		Y	pending		pending
Wheat, Hard amber durum, GR, I, 01	50/100 D,H		1.0056	N	pending		pending
KS, Sheridan, Unit 16	50/400 0 0 11	4 2000	0.4044	Y	164		05 440 00
Apples, Common, FH, I, 01 Apples, Specialty, FH, I, 01	50/100 O,D,H 50/100 O	1.3000	0.1011	Y			\$5,412.82
KS, Sheridan, Unit 17	50/100 0	3.5000		T	pending		pending
Apples, Common, FH, I, 01 (OC)	50/100 O.D.H	1,1009		Y	pending		pending
Apples, Common, FH, I, 01 (CC)	50/100 O.D.H	0.5000		Y	pending		pending
Apples, Common, PR, I, 01	50/100	0.7000		Y	2		\$10.00
Apples, Specialty, FH, I, 01	50/100 O	1.4678		Y	21		\$198.17
Avocados, FH, I, 01	50/55	2,9999		Y	3		\$130.17
Avocados, PR. I. 01	50/55	2.8888		Ý	7.22		\$41.25
Beans, Green, FH, I, 02	60/100 O.D.H	0.3219		Ý	pending		pending
Beans, Green, FH, N, 01	50/100 O.D.H	0.5678		Ý	pending		pending
KS, Sheridan		2.2.57.0					
Alfalfa, FG, 01	50/100 O	acreade	missing	N	pending		pending
Almonds, 01	50/100 O.D.H		missing	Y	pending		pending
Blueberries, Highbush, FH, 01	50/55 O		missing	Ý	pending		pending
Sorghum, dual purpose, FG, 01	50/100		missing	Ň	pending		pending

### E Example of CCC-471-SOC-EZ (Continued)

IRRIGATION PRACTICE, LE		EVEL PLANTED TIONS) ACREAGE		ELIGIBLE PREVENTED PLANTED ACREAGE	72 HOU NOTIC REQUIR	E	PRODUCTION GUARANTEE		MUM LAR LUE	ESTIMATED DOLLAR PER ACRE GUARANTER		
			COVE	RED	/ALU	<b>JE LOSS CROP</b>	PS					
KS, Allen												
Mushrooms, Common, F	FH, 01	5	5/100				Y			\$10,	000.00	
KS, Sheridan, Unit 16												
Mollusk, Abalone, FH, I,	01 (OT)	65	5/100 O				Y			\$20,	000.00	
KS, Sheridan, Unit 17												
Apples, Common, RS, I,		-	60/100				Y			000.00		
Mushrooms, Common, I	FH, I, 01 (OC)	6	60/100				Y			\$300,	000.00	
KS, Sheridan												
Ginseng, FH, 01			50/100				Y			\$10,	000.00	
						ED REPORTEI						
CROP NAME, TYPE, INTEND	ED USE, PLANTING P	ERIOD	NEXT APPLIC	CATION D	DATE			DUS	E, PLANTING PER	RIOD		
KS, Sheridan, Unit 1				Lemons, FH, 0							12	15/2016
Corn, Sweet, FH, 01				pending KS, Sheridan,								
Corn, Sweet, GR, 01				pending		Forage soybean/sorghum, GZ, 02		Z, 02		05	15/2016	
Hazel nuts, 01			03/15	03/15/2016								
				ABB	REV	IATIONS						
Coverage Options	Practice Codes	Crop St	atus Codes	Intended Uses		GZ-	Grazi	ing				
O-Organic Price	I-Irrigated	N-Native				orage		R-Processed				
D-Direct Marketing	N-Non-irrigated		tified Organi			resh		RS-Rootstock				
H-Historical Marketing	O-Other	OT-Trar	OT-Transitional Organic		GR-0	Grain	SG-	Silag	e			
	FS	τιμάτι	D NATIO	NWID	F SF	RVICE FEES A	ND PR	EMI	IMS			
SERVICE FEES				PREMIUM			REMAINING	ESTIM	ATED	\$745.0		
			0 Total Es	Total Estimated Premium: \$12,065.0			5.00	ADDITIONAL FEES				
			Maximum Premium:			\$6.56		REMAINING ESTIMATED		\$6,547.0		
			Premium Paid:				6.00	PREMIUM			-	
Additional Fees Paid: \$5.00			¢10.00									
		-	Premium Receivables: \$0.			0.00	TOTAL ES BALANO			\$7,292.0		
Additional Fees Receivables: \$0.00			φ.υ			DALAN		-	-			
·		-	Payment Premium Reductions: \$0.0			0.00	PREMIUM BI	LLING	DATE	04/15/2016		
			Total Premium Paid:					PREMIUM DU			05/15/2016	

arternative means for communication of program information (granile, large print, audiotable, etc.) should contact USLA'S TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W. Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

### F Fields/Descriptions on CCC-471 SOC-EZ

The following table provides the fields on CCC-471-SOC-EZ and descriptions of the information in the fields.

The word "Missing" will be displayed in place of any missing data element (such as acreage data) which is required and must be completed before determining or calculating other data elements (such as Estimated Premium).

The word "Pending" will be displayed in place of any data element (such as Estimated Premium) which cannot be determined or calculated because of missing required data elements (such as acreage data).

Field	Description
	Covered Yield Based Crops
(Acreage or acres refer	to crop acreage, honey bee colonies and tree taps)
Crop Name, Type, Intended Use, Irrigation Practice,	Information available from CARS to include:
Planting Period (Crop	• crop name
Statuses)	• crop type
	• intended use
	irrigation practice
	• planting period (yield based crops only)
	• carrying capacity Code (grazing crops only)
	• organic status
	• native sod conversion status.
Coverage Level (Options)	Producer selected options for production and/or yield coverage level and price coverage level from CCC-471, item 14.
Eligible Planted Acreage	Calculated by subtracting:
	<ul> <li>producer's reported or determined planted acres recorded on the FSA-578 in CARS, minus</li> </ul>
	• ineligible planted acres recorded in SNAPP.
Eligible Prevented Planted Acreage	Calculated by subtracting:
	• producer's reported or determined prevented planted acres recorded on the FSA-578 in CARS, minus
	<ul> <li>ineligible prevented planted acres recorded in SNAPP.</li> </ul>
	SNAPP

**Notes:** CCC-471 SOC-EZ only includes sections that are applicable based on the FSA-578 and/or CCC-471.

Field	Description
72 Hour Notice Required	Includes hand-harvested crops and other crops
	determined by DAFP. See 1-NAP (Rev. 2),
	paragraph 576 and the applicable NCT record.
Production Guarantee	Calculated by multiplying:
	<ul> <li>eligible planted or prevented planted acres, times</li> <li>approved yield, times</li> <li>production and/or yield coverage level.</li> </ul>
	<b>Note:</b> The Production Guarantee equals 100 percent of the unit acreage and is not reduced by the producer's share of the crop.
Maximum Dollar Value	The maximum total dollar amount elected by the producer for which buy-up coverage may be considered for a value loss crop in a coverage period from CCC-471, item 17. The dollar amount is set by the producer for each value loss crop and represents the highest amount of field market value of the crop before disaster in a coverage period.
Estimated Dollar Per Acre	Calculated by multiplying:
Guarantee	<ul> <li>price per unit of measure recorded on the NCT, times</li> <li>price coverage level selected by the producer (55% for Basic or 100% for Buy-Up) on the CCC-471, item 14, times</li> </ul>
	• approved yield, times
	• production/yield coverage level selected by the producer on the CCC-471, item 14.
	<b>Note:</b> The Estimated Dollar Per Acre Guarantee equals 100 percent of the unit acreage and is not reduced by the producer's share of the crop.

## **F** Fields/Descriptions on CCC-471 SOC-EZ (Continued)

Field	Description
	Covered Grazing Crops
(Crop acreage will	includes both "GZ" and "GS" intended acres)
Crop Name, Type, Intended	Information available from CARS to include:
Use, Irrigation Practice,	
Planting Period (Crop	• crop name
Statuses)	• crop type
	• intended use
	irrigation practice
	carrying capacity code
	• native sod conversion status.
Coverage Level (Options)	Producer selected options for production/yield coverage
	level and price coverage level from CCC-471, item 14.
Eligible Planted Acreage	Calculated by subtracting:
Eligible Prevented Planted Acreage	<ul> <li>producer's reported or determined planted acres (including biennial and perennial) recorded on the FSA-578 in CARS, minus</li> <li>ineligible planted acres recorded in SNAPP.</li> <li>Calculated by subtracting:</li> <li>producer's reported or determined prevented planted acres recorded on the FSA-578 in CARS, minus</li> <li>ineligible prevented planted acres recorded in SNAPP.</li> </ul>
72 Hour Notice Required	Not applicable to grazing crops.
Production Guarantee	Not applicable to grazing crops.
Maximum Dollar Value	Not applicable to grazing crops.

## F Fields/Descriptions on CCC-471 SOC-EZ (Continued)

Field	Description
Estimated Dollar Per Acre	Estimated Dollar per Acre Guarantee equals the
Guarantee	following:
	6
	• NCT grazing days, divided by
	• acres per animal unit recorded in NCT, times
	• production and/or yield coverage level (50 percent),
	times
	AUD Valas (ince
	• AUD Value, times
	• price coverage level (55 percent).
	• price coverage rever (55 percent).
	Note: The Estimated Dollar Per Acre Guarantee equals
	100 percent of the unit acreage and is not reduced
	by the producer's share of the crop.
	Covered Value Loss Crops
	raduated price crops and dollar based crops)
Crop Name, Type, Intended	Information available from CARS to include:
Use, Irrigation Practice,	
Planting Period (Crop Statuses)	• crop name
	• crop type
	• intended use
	irrigation practice
	native sod conversion status.
Coverage Level (Options)	Producer selected options for production/yield coverage
	level and price coverage level from CCC-471, item 14
Eligible Dignted Agreese	and item 17.
Eligible Planted Acreage	Not applicable to value loss crops.
Eligible Prevented Planted Acreage	Not applicable to value loss crops.
72 Hour Notice Required	Includes hand-harvested crops and other crops
72 Hour Houce Required	determined by DAFP. See 1-NAP (Rev. 2), paragraph
	576 and the applicable NCT record.
Production Guarantee	Not applicable to value loss crops.

## F Fields/Descriptions on CCC-471 SOC-EZ (Continued)

Field	Description
Maximum Dollar Value	The maximum total dollar amount elected by the producer for which buy-up coverage may be considered for a value loss crop in a coverage period from CCC-471, item 17. The dollar amount is set by the producer for each value loss crop and represents the highest amount of field market value of the crop before disaster in a coverage period.
Estimated Dollar Per Acre	Not applicable to value loss crops.
Guarantee	
	le Non-Covered Reported Crops
Crop Name, Type Intended Use, Planting Period	<ul> <li>NAP eligible crops reported and certified in CARS but one of the following conditions apply:</li> <li>crop not listed on CCC-471, Application for Coverage in current year</li> <li>crop deleted from CCC-471, Application for Coverage in current year</li> <li>crop listed on CCC-471 Application for Coverage, but missing a CCC Signature date.</li> </ul>
Next Application Date	The Next Application Date is the current year's Application Closing Date if the date has not yet passed. If the Application Closing Date has passed for the current crop year, the next Application Date is the subsequent crop year's Application Closing Date.

Field	Description
	Abbreviations
Coverage Options	O - Organic Price
eeverage opicies	D - Direct Marketing Price
	H - Historical Marketing Price
Practice Codes	I - Irrigated
	NI - Non-irrigated
	O - Other
Crop Status Codes	N - Native Sod
	OC - Certified Organic
	OT - Transitional Organic
Intended Uses	DE - Dry Edible
	FG - Forage
	FH - Fresh
	GR - Grain
	GZ - Grazing
	JU - Juice
	LT - Leaf Tips
	ML - Molasses
	NT - Non Table
	PR - Processed
	RS - Root Stock
	SD - Seed
	SE - Sets
	SG - Silage
	SO - Sod
	TB - Table
	Nationwide Service Fees and Premiums
Additional Estimated Fees	Additional Native Sod service fee, equal to the Crop
	Service Fee (for example \$250.00) shall apply to the
	covered pay group with certified acreage within the
	payment group, if the Native Sod provisions are
	applicable.
	<b>Note:</b> If the producer is LR SDA and/or BFR, the
	additional Native Sod service fee is waived.
Maximum Service Fees	Includes additional native sod service fee calculations for
	the selected program year and Producer.
Original Fees Paid	The sum of all CCC-471's, Applications for Coverage,
	fees recorded in item 18B for the selected program year
	and producer.
Additional Fees Paid	The sum of all additional native sod service fees for
	CCC-471's, Applications for Coverage, for the selected
	program year and producer.
	*

Field	Description
Original Fees Receivables	The sum of all active service fee receivable amounts applied to service fees established at the time of filing the CCC-471, Application for Coverage, for the selected program year and producer.
Additional Fees Receivables	The sum of all additional active service fee receivable amounts established for the selected program year and producer.
Payment Fee Reductions	The sum of all active payment service fee reductions for the selected program year and producer.
Total Service Fees Paid	<ul> <li>The sum of all the following:</li> <li>original fees paid</li> <li>additional fees paid</li> <li>payment fee reductions</li> <li>original fees receivables</li> <li>additional fees receivables.</li> </ul> Note: If no service fee amounts are recorded as being paid from the Application for Coverage or Premium Collection & Management System, reduced from NAP loss payment, or established
	as a receivable, this field will display \$0.00.
Total Estimated Premium Maximum Premium	<ul> <li>Total premium calculated before maximums are applied.</li> <li>Producer Maximum Premium is the maximum amount a producer owes for service fees nationwide and shall be calculated as follows:</li> <li>NAP payment limitation amount (\$125,000), times</li> </ul>
	• number of payment limitations, times
	• 5.25 percent, times
	• 50 percent (if the producer is a LR, SDA and/or BFR).
	Note: Producer's premium is capped at \$6563 (other than Joint Operations) across all crops being covered, nationwide.

Field	Description
Premium Paid	Total amount of premiums collected for the selected
	program year and producer.
Premium Receivables	Total amount of premiums established as receivables by
	the Premium Billing System for the selected program
	year and producer.
Payment Premium Reductions	Total amount of premiums reduced from NAP producer
	payments for the selected program year and producer.
Total Premium Paid	Calculated by adding:
	• premiums paid by the producer, plus
	• payment premium reductions, plus
	• premium receivable.
Remaining Estimated	Additional fees due after subtracting additional fees paid.
Additional Fees	
Remaining Estimated Premium	Remaining premium due is the lesser of the following:
	• calculated producer premium minus total premiums
	paid
	• producer maximum premium minus total premiums
	paid.
Total Estimated Balance Due	Total estimated amount due from the producer for
	premiums, service fees, and additional fees.
Premium Billing Date	The date that the final premium bill will be mailed to the
	producer.
Premium Due Date	The date that the final premium is due from the producer.
	*

## F Fields/Descriptions on CCC-471 SOC-EZ (Continued)

**109-129** (Reserved)

•

#### Section 4 Unit Maintenance

#### 130 Options

#### A Overview

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

Users may:

• search by producer (paragraph 131)

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).

**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.

### 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.

United States Department of Agriculture Farm Service Agency	SCIMS Customer Search
Scims Search Home   About Scims	Search   Help   Contact Us   Exit   Logout of eAuth
Please Select A Customer	
Location	County:
MISSISSIPPI	
Service Center (Optional):	
Service Center Details	National Search: 🗖
	_ Name
C Individual O Business	O Starts With O Exact Match Last or Business:
Tax ID	Other
ID: ID Type: SELECT ONE © Whole ID O < Last 4 Digits Search	Common Name: Zip Code: Phone No:
### **131** Searching by Producer (Continued)

## C Producer Units Screen

If the selected producer is:

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

Producer Units	
State: Mississippi	County: Coahoma
<b>Producer:</b> PRODUCER, ANY 15 The producer is not associated with a unit	
Create Unit NAP Main Menu	Print

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

## **D** Button Descriptions and Actions

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

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

3-24-15

## 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 Actio	on
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 <b>not</b> 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".		
	<b>Note:</b> 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:	County:
Unit Number: 1836	Unit Status: Active
Producer Name	Producer Type
PRODUCER, ANY 1	Operator
PRODUCER, ANY 2	Owner
Deactivate Unit Exit 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	
* * *	* * *	
Deactivate Unit	<ul> <li>Only displayed if unit is active. Deactivates an active unit. "Confirmation" dialog box will be displayed. CLICK:</li> <li>"OK" to deactivate unit and status will be changed to "Inactive"</li> <li>"Cancel" to not deactivate unit.</li> </ul>	
Activate Unit	<b>Only</b> displayed if unit is inactive. Activates an inactive unit. Status will be changed to "Active".	
* * *	* * *	
*Exit	Unit Number entry screen 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.

Produce	er Units	
State: Producer:	PRODUCER, ANY 1	County:
Unit Number	Producers	Status
<u>259</u>	PRODUCER, ANY 1 (Operator)	Active
<u>1836</u>	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active
<u>1837</u>	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Owner) PRODUCER, ANY 5 (Owner) 6 producers total	Active
	Create Unit NAP Main Menu Select Producer	

#### **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.			
* * * 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.			
* * *	* * *			
*Select Producer	er SCIMS Customer Search Screen will be displayed*			
	2 NAP Amond 10 Page 3 12			

## 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.

Search Unit			
State: Mississippi	(	County: Coahoma	
Unit Number: [			
	Search	NAP Main Menu	

## **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 " <b>Search</b> ". The Unit Details Screen will be displayed.
	<b>Note:</b> If the unit does <b>not</b> 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.

Reports	
State: Mississippi	County: Coahoma
C Auto Created Units Report	
Start Date:	
Create Report	NAP Main Menu

## **137** Reports (Continued)

## C Field/Button Descriptions and Actions

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

<b>Report/Field/Button</b>	Action	Result
Auto Created Units	Manual selection.	Report will be displayed identifying
Report		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.
		<b>Note:</b> End date is <b>not required</b> .
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)

Par. 137

### 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.

Search Notice (	Of Loss	
Year: 2015 Add/Search	State: Mississippi	County: Coahoma
Disaster Event	Сгор	Status
PRODUCER, ANY 1		
12/01/2014 Cold Wet Weather	APPLE COM FH I 01 CHRUT DOU FH N 01	Approved
Cold wet weather		<u>View/Print</u> <u>Edit</u>
Add Notice of Loss		
Add/Search NAF	P Main Menu	

### 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.

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

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

<u>Approved</u> means COC has approved CCC-576 (Page 1).

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

<u>Canceled</u> 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.

United States Department of Agriculture	SCIMS Customer Search
Please Select A Customer	
Location State: MISSISSIPPI Service Center (Optional): District of Service Center (	County (Optional): COAHOMA
CLARKSDALE SERVICE CENTER Service Center Details	National Search: 🗖
C Individual O Business O Both ⊙ Active O Active and Inactive	Name O Starts With © Exact Match Last or Business: First:
Tax ID         ID:         ID Type:       SELECT ONE ▼            • Whole ID ○ Last 4 Digits	Other       Common Name:       Zip Code:       Phone No:
Search	Reset Cancel

### 152 Enter Cause of Loss Screen

## A Overview

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

## **B** Example of Enter Cause of Loss Screen

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

Enter Cause of Loss	
Year: 2015 State: Mississippi Producer: PRODUCER, ANY 1	County: Coahoma
Cause of Loss	
Start Date:	Ending Date:
Drought	🗖 Heat
🔲 Hail	Excess Moisture/Precipitation
🔲 Frost	🔲 Freeze
Cold Wet Weather	ICH (insufficient chill hrs.)
Elood	Wind/Excess Wind
Cyclone	🔲 Tornado
Insects	🔲 Plant Disease
Hurricane/Tropical Depression	🗖 Earthquake
Volcanic Eruption	
Other	
Continue	Cancel

## 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.	
	<b>Note:</b> If insects and/or plant disease are selected, another disaster event <b>must</b> be selected or CCC-576 (Page 1) will <b>not</b> 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 Sel	ection					
Year: 2015		State: Mis	sissipp	i		County: Coahoma
Producer: Pl	RODUCE	R, ANY 1				
Cause of Lo	055					
	Start D	ate: 12/02	/2014	E	nding Date: 12/0	)5/2014
Арра	arent D	ate: 12/05	/2014			
Disaste	r Event	(s): Frost				
			Edi	t Cause of Lo	ISS	
Crops						
			Status		Affected	Stage
		COM), Fresh	(FH), 0	1		
Farm 492 Tract 9						
1		Irrigated	I	100.00	/32.00	<ul> <li>Abandoned</li> <li>Destroyed</li> <li>Harvested</li> </ul>
2	2755	Irrigated	I	100.00	/53.00	<ul> <li>Abandoned</li> <li>Destroyed</li> <li>Harvested</li> </ul>
<b>3</b>	2755	Irrigated	I	100.00	/35.00	<ul> <li>Abandoned</li> <li>Destroyed</li> <li>Harvested</li> </ul>
	MAS TRE	ES, DOUGLA	<u>s (dou)</u>	), Fresh (FH)	) <u>, 01</u>	Abandoned Destroyed Harvested
Total Affe	cted : 0.	00				
		ſ	Save &	Continue	Back	

## **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
Ending Date	on the Enter Cause of Loss Screen will be displayed.
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.

<b>Field/Button</b>	Description			
	Crops (Unexpanded)			
Crop	The crop, crop type, intended use, and planting period from the producer's			
Туре	Certified Acreage Report will be displayed. CHECK ( $\checkmark$ ) box next to the			
Intended Use	applicable "Crop, crop type, intended Use, Planting Perio	Ũ		
Planting	select all farms, tracts, and fields associated with that cro	p combination.		
Period	- 6			
	Crops			
	Field Unit Practice Status Share % Affected	Stage		
	APPLES, COMMON (COM), Fresh (FH), 01	Abandoned		
		Destroyed		
		Harvested		
	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01	Abandoned		
		Destroyed		
		Harvested		
	Total Affected : 0.00			
	CLICK "Crop, crop type, intended Use, Planting Period" the selection and display the farm numbers associated wit combination.	-		
	Crops			
	Field         Unit         Practice         Status         Share %         Affected           APPLES, COMMON (COM), Fresh (FH), 01         1 <td< td=""><td>Stage</td></td<>	Stage		
	□ Farm 4927	Abandoned		
		Destroyed		
		Harvested		
	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01	Abandoned		
		Destroyed		
		Harvested		
	Total Affected : 0.00			

<b>Field/Button</b>	Description				
	Crops (Expanded)				
Farm	The farm number from the producer's Certified Acreage R displayed. CHECK ( $\checkmark$ ) box next to the farm number and/o select all tracts and fields associated with that farm.	1			
	Crops				
	Field Unit Practice Status Share % Affected APPLES, COMMON (COM), Fresh (FH), 01	Stage			
	Farm 4927	<ul> <li>Abandoned</li> <li>Destroyed</li> <li>Harvested</li> </ul>			
	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01	Abandoned Destroyed Harvested			
	Total Affected : 120.00				
	CLICK "Farm Number" link to expand the selection and d numbers associated with the farm number.	isplay the tract			
	Crops				
	Field         Unit         Practice         Status         Share %         Affected           APPLES, COMMON (COM), Fresh (FH), 01         Farm 4927	Stage			
	Tract 9151	Abandoned Destroyed Harvested			
	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01	Abandoned Destroyed Harvested			
	Total Affected : 0.00				

<b>Field/Button</b>	Description			
Tract	The tract number from the producer's Certified Acreage Report will be			
	displayed. CHECK ( $\checkmark$ ) box next to the tract number and/or "Stage" to			
	select all fields associated with that tract.			
	Crops			
	Field Unit Practice Status Share % Affected Stage			
	Field Unit Practice Status Share % Affected Stage APPLES, COMMON (COM), Fresh (FH), 01			
	Farm 4927			
	Tract 9151			
	Destroyed			
	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01			
	Destroyed Harvested			
	Total Affected : 120.00			
	CLICK "Tract Number" link to expand the selection and display the fields			
	associated with the tract number.			
	Crops			
	Field Unit         Practice         Status         Share %         Affected         Stage           APPLES, COMMON (COM), Fresh (FH), 01         1			
	Farm 4927			
	Tract 9151			
	Abandoned     Abandoned     1 2755 Irrigated I 100.00 /32.00 Destroyed     Harvested			
	Abandoned 2 2755 Irrigated I 100.00 /53.00 Destroyed Harvested			
	Abandoned 3 2755 Irrigated I 100.00 /35.00 Destroyed Harvested			
	CHRISTMAS TREES, DOUGLAS (DOU), Fresh (FH), 01       Abandoned         Destroyed       Harvested			
	Total Affected : 0.00			

<b>Field/Button</b>	Description
Field	The field, unit, practice, status, share, and acres from the producer's
Unit	Certified Acreage Report will be displayed. CHECK ( $\checkmark$ ) box next to
Practice	each field that was affected by the disaster event.
Status	
Share %	The affected acres will be populated with the number of acres reported
Affected Acres	on the Acreage Report. Modify the number of acres that were affected
Stage	by the disaster event, if applicable. The affected acres <b>cannot</b> exceed the number of acres that were reported for each field.
	<b>Note:</b> If COC determines that a line item is <b>not</b> 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 <b>not required</b> .
Save & Continue	Click <b>after</b> 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: Coah				nty: Coahoma	
Producer: PRODUC	Producer: PRODUCER, ANY 1				
Cause of Loss —					
Start	Date: 12/02/20	14	Endin	g Date: 12/05/	2014
	Date: 12/02/20		Lindin	g Date. 12/03/	2014
Disaster Even					
		Edit Cause	ofLoss		
Crops					
Field Unit P	ractice	Status	Share %	Affected	Stage
APPLES, COMMO					
Farm 4927					
Tract 9151					
	Irrigated		100.00		
2 2755	Irrigated	I	100.00	53.00/53.00	
3 2755	Irrigated	I	100.00	35.00/35.00	
CHRISTMAS TREE	S, DOUGLAS (D	OU), Fresi	n (FH), 01		
Tract 9150					
1 2756	Non-Irrigated	I	50.00	95.00/95.00	
	Non-Irrigated	I	75.00	65.00/65.00	
Total Affected: 2	280.00	Edit Cr	ops		
Additional Informa	ntion —				
Comments:					
Producer Signatur	e				
Signature Method: 🗾 Date:					
COC Determination					
Determination Date:					
Cancellation					
Do you want to cancel this Notice of Loss?           Yes         Reason:					
Save & Submit	Save & Print	ancel			

## 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,				
Ending Date	apparent date, and disaster events				
Apparent Date	previously selected.				
Disaster Event(s)					
Edit Cause of Loss	Enter Cause of Loss Screen will be				
	displayed.				
	Crops				
Crop	Affected crop, crop type, intended				
Туре	use, and planting period				
Intended Use	information previously selected.				
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 Inform	nation
Comments	Free form entry.	Enter any comments applicable to CCC-576 (Page 1). Entry is <b>not</b> <b>required</b> . <b>Note:</b> No PII shall be entered.
Will percentage of grazing loss be determined using independent assessments?	<ul> <li>Only displayed when there are crops with intended use,</li> <li>"Grazing (GZ)". Independent assessments can be used in place of an Application for Payment.</li> <li>Note: Only applicable to crops with an intended use,</li> <li>"Grazing (GZ)".</li> </ul>	CLICK " <b>Yes</b> " or " <b>No</b> ". Entry is <b>required</b> for crops with an intended use, "Grazing (GZ)" <b>before</b> a producer signature date can be entered.
Producer Signature		
Signature Method	<ul> <li>Manual selection of the type of signature provided by the producer. Applicable signature types are:</li> <li>paper</li> <li>FAX.</li> </ul>	<ul> <li>Signature type shall only be selected after either of the following occurs:</li> <li>producer signs and dates CCC-576 (Page 1)</li> <li>FAX with producer's signature and date has been received in the County Office.</li> </ul>
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)

Field/Button	Description		Action
	COC Determina	ation	
Determination Date	Manual entry.		date COC made their nination.
		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.		$\mathbf{K}(\checkmark)$ next to " <b>Yes</b> " to cancel 576 (Page 1).
Reason	Manual selection.	Select	reason that CCC-576 (Page 1) is canceled.
Save & Submit	Confirmation Screen will be displayed.		
Save & Print	CCC576 (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.

Confirmation	
Year: 2015 State: Mississippi	County: Coahoma
Producer: PRODUCER, ANY 1	
Notice of Loss data has bee Print Notice of Loss NAP Ma	
Create Notice of Loss for A	nother Producer
Return to Search Notice of	Loss

## 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 <b>only</b> 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	SCIMS Customer Search Screen will be displayed.
Producer	
Return to Search Notice of Loss	Search Notice of Loss Screen will be displayed.

## 156 Reports

## A Overview

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

## **B** Example of Reports Screen

Following is an example of the Reports Screen.

Reports			
Year: 2015	State: Mississippi	County: Coahoma	
COC App	roved Report		
COC Disa	pproved Report		
Producer	Signed But Not COC Signed Report		
No Produ	cer Signature Report		
Canceled	Report		
County O	ffice Summary Report		
Start Date:			
End Date:			
	Create Report NAP Main Menu		

## **156 Reports (Continued)**

## **C** Field Descriptions and Actions

The following provides the	field descriptions and action	ons on the Reports Screen.

Report/Field/Button	Action	Result
COC Approved	Manual	Report will be displayed identifying Notices of
Report	selection.	Loss that have been approved by COC.
COC Disapproved		Report will be displayed identifying Notices of
Report		Loss that have been disapproved by COC.
Producer Signed But		Report will be displayed identifying Notices of
Not COC Signed		Loss that have been signed by the by the producer,
		but have <b>not</b> been approved/disapproved by COC.
No Producer		Report will be displayed identifying Notices of
Signature		Loss that have been entered, but have <b>not</b> been
		signed by the producer.
Canceled Report		Report will be displayed identifying Notices of
		Loss that have been canceled.
County Office		Report will be displayed with a summary, by pay
Summary Report		group, of the status of all Notices of Loss in the
		county.
State Office Summary		Report will be displayed with a summary, by
Report		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)

.

### 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.

Scims Search Home About Scims Search Help Contact Us Exit Loqout of eAut     Please Select A Customer     Location   State:   KANSAS   Service Center (Optional):   GREAT BEND SERVICE CENTER    Service Center Details   National Search:     Name   Other   Individual   Business   Bactive     Active   Active   Active   Baction     Other   Common Name:   Zip Code:   Phone No:	United States Department of Agriculture Farm Service Agency		SCIMS Customer Search	
Please Select A Customer   Location   State:   KANSAS   Service Center (Optional):   GREAT BEND SERVICE CENTER   Service Center Details   National Search:   Individual  Business Both Active Active  Active  Active and Inactive    Name   Other   ID:   ID:   ID:   ID:   ID:   ID Type:   SELECT ONE				
State: County:   KANSAS BARTON   Service Center (Optional): BARTON   GREAT BEND SERVICE CENTER Service Center Details   Service Center Details National Search:   Service Center Details Name   Individual Business   Barton Starts With   Active Active and Inactive   Tax ID Other   ID: Other   ID Type: SELECT ONE   Visit Content in the second se		About Scims Search   Help   Contact U	S   EXIT   Logout of eAuth	
Type   Individual O Business O Both   Active Active and Inactive     Tax ID   ID:   ID:   ID Type:   SELECT ONE    Selection     Starts With O Exact Match   Last or Business:   First:     Other   Common Name:   Zip Code:	State: KANSAS Service Center (Optional): GREAT BEND SERVICE CENTER	BARTON	<b>▼</b>	
ID:     Common Name:       ID Type:     SELECT ONE ▼	🔘 Individual 🔘 Business 🖲 Both	Starts With  Exact Mat Last or Business:	tch	
Search Reset Cancel	ID:	Common Name: Zip Code: Phone No:		

## \*--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.

Unit Selection				
Year: 2015	State: Kansas	County: Barton		
Producer: PRODUCER, ANY 12	Producer: PRODUCER, ANY 12			
No units found for selected producer.				
Continue Back NAP M	ain Menu			

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.

Unit Selection				
Year	: 2015	State:	County:	
Producer: PRODUCER, ANY 1				
	Unit	Producers	Status	
0	<u>259</u>	PRODUCER, ANY 1	Active	
0	<u>1836</u>	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active	
0	<u>1837</u>	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Owner) PRODUCER, ANY 5 (Owner) 6 producers total	Active	

### **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 <b>only</b> .	
Continue	CLICK " <b>Continue</b> " after selecting the unit. Only 1 unit may be selected at a time. See paragraph 174.	
Back	*The SCIMS Customer Search 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.

_					
Unit Selection					
<u>^</u>	An approved Application for Coverage was not found for any producer on this unit.				
Yea	<b>r:</b> 201	5 State:	County:		
Producer: PRODUCER, ANY 1					
	Uni	t Producers	Status		
۲	<u>1</u>	PRODUCER, ANY 1 (Operator)	Active		

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

## 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. \*--

Unit Details		
State: Unit: 1827	County: Status:	
Producer Name		Producer Type
PRODUCER, ANY 1		Operator
PRODUCER, ANY 2		Owner
	Close Print	

### **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.

Search Approved Yield				
State:	County:			
he selected Unit.				
eld NAP Main Menu				
	State:			

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

## 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 Appro	oved Yield	
Year: 2015	State:	County:
Unit: <u>1836</u>		
	Сгор	Status
BEANS, BUTTER (BL	JT), Fresh (FH), Non-Irrigated, 01	Canceled <u>View/Print</u> <u>Reactivate</u>
BEANS, GREEN (GR	N), Fresh (FH), Non-Irrigated, 02	Completed <u>View/Print</u> <u>Edit</u>
BEANS, SNAP WAX	(WAX), Fresh (FH), Non-Irrigated, 02	Unsigned <u>View/Print</u> <u>Edit</u>
SQUASH, BUTTERN 01 Certified Organic	UT SQUASH (BTT), Fresh (FH), Non-Irrigat	ted, Completed <u>View/Print</u> Edit
SQUASH, WINTER S	SQUASH (WTR), Fresh (FH), Non-Irrigated	l, 01 <u>View/Print</u> 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.

<b>Field/Button</b>	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	Click to add an approved yield for the unit. The Crop Selection Screen
Yield	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:		County:	Coahona
Unit: <u>1836</u>				
Showing 1-20 of 47 (	crops < <first 1="" <prev="" <u="">2 3</first>	<u>Next&gt; Last&gt;&gt;</u>	:	
Name	Туре	Intended Use	Practice	Planting Period
⊖ BEANS	BABY LIMA (BBL)	Fresh (FH)	Non-Irrigated	01
○ BEANS	BUTTER (BUT)	Fresh (FH)	Non-Irrigated	01
⊖ BEANS	GREEN (GRN)	Fresh (FH)	Non-Irrigated	01
O BEANS	GREEN (GRN)	Fresh (FH)	Non-Irrigated	02
O BEANS	GREEN (GRN)	Processed (PR)	Non-Irrigated	01
○ COTTON, UPLAND			Non-Irrigated	01
Certified Orga Transitional O				
GRASS	ARGENTINE BAHIA (ARG)	Forage (FG)	Non-Irrigated	01
Crop is missing St	ate or National Approval in	NCT		
⊖ GRASS	COMMON BERMUDA (BCM)	Forage (FG)	Non-Irrigated	01
Showing 1-20 of 47 of	crops < <first 1="" <prev="" <u="">2 3</first>	Next> Last>>	:	
	Continue Back N	IAP 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.
Туре	
Intended Use	Click the following:
Practice	
Planting Period	<ul> <li>radio button for conventional crop approved yield</li> </ul>
Certified Organic	• check box for certified or transitional organic crop
Transitional	• check box for native sod.
Organic	
Native Sod	<b>Notes:</b> 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 factor in NCT*
	"Native Sod" will be displayed only in the applicable States according to 1-NAP (Rev. 2), Part 6 and contiguous counties.
	*"Native Sod" and "Certified Organic" or "Transitional Organic" may be selected together if applicable*
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 a completed approved yield for the previous year was not found. A prepopulated screen will be displayed if an approved yield was completed 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".

## **B** Example of Approved Yield Data Screen

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

NAP Menu Welcome: LORETTA	Approved Yie	ld Data		
BAXA Role: National Admin	Year: 2015	State	Managemen	County:
Main Menu				•
NAP Main Menu	Unit: 1836 View			
Select State, County, and Year	Crop: BEANS, GREE		FH), Non-Irrigated, 01	
Approved Yield				
Search By Producer	└ Yield Data ───			
Search By Unit Number	Transitio Adjusted Transitio	nal Yield: 4000	Prior Approved Y Adjusted D	
Add Approved Yield			Adjusted L	
Sign Approved Yield		Reason:	7	
Reports	Substit	ute Yield: No 🚿	Cup Rules A	oply: Yes 🗸
Blank Form				
Go To	Historical Yields	Elig Acres	Actual Record	Types Yield vield
NCT	Year Cov	Dis Planted	Production 1 2	Types Yield 3 4 5 Type Yield
	2014 🗸 🗆			
	2013 🗸 🗆	~		
	2012 🗸 🗆	~		
	2011 🗸 🗆	►		
	2010 🗸 🗆	▶		
	2009 🗸 🗆	▶		
	2008 🗸 🗆	~		
	2007 🗸 🗆	~		
	2006 🗸 🗆	~		
	2005 🗸 🗆	~		
	Remarks:		d Yield: Not Calculated	
	Save & Continue	e Back	NAP Main Menu	

--\*

## C Example of "Yield Data" Section

The following is an example of the "Yield Data" section.

Approved Yiel	d Data		
Year: 2015	State:	Co	unty:
Unit of Measure: L		), Non-Irrigated, 01	
– Yield Data – Transitio	nal Yield: 4000	Prior Approved Yield:	
Adjusted Transitio	nal Yield:	Adjusted Date:	
Adjusted	Reason:	×	
Substitu	ute Yield: No 🗸	Cup Rules Apply: Yes 🗸	

## **D** Field Descriptions and Actions for the "Yield Data" Section

The following table provides field descriptions and actions for the Approved Yield Data Screen, "Yield Data" section.

Field/Button	Description
Unit	*CLICK " <b>View</b> " to display the producers on the unit*
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 completed in the previous year*
	• blank if the previous year's approved yield was calculated outside of the system.
	<b>Note:</b> The prior approved yield <b>must</b> 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
	<ul> <li>inconsistent farming/management practice</li> </ul>
	multiple county T-yield variations
	• soil type
	• topography.

## \*--176 Approved Yield Data (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.
	<b>Note:</b> "Yes" does not mean that the approved yield was cupped, only that the rules apply.
	*

## **D** Field Descriptions and Actions for the "Yield Data" Section (Continued)

## E Example of "Historical Yields" Section

The following is an example of the "Historical Yields" section. \*--

Year	NAP Cov	Elig Dis	Acres Planted		Yield Type	Yield
014 🔻	] 🗆 [	•			•	
2013 🔻		T			•	
2012 🔻	] 🗆 [	•			•	
2011 🔻		T			•	
2010 🔹		•			•	
2009 🔻		T			•	
2008 🔻		•			•	
2007 🔹		•			•	
2006 🔻		•			•	
2005 🔻	] 0 [	•			•	

See paragraph 177 for the "Historical Yields" section for crops planted on native sod acreage.

## **F** Field Descriptions and Actions for the "Historical Yields" Section

The following table provides field descriptions and actions for the Approved Yield Data Screen, "Historical Yields" section.

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.
*NAP Cov	System will check the box if an application for coverage is on file for the pay group for the historical year*
Elig Dis	For historical year 2013 and subsequent years, the "Elig Dis" 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. "Elig Dis" indicator applies <b>only</b> 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.
	<b>Notes:</b> Planted acres will be obtained from CARS with a combination of the following 2-CP:
	• status codes:
	• "D"
	• "E" • "F"
	• "G"
	• "H"
	• "["
	• "O"
	• "R"
	• supplemental status of:
	• "failed"
	• "planted"
	• "not planted" for 2011 and 2012
	• "not applicable" for 2015 and subsequent years.
	*Acres reported with all other combinations of 2-CP codes are ineligible for NAP and will be excluded automatically*
	Acres from CARS cannot be overridden.
	See subparagraph H for handling additional acres ineligible for NAP.

<b>Field/Button</b>	Description
Actual	Enter the actual production as determined according to 1-NAP (Rev. 2), Part 7.
Production	If zero production is entered, the only valid record type is "4".
	<b>Note:</b> Do <b>not</b> include production from ineligible acres.
* * *	* * *
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" <b>must</b> be entered.
Yield	Calculated by the system when users CLICK "Calculate Yield".
3	Displayed after system or user enters a yield type. Click to remove yield type.

#### **F** Field Descriptions and Actions for the "Historical Yields" Section (Continued)

## 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	
Туре	Remarks
Α	Determined by the system when acres planted and actual production are present. The yield
	will be calculated by dividing the acreage into the production.
В	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.
Е	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.

## **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.
0	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 acreage and production were not 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.
Р	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 "Yes", 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.
Т	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.

#### **G** Yield Types (Continued)

Yield	
Туре	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 "Yes", and either of the following* apply:
	<ul> <li>assigned yield is less than 65 percent of the effective T-yield</li> <li>yield type is "O".</li> </ul>
	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, the first year of participation beginning with 2015.
	Determined by the system when the substitute yield indicator is "Yes" and* yield type "P" and at least 1 yield type "O" are in the database and either of the following apply:
	<ul> <li>assigned yield is less than 65 percent of the effective T-yield</li> <li>yield type is "O".</li> </ul>
Z	*Determined by the system when a zero is entered for acres planted or eligible acres is zero. The yield will be left blank.

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

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

Yield	
Туре	Remarks
С	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, 00, or 100 percent from the drep down list. The
	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.
Ι	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.

\* \* \*

#### H Special Data for "Historical Yields" 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 selected, 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". \*\*\*

Historic	Historical Yields									
Year	NAP Cov	Elig Dis	Acres Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type	Yield			
2014 •						C 🔻	3			
			Percent	of Effective Tr	ansitional Yield:	•				

\*--When yield type "I" is selected, 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".

Historica	l Yields	5								
Year	NAP Cov	Elig Dis	Acres Planted	Actual Production	Rec 1	ord T 2 3	ypes 45	Yield Type	Yield	
2014 🔻		•						T		
2013 🔻								Ρv		3
				2013 Appro	oved	Yield:				

#### **H** Special Data for the "Historical Yields" 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. Yield type "U" is **not** applicable to organic crops.



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. Yield type "V" is **not** applicable to organic crops

Historica	l Yields	;								
Year	NAP Cov	Elig Dis	Acres Planted	Actual Production	Reco 1 2	rd Type 3 4	es 5	Yield Type	Yield	
2014 🔻		•						•		
2013 🔻	] 🗆			]				VV		3
			E	ffective Transiti	onal Y	ield:				

#### **H** Special Data for the "Historical Yields" Section (Continued)

\*--When acres are populated from CARS for:

- 2014 and prior years, a data entry field will be provided to capture the number of acres that are ineligible for NAP. Enter the acres that are not eligible for NAP
- 2015 and subsequent years, the ineligible acres will be obtained from SNAPP. Enter ineligible acres in SNAPP according to Section 8.

Enter ineligible acres on this screen or through SNAPP that have not already been excluded according to subparagraph 176 F.

– Historical	Yield	s ——				
Year C	IAP Cov	Elig Dis	Acres Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type Yield
2015 🗸 🖸	✓ [	~	20.7000 <sup>1</sup>			~
	Ine	eligible:	2.2000 <sup>2</sup>			
2014 🗸 🗌		~	80.3000 <sup>1</sup>			✓
	Ine	eligible:				
<sup>(1)</sup> Loaded	l from	Acreag	e Report.	<sup>(2)</sup> Loaded	from Supplemen	ital Process.

The following is an example of the data entry field and data displayed from SNAPP.

#### I Example of "Approved Yield" Section

- Approved Yield		
	Approved Yield: Not Calculated	
Remarks:		
		*
		-
	Calculate Yield	
Save & Continue	Back NAP Main Menu	

The following is an example of the "Approved Yield" section.

--\*

## J Field Descriptions and Actions for the "Approved Yield" Section

The following table provides field descriptions and actions for the Approved Yield Data Screen, "Approved Yield" section.

<b>Field/Button</b>	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	Previous screen will be displayed.
NAP Main Menu	Main Menu will be displayed. See paragraph 42.

\* \* \*

## \*--K "🕙" Icon

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

- an "O" icon 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"	•*''Elig Dis''*
• "C" • "S"	"Acres Planted"
• "E" • "T"	"Actual Production"
• "I"	• "Record Types".
• "O" • "V"	•*''Elig Dis''*
• "P" • "Z"	"Actual Production"
• "U"	• "Record Types".

\*--The following is an example of the "Historical Yields" section with the "🔊" icon and hidden data fields.

Historica	l Yield	5						
Year 2014 ▼ 2013 ▼ 2012 ▼ 2011 ▼	NAP Cov	Elig Dis	Acres Planted	Actual Production	d Types 3 4 5	Yield Type	Yield	
2014 🔻	]		5.30 *			P v	] 🕻	5
	I	neligible						
2013 🔻	] 🗆 [	No 🔻	5.00	6400		A v	1	5
2012 🔻	] 🗆 [	Yes 🔻	4.70	300		A v		5
2011 🔻	] 🗆					N v	3	5

To revise data for a historical year, CLICK " The yield type will be removed and any hidden fields will be displayed for editing.--\*

#### 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 "Yield Data" Section for Native Sod

The following is an example of the Approved Yield Data Screen, "Yield Data" section for native sod.

Approved Yield Data		
Year: 2015	State:	County:
Unit: 282 <u>View</u> Crop: OATS, SPRING (SPR), G	Grain (GR), Irrigated, 01, Native So	od
Unit of Measure: BU		
Unit of Measure: BU     Vield Data     Transitional Vield:	43 Prior Approved Viel	
	43 Prior Approved Yiel Adjusted Dat	

#### C Field Descriptions and Actions for the "Yield Data" Section for Native Sod

The following table provides field descriptions and actions on the "Yield Data" section for native sod.

Field/Button	Description		
Unit	Unit number selected. CLICK "View" to display the producers on the unit.		
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 completed in the previous year*		
	• blank if the previous year's approved yield was calculated outside of the system.		
	<b>Note:</b> Prior approved yield <b>must</b> be loaded if an approved yield was established in the prior year.		
Adjusted Transitional	Determined according to 1-NAP (Rev. 2), Part 7.		
Yield			

### 177 Yields on Native Sod Acreage (Continued)

Field/Button	Description	
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:	
	<ul> <li>age of stand/trees</li> <li>elevation</li> <li>inconsistent farming/management practice</li> <li>multiple county T-yield variations</li> <li>soil type</li> <li>topography.</li> </ul>	

## \*--C Field Descriptions and Actions for the "Yield Data" Section for Native Sod (Continued)

### D Example of "Historical Yields" Section for Native Sod

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

Historical	Yields —				
Year	NAP Cov	Elig Dis	Acres Planted	Actual Production	Record Types 1 2 3 4 5
2014 🔻		<b>•</b>			
2013 🔻		•			
2012 🔻		<b>-</b>			
2011 🔻		•			
2010 🔻		<b>•</b>			
2009 🔻		•			
2008 🔻		<b>-</b>			
2007 🔻		•			
2006 🔻		<b>-</b>			
2005 🔻		•			

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

### E Field Description and Action for the "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 Approved Yield Data Screen, "Historical Yields" section for native sod.

<b>Field/Button</b>	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.
*NAP Cov	System will check the box if an application for coverage is on file for the pay group for the historical year*
Elig Dis	For historical year 2013 and subsequent years, the "Elig Dis" 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 "Elig Dis" indicator applies only if acres are greater than zero and production is
	equal to 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.
	<b>Notes:</b> Planted acres will be obtained from CARS with a combination of the following 2-CP:
	• status codes:
	• "D" • "E" • "F" • "G" • "H" • "H" • "I" • "O" • "R"
	• supplemental status of:
	<ul> <li>"failed"</li> <li>"planted".</li> <li>not applicable" for 2015 and subsequent years.</li> </ul>
	*Acres reported with all other combinations of 2-CP codes are ineligible for NAP and will be excluded automatically*
	Acres from CARS cannot be overridden.
	See subparagraph 176 H for handling additional ineligible acres for NAP.
	3-NAP Amend. 10 Page 3-250

#### 177 Yields on Native Sod Acreage (Continued)

Field/Button	Description		
Actual	Enter the actual production as determined according to 1-NAP (Rev. 2),		
Production	Part 7.		
	If zero production is entered, the only valid record type is "4".		
	<b>Note:</b> Do <b>not</b> include production from ineligible acres.		
* * *	* * *		
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".		

# **E** Field Description and Action for the "Historical Yields" Section for Native Sod (Continued)

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.

u : LORETTA							
	Approv	ved Yield					
. LOKETTA							
al Admin	Year: 2015	;	State:			Count	y:
	Produce	rs ———					
	Un	it: 1234					
ounty,	Producer	S: PRODUCER	R, ANY 1 (Operator	)			
d	Crop						
ucer		Crop: CAN	IOLA	Type:	FALL SEEDE	D (FAL)	
	Intende	ed Use: See	d (SD)	Practice:	Non-Irrigate	ed	
	Planting	Period: 01	U	nit of Measure:	LBS		
eld	Organi	c Type: Con	ventional	Native Sod:	No		
	└ Yield Da		al Yield: 1329	Prior Approv	ad Vialde 1	250	
	Adjusted	Transition			ed field. 1 ed Date:	250	
	Aujusteu	Adjusted I		Aujusi	eu Date.		
		-	e Yield: No	Cup Pule	es Apply: Y	00	
		Substitut	e field. No	Cup Kuk	з арріу.	65	
	🖵 Historica	l Yields —					
	Year	Eligible	Acres	Actual	Record	Yield	Yield
	rear	Disaster	Planted	Production	Type(s)	Туре	rielu
	2014	N	5.30	6250	1	А	1179
	2013	N	5.00	6400	1	Α	1280
	2012	Y	4.70	300	4	R	864
	2011	N	6.20	7500	1	Α	1210
						Total:	4533
	C Approve	d Yield ——					
			Approved Y	'ield: 1133			
	Remarks:		Approved \	<b>ield:</b> 1133			
	Remarks:		Approved )	'ield: 1133			*
	Remarks:		Approved Y	'ield: 1133			*
	Remarks:		Approved 1	ield: 1133			*
	Remarks:		Approved 1	'ield: 1133			*
	Remarks:						*
	Remarks:			r <b>ield:</b> 1133 dit Yield Data			*
							A 7
		r Signature -					*
	Producer	<b>r Signature -</b> Method:	E				۸ ۳
	Producer	-	E	dit Yield Data			A 
	- Producer Signature	Method:	E	dit Yield Data			*
	Producer Signature	Method:	▼ Sigr	dit Yield Data			*
	Producer Signature	Method:	E	dit Yield Data			•
	Producer Signature	Method:	▼ Sigr	dit Yield Data			-
	Producer Signature COC Sign COC Repro	Method:	▼ Sigr gnature Date:	dit Yield Data			-
	Producer Signature COC Sign COC Repro	Method:	▼ Sigr	dit Yield Data			•
	Producer Signature COC Sign COC Repro	Method:	▼ Sigr gnature Date:	dit Yield Data			
	Produced Signature COC Sign COC Repro	Method:	▼ Sigr gnature Date:	dit Yield 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	Approved yield is displayed.		
Remarks	Enter remarks as applicable. 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	*Select the applicable signature method and enter date:		
	• Paper – signed copy of CCC-452 is in the office, enter the date producer signed CCC- 452		
	• Fax – producer faxed CCC-452 containing signature to the office, enter the date producer signed CCC-452		
	• Refused to sign – producer refused to sign CCC-452, enter the date producer refused to sign CCC-452		
	• No signature on CCC-452 – producer has not returned signed CCC-452, enter the date employee determines CCC-452 is not being returned		
	• Signature on CCC 576 – production from producer signed CCC-576, Page 2, or CCC-576-1, was entered for the most recent historical year, enter the date CCC-576 was signed by producer		
	The production reported without a signed certification on CCC-452, CCC-576, or CCC-576-1 must be removed from the system if it was previously entered.		
	See 1-NAP (Rev. 2), paragraph 400, for additional information on completing signatures*		
	<b>Notes:</b> 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.		
	<b>Notes:</b> COC representative signature indicates acceptance of CCC-452. CCC-452's are <b>not</b> 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 " <b>Save &amp; Submit</b> " to retain data and display the Confirmation Screen. See paragraph 183.		
	<b>Note:</b> Approved yield <b>must</b> 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 Search Approved Yield 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. \*\*\*

#### 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".

Search Approved Yield			
Year: 2015	State: Kansas	County: Barton	
Unit Number:			
	Search 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".
- \*\_-

Search Approved Yield				
Year: 2015	State:	County:		
Unit: <u>1885</u>				
No Yield found for	the selected Unit.			
Add Approved Y	/ield 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.

Search Appro	ved Yield	
Year: 2015	State:	County:
Unit: <u>1</u>		
An approved App unit.	lication for Coverage was not fo	ound for any producer on this
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.

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

Search Approved Yield				
• Unit No	t Found			
Year: 2015	State:	County:		
Unit Number: 2955 Searc	h NAP Main Menu			
		*		

#### \*--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".

Search Approved Yields to Sign				
Year: 2015	State: Kansas	County: Barton		
Unit Number:				
Se	earch 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.

*		
Sign Approve	ed Yield	
Year: 2015	State:	County:
Unit: <u>1794</u>		
	Сгор	Producer Signature
BEANS, GREEN	l (GRN), Fresh (FH), Non-Irrigated, 02	View/Print
BEANS, SNAP V	WAX (WAX), Fresh (FH), Non-Irrigated,	<u>View/Print</u>
Producer Signat	ture ———	
Signature Method	d: 🗸 Date: 🛄	
COC Signature		
_	ive Signature Date:	
	Save Select Unit	

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

Search Approved Yields to Sign					
• An unsigned approved yield was not found for this unit.					
Year: 2015	State:	County:			
Unit Number:	1837 Search NAP Main Menu				

--\*

#### **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	<ul><li>The producer's signature date will be displayed if producer data was entered previously.</li><li>Note: If producer data has already been entered, only the COC representative signature data mode to be entered.</li></ul>					
V. D.	signature date needs to be entered.					
View/Print	View/print the specific approved yield.					
Producer Signature	<ul> <li>Select the applicable signature method and enter date:</li> <li>Paper – signed copy of CCC-452 is in the office, enter the date producer signed CCC-452</li> <li>Fax – producer faxed CCC 452 containing signature to the office, enter the date</li> </ul>					
	• Fax – producer faxed CCC-452 containing signature to the office, enter the date producer signed CCC-452					
	• Refused to sign – producer refused to sign CCC-452, enter the date producer refused to sign CCC-452					
	• No signature on CCC-452 – producer has not returned signed CCC-452, enter the date employee determines CCC-452 is not being returned					
	• Signature on CCC-576 – production from producer signed CCC-576, Page 2, or CCC-576-1, was entered for the most recent historical year, enter the date CCC-576 was signed by producer.					
	The production reported without a signed certification on CCC-452, CCC-576, or CCC-576-1 must be removed from the system if it was previously entered.					
	See 1-NAP (Rev. 2), paragraph 400, for additional information on completing signatures.					
	<b>Note:</b> 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.					
	<b>Notes:</b> 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.

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#### 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.

nu e: LORETTA							
e: LORETTA	Approv	ed Yield					
	rippiov						
	Vent DOIT		Ch-1			· · · · ·	
tional Admin	Year: 2015		State:			Count	y:
าน	Producer	c					
n Menu		t: 1234					
tate, County,	Producer	s: PRODUCER,	ANY 1 (Operator)	)			
r							
l Yield	Crop						
By Producer		Crop: CAN	OLA	Type:	FALL SEEDE	D (FAL)	
By Unit		d Use: Seed			Non-Irrigate	ed	
	-	Period: 01		nit of Measure:			
ved Yield	Organio	: Type: Conv	ventional	Native Sod:	No		
oved Yield							
rm	Yield Dat		l Yield: 1329	Prior Approv	ed Yield: 1	250	
	Adjusted	Transitiona			ed Date:	250	
	, indjasted	Adjusted R					
		-	Yield: No	Cup Rule	es Apply: Y	es	
				-			
	Historica	l Yields —					
	Year	Eligible Disaster	Acres Planted	Actual Production	Record Type(s)	Yield Type	Yield
	2014	N	5.30	6250	1	A	1179
	2013	N	5.00	6400	1	A	1280
	2012	Y	4,70	300	4	R	864
	2011	N	6.20	7500	1	A	1210
						Total:	4533
	Approved	Yield —					
			Approved Y	ield: 1133			
	Remarks:						
	Remarks:						*
	Remarks:						*
	Remarks:						*
	Remarks:						4
	Remarks:		E	dit Yield Data			*
	Remarks:		E	dit Yield Data			4
		Signature —	Ec	dit Yield Data			•
	- Producer	Signature –					*
		-		dit Yield Data			*
	- Producer	-					*
	- Producer	Method:					•
	Producer Signature COC Sign	Method:	▼ Sign				*
	Producer Signature COC Sign	Method:					*
	Producer Signature COC Sign	Method:	▼ Sign				*
	Producer Signature COC Sign COC Representation	Method:	▼ Sign				*
	Producer Signature COC Sign COC Repre	Method:	Sign Inature Date:	ature Date:			*
	Producer Signature COC Sign COC Represent Coc Represent Do you wa	Method:	▼ Sign	ature Date:			×
	Producer Signature COC Sign COC Repre	Method:	Sign Inature Date:	ature Date:			*
	Producer Signature COC Sign COC Represent Coc Represent Do you wa	Method:	Sign Inature Date:	ature Date:			×

--\*

## \*--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.			
	<b>Note:</b> 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.			
	<b>Notes:</b> COC representative signature indicates acceptance of CCC-452. CCC-452's are <b>not</b> 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 " <b>Save &amp; Submit</b> " to retain revised data and display the Confirmation Screen. See paragraph 183.			
	<b>Note:</b> The approved yield <b>must</b> 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.

*						
NAP Menu Welcome: LORETTA BAXA	Approved Yi	eld Data				
Role: National Admin	Year: 2015	State:			County:	
Main Menu						
NAP Main Menu	Unit: 1836 <u>View</u>			1.04		
Select State, County, and Year	Crop: BEANS, BUT Unit of Measure:	TER (BUT), Fresh (FH LBS	), Non-Irrigate	ed, 01		
Approved Yield	- Yield Data					
Search By Producer		onal Yield: 1500	Prior App	roved Yield:		
Search By Unit Number	Transitional Yield: 1500     Prior Approved Yield:       Adjusted Transitional Yield:     Adjusted Date:					
Add Approved Yield	Adjuste	d Reason:			~	
Sign Approved Yield	Subst	tute Yield: No 🗸	Cup I	Rules Apply: Yes	~	
Reports			-			
Blank Form Go To	Historical Yield	s				
NCT	Year NAP Cov	Elig Acres Dis Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type Yield	
NCI	Cov	Dis Planted	Production	12345	Type Tield	
		No 🗸 80.30 <sup>1</sup>	105000		A 🗸 1308	3
	Ine	eligible:				
	2013 🗸 🗌 🚺	√0 ¥ 40.30 <sup>1</sup>	40500		A 💙 1005	3
	Ine	eligible:				
	2012 🗸 🗆 🚺	√o ¥ 40.70 <sup>1</sup>	230000		A 🗸 5651	3
	Ine	eligible:				
	2011 🗸 🗌 🚺	No 🗸 20.00	30000		A 💙 1500	3
	2010 🗸 🗆 🗌	~			~	
	2009 🗸 🗆 🗌	<ul><li>✓</li></ul>			~	
	2008 🗸 🗆	✓			~	
	2007 🗸 🗆 🗌	~			~	
	2006 🗸 🗌	✓			~	
	2005 🗸 🗆 🗌	×			~	
	<sup>(1)</sup> Loaded from	Acreage Report.				
	Approved Yield					
		Approved	<b>ield:</b> 2366			
	Remarks:					
						<u>^</u>
						$\sim$
						$\sim$
		C	alculate Yield			
			D Main M			
	Save & Continu	Je Back NA	AP Main Menu			
## 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.

Confirmation		
Year: 2015	State: Kansas	County: Barton
Approved Yield data	has been saved successfully	
Print Approved Yiel	d NAP Main Menu	
Add Approved Yield f	or another crop	
Add Approved Yield f	or another unit	
Search Approved Yiel	ld	
		*

# \*--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	The Crop Selection Screen for the same unit will be displayed.
for another crop	See paragraph 175.
Add Approved Yield	The Search Approved Yield Screen will be displayed. See
for another unit	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.

Reports		
Verri 2015	Ctate: Vancas	Country Darton
Year: 2015	State: Kansas	County: Barton
Review F	Register Report	
Complet	ed Report	
O Unsigne	d Report	
Canceled	l Report	
County	Summary Report	
State Su	immary Report	
Chart Data		
Start Date:		
End Date:		
	Create Report N	AP Main Menu

# **C** Field Descriptions and Actions

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

<b>Report/Field/Button</b>	Action	Result
Review Register	Manual selection.	Report will be displayed identifying
Report		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	Manual selection.	Report will be displayed with a summary,
Report		by pay group, of the number of unsigned,
		completed, and canceled approved yields in
		the county.
State Summary	Manual selection.	Report will be displayed with a summary,
Report		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.
		Evention, Deview Desister Deport
		Exception: Review Register Report cannot be limited.
		cannot be minted.
		<b>Note:</b> Start date is <b>not</b> required.
End Date	Manual entry.	Enter an end date to limit data displayed on
	5	any of the reports.
		Exception: Review Register Report
		cannot be limited.
		Note: End date is <b>not</b> 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.

Unit of Measure Conversion				
Year: 2015	State: Mississippi	County: Coahoma		
The Unit of Measure for the Conversion Factor	this crop changed on the Natio	onal Crop Table. Enter		
From Unit of Measure:	CTN			
Conversion Factor:				
To Unit of Measure:	BOX			
	Continue Back			

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  $.25 (25 \div 100 = .25)$
- 50 pound cartons to 25 pound boxes, the conversion factor will be .5  $(25 \div 50 = .5)$ .

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

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.

Unit of Measure Conversion			
Year: 2015	State: Mississ	sippi	County: Coahoma
The Unit of Measure for the following conversior	this crop chan factor is corre	ged on the Natior ct	nal Crop Table. Confirm
From Unit of Measure:	CWT		
Conversion Factor: To Unit of Measure:	20 TON		
To onic or measure.			
	Confir	m Back	

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

IF converting unit of		THEN use conversion
measure from	TO unit of measure	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:

### •\*--"Year"

- "NAP Cov"
- "Elig Dis"--\*
- "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)

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### \*--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.

United States Department of Agriculture Farm Service Agency	SCIMS Customer Search
Scims Search Home	About Scims Search   Help   Contact Us   Exit   Logout of eAuth
Please Select A Customer	
Location State:	County:
FLORIDA -	MIAMI-DADE 🗸
Service Center (Optional):	
FLORIDA CITY SERVICE CENTER -	
Service Center Details	National Search:
	Name
Type ◎ Individual ◎ Business ◎ Both ◎ Active ◎ Active and Inactive	Starts With      Exact Match Last or Business: First:
Tax ID	Other
ID:	Common Name:
ID Type: SELECT ONE -	Zip Code:
Whole ID Clast 4 Digits	Phone No:
	Search Reset Cancel

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
- •\*--provides detailed accounting of fees and premiums.--\*

\* \* \*

# **B** Example of Premium Collection Screen

Following is an example of the Premium Collection Screen. \*--

Submitted Service Fees Premium NRRS Amount Amount Receipt ID Status Action	Premium Management				
Producer: PRODUCER, ANY A         Nationwide Service Fees and Premiums         Calculated Additional Service Fees: \$0.00         Calculated Producer Premium: \$725.00         Is this producer a Limited Resource Producer?         Is this producer a Scalaly Disadvantaged Producer?         Is this producer a Scalaly Disadvantaged Producer?         Is this producer a Scalaly Disadvantaged Producer?         Is this producer a Beginning Farmer/Rancher?         Maximum Service Fees: \$0.00         Maximum Service Fees: \$0.00         Original Fee Receivables: \$0.00         Additional Fees Paid: \$250.00         Additional Fees Reductions: \$0.00         Additional Fees Reductions: \$0.00         Additional Fees Reductions: \$0.00         Additional Fees Reductions: \$40.00         Premium Reductions: \$0.00         Additional Fees Reductions: \$40.00         Premium Billing Date: \$5/15/2016         Summary Of Coverage         Collections         Submitted       Service Fees         Submitted       Service Fees         Submitted       Service Fees         Submitted       Select from SUMS         Remittance       Collections         Remittance       Check/Item         Office:       WASHINGTON COUNTY FSA OFFICE, DC Y					
Nationwide Service Fees and Premiums         Calculated Additional Service Fees: \$0.00       Native Sod: No         Calculated Producer Premium: \$725.00       Coverage Buy-Up: Yes         Is this producer a Limited Resource Producer?       Yes       No         Is this producer a Socially Disadvantaged Producer?       Yes       No         Is this producer a Socially Disadvantaged Producer?       Yes       No         Is this producer a Socially Disadvantaged Producer?       Yes       No         Service Fees       Designing Farmer/Rancher?       Yes       No         Original Fees Paid: \$250.00       Maximum Premium: \$3,281.00         Service Fees       Premium       Premium Paid: \$276.00         Additional Fees Reductions: \$0.00       Total Premium Reductions: \$0.00       Total Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00       Total Premium Baid: \$276.00         Remaining Additional Fees: \$(250.00)       Remaining Premium: \$449.00       Premium Baid: \$276.00         Remaining Additional Fees: \$(250.00)       Premium Due Date: 06/15/2016         Submitted       Solution Fees: \$(250.00)       Premium Receivables: \$0.00         Presonal Service Fees:       Premium Paid: \$276.00       268012       Unscheduled Cancel         Submitted       Solution Fees			County	: Coahoma	
Calculated Additional Service Fees: \$0.00       Native Sod: No         Is this producer a Limited Resource Producer?       Yes         Is this producer a Socially Disadvantaged Producer?       Yes         Is this producer a Beginning Farmer/Rancher?       Yes         Maximum Service Fees: \$0.00       Maximum Premium: \$3,281.00         Service Fees       Original Fees Paid: \$250.00         Additional Fees Paid: \$250.00       Additional Fees Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$250.00       Remaining Premium Paid: \$276.00         Remaining Additional Fees: \$(250.00)       Premium Due Date: 06/15/2016         Service Fees Paid: \$250.00       Premium Due Date: 06/15/2016         Summary Of Coverage       Status         Action       Mississippi - Coamo         Mississippi - Coamo       Service fees, pc         Pressional Check, 05/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Pressional Check, 05/24/2016, \$276.00, 2458       Select from SCIMS       Maximum Premium: Save & Submit         Remittance Information       Check/Item       Da	Producer: PRODUCER, ANY A				
Calculated Producer Premium: \$725.00       Coverage Buy-Up: Yes         Is this producer a Limited Resource Producer?       Yes       No         Is this producer a Socially Disadvantaged Producer?       Yes       No         Is this producer a Socially Disadvantaged Producer?       Yes       No         Is this producer a Socially Disadvantaged Producer?       Yes       No         Is this producer a Seginning Farmer/Rancher?       Yes       No         Maximum Service Fees:       00       Maximum Premium: \$3,281.00         Service Fees       Premium       Premium Paid: \$276.00         Additional Fees Reductions: \$0.00       Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00       Total Premium Paid: \$276.00         Remaining Additional Fees:       \$(250.00)       Remaining Premium: \$449.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Submitted       Service Fees       Premium Receipting         Mississippi - Coahoma       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       XWY A PRODUCER, NY A       Select from SCIMS         Remittance       WASHINGTON COUNTY FSA OFFICE, DC       Mumber:       Number:         Office:	Nationwide Service Fees and Premiums-				
Is this producer a Limited Resource Producer?         Is this producer a Socially Disadvantaged Producer?       Yes       No         Is this producer a Beginning Farmer/Rancher?       Yes       No         Maximum Service Fees: \$0.00       Maximum Premium: \$3,281.00         Service Fees       Premium         Original Fees Paid: \$250.00       Maximum Premium: \$3,281.00         Service Fees       Premium         Original Fees Paid: \$250.00       Premium Receivables: \$0.00         Additional Fees Paid: \$250.00       Remaining Premium: \$449.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Submitted       Service Fees Price, De         Submitted       Service Fees Price, De         Mississippi - Coahoma       \$276.00       268012       Unscheduled       Cancel         Submitted       \$2/24/2016, \$276.00, \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       XMX A PRODUCER       Select from SCIMS         Remittance       Mountres A Print       Date:       Date:<	Calculated Additional Service Fees: \$0.00		Native Sod	: No	
Is this producer a Socially Disadvantaged Producer? Is this producer a Beginning Farmer/Rancher? Maximum Service Feess \$0.00 Service Fees Original Fees Paid: \$250.00 Original Fees Paid: \$250.00 Original Fees Paid: \$250.00 Additional Fees Paid: \$250.00 Additional Fees Reductions: \$0.00 Additional Fees Paid: \$250.00 Additional Fees Paid: \$250.00 Total Service Fees Paid: \$250.00 Remaining Additional Fees: \$(250.00) Remaining Additional Fees: \$(250.00) Total Service Fees Paid: \$250.00 Remaining Premium Reductions: \$0.00 Total Service Fees Paid: \$250.00 Remaining Premium Buil: \$276.00 Remaining Premium Buil: \$276.00 Remaining Premium Buil: \$276.00 Remaining Premium Due Date: 06/15/2016 Summary Of Coverage Collections Submitted Service Fees Premium Receipt ID Service Fees Service Fees Service Present Receipt ID Service Fees Service Fees Service Fees Service Fees Service Present Service Fees Service Service Fees Serv	Calculated Producer Premium: \$725.00	Co	verage Buy-Up	:Yes	
Is this producer a Socially Disadvantaged Producer? Is this producer a Beginning Farmer/Rancher? Maximum Service Fees: \$0.00 Service Fees Original Fees Paid: \$250.00 Additional Fees Paid: \$250.00 Original Fee Receivables: \$0.00 Additional Fees Reductions: \$0.00 Additional Fees Reductions: \$0.00 Total Service Fees Paid: \$250.00 Remaining Additional Fees: \$(250.00) Remaining Additional Fees: \$(250.00) Total Service Fees Paid: \$250.00 Remaining Additional Fees: \$(250.00) Remaining Premium Reductions: \$0.00 Total Service Fees Paid: \$250.00 Remaining Premium Buil: \$276.00 Remaining Premium Buil: \$276.00 Remaining Premium Buil: \$276.00 Remaining Premium Buil: \$276.00 Remaining Premium Due Date: 06/15/2016 Summary Of Coverage Collections Submitted Service Fees Paid: \$250.00 Remaining Coverage Collections Remaining Coverage Remitter: PRODUCER, ANY A Select from SCIMS Remittance Prep: Check/Item Remittance Coverage Amount to apply to Additional Service Fees: Amount to apply to Producer Premium : Save & Submit NAP Main Menu Save & Print	Is this producer a Limited Resource Producer?		Ves No		
Maximum Service Fees: \$0.00       Maximum Premium: \$3,281.00         Service Fees       Premium         Original Fees Paid: \$250.00       Premium Paid: \$276.00         Additional Fees Receivables: \$0.00       Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$250.00       Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$250.00       Remaining Premium: \$449.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Submitted       Service Fees       Premium Receipt ID         Submitted       Service Fees       Checkits         Submitted       Select from SCIMS       Cancel         Remittance       MASHINGTON COUNTY FSA OFFICE, DC        Number:         Office:       Select fr	Is this producer a Socially Disadvantaged Produc	er?	Yes 🗸 No		
Service Fees       Premium         Additional Fees Paid: \$250.00       Premium Paid: \$276.00         Additional Fee Receivables: \$0.00       Premium Receivables: \$0.00         Additional Fees Reductions: \$0.00       Premium Receivables: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$250.00       Remaining Additional Fees (\$250.00)         Remaining Additional Fees (\$250.00)       Remaining Premium Paid: \$276.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Summary Of Coverage       Status         Collections       Service Fees         Solumitted       Service Fees         Additional Fees       Status         Action         Mississippi - Coahoma       Service Fees         Solo \$276.00       \$268012       Unscheduled         Cancel       Service Receipt ID       Status         Personal Check, 05/24/2016, \$276.00, 2458       Ze8012       Unscheduled         Collections       Select from SCIMS         Remittance       MASHINGTON COUNTY FSA OFFICE, DC Y         Office:       WASHINGTON COUNTY FSA OFFICE, DC Y         Remittance       Check/Item         Type:       Xumanana Check/Item         Amount:	Is this producer a Beginning Farmer/Rancher?		Yes 🗹 No		
Original Fees Paid: \$250.00       Premium Paid: \$276.00         Additional Fees Redictibles: \$0.00       Premium Receivables: \$0.00         Additional Fee Receivables: \$0.00       Premium Receivables: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$250.00       Remaining Premium Paid: \$276.00         Remaining Additional Fees: \$(250.00)       Remaining Premium St49.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Submitted       Service Fees         Amount       Remaining Additional Fees: \$276.00         Submitted       Service Fees         Amount       Remaining Premium Paid: \$276.00         Submitted       Service Fees         Amount       Receipt ID         Status       Action         Mississippi - Coahoma       268012       Unscheduled         DS/24/2016       \$0.00       \$276.00       268012       Unscheduled         Personal Check, S/24/2016, \$2276.00, 2458       AWAY A PRODUCER       WASHINGTON COUNTY FSA OFFICE, DC          Remittance       Select from SCIMS       Number:       Date:         Remittance       Check/Item       Date:       Amount:         Amount to apply to Additional Service Fees:       Date:       Save & S	Maximum Service Fees: \$0.00	Maximum	Premium: \$3,2	281.00	
Original Fees Paid: \$250.00       Premium Paid: \$276.00         Additional Fees Redictibles: \$0.00       Premium Receivables: \$0.00         Additional Fee Receivables: \$0.00       Premium Receivables: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$250.00       Remaining Premium Paid: \$276.00         Remaining Additional Fees: \$(250.00)       Remaining Premium St49.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Submitted       Service Fees         Amount       Remaining Additional Fees: \$276.00         Submitted       Service Fees         Amount       Remaining Premium Paid: \$276.00         Submitted       Service Fees         Amount       Receipt ID         Status       Action         Mississippi - Coahoma       268012       Unscheduled         DS/24/2016       \$0.00       \$276.00       268012       Unscheduled         Personal Check, S/24/2016, \$2276.00, 2458       AWAY A PRODUCER       WASHINGTON COUNTY FSA OFFICE, DC          Remittance       Select from SCIMS       Number:       Date:         Remittance       Check/Item       Date:       Amount:         Amount to apply to Additional Service Fees:       Date:       Save & S	Service Fees	Premium			
Original Fee Receivables: \$0.00       Premium Receivables: \$0.00         Additional Fee Receivables: \$0.00       Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$2250.00       Remaining Premium Paid: \$276.00         Remaining Additional Fees: \$(250.00)       Remaining Premium: \$449.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Summary Of Coverage       Status         Collections       Service Fees         Submitted       Service Fees         Additional Fees       Premium Reductions: \$0.00         Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Submitted       Service Fees         Submitted       Service Fees         Submitted       Service Fees         Additional Fees       Premium Reductions: \$0.00         Status       Action         Mississippi - Coahoma       Select from Science         Ds/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 0\$/24/2016, \$276.00, 2458       ANY A PRODUCER       MASHINGTON COUNTY FSA OFFICE, DC        Select from SCIMS         Remittance       WASHINGTON COUNTY FSA OFFICE, DC        Date:       Date:			mium Paid: \$27	6.00	
Additional Fee Receivables: \$0.00       Premium Reductions: \$0.00         Additional Fees Reductions: \$0.00       Total Service Fees Paid: \$250.00       Premium Reductions: \$0.00         Total Service Fees Paid: \$250.00       Remaining Premium Paid: \$276.00       Remaining Premium: \$449.00         Premium Billing Date: 05/15/2016       Summary Of Coverage         Collections         Submitted       Service Fees         Premium Billing Date: 05/15/2016       Status       Action         Mississispip - Coahoma       00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       ANY A PRODUCER       Select from SCIMS       Check/Item       Cancel         Remittance Information       Magnittance       Check/Item       Number:       Number:       Date:         Remittance       WASHINGTON COUNTY FSA OFFICE, DC        Check/Item       Number:       Number:       Amount         Amount to apply to Additional Service Fees:       Amount to apply to Producer Premium:       Save & Submit       Save & Submit		_			
Additional Fees Reductions: \$0.00 Total Service Fees Paid: \$250.00       Premium Reductions: \$0.00 Total Premium Paid: \$276.00 Remaining Premium: \$449.00         Total Balance Due: \$449.00 Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Summary Of Coverage         Collections         Submitted       Service Fees Amount         \$276.00       268012         Unscheduled       Cancel         Personal Check, 05/24/2016       \$276.00       268012         Personal Check, 05/24/2016       \$276.00, 2458         ANY A PRODUCER       WASHINGTON COUNTY FSA OFFICE, DC         WASHINGTON COUNTY FSA OFFICE, DC       Office:         Remittance       Check/Item Type:         Remittance       Check/Item Date:         Amount to apply to Additional Service Fees:       Save & Submit         Amount to apply to Producer Premium:       Save & Submit		Premium R	eceivables: \$0.0	00	
Total Service Fees Paid: \$250.00       Total Premium Paid: \$276.00         Remaining Additional Fees: \$(250.00)       Total Balance Due: \$449.00         Total Balance Due: \$449.00         Premium Billing Date: 05/15/2016         Summary Of Coverage         Collections         Submitted       Service Fees       Premium Action         Mississippi - Coahoma         05/24/2016       \$276.00       \$268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458         Any A PRODUCER         Premium Summary of Coverage         Collections         Collections         OS/24/2016       \$276.00       \$268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458         Any A PRODUCER       Select from SCIMS         Remittance Information         Remittance         Office:       Check/Item         Date:         Amount to apply to Additional Service Fees:         Amount to apply to Producer Premium: <td colspa<="" td=""><td></td><td>Premium R</td><td>eductions: \$0.0</td><td>00</td></td>	<td></td> <td>Premium R</td> <td>eductions: \$0.0</td> <td>00</td>		Premium R	eductions: \$0.0	00
Total Balance Due: \$449.00         Premium Billing Date: 05/15/2016         Summary Of Coverage         Collections         Submitted Service Fees Premium Receipt ID       Status       Action         Mississispipi - Coahoma       Status       Action         05/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       AWY A PRODUCER       WASHINGTON COUNTY FSA OFFICE, DC       C         Remittance Information         Remittance       WASHINGTON COUNTY FSA OFFICE, DC        C         Office:       WASHINGTON COUNTY FSA OFFICE, DC        C         Remittance       Check/Item       D         Remittance       Check/Item       D         Amount:       Date:       D         Amount to apply to Additional Service Fees:       C       Amount         Amount to apply to Producer Premium:       Save & Submit         NAP Main Menu       Save & Print       D					
Premium Billing Date: 05/15/2016       Premium Due Date: 06/15/2016         Summary Of Coverage         Collections         Submitted       Service Fees Amount       Premium Receipt ID       Status       Action         Mississippi - Coahoma       0       \$276.00       268012       Unscheduled       Cancel         05/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       AWY A PRODUCER, WASHINGTON COUNTY FSA OFFICE, DC       Concel       Cancel         Remittance       WASHINGTON COUNTY FSA OFFICE, DC       Check/Item       Distei         Remittance       Check/Item       Date:       Date:         Amount to apply to Additional Service Fees:       Save & Submit         Amount to apply to Producer Premium:       Save & Submit	Remaining Additional Fees: \$(250.00)	Remaining	J Premium: \$44	9.00	
Collections         Submitted       Service Fees Amount       Premium Amount       NRRS Receipt ID       Status       Action         Mississippi - Coahoma       05/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       AWA PRODUCER       WASHINGTON COUNTY FSA OFFICE, DC       V       Check/Item       Cancel         Remittance       WASHINGTON COUNTY FSA OFFICE, DC       Check/Item       V       Number:       Check/Item       V         Remittance       VASHINGTON COUNTY FSA OFFICE, DC       Check/Item       V       Number:       V         Remittance       VASHINGTON COUNTY FSA OFFICE, DC       Check/Item       V       Number:       V         Remittance       VASHINGTON COUNTY FSA OFFICE, DC       Check/Item       V       V       V         Remittance       Check/Item       Date:       V       V       V       V       V         Amount to apply to Additional Service Fees:       Amount to apply to Producer Premium:       Save & Submit       NAP Main Menu       Save & Print			Due Date: 06/	15/2016	
Submitted       Service Fees Amount       Premium Amount       NRRS Receipt ID       Status       Action         Mississippi - Coahoma       05/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458 ANY A PRODUCER WASHINGTON COUNTY FSA OFFICE, DC       Unscheduled       Cancel         Remittance Information       Remittance       WASHINGTON COUNTY FSA OFFICE, DC        Check/Item       Unscheduled         Remittance       WASHINGTON COUNTY FSA OFFICE, DC        Check/Item       Unscheduled       Check/Item         Remittance       Check/Item       Date:       Date:       Image: Check/Item       Image: Check/Item         Amount to apply to Additional Service Fees:       Amount to apply to Producer Premium:       Save & Submit       Save & Submit	Summary Of C	Coverage			
Amount       Amount       Receipt ID       Status       Action         Mississippi - Coahoma       05/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       ANY A PRODUCER       WASHINGTON COUNTY FSA OFFICE, DC       Cancel         Remittance Information       Remittance       WASHINGTON COUNTY FSA OFFICE, DC       Common Science       Common Science         Remitter:       PRODUCER, ANY A       Select from SCIMS       Check/Item       Check/Item       Check/Item         Remittance       ✓       Check/Item       Date:       Image: Check Science       Image: Check Science         Amount to apply to Additional Service Fees:       Image: Check Science       Save & Submit       Save & Submit         NAP Main Menu       Save & Print       Save & Print       Image: Check Print       Image: Check Print	Collections				
D5/24/2016       \$0.00       \$276.00       268012       Unscheduled       Cancel         Personal Check, 05/24/2016, \$276.00, 2458       ANY A PRODUCER       Cancel       Cancel         ANY A PRODUCER       WASHINGTON COUNTY FSA OFFICE, DC       Cancel       Cancel         Remittance Information       Remittance       WASHINGTON COUNTY FSA OFFICE, DC       Concel         Remittance Information       Remitter:       PRODUCER, ANY A Select from SCIMS       Select from SCIMS         Remittance       Check/Item       Number:       Check/Item         Type:       Check/Item       Date:       Check/Item         Amount to apply to Additional Service Fees:       Amount to apply to Producer Premium:       Save & Submit         NAP Main Menu       Save & Print       Save & Print	Submitted Service Fees Premium Amount Amount	NRRS Receipt ID	Status	Action	
Personal Check, 05/24/2016, \$276.00, 2458         ANY A PRODUCER         WASHINGTON COUNTY FSA OFFICE, DC         Remittance Information         Remittance WASHINGTON COUNTY FSA OFFICE, DC         Office:         WASHINGTON COUNTY FSA OFFICE, DC         Remittance         Office:         Remittance         Producer         Remittance         Type:         Remittance         Type:         Remittance         Check/Item         Number:         Date:         Amount to apply to Additional Service Fees:         Amount to apply to Producer Premium:         Save & Submit	Mississippi - Coahoma				
ANY A PRODUCER         WASHINGTON COUNTY FSA OFFICE, DC         Remittance         Office:         WASHINGTON COUNTY FSA OFFICE, DC         Remittance         Type:         Remittance         Check/Item         Namount:         Check/Item         Date:         Amount to apply to Additional Service Fees:         Amount to apply to Producer Premium:         NAP Main Menu         Save & Print	\$0.00 \$276.00	268012	Unscheduled	<u>Cancel</u>	
Remittance       WASHINGTON COUNTY FSA OFFICE, DC          Office:       PRODUCER, ANY A       Select from SCIMS         Remittance       Check/Item       Image: Check/Item         Type:       Check/Item       Image: Check/Item         Remittance       Check/Item       Image: Check/Item         Amount:       Check/Item       Image: Check/Item         Amount to apply to Additional Service Fees:       Image: Check/Item       Image: Check/Item         Amount to apply to Producer Premium:       Save & Submit       Image: Check/Item         NAP Main Menu       Save & Print       Image: Check/Item	ANY A PRODUCER				
Office:       WASHINGTON COONTERSCORDED, DECO         Remitter:       PRODUCER, ANY A       Select from SCIMS         Remittance       Check/Item       Image: Check/Item         Type:       Check/Item       Image: Check/Item         Remittance       Check/Item       Image: Check/Item         Remittance       Check/Item       Image: Check/Item         Amount:       Check/Item       Image: Check/Item         Amount to apply to Additional Service Fees:       Image: Check/Item       Image: Check/Item         Amount to apply to Producer Premium:       Save & Submit       Save & Submit         NAP Main Menu       Save & Print       Image: Check/Item	Remittance Information				
Remitter:       PRODUCER, ANY A       Select from SCIMS         Remittance       Check/Item       Image: Check/Item         Remittance       Check/Item       Image: Check/Item         Amount:       Check/Item       Image: Check/Item         Amount to apply to Additional Service Fees:       Image: Check/Item       Image: Check/Item         Amount to apply to Producer Premium:       Save & Submit         NAP Main Menu       Save & Print		A OFFICE, DC 🗸	•		
Type:       Number:         Remittance       Check/Item         Amount:       Date:         Amount to apply to Additional Service Fees:       Save & Submit         Amount to apply to Producer Premium:       Save & Submit         NAP Main Menu       Save & Print		Select from SC	IMS		
Remittance       Check/Item         Amount:       Date:         Amount to apply to Additional Service Fees:       Amount to apply to Producer Premium:         Save & Submit         NAP Main Menu       Save & Print					
Amount:       Date:         Amount to apply to Additional Service Fees:       Amount to apply to Producer Premium:         Amount to apply to Producer Premium:       Save & Submit         NAP Main Menu       Save & Print					
Amount to apply to Producer Premium: Save & Submit		Date	:		
NAP Main Menu Save & Print	Amount to apply to Additional Service Fees:				
	Amount to apply to Producer Premiu	um:	Save & S	ubmit	
	NAP Main Menu	Sovo & Dript			
		Save & Flint			

# **C** Field Descriptions and Actions

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

Field/Button	Description	Action
Nationwide Service Fees and Premiums		
Calculated Additional Service Fees	Total amount of additional service fees for native sod.	
Native Sod	Indicates whether native sod provisions apply to the producer.	
Calculated Producer Premium	Total calculated premium.	
Coverage Buy-Up	Indicates whether buy-up coverage was purchased.	
Is this producer a Limited Resource Producer?	Provides the values that were selected for the producer.	
Is this producer a Socially Disadvantaged Producer?		
Is this producer a Beginning Farmer/Rancher?		
Maximum Service Fees	The maximum amount a producer has to pay for service fees nationwide.	
Maximum Premium	The maximum amount a producer owes for premium.	
Original Fees Paid	Total amount of service fees collected at the time of application for coverage.	
Additional Fees Paid	Total amount of additional native sod service fees collected.	
Original Fee Receivables	Total amount of service fees established as a receivable.	
Additional Fee Receivables	Total amount of additional native sod service fees established as a receivable.	
Additional Fees Reductions	Total amount of native sod service fees reduced from NAP payments.	

# **C** Field Descriptions and Actions (Continued)

### \*\_\_

<b>Field/Button</b>	Description	Action
	Nationwide Service Fees and Premiu	ims
Total Service Fees	Calculated by adding:	
Paid		
	• original fees paid, plus	
	additional fees paid, plus	
	• original fee receivables, plus	
	<ul> <li>additional fee receivables, plus</li> </ul>	
	<ul> <li>additional fee reductions.</li> </ul>	
Remaining Additional	The lesser of:	
Fees		
1005	• the result of subtracting:	
	• the result of subtracting.	
	• calculated additional service fees,	
	• calculated additional service rees, minus	
	• additional fees paid, minus	
	• additional fees reductions, minus	
	additional fee receivables	
	• the result of subtracting:	
	• maximum service fees, minus	
	total service fees paid.	
Premium Paid	Total amount of premiums collected.	
Premium Receivables	Total amount of premiums established as	
	receivables.	
Premium Reductions	Total amount of premiums reduced from	
	NAP payments.	
Total Premium Paid	Calculated by adding:	
	<ul> <li>premium paid, plus</li> </ul>	
	<ul> <li>premium reductions, plus</li> </ul>	
	premium receivables.	
Remaining Premium	Lesser of the following:	
	• the result of subtracting:	
	<ul> <li>calculated producer premium, minus</li> </ul>	
	<ul> <li>total premium paid</li> </ul>	
	• the result of subtracting:	
	• maximum premium, minus	
	<ul> <li>total premium paid.</li> </ul>	
Total Balance Due	The result of adding remaining:	
Total Datance Duc	The result of adding remaining.	
	• additional fees, plus	
	=	
	• premium.	

# **C** Field Descriptions and Actions (Continued)

 Field/Button	Description	Action
	-	Action
Premium Billing Date	The date designated as the final date of billing for NAP premiums.	
Premium Due Date	The date designated as the final due date for NAP	
I Tellinulli Due Date	premiums.	
Summary of	Displays the producer's Summary of Coverage.	
Coverage		
	Collections	
Submitted	The submission dates, amounts, NRRS reference	
Service Fees	numbers, and statuses of previously collected	
Amount	additional service fees and/or premiums.	
Premium 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. Remittance Information	
Remittance Office	The FSA office receiving and depositing the	Select the county, where the
Kellittance Office	collection. Defaulted to the office to which the user	premium is being deposited,
	is associated, unless there is more than one, then	from the drop-down list.
	required selection.	nomine drop downinst.
	The drop-down list contains all offices to	
	which the user is associated.	
Remitter	The payer of the applicant's premium. Manual	If someone other than the
	selection. Defaulted to the selected producer.	applicant is paying for the
	Must be modified when the applicant is not	applicant's premium,
	the remitter.	CLICK "Select from
		SCIMS" to select the actual
		remitter from SCIMS.
Remittance Type	The form of payment received from the	Select the applicable
	remitter. Required selection, if a collection is being submitted. The drop-down list contains:	form of payment received from the
	being submitted. The drop-down list contains.	remitter.
	Personal Check	Tenniter.
	Cashier Check	
	Money Order	
	Multi-Party Check	
	Wire Transfer	
	<ul><li>Cash and Coin.</li></ul>	
Check/ItemNumber	The identifying number associated with the	Enter the item number
	payment received from the remitter.	from the actual
	Required manual entry if a collection is	payment, such as check
	being submitted, with the exception of "Cash	number.
	and Coin".	

<b>Field/Button</b>	Description	Action
	Remittance Information	
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. <b>Note:</b> 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. (the total remittance is for multiple applicants and/or program fees and/or premiums)
Check/ItemDate	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. <b>Note:</b> Date must be less than or equal to the current date.
Amount to Apply to Additional Service Fees	The portion of the remittance amount to be applied to the producer's additional service fees. Required manual entry, if a collection is being submitted.	Enter the amount of the remittance to be applied to the producer's additional service fees. <b>Note:</b> Amount may be less than or equal to, but not greater than the producer premium balance due.
Amount to apply to Premium Producer	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 redisplayed 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.

# C Field Descriptions and Actions (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".
	<b>NRRS</b> (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".
	<b>NRRS (Funded):</b> 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.
Active/vermed	The remittance has been confirmed by NRRS as being "active-verified".
	The remittance has been commined by tyters as being active-vermed.
	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".
	<b>NRRS</b> ( <b>Deleted</b> ): 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.

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.

Year: 2015 Producer: PROD	UCER, ANY A	State: Florida		County: Lee
<b>Premium Colle</b> Total Premium		202000-000		
Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade, I	Monroe			
08/07/2015	\$475.95	164019	Verified	
Wire Transfer, MIAMI-DADE C	08/03/2015, \$475 OUNTY FARM SER	5.95, 123654W VICE AGENCY, FL		
08/07/2015	\$245.35	164020	Active/Verified	Cancel
PRODUCER, A		5.35, 147258W VICE AGENCY, FL		
Florida - Lee				
08/07/2015	\$335.15	164021	Unscheduled	Cancel
Wire Transfer,	08/05/2015, \$335 ARM SERVICE AGE	5.15, 369258W ENCY, FL		

## C Action

See paragraph 203 to cancel a collection.--\*

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

# 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.

roducer: PROD	UCER, ANY A	State: Florida		County: Lee
Premium Colle	ections	45		
Submitted	Amount	NRRS Receipt ID	Status	Action
Florida - Dade,	Monroe			
08/07/2015	\$475.95	164019	Verified	
Wire Transfer, MIAMI-DADE C	08/03/2015, \$475 OUNTY FARM SER	5.95, 123654W VICE AGENCY, FL		
08/07/2015	\$245.35	164020	Active/Verified	Cancel
PRODUCER, A		5.35, 147258W VICE AGENCY, FL		
Florida - Lee				
08/07/2015	\$335.15	164021	Unscheduled	Cancel
08/07/2015	\$335.15	164021	Unscheduled	Cancel

### **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.

Message fr	om webpage	×
?	Cancel premium collection in N	RRS?
	ОК С	ancel

<b>Note:</b> The screen will refresh with the status of the collection updated to "Canceled	Note:	The screen	will refresh	with the	status of the	e collection	updated to	"Canceled"
---	-------	------------	--------------	----------	---------------	--------------	------------	------------

Florida - Lee				
08/07/2015	\$ <del>335.15</del>	164021	Canceled	
Wire Transfer, 08/05/2015, \$335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL				

**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)

••

#### 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.

<b>Year:</b> 2015		F	tes Department of A arm Service Agency P Premium Collect	y		Date: 8/20/2015 Time: 17:12:18
Producer: PRO	DDUCER, ANY A Remittance	Check/Item	Check/Item	Remittance	Applied	Status
08/07/2015	Type Wire Transfer	Number 123654W	Date 08/03/2015	Amount \$475.95	Amount \$475.95	Verified
08/07/2015	Wire Transfer	147258W	08/03/2015			Active/Verified
				\$245.35	\$245.35	
08/07/2015	Wire Transfer	369258W	08/05/2015	\$335.15	\$335.15	Unscheduled

### **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. \*--

Reports		
Year: 2015	State: Mississippi	County: Coahoma
<ul> <li>Additional N</li> <li>Premium an</li> <li>County Proc</li> </ul>	verage Premium Summa Native Sod Service Fees Ind Additional Service Fe ducer Premium Exception Icer Premium Exception	Summary Report ee Transactions Report on Report
Start Date: End Date:	reate Report NAP Main N	Menu

# 216 Standard Reports (Continued)

# **C** Field Descriptions and Actions

<b>Report/Field/Button</b>	Action	Result
*Buy-Up Coverage	Manual	Report will list all producers with an "approved"
Premium Summary	selection.	Application for Coverage on file with at least
Report		1 pay group with a buy-up coverage level elected.
Additional Native Sod	Manual	Report will provide a detailed view of service
Service Fees Summary	selection.	fees and additional service fees.
Report		
Premium and Additional	Manual	Report will list all producers with premium
Fee Transactions Report	selection.	and/or additional fee collections on file in any
		office to which the user is associated. The total
		premiums and/or additional fees paid for each
		producer will be displayed on the report.
County Producer	Manual	Report will provide a list, by producer, of
Premium Exception	selection.	exceptions that apply to each crop in the county.
Report		This report should be used to clean up data to
		ensure that premiums can be correctly calculated.
State Producer Premium		Report will provide a list, by producer, of
Exception Report	Selection.	exceptions that apply to each crop, in each
		county in the State. This report is only available
		for State Office users*
Start Date	Manual entry.	Enter a start date to limit data displayed on the
		selected report.
		Note: Start date is <b>not</b> 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	Selected report will be displayed in a new
	selection.	window.
NAP Main Menu	Manual	Main Menu will be displayed. See paragraph 42.
	selection.	

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

# 217-229 (Reserved)

7-21-16

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## 230 Options

### A Overview

Users may:

• add, edit, or cancel a SNAPP record by producer or 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 231.

• "Search by Unit Number" the Search Supplemental Data Screen will be displayed.

Note: See paragraph 233.

• generate reports.

Note: See paragraph 237.--\*

## \*--231 Adding, Editing, or Canceling SNAPP Records

## A Overview

After 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.

United States Department of Agriculture Farm Service Agency	SCIMS Customer Search
Scims Search Home   About	Scims Search   Help   Contact Us   Exit   Logout of eAuth
Please Select A Customer	
Location State: MISSISSIPPI  Service Center (Optional): CLARKSDALE SERVICE CENTER	County: COAHOMA
Service Center Details	National Search:
Type ◎ Individual ◎ Business ◎ Both ◎ Active ◎ Active and Inactive	Name Starts With  Exact Match Last or Business: First:
Tax ID ID: ID Type: SELECT ONE Whole ID © Last 4 Digits	Other       Common Name:       Zip Code:       Phone No:
Se	arch Reset Cancel

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

## \*--231 Adding, Editing, or Canceling SNAPP Records (Continued)

#### **B** Example of SCIMS Customer Search Screen (Continued)

If the producer selected through SCIMS is:

- **not** associated with a unit, the following Unit Selection Screen will be displayed
- associated with 1 or more units, the Unit Selection Screen will be displayed with applicable units. See paragraph 232.

Unit Selection	1	
Year: 2015	State: Mississippi	County: Coahoma
Producer: PRODUC	ER, ANY 8	
No units <mark>found</mark> fo	r selected producer.	
Continue Selec	t Producer NAP Main Menu	

# **C** Button Descriptions and Actions

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

Button	Description	
Select Producer	SCIMS Customer Search Screen will be displayed. See paragraph 231	
NAP Main Menu	Main Menu Main Menu will be displayed. See paragraph 42.	

# 232 Unit Selection

# A Overview

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

# **B** Example of the Unit Selection Screen

Following is an example of the Unit Selection Screen.

/ear: 2 Produ	2015 cer: PRODUC	State: ER, ANY 1	County:
	Unit Number	Producers	Status
0	259	PRODUCER, ANY 1 (Operator)	Active
0	1836	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active
0	1837	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Owner) PRODUCER, ANY 5 (Owner) 6 producers total <u>View</u>	Active

# \*--232 Unit Selection (Continued)

# **C** Field Descriptions and Actions

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

Field/Button	Description
Unit Number	Unit numbers associated with selected producer.
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.
View	Click to display the additional producers on the unit. Link is displayed only if there are more than 3 producers associated with the unit.
Status	"Active" or "Inactive". Supplemental data can be entered for active units <b>only</b> .
Continue	Click after selecting the unit. Only 1 unit may be selected at a time. See paragraph 233.
Select Producer	SCIMS Customer Search Screen will be displayed. See paragraph 231.
NAP Main Menu	Main Menu will be displayed. See paragraph 42.

## 233 Searching Supplemental Data

### A Overview

When a unit number is selected, an initial search of supplemental records is made to determine if supplemental data exits for the unit.

### **B** Example of Search Supplemental Data Screen Without Existing Data

The following is an example of the Unit Selection Screen if **no** data has been entered for the selected unit.

Search Supplemental Data		
<b>Year:</b> 2015 <b>Unit:</b> 1837 <u>View</u>	State: Producer: PRODUCER, ANY 1 (Operat	county:
No Supplementa	al Data found for the selected Unit.	
Add Supplementa	I Data Select Unit NAP Main Menu	

### **C** Field Descriptions and Actions

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

Field/Button	Description	
View	Click to display the producers on the unit.	
Add Supplemental	Click to add supplemental data for the unit. Crop Selection Screen will	
Data	be displayed according to paragraph 234 if eligible crops are found.	
Select Unit	Unit Selection Screen will be displayed. See paragraph 232. Button	
	will be displayed <b>only</b> if the initial selection was by producer.	
NAP Main Menu	Main Menu will be displayed. See paragraph 42.	

## 233 Searching Supplemental Data (Continued)

# **D** Example of Search Supplemental Data Screen with Existing Data

The following is an example of the Search Supplemental Data Screen, if data exists for the selected unit.

Year: 2015	State:	Operator)	County	<b>y</b> :
Unit: 1836 <u>View</u>	Producer: PRODUCER, ANY 1 (	operator)		
	Сгор	Status	Act	ion
WHEAT, SOFT RED Irrig, 01	WINTER (SRW), Grain (GR), Non-	Completed	View/Print	<u>Edit</u>
WHEAT, SOFT RED Irrig, 01	WINTER (SRW), Grazing (GZ), Non	- Completed	View/Print	<u>Edit</u>
	UT COUACH (BTT) Freeb (FU)	Completed	View/Print	<u>Edit</u>
SQUASH, BUTTERN Non-Irrig, 01	IOT SQUASH (BTT), Flesh (FH),			

Search results will vary slightly depending on whether the search was by producer or by unit number.

## **E** Field Descriptions and Actions

The following table provides field descriptions and actions for the Search Supplemental Data Screen.

Field/Button	Description	
Unit	Unit number selected. CLICK "View" to display the producers on the	
	unit.	
Status	"Completed" or "Canceled".	
View/Print	View or print the supplemental data.	
Edit	Edit the supplemental data. See paragraph 236.	
Reactivate	Reactivate canceled supplemental data. See paragraph 236.	
Add Supplemental	Click to add ineligible acres for the unit. Crop Selection Screen will be	
Data	displayed. See paragraph 234.	
*Select Unit	Select another unit associated with the producer. Displayed only if the	
	initial search was by producer. See paragraph 232*	
NAP Main Menu	Main Menu will be displayed. See paragraph 42.	

### \*--233 Searching Supplemental Data (Continued)

# F Status

The "Status" column displays the status of the unit's supplemental data as follows:

- "Completed" means that ineligible acres have been entered and saved
- "Canceled" means the data has been placed in "Canceled" status because of either of the following:
  - changes to data including the following:
    - CCC-471
    - FSA-578
    - NCT data
    - unit was deleted
  - user canceled supplemental data.

Canceled supplemental data can be reactivated using the "Reactivate" link.--\*

## 234 Crop Selection

### A Overview

The Crop Selection Screen will display all crops, types, intended uses, planting periods, practices, organic status, and native sod status that are common to the producer's application for coverage and acreage report that do **not** have ineligible acres entered for the unit.

### **B** Example of Crop Selection Screen

The following is an example of the Crop Selection Screen.

Crop Selection		
<b>Year:</b> 2015 <b>Unit:</b> 1836 <u>View</u>	State:	County:
Сгор		
○ BEANS, SNAP WAX (WAX)	, Fresh (FH), Non-Irrig, 01	
○ BEANS, SNAP WAX (WAX)	, Fresh (FH), Non-Irrig, 02	
○ OATS, WINTER (WTR), Gr	ain (GR), Non-Irrig, 01, Tra	ansitional Organic
O PEACHES, CLING PEACHE	S (CLI), Fresh (FH), Non-Ir	rig, 01
O PEACHES, CLING PEACHE	S (CLI), Fresh (FH), Non-Ir	rig, 01, Transitional Organic
O PEACHES, CLING PEACHE	S (CLI), Processed (PR), No	on-Irrig, 01, Certified Organic
<ul> <li>WATERMELON, STRIPED (</li> </ul>	STR), Fresh (FH), Non-Irrig	<u>,</u> 01
Display crop not on Applic	cation for Coverage	

The initial crop display contains crops that are on a producer's application for coverage and have certified reported or determined acres in CARS.

If none of the producers associated with the selected unit have an application for coverage on file but do have certified reported or determined acres in CARS, a message will be displayed along with the link to display crops not on the application for coverage.--\*

## 234 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	Unit number selected. CLICK "View" to display the producers on the unit.
Crop	Crop combination for which ineligible acres can be entered.
*Display crop not on Application for Coverage	CLICK link to display all NAP eligible crops with certified reported or determined acres in CARS for selected unit.
Hide crop not on Application for Coverage	CLICK link to redisplay initial list of crops common to application for coverage and CARS. Link is displayed only if "Display crop not on Application for Coverage" link
	was clicked*
Continue	Click after selecting a crop combination. Only 1 crop may be selected at a time. The Supplemental Data Screen will be displayed. See paragraph 235.
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.

### **D** No Application for Coverage and Acreage Report

This is an example of the Crop Selection Screen if there are **no** crops with an application for coverage and acreage report on file for the selected unit.

Crop Selection		
Year: 2016 Unit: 1701 <u>View</u>	State:	County:
No crops found with	Application for Coverage and A	creage Report.
Display crop not on a	Application for Coverage	
Continue Cancel		

## **E** Field Descriptions and Actions

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

<b>Field/Button</b>	Description	
Unit	Unit number selected. CLICK "View" to display the producers on the unit.	
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.	

# 235 Entering Supplemental Data

# A Overview

Supplemental Data Summary Screen will be displayed allowing entry of ineligible acres.

# **B** Example of the Supplemental Data Screen

The following is an example of the Supplemental Data Screen.

*			
Supplemental Data			
Year: 2015         State:           Unit: 1836 View			
Crop			
Crop: BEANS Type: E Intended Use: Fresh (FH) Practice: M Planting Period: 01 Organic Type: T Native Sod: No			
PRODUCER, ANY 1 50.00% PRODUCER, ANY 2 50.00%	Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
Planted:	3.6000	3.6000	
Prevented:			N/A
PRODUCER, ANY 1 75.00% PRODUCER, ANY 2 25.00%	Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
Planted:	1.6000	1.6000	
Prevented:			N/A
Save & Submit Save & Print Cancel			

# 235 Entering Supplemental Data (Continued)

# **C** Field Descriptions and Actions

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

Field/Button	Description		
Unit	Unit number selected. CLICK "View" to display the producers on the unit.		
Crop	Crop combination for which ineligible acres can be entered.		
Producer and	Producers associated with the selected unit and shares from CARS for each		
Share	*producer. For acres reported with the intended use of GZ, the carrying		
	capacity, as reported in CARS, will be displayed*		
Reported	Acres, colonies, or taps reported in CARS.		
Acres/			
Colonies/Taps	See note following table.		
Determined	Acres, colonies, or taps from CARS entered as:		
Acres/			
Colonies/Taps	• determined		
	• reported in the absence of determined.		
	See note following table.		
Ineligible Enter acres that are <b>not</b> eligible for NAP. <b>Only</b> ineligible acres that I			
Acres/	not already been excluded should be entered.		
Colonies/Taps			
	*For acres reported with the intended use of GS, the:		
	a server will be displayed on the energy selection express for both CD and CZ		
	• crop will be displayed on the crop selection screen for both GR and GZ		
	• ineligible acres must be the same for the GR and GZ records for the		
	acres reported as GS*		
	Leave blank if there are <b>no</b> ineligible acres, colonies, or taps.		
	,		
	See note following table.		
Planted,	Supplemental status from CARS associated with the reported acres,		
Prevented	colonies, or taps.		
Save &	Click to retain data and redisplay the Search Supplemental Data Screen.		
Submit	See paragraph 233.		
Save & Print	Click to retain data and print the information.		
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.		
### 235 Entering Supplemental Data (Continued)

#### **C** Field Descriptions and Actions (Continued)

- **Note:** SNAPP will obtain certified reported and determined acres that are recorded in CARS with a combination of the following 2-CP:
  - status codes:
    - "D"
    - "E"
    - "F"
    - "G"
    - "H"
    - "I"
    - "O"
    - "R"
  - supplemental status of:
    - "failed"
    - "planted"
    - "prevented"
    - "not applicable".
  - \*--Acres reported with all other combinations of 2-CP codes are ineligible for NAP and will be excluded automatically.--\*

### 236 Editing and Reactivating Supplemental Data

# A Overview

Supplemental Data Summary Screen will be displayed with the ineligible acres, colonies, or taps that were captured from the data entry process.

#### **B** Example of the Supplemental Data Summary Screen

*			
Supplemental Data			
Year: 2015         State:           Unit: 1836 View		Cou	nty:
[ <sup>Crop</sup>			
Crop: BEANS Type: F	BUTTER (BL	лт)	
Intended Use: Fresh (FH) Practice: 1	Non-Irrig		
Planting Period: 01 Organic Type: 1 Native Sod: No	Fransitional	Organic	
PRODUCER, ANY 1 50.00% PRODUCER, ANY 2 50.00%	Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
Planted:	3.6000	3.6000	.6321
Prevented:			N/A
PRODUCER, ANY 1 75.00% PRODUCER, ANY 2 25.00%	Reported Acres/ Colonies/ Taps	Determined Acres/ Colonies/ Taps	Ineligible Acres/ Colonies/ Taps
Planted:	1.6000	1.6000	
Prevented:			N/A
Cancellation			
Do you want to cancel this Supplemental D	ata?		
□Yes Reason:	~		
Save & Submit Save & Print Cancel			

# 236 Editing and Reactivating Supplemental Data (Continued)

# **C** Field Descriptions and Actions

The following table provides field descriptions and actions for the Supplemental Data Summary Screen.

Field/Button	Description
Unit	Unit number selected. CLICK " <b>View</b> " to display the producers on the unit.
Ineligible Acres/ Colonies/Taps	Edit acres that are <b>not</b> eligible for NAP. <b>Only</b> ineligible acres that have <b>not</b> already been excluded should be entered.
	*For acres reported with the intended use of GS, the:
	• crop will be displayed on the crop selection screen for both GR and GZ
	• ineligible acres must be the same for the GR and GZ records for the acres reported as GS*
	Leave blank if there are <b>no</b> ineligible acres, colonies, or taps.
	See note in subparagraph 235 C.
Cancellation	CLICK " <b>Yes</b> " to cancel the supplemental data and select the reason.
Save & Submit	Click to retain data and redisplay the Search Supplements Data Screen. See paragraph 233.
	<b>Note:</b> The supplemental data <b>must</b> be submitted to retain the data that is added, deleted, or changed on the Supplemental Data Summary Screen.
Save & Print	Click to retain data and print the information.
Cancel	Search Supplemental Data Screen will be displayed. See paragraph 233.

# 237 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.

Reports						
Year: 2015	State: Mississippi	County: Coahoma				
Start Date: End Date:						
[	Create Report NAP Main Mer	nu				

# 237 Reports (Continued)

# **C** Field Descriptions and Actions

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

<b>Report/Field/Button</b>	Action	Result
Completed Report	Manual selection.	Report will be displayed identifying
		supplemental data that has been
		entered and saved.
Canceled Report	Manual selection.	Report will be displayed identifying
		supplemental data records that have
		been canceled.
*County Summary	Manual selection.	Report will be displayed with a
Report		summary by pay group of the
		number of completed and cancelled
		records in the county.
State Summary	Manual selection.	Report will be displayed with a
Report		summary, by county and pay group,
		of the number of completed and
		cancelled records in the State*
Start Date	Manual entry.	Enter a start date to limit data
		displayed on either of the reports.
		<b>Note:</b> Start date is <b>not</b> required.
End Date	Manual entry.	Enter an end date to limit data
		displayed on either of the reports.
		Note: End date is not required.
Create Report	Selected report will be	
_	displayed.	
NAP Main Menu	Main Menu will be displayed.	
	See paragraph 42.	

# 238-249 (Reserved)

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### \*--Section 9 Marketing Percentages

#### 250 Marketing Percentages Options

#### A Overview

Users may select any of the following options from the Marketing Percentages Menu:

- Add, Edit, or Cancel CMP/HMP, see paragraph 251
- Add, Edit, or Cancel DMP, see paragraph 256
- Reports, see paragraph 261.

The SCIMS Customer Search Screen will be displayed when the "Add/Search" button is clicked on either of the following screens:

- CMP/HMP Search Screen
- DMP Search Screen.

#### **B** SCIMS Customer Search

The SCIMS Customer Search Screen provides users with a method of searching in SCIMS to find the applicable producer. A producer may be selected by type, name, tax ID, or other. See 1-CM for additional information.--\*

### \*--250 Marketing Percentages Options (Continued)

### C Example of SCIMS Customer Search Screen

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

Scims Search Home   About Scim	N.S.			ner Search
Scims Search Home About Scim	and the second se		dis	
	s Search   Help	Contact Us	Exit	Logout of eAuth
Please Select A Customer				
Location State:		unty:		
MISSISSIPPI   Service Center (Optional):	C	AHOMA	•	
CLARKSDALE SERVICE CENTER				
Service Center Details	Nat	tional Search: 🔳	]	
Type	Name			
Type ◎ Individual ◎ Business ◎ Both ◎ Active ◎ Active and Inactive	<ul> <li>Starts With</li> <li>Last or Business</li> <li>First:</li> </ul>	Exact Match		
Tax ID	Other			
ID:	Common Name:			
ID Type: SELECT ONE -	Zip Code:			
Whole ID   ○ Last 4 Digits	Phone No:			

The user must select a customer based on search results by selecting the applicable producer. The crop selection screen for the applicable process will be displayed. See paragraph:

- 252 for CMP/HMP
- 257 for DMP.--\*

#### A Overview

The CMP/HMP Search Screen allows users to:

- add CCC-575
- edit CCC-575
- view/print CCC-575.

#### **B** Example of CMP/HMP Search Screen

The following is an example of the CMP/HMP Search Screen.

CMP/HMP - Search		
<b>Year:</b> 2015	State: Mississippi	County: Coahoma
Add/Search		
Сгор	Status	Action
PRODUCER, ANY 1 BEANS, GREEN (GRN)	Canceled	View/Print Reactivate
PEAS, PURPLE HULL (PHL) Add CMP/HMP	Initiated	<u>View/Print</u> <u>Edit</u>
Add/Search NAP Main M	enu	

#### C Status

The "Status" column displays the status of the producer's CCC-575:

- "Initiated" means the CCC-575 has been started but producer has not yet signed
- "Signed by Producer" means the producer has signed CCC-575
- "FSA Rep Signed" means the FSA representative has signed CCC-575
- "Canceled" means CCC-575 has been placed in canceled status because of either of the following:
  - changes to basic program data, for example, modification of CCC-471
  - manual cancellation by the user.--\*

### \*--251 CMP/HMP Search Screen (Continued)

# **D** Field Descriptions and Actions

The following table provides field descriptions and actions on CMP/HMP Search Screen.

<b>Field/Button</b>	Description
Add/Search	The SCIMS Customer Search Screen will be displayed. See
	paragraph 250.
View/Print	View or print CCC-575, Parts A through F.
Reactivate	Reactive canceled CCC-575. The CMP/HMP Data Entry Screen will
	be displayed. See paragraph 253.
Edit	Edit CCC-575. The CMP/HMP Summary Screen will be displayed.
	See paragraph 254.
Add CMP/HMP	The crop selection screen will be displayed. See paragraph 252.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

### \*--252 CMP/HMP Crop Selection Screen

#### A Overview

The CMP/HMP Crop Selection Screen will be displayed for selecting crops to enter CMP/HMP data.

The crops displayed for CMP/HMP will be those with HMP Option elected on CCC-471.

#### **B** Example of the CMP/HMP Crop Selection Screens

Following is an example of the CMP/HMP Crop Selection Screen.

C	CMP/HMP - Crop Selection						
	: 2015 State: Mississippi lucer: PRODUCER, ANY 1	County: Coahoma					
	Сгор						
$\bigcirc$	O BEANS, SNAP WAX (WAX)						
0	O GREENS, TURNIP (TUR)						
$\bigcirc$	PEPPERS, CAYENNE (CAY)						
$\bigcirc$	O PEPPERS, GREEN BELL (GRN)						
Cor	ntinue Cancel						

#### **C** Field Descriptions and Actions

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

Field/Button	Description
Crop	Crop with HMP election on CCC-471.
Continue	CMP/HMP Data Entry Screen will be displayed for the selected crop.
Cancel	Previous screen will be displayed.

--\*

# \*--253 CMP/HMP Data Entry

# A Overview

The CMP/HMP Data Entry Screen will be displayed allowing for the entry of either/or both:

- contracted production
- historical production.--\*

# \*--253 CMP/HMP Data Entry (Continued)

# **B** Example of CMP/HMP Data Entry Screen

The following is an example of the CMP/HMP Data Entry Screen.

СМР/Н	MP - Data I	Entry						
Year: 2015 Producer:	PRODUCER, A		t <b>e:</b> Mis	sissippi			Со	unty: Coahoma
Crop —								
Crop	Name: PEP	PERS						
Cro	<b>p Type:</b> CAY	ENNE (C	AY)					
Unit of M	easure: Pou	nds (LBS	;)					
Contract	Marketing	Percen Contra	_	(СМР)	Ex	pecte	d	СМР
Contracte	u use	Produc	tion		Pro	ducti	on	CMP
	Fresh		LBS				BS <u>Review</u>	
Pro	cessed		CWT		602.	32 CV	VT <u>Review</u>	
Fresh (FH	I) Expected	d Produ	iction	<b>(s)</b> <u>Hide</u>				
	ractice, Plant			Planted	-		Approved	Expected
1794 Non-I	ganic Status, Irria 01	, Native :	500	Acres 6.1000	Acro	es	Yield 3,900	Production 23,790 LBS
1754 1001-1	ing, 01			0.1000			5,500	25,750 205
	d (PR) Exp							
linif	ractice, Plant ganic Status,			Planted Acres	Inelig Acre		Approved Yield	Expected Production
1794 Non-I			Jou	3.3000	- Mark		182.52	602.32 CWT
listorical	Markating		ntage					
Year	Marketing Final Us	-	ntage cres	:(HMP)	Prod	uctio	n	нмр
2014	Fres	<b>h</b> 4.	.1000			LBS		
	Processe	d				сwт		
2013	Fres	h				LBS		
	Processe	d				СМТ		
2012	Fres	h				LBS		
	Processe	d				сwт		
Average	смр/нмр							
		Average	(	СМР		/erag		lighest Value
	Fresh	НМР			Mar	ket Pi		СМР/НМР
Pr	ocessed						3500/LBS 7500/CWT	
	Juice		NCT	record is r	not appr	-	for this use.	

#### **C** Field Descriptions and Actions

Enter data for CMP and/or HMP as applicable. Production data must be entered in the unit of measure displayed by the data entry field on the data entry screen; this is the unit of measure from NCT. If multiple units of measure are represented, the system will convert:

- entered production data to pounds
- the average market price to a per pound basis.

When conversion is required, the converted data will be displayed on the summary screen.

The following table provides field descriptions and actions on the CMP/HMP Data Entry Screen.

Field/Button	Description	Action
Crop	Crop selected on CMP/HMP Crop	
	Selection Screen.	
	Unit of Measure is from NCT unless	
	multiple units of measure are	
	represented, then it will be LBS.	
	Contract Marketing Pe	rcentage (CMP)
Contracted Use	Uses for selected crop/type that are	
	approved on NCT.	
Contracted	Quantity of production producer	Enter the contracted production provided by the
Production	contracted.	producer in the displayed NCT unit of measure.
Expected	Quantity determined by multiplying	
Production	eligible acres by approved yield.	
CMP	Contract Marketing Percentage	
	determined by the system based on	
	contracted production and uses with	
	approved NCT records.	
Review	Displays detail information for the	Click to display detail information.
	expected production.	
	Expanded V	
Hide	Closes the expanded view.	Click to close detail information view.
Unit	The unit(s) the producer is associated	
	with for the selected crop.	
Practice	The practice, planting period, organic	
Planting Period	status, and native sod status of the	
Organic Status	selected crop.	
Native Sod		
Planted Acres	Acreage reported in CARS.	
Ineligible Acres	Ineligible acres documented in	
	SNAPP.	
Approved Yield	Approved yield for the applicable	
	unit and crop.	
Expected	Quantity determined by multiplying	
Production	eligible acres by approved yield.	

### \*--253 CMP/HMP Data Entry (Continued)

<b>Field/Button</b>	Description	Action
	Historical Marketing Per	rcentage (HMP)
Year	Three most recent historical years	
Final Use	Uses for selected crop/type that are	
	approved on NCT.	
Acres	Acreage reported in CARS.	
Production	Quantity of production for the	Enter the production provided by the producer
	crop/type and year.	in the displayed unit of measure.
		If historical data is antened and desting is
		If historical data is entered, production is required for each year with acres.
HMP	Historical Marketing Percentages	required for each year with acres.
TIMF	determined by the system based on the	
	production entered for each year.	
	Average CMP/	HMP
Final Use	Uses for selected crop/type that are	
i indi Obe	approved on NCT.	
Average HMP	Average of the HMP's based on the	
U	number of years with historical data	
	entered.	
CMP	Display of CMP's.	
Average Market	Average market price for the selected	
Price	crop/type approved on NCT.	
Highest Value	Determined by system based on the	
CMP/HMP	highest average market price and the	
	highest percentage for that price.	
	Displays all values for either CMP or	
	HMP.	
Save &	Manual selection.	Data will be saved and screen will be
Calculate		redisplayed with CMP and/or HMP
0 0		percentages as applicable.
Save &	Manual selection.	Data will be saved and CMP/HMP Summary
Continue		Screen will be displayed.
Cancel	Previous screen will be displayed	

# **C** Field Descriptions and Actions (Continued)

# 254 CMP/HMP Summary and Signature Data

#### A Overview

The CMP/HMP Summary Screen will be displayed.--\*

### \*--254 CMP/HMP Summary and Signature Data

# **B** Example of CMP/HMP Summary Screen

The following is an example of the CMP/HMP Summary Screen that provides percentage summary and signature data.

СМР/НМР	- Summa	iry				
ear: 2015 roducer: PRO	DUCER, AN		lississippi		County:	Coahoma
crop ———						
Ci	op: PEPPE	RS				
		NNE (CAY)				
Jnit of Meası	Jre: Pound	ds (LBS)				
)irect Marke Contract Ma	-	-	ge (CMP	)		
Contracted Us		Contracted Production		Expected Production		СМР
	20,000			23,790 LBS		29.63%
			0.00 LBS)	602.32 CWT (60,23	2.00 (BS)	
Juice				192102 0111 (00/20	2.00 200)	
		Dorecat		0)		
listorical Ma Year	a <i>rketing</i> Final Use	Percenta	ige (HM Producti	-	НМР	
2014	Fresh	10,000			50.51%	6
	rocessed			0.00 LBS)	49.49%	-
	Juice					-
2013	Fresh					
Pi	ocessed					
	Juice					
2012	Fresh	8,900	LBS		100.00%	6
Pi	rocessed					
	Juice					
verage CM	Р/НМР					
Final Use	Average HMP	СМР		Average Market Price	СМР	t Value /HMP
Fresh	75.25%	29.63%	\$0.350			25%
Processed	24.75%	70.37%		)/CWT (\$0.1775/LBS)		75%
Juice		NCT	ecora is no	ot approved for this us	e.	
		E	Edit CMP/H	IMP		
Producer Sig	nature—					
-						
Signature Me		•	Signa	ature Date:		
SA Signatur	e ———					
SA Represe	ntative Si	gnature D	ate:			
ancellation-						
o you want	to cancel	this CMP/	HMP?			
			-			
□ Yes	Reaso			<b>v</b>		
Save & Submit	Save &	Print Ca	ancel			
and a submitte		00				

# \*--254 CMP/HMP Summary and Signature Data (Continued)

#### **C** Field Descriptions and Actions

The following table provides field descriptions and actions for the CMP/HMP Summary Screen.

If multiple units of measure are represented, the system displays:

- production as entered and converted to pounds, if applicable
- average market price from NCT and converted to a per pound basis, if applicable.

<b>Field/Button</b>	Description
Edit CMP/HMP	The CMP/HMP Data Entry Screen will be displayed to edit existing
	data. See paragraph 253.
Producer	Enter producer's signature method and date after the producer signs
Signature	CCC-575.
FSA Signature	Enter FSA representative signature date after the representative signs
	CCC-575.
Cancellation	CLICK "Yes" to cancel the CMP/HMP and select the reason.
Save & Submit	Data will be saved and CMP/HMP Confirmation Screen will be
	displayed.
Save & Print	Data will be saved and CCC-575, Parts A through F will be displayed.
Cancel	Previous screen will be displayed.

#### \*--255 CMP/HMP Confirmation

#### A Overview

The CMP/HMP Confirmation Screen:

- provides confirmation that the data has been saved
- allows user to print CCC-575
- allows user to return to the NAP Main Menu
- provides a shortcut to create CCC-575 for another crop for the same producer
- provides a shortcut to create CCC-575 for another producer
- allows user to return to the search screen.

#### **B** Example of CMP/HMP Confirmation Screen

Following is an example of the CMP/HMP Confirmation Screen.

СМР/НМР - С	Confirmation	
Year: 2015 Producer: PRODU	<b>State:</b> Mississippi CER, ANY 1	County: Coahoma
CMP/HMP h	as been saved successfully.	
Print NA	P Main Menu	
Create CMP	/HMP for another crop.	
Create CMP	/HMP for another producer.	
<u>Return to S</u>	earch CMP/HMP.	

#### C Link/Button Descriptions and Actions

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

Link/Button	Description
Print	CCC-575, Parts A through F will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.
Create CMP/HMP for	The CMP/HMP Crop Selection Screen will be displayed. See
another crop	paragraph 252.
Create CMP/HMP for	The SCIMS Customer Search Screen will be displayed. See
another producer	paragraph 250.
Return to Search	The CMP/HMP Search Screen will be displayed. See
CMP/HMP	paragraph 251.

#### \*--256 DMP Search Screen

# A Overview

The DMP Search Screen allows users to:

- add CCC-575
- edit CCC-575
- view/print CCC-575.

### **B** Example of DMP Search Screens

The following is an example of the CMP/HMP Search Screen.

DMP - Search				
Year: 2015	State: Missis	sippi	Cou	<b>nty:</b> Coahoma
Add/Search				
C	гор	Status	Act	tion
PRODUCER, ANY 2 POTATOES SWEET, B Fresh (FH) Add DMP	EAUREGARD (BEA),	Canceled	<u>View/Print</u>	<u>Reactivate</u>
PRODUCER, ANY 1				
CANTALOUPES, Fresh	n (FH)	FSA Rep Signed	View/Print	<u>Edit</u>
LETTUCE, BIBB (BIB)	, Fresh (FH)	FSA Rep Signed	View/Print	<u>Edit</u>
RADISHES, HYBRID ( Add DMP	HYB), Fresh (FH)	Initiated	<u>View/Print</u>	<u>Edit</u>
Add/Search NAP N	Nain Menu			;

#### C Status

The "Status" column displays the status of the producer's CCC-575:

- "Initiated" means the CCC-575 has been started but producer has not yet signed
- "Signed by Producer" means the producer has signed CCC-575
- "FSA Rep Signed" means the FSA representative has signed CCC-575
- "Canceled" means CCC-575 has been placed in canceled status because of either of the following:
  - changes to basic program data, for example, modification of CCC-471
  - manual cancellation by the user.

#### **D** Field Descriptions and Actions

The following table provides field descriptions and actions on DMP Search Screen.

<b>Field/Button</b>	Description	
Add/Search	The SCIMS Customer Search Screen will be displayed. See	
	paragraph 250.	
View/Print	View or print CCC-575, Parts A and G through I.	
Reactivate	Reactivate canceled CCC-575. The DMP Data Entry Screen will be	
	displayed. See paragraph 258.	
Edit	Edit CCC-575. The DMP Summary Screen will be displayed. See	
	paragraph 259	
Add DMP	The CMP Crop Selection Screen will be displayed. See paragraph	
	257.	
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.	

### \*--257 DMP Crop Selection Screen

#### A Overview

The DMP Crop Selection Screen will be displayed for selecting crops to enter DMP data.

The crops displayed for DMP will be those with DMP Option elected on CCC-471 with intended use of fresh.

### **B** Example of the DMP Crop Selection Screens

Following is an example of the Cop Selection Screen.

D	DMP - Crop Selection					
	r: 2015 State: Mississippi ducer: PRODUCER, ANY 1	County: Coahoma				
	Сгор					
$\odot$	BEANS, GREEN (GRN), Fresh (FH)					
$\odot$	O CANTALOUPES, Fresh (FH)					
0	O GREENS, COLLARDS (COL), Fresh (FH)					
$\odot$	LETTUCE, BIBB (BIB), Fresh (FH)					
Со	ntinue Cancel					

#### **C** Field Descriptions and Actions

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

Field/Button	Description
Crop	Crop with DMP election on CCC-471.
Continue	DMP Data Entry Screen will be displayed for selected crop.
Cancel	Previous screen will be displayed.

--\*

### \*--258 DMP Data Entry

### A Overview

The DMP Data Entry Screen will be displayed allowing for the entry of direct and indirect marketed production.

### **B** Example of DMP Data Entry Screen

The following is an example of the DMP Data Entry Screen.

DMP	- Data Er	ntry				
	Year: 2015 State: Mississippi County: Coahoma Producer: PRODUCER, ANY 1					
Crop-	n Name: C	ANTALOUPES	Crop	[vne:		
	•	resh (FH) U				
Year	Market	Productio	n	Market History Percentage		
2014	Direct		LBS	70.70%		
	Indirect		LBS	27.27%		
2013	Direct		LBS	100.00%		
	Indirect		LBS			
2012	Direct		LBS			
	Indirect		LBS			
ма	rket Direct	Ave	rage Mark	eting Percentage		
1	Indirect					
Save &	Calculate	Save & Continue	Cancel			
				*		

# \*--258 DMP Data Entry (Continued)

# **C** Field Descriptions and Actions

Production data must be entered in the unit of measure displayed by the data entry field on the data entry screen; this is the unit of measure from NCT.

The following table provides field descriptions and actions on the DMP Data Entry Screen.

<b>Field/Button</b>	Description	Action
Crop	Crop selected on DMP Crop Selection	
	Screen.	
Year	Three most recent historical years.	
Market	Direct or Indirect Market.	
Production	Quantity of production for the	Enter the production provided by the producer
	applicable crop/type and year.	in the displayed unit of measure.
Market History	Percentages determined by the system	
Percentage	based on the production entered for	
	each year.	
Average	Average of the DMP's based on the	
Marketing	number of years with historical data	
Percentages	entered.	
Save &	Manual selection.	Data will be saved and screen will be
Calculate		redisplayed with Market History Percentages
		as applicable.
Save &	Manual selection.	Data will be saved and DMP Summary Screen
Continue		will be displayed.
Cancel	Previous screen will be displayed.	

# 259 DMP Summary and Signature Data

#### A Overview

The DMP Summary Screen will be displayed.--\*

### \*--259 DMP Summary and Signature Data (Continued)

# **B** Example of DMP Summary Screen

The following is an example of the DMP Summary Screen that provides percentage summary and signature data.

DMP -	Summary			
Year: 201 Producer:	5 PRODUCER, AN	<b>State:</b> Mississippi Y 1	County: Coahoma	
Crop —	Crop: CANTAL		Turnet	
Intende	-		Type: easure: Pounds (LBS)	
Direct M	larketing Perce	entage —		
Year	Market	Production	Market History Percentage	
2014	Direct	2,000 LBS	72.73%	
	Indirect	750 LBS	27.27%	
2013	Direct	1,500 LBS	100.00%	
	Indirect			
2012	Direct			
	Indirect			
Marl	ket	Average Ma	rketing Percentage	
	Direct	8	6.37%	
Ir	ndirect	1	3.63%	
		Edit DMP		
Produce	er Signature —			
Signature Method:  Signature Date:				
FSA Sig	nature ———			
FSA Representative Signature Date:				
Cancella	ation —			
Do you v	want to cancel	this DMP?		
□Yes Reason: ✓				
Save & S	Submit Save &	Print Cancel		

# \*--259 DMP Summary and Signature Data (Continued)

# **C** Field Descriptions and Actions

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

Field/Button	Description
Edit DMP	The DMP Data Entry Screen will be displayed to edit existing data.
	See paragraph 258.
Producer	Enter producer's signature method and date after the producer signs
Signature	CCC-575.
FSA Signature	Enter FSA representative signature date after the representative signs
	CCC-575.
Cancellation	CLICK "Yes" to cancel the DMP and select the reason.
Save & Submit	Data will be saved and DMP Confirmation Screen will be displayed.
Save & Print	Data will be saved and CCC-575, Parts A and G through I will be
	displayed.
Cancel	Previous screen will be displayed.

--\*

#### A Overview

The DMP Confirmation Screen:

- provides confirmation that the data has been saved
- allows user to print CCC-575
- allows user to return to the Main Menu
- provides a shortcut to create CCC-575 for another crop for the same producer
- provides a shortcut to create CCC-575 for another producer
- allows user to return to the search screen.

#### **B** Example of DMP Confirmation Screen

Following is an example of the DMP Confirmation Screen.

DMP - Confir	DMP - Confirmation			
Year: 2015 Producer: PRODU	State: Mississippi ICER, ANY 1	County: Coahoma		
DMP has be	en saved successfully.			
	P Main Menu			
Create DM	for another crop.			
Create DM	for another producer.			
Return to S	earch DMP.			

C Link/Button Descriptions

The following table provides link/button descriptions for the DMP Confirmation Screen.

Link/Button	Description
Print	CCC-575, Parts A and G through I will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.
Create DMP for	The crop selection screen will be displayed. See paragraph 257.
another crop	
Create DMP for	The SCIMS Customer Search Screen will be displayed. See
another producer	paragraph 250.
Return to Search	The DMP Search Screen will be displayed. See paragraph 256.
DMP	

# \*--261 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.

Reports			
Year: 2015	State: Mississippi	County: Coahoma	
<ul> <li>CMP/HMP</li> <li>CMP/HMP</li> <li>CMP/HMP</li> <li>CMP/HMP</li> <li>CMP/HMP</li> <li>CMP/HMP</li> <li>DMP - FSA</li> <li>DMP - Proc</li> <li>DMP - Not</li> <li>DMP - Can</li> </ul>	<ul> <li>Not Producer Signed R</li> <li>Canceled Report</li> <li>County Summary Report</li> <li>State Summary Report</li> <li>Representative Signed</li> <li>lucer Signed But Not FS</li> <li>Producer Signed Report</li> </ul>	ot FSA Representative Signed eport ort Report A Representative Signed	
O DMP - State Summary Report Start Date:			
(	Create Report NAP Main M	Menu *	

# 261 Reports (Continued)

# **C** Field Descriptions and Actions

Reports are available for CMP/HMP and DMP. The following table provides field descriptions and actions for the Reports Screen.

<b>Report/Field/Button</b>	Action	Result
FSA Representative	Manual selection.	Report will be displayed identifying
Signed Report		CMP/HMP or DMP records that have been
		signed by the FSA representative.
Producer Signed but	Manual selection.	Report will be displayed identifying
Not FSA		CMP/HMP or DMP records that have been
Representative		signed by the producer but not by the FSA
Signed Report		Representative.
Not Producer Signed	Manual selection.	Report will be displayed identifying
Report		CMP/HMP or DMP records that have not
		been signed by the producer.
Canceled Report	Manual selection.	Report will be displayed identifying
		CMP/HMP or DMP records that have been
		canceled.
County Summary	Manual selection	Report will be displayed with a summary
Report		of the status of all CMP/HMP or DMP
		records in the county.
State Summary	Manual selection.	Report will be displayed with a summary
Report		of the status of all CMP/HMP or DMP
		records by county in the State.
Start Date	Manual entry.	Enter a start date to limit data displayed on
		any of the reports.
		<b>Note:</b> Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on
		any of the reports.
		<b>Note:</b> 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.	

# 262-284 (Reserved)

#### **285 Producer Notifications**

#### A Overview

The Producer Notifications Screen provides users the ability to view notifications that have been sent to the producer.

#### **B** Example of Producer Notifications Screen

The following is an example of the Producer Notifications Screen.

Producer Notifications			
Year: 2015 Producer: PRO	State: Mississippi DUCER, ANY A	Co	ounty: Coahoma
Date	Letter Type	Delivery	Action
Scheduled for 05/11/2016	NAP Summary Of Coverage	Mail	<u>View/Print</u>

#### C Options on Producer Notifications Screen

Select View/Print, next to the applicable letter type, to view the notification that will be sent to the producer. The notification that will be displayed will provide an exact match to what was sent to the producer. The data on the notification will never change.

County offices will have the ability to view and/or print notifications for:

- continuous coverage letter
- summary of coverage
- premium bill.--\*

### \*-- 286 Reports

### A Overview

The Reports Screen provides the ability to print the following:

- Continuous Coverage Mailing Report
- Summary of Coverage Mailing Report
- Premium Final Bill Mailing Report.

### **B** Example of Reports Screen

Following is an example of the Reports Screen.

Reports	Reports			
Year: 2015	State: Mississippi	County: Coahoma		
O Summar	<ul> <li>Continuous Coverage Mailing Report</li> <li>Summary of Coverage Mailing Report</li> <li>Premium Final Bill Mailing Report</li> </ul>			
Start Date:				
	Create Report NAP Main Men	u		

# 286 Reports (Continued)

# **C** Reports Screen Options

The following table provides the options available on the Reports screen.

Option	Description
Continuous	Report will be displayed with a list of producers who have been
Coverage Mailing	mailed a continuous coverage letter. It will also contain the date the
Report	letter was mailed and, if applicable, the date an e-mail was sent to the producer.
Summary of	Report will be displayed with a list of producers who have been
Coverage Mailing	mailed a Summary of Coverage. It will also contain the date the
Report	Summary of Coverage was mailed and, if applicable, the date an
_	e-mail was sent to the producer.
Premium Final Bill	Report will be displayed with a list of producers who have been
Mailing Report	mailed a final premium bill. It will also contain the date the bill was
	mailed and, if applicable, the date an e-mail was sent to the producer.
Start Date:	Enter a start date to limit the data displayed on any of the reports.
	<b>Note:</b> Start date is not required.
End Date:	Enter an end date to limit the data displayed on any of the reports.
	Note: End date is not required.
Create Report	Selected report will be displayed.
NAP Main Menu	Main menu will be displayed. See paragraph 42.

### **287-306** (Reserved)

•

#### \*--Section 11 2017 and Future Application for Payment

#### **307** Search Application for Payment Screen

#### A Overview

After users have clicked "Add, Edit, or Cancel Application for Payment" according to paragraph 42, the Search Application for Payment Screen will be displayed. The Search Application for Payment Screen allows users to:

- add CCC-576 (page 2)
- access an existing CCC-576 (page 2) to edit/cancel
- view/print an existing CCC-576 (page 2)
- view/print CCC-576E
- return to NAP Main Menu.

#### **B** Example Search Application for Payment Screen

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

Search Application for Payment				
Year: Add/S	2017 Sta	te: Florida		County: Dade, Monroe
Unit	Pay Group	Disaster Start	Disaster End	Status
<b>PROD</b> 613	JCER, ANY 1 CRUSTACEAN/001 01	10/01/2011		Initiated <u>View/Print</u> Edit
Add A	pplication for Payment			
<b>PROD</b> 607	JCER, ANY 2 SOYBEANS/001 01	07/20/2011	07/21/2011	Approved <u>View/Print</u> Edit
607	STRAWBERRIES/001 01	08/21/2011		LA/FSA Representative Signed <u>View/Print</u> <u>Edit</u>
Add Application for Payment Print ECPR				
Add/Search NAP Main Menu				

### C Action

To add a new CCC-576 (page 2) for a producer without an existing application, click the "Add/Search" button. The SCIMS Customer Search Screen will be displayed.

To view/print an existing CCC-576 (page 2), select "View/Print" for CCC-576 (page 2) to be viewed/printed and CCC-576 (page 2) will be displayed.

To edit an existing CCC-576 (page 2), do either of the following:

- select "Edit" for CCC-576 (page 2) to be edited; the Application for Payment Summary Screen will be displayed
- click the "Add/Search" button; the SCIMS Customer Search Screen will be displayed.

To add an application for a different unit or crop for a producer, CLICK "Add Application for Payment", and the Unit Selection Screen will be displayed.

To view/print the Estimated Calculated Payment Report, select "Print ECPR" for producer and the CCC-576E will be displayed.

#### **D** Status

The "Status" column displays the status of the producer's CCC-576 (page 2).

**Initiated** means CCC-576 (page 2) has been started but the producer has not yet signed the application.

**Producer Signed** means the producer has signed CCC-576 (page 2) but the LA or FSA representative has not yet signed CCC-576 (page 2).

**LA/FSA Representative Signed** means the LA or FSA representative has signed CCC-576 (page 2) but COC has not yet approved/disapproved CCC-576 (page 2).

Approved means COC has approved CCC-576 (page 2).

**Disapproved** means COC has disapproved CCC-576 (page 2).

**Canceled** means that CCC-576 (page 2) has been placed in a canceled status because of either of the following:

- changes to basic program data (such as modification of FSA-578 data)
- Business Partner cleansing case.--\*

# **D** Status (Continued)

A canceled CCC-576 (page 2) can be accessed and modified to ensure that the most current data is on CCC-576 (page 2). A report is available that provides a listing of all canceled CCC-576 (page 2) with the reason for the cancellation. See paragraph 416 for additional information.

**Note:** A Business Partner cleansing case will cancel CCC-576 (page 2) tied to the losing producer. CCC-576 (page 2) tied to the producer that was "kept" will not be canceled. CCC-576 (page 2) canceled because of a Business Partner cleansing case does not need to be accessed and modified.--\*

#### \*--308 SCIMS Customer Search

#### A Overview

If the user selected "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. Producer may 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.

United States Department of Agriculture	SCIMS Customer Search
Please Select A Customer	
State: MISSISSIPPI	County (Optional):
Service Center (Optional): CLARKSDALE SERVICE CENTER	
Service Center Details	National Search:
C Individual O Business	O Starts With ● Exact Match Last or Business: First:
Tax ID ID: ID Type: SELECT ONE ▼ © Whole ID ○ Last 4 Digits	Other       Common Name:       Zip Code:       Phone No:
I	Search Reset Cancel

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

If the producer has no existing Applications for Payment, the Unit Selection Screen will be displayed. See paragraph 309.

If the selected producer has 1 or more existing Applications for Payment, the Search Application for Payment Screen will be redisplayed listing only the selected producers with existing Applications for Payment.--\*
#### \*--309 Unit Selection

### A Overview

The Unit Selection Screen will be displayed with all unit numbers to which the selected producer is associated.

### **B** Example of Unit Selection Screen

Following is an example of the Unit Selection Screen.

	2017 Icer: P	State: Florida	County: Dade, Monroe	
	Unit	Producers	Status	
0	<u>81</u>	PRODUCER. ANY 1 (Operator)	Active	
c	<u>665</u>	PRODUCER. ANY 1 (Owner) PRODUCER. ANY 2 (Operator) PRODUCER. ANY 3 (Owner)	Active	
c	<u>666</u>	PRODUCER. ANY 1 (Owner) PRODUCER. ANY 2 (Operator) PRODUCER. ANY 3 (Owner) 4 producers total	Active	

# **C** Field Descriptions and Actions

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

Field/Button	Description
Unit	The Unit Details Screen will be displayed. See paragraph 310.
Producers	Producers associated with the unit and the producer type. Up to 3 producers will be listed. If more than 3 producers are associated with the unit, the number of total producers will be listed.
Status	Active or Inactive. NAP payments can only be issued for active units.
Continue	Click continue after selecting the unit. Only 1 unit may be selected at a time. The Pay Group Selection Screen will be displayed. See paragraph 311.
Back	The previous screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

### \*--310 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 Unit Details Screen

Following is an example of the Unit Details Screen.

Unit Details		
State: Florida Unit: 2276	County: Dade, Monroe Status: Active	
Producer Name		Producer Type
PRODUCER, ANY 2 PRODUCER, ANY 1		Operator Owner
	Close Print	

#### C Actions

To print the unit details, CLICK "**Print**". CLICK "**Close**" to return to the Unit Selection Screen.--\*

#### \*--311 Pay Group Selection

### A Overview

The Pay Group Selection Screen will be displayed with all pay groups that meet both of the following conditions:

- covered on the Application for Coverage
- reported on an acreage report.
- **Note:** If acreage is reported with "GS" intended use, the acreage report will be split into "GR" and "GZ" pay group line items, if both are covered on the application for coverage.

#### **B** Example Pay Group Selection Screen

Following is an example of the Pay Group Selection Screen.

Year: 2017     State: Alabama     County: Cherok       Producer: PRODUCER, ANY 1					
Unit:	1728				
	Pay Crop	Рау Туре	Planting Period		
0	CUCUMBERS	001	01		
0	FINFISH	001	01		
0	GRASS	002	01		
0	OATS	002	01		

# \*--311 Pay Group Selection (Continued)

# **C** Field Descriptions and Actions

This table provides the field descriptions and actions for the Pay Group Selection Screen.

Field/Button	Description	
Pay Crop	Pay group that is covered by an Application for Coverage and has	
Pay Type	certified acres on an acreage report.	
Planting Period		
	Note: If acreage is reported with "GS" intended use, the acreage	
	report will be split into both "GR" and "GZ" pay group line	
	items, if both are covered on the application for coverage.	
Continue	After selecting the pay group, CLICK " <b>Continue</b> ". Only 1 pay group	
	may be selected at a time. The Crop Selection Screen will be	
	displayed. See paragraph 312.	
Back	The Unit Selection Screen will be displayed. See paragraph 309.	
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.	

#### \*--312 Crop Selection

### A Overview

The Crop Selection Screen will be displayed for selection of all crops within the selected pay group that were reported on an acreage report.

**Notes:** Reported acreage for the crop must be certified on the acreage report to be displayed on the Crop Selection Screen.

The acreage report must contain both of the following:

- planting period
- NAP unit.

### **B** Example Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Selection						
Year: 2017       State: Florida       County: Dade, Monroe         Producer: PRODUCER, ANY 1       Producer: Dade, Monroe						
Unit: 2283 Pay Crop/Type: BEANS/001 Planting Period: 01						
Crop Nan	ne, Type, Intended Use, Practice		Share	Coverage		
O BEANS, G	REEN (GRN), Fresh (FH), Irrigated		85.00%	60/100 DH		
O BEANS, G	REEN (GRN), Processed (PR), Irrigated		85.00%	60/100 DH		
	Add Crop					
Crop Name, Type, Intended Use, Practice Share Coverage Action						
BEANS, GREEN (GRN), Fresh (FH), Irrigated 85.00% 60/100 DH Edit Delet						
	Continue Back NAP	Main Menu				

# \*--312 Crop Selection (Continued)

# **C** Field Descriptions and Actions

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

Field/Button	Description
	Crop Selection
Crop Name Type Intended Use Practice Organic Status Native Sod Conversion Status Share	<ul> <li>Crop, Type, Intended Use, Practice, and Share from the acreage report.</li> <li>Reported acreage must be certified or determined on the acreage report for a crop to be displayed on the Crop Selection Screen.</li> <li>For crops reported with an intended use of "GS", the crop selection is displayed as "GS/GR" and/or "GS/GZ"</li> <li>Crop selections of "GS/GR" and "GS/GZ" are displayed separate from crops reported with an intended use of "GR" or "GZ".</li> <li>Crops with certified organic, transitional organic, and/or native sod conversion status acres are displayed as separate selections from conventional acres.</li> <li>The native sod conversion status is only applicable to annually tilled crops in designated states and is otherwise ignored.</li> </ul>
designated states and is otherwise ignored.GS ShareDefaulted to reported share. Share can be modified.	
Coverage Add Crop	<ul> <li>Coverage level and payment level. Organic, HMP/CMP, and DMP option from the application for coverage.</li> <li>CLICK "Add Crop" after selecting the crop. Only 1 crop may be selected at a time. One of the following screens will be displayed.</li> <li>Yield Loss Acreage Screen (yield based crops only). See paragraph 331.</li> <li>Value Loss Crops - Graduated Screen (graduated price value loss crops only). See paragraph 351.</li> <li>Value Loss Crops - Non-Graduated Screen (non-graduated price value loss crops only). See paragraph 356.</li> <li>Grazing Loss Acreage Screen (grazing crops only). See paragraph 384.</li> </ul>
(This section will Crop Name Type Intended Use Practice Share Coverage	Special Forage Screen (forage crops only). See paragraph 402.     Crop Data     only be displayed if 1 or more of the crops in the pay group are already recorded on         the Application for Payment.)     Crop, Type, Intended Use, Practice, and Share from the acreage report. Coverage     from the application for coverage. The crop(s) displayed in this section are already     recorded on the Application for Payment.

# \*--312 Crop Selection (Continued)

	Crop Data (Continued)
Action	Select "Edit" to modify existing production data for the crop. One of the following screens will be displayed.
	• Yield Loss Acreage Screen (yield based crops only). See paragraph 331.
	• Value Loss Crops - Graduated Screen (graduated price value loss crops only). See paragraph 351.
	• Value Loss Crops - Non-Graduated Screen (non-graduated price value loss crops only). See paragraph 366.
	• Grazing Loss Acreage Screen (grazing crops only). See paragraph 384.
	• Special Forage Screen (forage crops only). See paragraph 402.
	Select "Delete" to delete existing production data for the crop. The Delete Crop Screen will be displayed. See paragraph 315.
	Buttons
Continue	Only available for selection if 1 or more crops in the pay group are already recorded on the Application for Payment. One of the following screens will be displayed.
	• Yield Loss Acreage Screen (yield based crops only). See paragraph 331.
	• Value Loss Crops - Graduated Screen (graduated price value loss crops only). See paragraph 351.
	• Value Loss Crops - Non-Graduated Screen (non-graduated price value loss crops only). See paragraph 366.
	• Grazing Loss Acreage Screen (grazing crops only). See paragraph 384.
	• Special Forage Screen (forage crops only). See paragraph 402.
Back	The Unit Selection Screen will be displayed. See paragraph 309.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

# C Field Descriptions and Actions (Continued)

Par. 312

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#### \*--313 Date of Loss Selection

### A Overview

The Date of Loss Selection Screen is only applicable when either of the following applies:

• graduated or non-graduated value loss crop is selected

**Notes:** See subparagraph 351 A for a list of graduated value loss crops. See subparagraph 366 A for a list of non-graduated value loss crops.

• yield based crop in a tropical region is selected.

**Notes:** Tropical region shall include Hawaii, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands, and the former Trust Territory of the Pacific Islands (the Commonwealth of Northern Mariana Islands, the Republic of the Marshall Islands, the Federated State of Micronesia, and the Republic of Palau).

Perennial crops cannot have multiple loss dates; however, the Date of Loss Selection Screen will be displayed for all yield based crops in a tropical region. County Offices shall ensure that only 1 date of loss is entered on the Date of Loss Selection Screen for perennial crops.

The Date of Loss Selection Screen is used to identify and load multiple losses for the same crop during the crop year.

All Notices of Loss on file for the unit and pay group will be displayed.

#### **B** Example Date of Loss Selection Screen

Following is an example of the Date of Loss Selection Screen.

Date of Loss Selection						
Year:	2017		State: Alabama	Cou	unty: Cherokee	
Produ	Producer: PRODUCER, ANY 1					
Unit:	Unit: 1728 Pay Crop/Type: FINFISH/001		Type: FINFISH/001	Planting Period: 01		
	Disa	aster Start	Disaster End	Loss Apparent	Status	
		aster Start /03/2017	Disaster End	Loss Apparent 01/11/2017	Status Approved	
	01		Disaster End			

### C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Date of Loss Selection Screen.

Field/Button	Description
Disaster Start	Displays all Notices of Loss on file for the selected unit and pay group.
Disaster End	Notices of Loss filed by any producer on the unit will be displayed.
Loss Apparent	
Status	Provides the status of each Notice of Loss. Notices of Loss may be selected regardless of the status; however, Applications for Payment cannot be approved until at least 1 approved Notice of Loss is attached.
Save & Continue	Click "Save & Continue" after selecting 1 or more of the displayed Notices of Loss. More than 1 Notice of Loss may be selected at a time. Application for Payment Summary Screen will be displayed.
Back	The Crop Selection Screen or Application for Payment Summary Screen will be displayed.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

#### **D** Action

The County Office shall:

- select the applicable CCC-576, Notice of Loss, dates for the selected crop, crop type, and intended use
- See the applicable CCC-576, Notice of Loss, to determine the correct loss dates for the selected crop, crop type, and intended use.
  - **Example:** Producer A had a loss on crustaceans with a crop type of crab (pay crop 3002, pay type 001) in December. The producer filed CCC-576 (page 1). The following February, the producer replenished the stock that was lost. In July, the producer had another loss on crustaceans with a crop type of crab. A separate CCC-576 (page 1) was filed for the second loss on the same crop. The County Office shall refer to the applicable CCC-576 (page 1) to select the appropriate loss dates when completing CCC-576 (page 2).
- **Note:** Crop data for all crops within the pay group must be loaded even if there was not a loss on a particular crop or type within the pay group. The production for all crops is required to ensure that an accurate payment is calculated. Do **not** select a date of loss for a crop or type within a pay group that did not have a loss.--\*

### \*--314 Confirmation

### A Overview

The Confirmation Screen provides users the ability to:

- view/print CCC-576 (page 2)
- view/print CCC-576E (Estimated Calculated Payment Report)
- enter data for another unit for the same producer
- enter data for another pay group for the same producer
- enter data for another producer.

### **B** Example Confirmation Screen

Following is an example of the Confirmation Screen.

Confirmation			
Year: 2017 Producer: Any Pro	1000	ate: Illinois	County: DeWitt
Application for Print Application Enter data for	Print ECPR	ta has been saved NAP Main Menu	successfully.
Enter data for Enter data for			

### C Link/Button Descriptions

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

Link/Button	Description
Print Application	CCC-576 (page 2) will be displayed in a separate window. CCC-576
	(page 2) will contain only data that has been entered into the system
	as of the date it is being printed.
Print ECPR	CCC-576E will be displayed in a separate window.
Enter Data for	The Unit Selection Screen will be displayed. See paragraph 309.
Another Unit	
Enter Data for	The Pay Group Selection Screen will be displayed. See
Another Pay Group	paragraph 311.
Enter Data for	The SCIMS Customer Search Screen will be displayed. See
Another Producer	paragraph 308.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

### \*--315 Delete Crop

### A Overview

The Delete Crop Screen provides users the ability to confirm the deletion of a crop.

### **B** Example Delete Crop Screen

Following is an example of the Delete Crop Screen.

Delete Crop				
Year: 2017 Producer:	State: Florida		County:	Dade, Monroe
	Pay Crop/Type:	BEANS/001		
	Planting Period:	01		
	Unit:	2283		
	Crop Name:	BEANS		
	Crop Type:	GREEN (GRN)		
	Intended Use:	Fresh (FH)		
	Practice:	Irrigated		
	Share:	85.00%		
	Confirm Deletion of s	elected Cro	p?	
	Confirm	Cancel		

### C Actions

CLICK "**Confirm**" to delete the production data for the selected crop. Production data for the selected crop will be deleted from the Application for Payment.

Click "Cancel" to return to the previous screen.--\*

### **316-330** (Reserved)

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## \*--331 Yield Loss Acreage Selection

#### A Overview

The Yield Loss Acreage Screen will be displayed when a yield based crop is selected on the Crop Selection Screen. The Yield Loss Acreage Screen provides total planted and prevented planted acres for the selected crop from the producer's acreage report(s) and total planted and prevented ineligible acres for the selected crop from SNAPP.

#### **B** Example Yield Loss Acreage Screen

Following is an example of the Yield Loss Acreage Screen.

Yield Loss Acr	eage		
Year: 2017	State: Alaba	ma	County: Cherokee
Producer: PRODUC	CER, ANY 1		
Unit: 1728	Pay Crop/Type: CUC	UMBERS/001	Planting Period: 01
Crop: CUCUMBERS,	COMMON (COM), Fresh	(FH), Non-Irrig	
Share: 100.00%	Coverage: 50/100		
Share: 100.00%	Coverage: 50/100 Acreage Report Acres	Ineligible Acres	
	Acreage Report		
	Acreage Report Acres		

### \*--331 Yield Loss Acreage Selection (Continued)

# **C** Field Descriptions and Actions

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

Field/Button	Description
	*
Total Planted Acres –	Total certified planted acres for the crop from the acreage
Acreage Report	report.
Total Prevented Acres –	Total prevented planted acres for the crop from the acreage
Acreage Report	report.
Total Ineligible Planted	Total ineligible planted acres for the crop from SNAPP.
Acres - SNAPP	
	Manual entry for GS/GR crops with modified shares only.
Total Ineligible Prevented	Total ineligible prevented acres for the crop from SNAPP.
Acres - SNAPP	
	Manual entry for GS/GR crops with modified shares only.
Save & Continue	Appraisal or Report of Production Screen will be displayed.
	See paragraph 332.
Back	Crop Selection Screen or Application for Payment Summary
	Screen will be displayed. See paragraph:
	• 312 for the Crop Selection Screen
	• 333 for the Application for Payment Summary Screen.
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.

#### \*--332 Appraisal or Report of Production

### A Overview

The Appraisal or Report of Production Screen will be displayed after data is saved on the Yield Loss Acreage Screen. Data entered on the Appraisal or Report of Production Screen is used to determine a producer's loss on yield based crops.

### **B** Example Appraisal or Report of Production Screen

Following is an example of the Appraisal or Report of Production Screen.

PART D - AP	PRAISAL O	R REPORT OF	PRODUCTI	ON	
Year: 2017 Producer:	State	e: Florida		County: Dade, Mo	onroe
<b>Jnit:</b> 393 C <b>rop:</b> BEANS, GR <b>Share:</b> 100.00%	EEN (GRN), Fre	/Type: BEANS/0 sh (FH), Irrigated :: 60/100 DH		anting Period: 01	
Acreage					
	Acreage Re Acres		igible cres	Eligible Acres	
Planted: Prevented:	6.1600 5.0700		2500 8500	4.9100 4.7200	
Marketing					
Approve Fresh ( Processed (	<b>FH):</b> 118	Fresh	/HMP (FH): 88.98% (PR): 11.02%	DMP Direct: 79.46 Indirect: 20.54	
Stages					
Stage Fresh	Acres P	roduction	Production Not to Count	COC Adjusted o t Assigned Product	ion
Harvested:		BU			ned
Harvested:		LBS		Adjus	ned
Unharvested:		BU		Adjus	I
Prevented: ·	4.7200			BU (Assigne	ed)
	shed Seconda	ary Use/Salvag ary Use/Salvag Land Yield Adju	e Value:	% ~	
selected intend	led use? er commingle	uction records s this production	-		
Save Crop B	ack NAP Ma	iin Menu			

## \*--332 Appraisal or Report of Production (Continued)

# **C** Field Descriptions and Actions

The following table provides the field descriptions and actions for the Appraisal or Report of Production Screen.

Field/Button	Description	Action		
Acreage				
Acreage	The acreage from the Yield Loss			
_	Acreage Screen will be displayed.			
	Market	ing		
Approved Yield	Approved yield for the intended			
	use will be displayed.			
	<b>Notes:</b> Applications for Payment			
	cannot be approved if no			
	approved yield exists.			
CMP/HMP	Marketing percentages will be			
	displayed, if applicable.			
DMP	Direct Marketing Percentages			
	will be displayed, if applicable			
	Stage			
Harvested Acres	Manual entry.	Enter harvested acres associated with the crop,		
		type, intended use, practice, and share.		
		Note: When added together howested and		
		<b>Note:</b> When added together, harvested and unharvested acres must be equal to the		
		eligible planted acres for the crop.		
Harvested	Manual entry.	Enter the harvested production supported by		
Production	Wandar entry.	acceptable production records and/or appraised		
Troduction		production from CCC-576-1. Harvested		
		production shall be split between fresh and		
		processed, if applicable.		
Harvested	Manual entry.	Not required. Enter harvested production not		
Production Not	······································	to count when acceptable records identifying		
to Count		this production are available. Harvested		
		production not to count shall be split between		
		fresh and processed, if applicable.		

# \*--332 Appraisal or Report of Production (Continued)

Field/Button	Description	Action
Harvested COC Adjusted or	Manual entry/selection.	Not required. Enter the amount of harvested assigned or adjusted production as determined by
Assigned		COC according to 1-NAP (Rev. 2), paragraph 607. Harvested assigned or adjusted production may need to be split between fresh and processed.
		If harvested production is entered, select either:
		• "Adjusted" to override the harvested production certified by the producer
		• "Assigned" to add to the harvested production certified by the producer.
Unharvested Acres	Manual entry.	Enter the unharvested acres associated with the crop, type, intended use, practice, and share.
		<b>Note:</b> When added together, harvested and unharvested acres must be equal to the eligible planted acres for the crop.
Unharvested Production	Manual entry.	Enter the unharvested production supported by acceptable appraised production records and/or appraised production from CCC-576-1.
Unharvested Production Not to Count	Manual entry.	Not required. Enter unharvested production not to count when acceptable records identifying this appraised production are available.
Unharvested COC Adjusted or Assigned	Manual entry.	Not required. Enter the amount of unharvested assigned or adjusted production as determined by COC according to 1-NAP (Rev. 2), paragraph 607.
		If unharvested production is entered, select either:
		• "Adjusted" to override the unharvested production certified by the producer
		<ul> <li>"Assigned" to add to the unharvested production certified by the producer.</li> </ul>
Prevented Acres	Prevented acres from CARS, Minus ineligible ones from SNAPP.	For GS/GR crops enter prevented acres associated with the crop, type, intended use, practice, and share.
	Exception: Manual entry for GS/GR Crops.	
Prevented Assigned	Manual entry.	Not required. Enter the amount of prevented assigned production as determined by COC according to 1-NAP (Rev. 2), paragraph 607.

## **C** Field Descriptions and Actions (Continued)

# \*--332 Appraisal or Report of Production (Continued)

Field/Button	Description	Action
Producer Secondary Use/Salvage Value	Salvage Manual entry.	Enter the dollar value of secondary use/salvage value according to 1-NAP (Rev. 2) paragraph 612.
County Established Secondary Use/Salvage Value	Manual entry.	Enter the value of secondary use according to 1-NAP (Rev. 2) subparagraph 202 C and/or salvage value according to 1-NAP (Rev. 2) paragraph 612 as determined by COC.
	Other	
Added Land Yield Adjustment	Allows for 85 or 90 percent adjustments for increased acreage and added land.	If COC determines a yield adjustment is applicable, select the appropriate percentage adjustment. The adjusted yield will be used when calculating the producer's loss. A yield may only be adjusted if the provisions in 1-NAP (Rev. 2) paragraph 479 apply.
Did producer keep production records separate for acreage with different final uses?	Manual entry.	If "No" is selected, the user will be restricted from submitting the application with both fresh and processed harvested production. The response will also be used when calculating the producer's loss.
Did the producer commingle production from acreage with other intended uses?	Manual entry.	The response will be used when calculating the producer's loss.
Save Crop	Entered data will be saved and the Application for Payment Summary Screen will be displayed. See paragraph 333.	
Back	The Yield Loss Acreage Screen will be displayed. See paragraph 331.	
NAP Main Menu	The Main Menu will be displayed. See paragraph 42.	

# **C** Field Descriptions and Actions (Continued)

### \*--333 Application for Payment Summary Screen

#### A Overview

The Application for Payment Summary Screen provides the ability to:

- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--\*

# **B** Example Application for Payment Summary Screen

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

ar: 2017 oducer: PRODUCER,		Alabama			Co	unty: C	herokee
nit: 1728 Pay	Crop/Type: CU	CUMBERS/	001	Plar	nting Po	eriod: 0	01
ate of Loss	Disaster	Loss		Produc	er		
Start	End	Appare	nt	Signe	d	Sta	
01/03/2017 03/04/2017		01/11/20		03/09/2		Appro	
rops							
rop Name, Type, 1 UCUMBERS, COMM			-Irria	Share 100.00%	Covera 50/10	_	Delete
	Acreage R	eport	Ineli	igible	00,10	Total	
Plante	Acres		Ac	res		Acres	
Prevente		_					
Stage	Acres	Producti	ion	Production Not to Court		OC Assig Adjuste	
Fresh Harvested:	2.2500	150.00	CWT	NOTIOCOU		Aujuste	
oes the producer plant or harvest roducer Signature	ntion r have additior t?	nal acres o Inature Da			01 01	□ Yes	<mark>⊠ N</mark> o
dditional Informa oes the producer plant or harvest roducer Signature ignature Type: [ pplication Filing	ntion r have addition t? e 	nature Da	ate:			□ Yes	⊠ No
oes the producer plant or harvest roducer Signature ignature Type: [	etion r have addition t? e 	jnature Da : 09/13/2	ate:			□Yes	₽ No
oes the producer o plant or harvest ignature Type: [ pplication Filing ignature Date: ignature Date: OC Determination	n have addition r have addition r e 	nature Date:	ate:			□ Yes	⊠ No
oes the producer plant or harvest ignature Type: [ pplication Filing ignature Date: ignature Date: OC Determination	n have addition r have addition t? e Deadline Date ntative Signatu isapproved iginal Approved DC Extension h	Date: d Date:	ate: 017 uthoriz	zed?		Yes Yes	✓ No

## **C** Field Descriptions/Actions

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

Field/Button	Description	Action
	Date of Loss	
Disaster Start	Notices of Loss associated with the	
Disaster End	Application for Payment. For yield based	
Loss Apparent	crops, Notices of Loss are automatically	
Producer Signed	assigned to the Application for Payment and	
Status	cannot be modified. All Notices of Loss on	
Status	file for the selected unit and pay group will	
	be assigned.	
	Crops	
	(All crops for which data has been entered will	ll be displayed.)
Edit	Allows for modification of existing	
	production data. The Yield Loss Acreage	
	Screen will be displayed. See paragraph 331.	
Delete	Allows for deletion of existing production	
	data. The Delete Crop Screen will be	
	displayed. See paragraph 315.	
Add Another Crop	All crops in the pay group with acreage	
_	reported must be on the Application for	
	Payment. Allows for loading additional	
	crops in the pay group with reported acreage	
	on the Application for Payment. The Crop	
	Selection Screen will be displayed. See	
	paragraph 312.	
	Additional Information	
Does the producer	All crops in the pay group with acreage	Select "Yes" or "No".
have additional acres	reported must be on the Application for	
to plant or harvest?	Payment before the producer signs.	<b>Note:</b> If "Yes" is selected, the
		producer signature date
		cannot be entered.
		If "No" is selected, the
		producer signature date can
		be entered.
	Producer Signature	
Signature Type	Manual selection of the type of signature	Signature type shall only be selected
	provided by the producer.	after either of the following occurs:
	Applicable signature types are:	• producer signs and dates the
		Application for Payment
	• paper	
	• FAX.	• FAX with the producer's
		signature and date has been
	<u> </u>	received in the County Office.

# **C** Field Descriptions/Actions (Continued)

Field/Button	Description	Action
	Producer Signature (Cont	tinued)
Signature Date	Manual entry.	Enter the date the producer signed the
C		Application for Payment.
Application	Calculated: 60 calendar days past the	
Filing Deadline	greater of all normal harvest dates of the	
Date	crops on the application.	
	LA/FSA Representative Si	gnature
Signature Date	Manual entry.	Enter the date the LA signed the
		Application for Payment.
		Enter the date the FSA representative
		signed the Application for Payment if
		the LA:
		• was not required to do an
		appraisal or verify the crop
		information because of production
		being harvested
		• signed CCC-576-1.
	COC Determination	
Approved/	Manual selection.	Select whether CCC-576 (page 2)
Disapproved		was approved or disapproved.
		Note: If the application filing
		deadline has passed the COC
		determination of "approved"
		will be disabled.
Determination	Manual entry.	Enter the date COC made their
Date		determination.
Filing deadline	Manual selection; extends application	Select whether COC approved an
COC Extension	filing deadline to 180 calendar days	extension according to 1-NAP
has been	past the greater of all normal harvest	(Rev. 2), paragraph 675.
authorized?	dates of crops on the application.	
Filing deadline	Manual selection for State Office	Select whether DAFP has authorized
DAFP waiver	authorized users only.	a waiver of the filing deadline.
has been		
authorized?		
	Cancellation	
Do you want to	Manual selection.	Select the "Yes" checkbox to cancel
cancel this		CCC-576 (page 2).
Application for		
Payment?		
Reason	Manual selection.	Select the reason CCC-576 (page 2)
		is being canceled.

<b>Field/Button</b>	Description	Action
	Buttons	
Save & Submit	The Confirmation Screen will be	
	displayed. See paragraph 314.	
Save & Print	CCC-576 (page 2) will:	
	• be saved	
	• be displayed in a separate window	
	• contain only data that has been entered into the system as of	
	the date it is being printed.	
Cancel	The Search Application for Payment	
	Screen will be displayed for the selected	
	producer. See paragraph 307.	

# **C** Field Descriptions/Actions (Continued)

### 334-350 (Reserved)

#### \*--Subsection 2 Graduated Value Loss Crops

#### 351 Value Loss Crops - Graduated

#### A Overview

The Value Loss Crops - Graduated Screen will be displayed when a graduated value loss crop is selected on the Crop Selection Screen. Following are value loss crops with graduated price codes:

• Ginseng (0089)

**Exception:** Ginseng for SD is a yield based crop.

• Finfish (3000)

**Exception:** TRO, HAP, LAM, MBU, and TAN are non-graduated value loss crops.

- Mollusk (3001)
- Crustacean (3002)
- Christmas Trees (7321)
- crops with an intended use of SO.
  - **Note:** Although crops with an intended use of SO are not graduated price crops, the software considers them to be graduated price crops so that payments will be calculated correctly using the price from the NCT.

The dollar value will be calculated based on the producer's actual inventory and the graduated price codes.--\*

# **B** Example Value Loss Crops - Graduated Screen

Following is an example of the Value Loss Crops - Graduated Screen.

PART E - VALU	IE LOSS CROPS (GRADUATI	ED)
Year: 2017 Producer: PRODUCER	State: Alabama	County: Cherokee
	Pay Crop/Type: FINFISH/003 CARP (KOI), Fresh (FH) Coverage: 50/55	Planting Period: 01
Grad. Price Inven Code Before D		ntory COC Ineligible Disaster Inventory
012		
Unit was harvest Salvage Value:	ed at the time of disaster or immed	iately after disaster
Save Crop Back	NAP Main Menu	

### \*--351 Value Loss Crops - Graduated (Continued)

# C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Value Loss Crops - Graduated Screen.

Field/Button	Description	Action
Graduated Price	Graduated price codes applicable to the selected crop.	
Beginning Inventory	Manual entry. The actual beginning inventory rather than the total dollar amount shall be entered. The system will calculate the value of beginning inventory based on the actual inventory that is entered.	<ul> <li>Enter the actual beginning inventory of the crop applicable to each graduated price code.</li> <li>Example: Before the disaster, Any 1 Producer has 10,000 oysters (MOLLUSK/002) on hand. 10,000 would be entered in the "Beginning Inventory" field for the "002" price code.</li> </ul>
Natural Mortality Factor (Aquaculture only)	Manual entry. The STC approved natural mortality factor.	Required for aquaculture only. Enter the STC approved <b>natural mortality factor</b> of the crop applicable to each graduated price code.
		<b>Example:</b> The STC established the natural mortality factor as .2500 for oysters that fall under graduated price code 002.
Ending Inventory	Manual entry. The actual ending inventory rather than the total dollar amount shall be entered. The system will	Enter the <b>actual ending inventory</b> of the crop applicable to each graduated price code.
	calculate the value of ending inventory based on the actual inventory that is entered.	Example: After the disaster, Any 1 Producer has 2,245 oysters (MOLLUSK/002) on hand. 2,245 would be entered in the "Ending Inventory" field for the "002" price code.
COC Ineligible Inventory	Manual entry. The actual ineligible inventory rather than the total dollar amount shall be entered. The system will calculate the value of ineligible inventory based on the actual ineligible inventory that is entered.	Not required. Enter the <b>actual inventory</b> of the crop applicable to each graduated price code that perished because of an ineligible cause of loss. <b>Example:</b> Any 1 Producer lost 56 oysters (MOLLUSK/002) because of a non-disaster related condition. 56 would be entered in the "COC Ineligible Inventory" field for the "002" price code.

## Par. 351

# \*--351 Value Loss Crops - Graduated (Continued)

<b>Field/Button</b>	Description	Action
Unit Harvested	Check box. The unit was	Not required. Check the <b>unit</b>
(Aquaculture,	harvested at the time of	harvested box if the unit was
ginseng, and	disaster or immediately after.	harvested at the time of disaster or
mushrooms)		immediately after.
Salvage Value	Manual entry.	Enter the total dollar value received
		for crops sold as salvage according
		to 1-NAP (Rev. 2), paragraph 612.
Save Crop	Data will be saved and the	
	Crop Selection Screen or	
	Application for Payment	
	Summary Screen will be	
	displayed. See	
	paragraph 352.	
Back	The previous screen will be	
	displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See paragraph 42.	

# C Field Descriptions and Action (Continued)

### \*--352 Application for Payment Summary Screen

### A Overview

The Application for Payment Summary Screen is displayed after data is saved on the Value Loss Crops - Graduated Screen.

The Application for Payment Summary Screen provides the ability to:

- select applicable Notice(s) of Loss
- edit existing associated Notices of Loss
- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--\*

# **B** Example Application for Payment Summary Screen

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

ar: 2017 oducer:	State: Florida			County:	Dade, Monr
it: Pa	Pay Crop/Type: FINFISH/003		Planting Period: 01		
ate of Loss					
Disaster Start	Disaster End	Loss Apparent		oducer gned	Status
06/01/2016 Select Date of	06/06/2016 Loss	06/03/2016	06/1	3/2016	Approved
ops					
Crop Name,	Type, Intended U	se, Practice	Share	Coverage	
NFISH, KOI CAR	RP (KOI), Fresh (FH	)	100.00%	60/100 \$9,487.00	Edit Delete
Graduated Price Code	Inventory Before Disaster	Natural Mortality A	Inventory fter Disaste		Ineligible
009	3535 PCE	Factor 7	475	PCE	
012	2125 PCE	0.1800	392		
015	1455 PCE	0.1500	268	PCE	
BRO	1987 PCE	0.0001	363	PCE	
		9	Salvage Va	lue:	
dditional Infor pes the produc report?	mation cer have addition	nal inventory of	F FINFISH	/003 01 _	]Yes □No
report? roducer Signat gnature Type	mation — cer have addition ure — :	gnature Date:	FINFISH	/003 01	]Yes □No
ditional Infor pes the produc report? roducer Signat gnature Type oplication Filir	mation — cer have addition ure ————	gnature Date:	FINFISH	/003 01	]Yes □No
dditional Infor bes the product report? coducer Signat gnature Type oplication Filin	mation	gnature Date:	FINFISH	/003 01	]Yes 🗌 No
ditional Infor pes the produc report? roducer Signat gnature Type oplication Filir	mation	gnature Date:	F FINFISH	/003 01	]Yes 🗌 No
dditional Infor pes the produc report? roducer Signat gnature Type oplication Filin or FSA Repre gnature Date	mation	gnature Date:	FINFISH	/003 01	]Yes □No
Iditional Infor pes the product report? oducer Signat gnature Type oplication Filin for FSA Repre gnature Date DC Determinat Approved	mation	gnature Date: : 11/29/2017 ure Date: has been author	rized?		Yes □ No Yes ☑ No Yes ☑ No Yes ☑ No
dditional Infor pes the product report? oducer Signat gnature Type oplication Filin A or FSA Repre gnature Date DC Determinat Approved ling Deadline ling Deadline	mation cer have addition ure ig Deadline Date sentative Signate ion Disapproved COC Extension h	gnature Date: : 11/29/2017 ure Date: Date: has been authoriz	rized? ed?		Yes 🗹 No

### **C** Field Descriptions/Actions

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

Field/Button	Description	Action
	Date of Loss	
Disaster Start	Notices of Loss associated with the Application	
Disaster End	for Payment. For value loss crops, Notices of	
Loss Apparent	Loss must be manually selected by the user.	
Producer Signed		
Status		
Select Date of Loss	The Date of Loss Selection Screen will be displayed. See paragraph 313.	
	(All crops for which data has been entered will be	displayed)
Edit	Allows for modification of existing production data. The Value Loss Crops - Graduated Screen will be displayed. See paragraph 351.	
Delete	Allows for deletion of existing data. The Delete Crop Screen will be displayed. See paragraph 315.	
Add Another Crop	All crops in the pay group with acreage reported must be on the Application for Payment. Allows for loading additional crops in the pay group with reported acreage on the Application for Payment. The Crop Selection Screen will be displayed. See paragraph 312.	
	Additional Information	
Does the Producer Have Additional Inventory to Report?	All crops in the pay group present at the time of the disaster must be on the Application for Payment before the producer signs.	Select "Yes" or "No". Note: If "Yes" is selected, the producer signature date cannot be entered. If "No" is selected, the producer signature date can be entered.
	Producer Signature	
Signature Type	Manual selection of the type of signature provided by the producer. Applicable signature types are:	Signature type shall only be selected after either of the following occurs:
	<ul> <li>paper</li> <li>fax.</li> </ul>	<ul> <li>producer signs and dates the Application for Payment</li> <li>fax with the producer's signature and date has been received in the County Office.</li> </ul>
Signature Date	Manual entry of the date the producer signed or faxed the Application for Payment.	Enter the date the producer signed the Application for Payment.

# **C** Field Descriptions/Actions (Continued)

<b>Field/Button</b>	Description	Action			
Producer Signature (Continued)					
Application Filing	Calculated: 60 calendar days				
Deadline Date	past the greater of all normal				
	harvest dates of the crops on				
	the application.				
	LA/FSA Representative Signature				
Signature Date	Manual entry.	Enter the date the LA signed the Application for Payment.			
		Enter the date the FSA representative signed the Application for Payment if the LA:			
		• was not required to do an appraisal or verify the crop information because of production being harvested			
		• signed CCC-576-1.			
	COC Determ	nination			
Approved/	Manual selection.	Select whether CCC-576 (page 2) was			
Disapproved		approved or disapproved.			
Determination Date	Manual entry.	Enter the date COC made their determination.			
Filing deadline COC Extension has been authorized?	Manual selection; extends application filing deadline to 180 calendar days past the greater of all normal harvest dates of crops on the application.	Select whether COC approved an extension according to 1-NAP (Rev. 2), paragraph 675.			
Filing deadline DAFP waiver has been authorized?	Manual selection for State Office authorized users only.	Select whether DAFP has authorized a waiver of the filing deadline.			
Cancellation					
Do you want to cancel this Application for Payment?	Manual selection.	Select the "Yes" checkbox to cancel CCC-576 (page 2).			
Reason	Manual selection.	Select the reason CCC-576 (page 2) is being canceled.			
	Buttor	15			
Save & Submit	The Confirmation Screen will be displayed. See paragraph 314.				

<b>Field/Button</b>	Description Action				
Buttons (Continued)					
Save & Print	CCC-576 (page 2) will:				
	• be saved				
	• be displayed in a separate window				
	• contain only data that has been entered into the system as of the date it is being printed.				
Cancel	The Search Application for Payment Screen will be displayed for the selected producer. See paragraph 307.				

### **C** Field Descriptions/Actions (Continued)

353-365 (Reserved)

•

### **366** Value Loss Crops - Non-Graduated

#### A Overview

The Value Loss Crops - Non-Graduated Screen will be displayed when a non-graduated value loss crop is selected on the Crop Selection Screen. Following are value loss crops without graduated price codes:

- Nursery (1010)
- Mushrooms (0403)
- Floriculture (7501)

**Exception:** Floriculture for SD is a yield based crop.

• Finfish with type code of TRO, HAP, LAM, MBU, and TAN (3000)

**Exception:** All other Finfish are graduated value loss crops.

• all crops with an intended use of RS and SE.

The dollar value for non-graduated value loss crops must be calculated manually and entered into the system.--\*

# \*--366 Value Loss Crops - Non-Graduated (Continued)

# **B** Example Value Loss Crops - Non-Graduated Screen

Following is an example of the Value Loss Crops - Non-Graduated Screen.

PART E - VALUE LOSS CROPS (NON-GRADUATED)			
Year: 2017 Producer:	Sta	t <b>e:</b> Florida	County: Dade, Monroe
Unit: 527 Crop: NURSERY, CO Share: 100.00%	NTAINER (	p/Type: NURSERY/001 CON) e: 55/100 \$25,795.00	Planting Period: 01
Value Loss Dollar Val Before Disast		Dollar Value After Disaster (\$)	COC Ineligible Dollar Value (\$)
Salvage Value:			
Save Crop Back	NAP N	/lain Menu	
### \*--366 Value Loss Crops - Non-Graduated (Continued)

# **C** Field Descriptions and Actions

The following table provides the field descriptions and actions for the Value Loss Crops - Non-Graduated Screen.

Field/Button	Description	Action
Dollar Value	Manual entry. The actual	Enter the dollar value of inventory present
Before Disaster (\$)	dollar amount shall be	immediately before the disaster according
	entered.	to 1-NAP (Rev. 2), paragraph 578.
Natural Mortality	Manual entry. The STC	Required for aquaculture only. Enter the
Factor	approved natural mortality	STC approved <b>natural mortality factor</b> of
(Aquaculture only)	factor.	the crop applicable to each graduated price
		code.
		<b>Example:</b> The STC established the
		natural mortality factor as
		.2500 for oysters that fall under
		graduated price code 001.
Dollar Value After	Manual entry. The actual	Enter the dollar value of inventory
Disaster (\$)	dollar amount shall be entered.	remaining after the disaster.
COC Ineligible	Manual entry. The actual	Not required. Enter the determined dollar
Inventory (\$)	dollar amount shall be	value for losses stemming from ineligible
	entered.	causes of loss.
Unit Harvested	Check box. The unit was	Not required. Check the unit harvested
(Aquaculture,	harvested at the time of	box if the unit was harvested at the time of
ginseng, and	disaster or immediately after.	disaster or immediately after.
mushrooms)		
Salvage Value	Manual entry.	Not required. Enter the total dollar value
		received for crops sold as salvage
		according to 1-NAP (Rev. 2),
		paragraph 612.
Save Crop	Data will be saved and Crop	
	Selection Screen (see	
	paragraph 312) or Application	
	for Payment Summary Screen	
	(see paragraph 367) will be displayed.	
Back	The previous screen will be	
	displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See paragraph 42.	

#### \*--367 Application for Payment Summary Screen

#### A Overview

The Application for Payment Summary Screen is displayed after data is saved on the Value Loss - Non-Graduated Screen.

The Application for Payment Summary Screen provides the ability to:

- select applicable Notice(s) of Loss
- edit existing associated Notices of Loss
- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--\*

# **B** Example Application for Payment Summary Screen

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

Application fo	or Payment Su	mmary			
Year: 2017 Producer:	State: Flo	orida		County:	Dade, Monroe
Unit: 527 Pay	Crop/Type: NUR	SERY/001	Pla	anting Perio	<b>d:</b> 01
Date of Loss					
Disaster Start	Disaster End	Loss Apparent		oducer igned	Status
07/04/2016 Select Date of L	07/15/2016	07/11/2016		18/2016	Approved
Crops					
Crop Name, Ty	vpe, Intended Use	e, Practice	Share	Coverage	
NURSERY, CONTAIN	NER (CON)	10	0.00%	55/100 \$25,795.00	<u>Edit Delete</u>
Dollar Valu Before Disa		Dollar Value After Disaster		COC Ineli Dollar V	
Before Bisa	\$25975		525	Donar Vi	
		Salvage Va	lue: 500	)	
		Salvaye va			
		Salvage va		,	
	nation —				
Additional Inform Does the produce 01 to report? Producer Signatur	nation er have additiona re	al inventory of		22/001	]Yes □No
Additional Inform Does the produce 01 to report?	re Vigra	al inventory of nature Date:		22/001	lYes □No
Additional Inform Does the produce 01 to report? Producer Signatur Signature Type: Application Filing	re Deadline Date:	al inventory of nature Date: 07/31/2017		22/001	]Yes □No
Additional Inform Does the produce 01 to report? Producer Signatur Signature Type: Application Filing	re Deadline Date:	al inventory of nature Date: 07/31/2017		22/001	Yes 🗆 No
Additional Inform Does the produce 01 to report? Producer Signatur Signature Type: Application Filing LA or FSA Represe Signature Date:	eation er have additiona re Sigr Deadline Date: entative Signatur	al inventory of nature Date: 07/31/2017		22/001	Yes 🗆 No
Additional Inform Does the produce 01 to report? Producer Signatur Signature Type: Application Filing LA or FSA Represe Signature Date:	eation er have additiona re Sigr Deadline Date: entative Signatur	al inventory of nature Date: 07/31/2017		22/001	Yes 🗆 No
Additional Inform Does the produce 01 to report? Producer Signatur Signature Type: Application Filing LA or FSA Represe Signature Date:	aation er have additiona re Sigr Deadline Date: entative Signatur Disapproved	al inventory of nature Date: 07/31/2017 re Date: Date:	NURSEF	₹Y/001	Yes No Yes No Yes No
Additional Inform Does the produce O1 to report? Producer Signatur Signature Type: Application Filing LA or FSA Represe Signature Date: COC Determinatio Approved Filing Deadline C	aation er have additiona re Sigr Deadline Date: entative Signatur Disapproved	al inventory of nature Date: 07/31/2017 re Date: Date:	NURSEF	₹Y/001	Yes Vo
Additional Inform Does the produce O1 to report? Producer Signatur Signature Type: Application Filing LA or FSA Represe Signature Date: COC Determinatio Approved Filing Deadline C Filing Deadline D Cancellation Do you want to o	aation er have additiona re Sigr Deadline Date: entative Signatur Disapproved OC Extension ha DAFP Waiver has	al inventory of nature Date: 07/31/2017 re Date: Date: as been authori been authorize	NURSEF	₹Y/001	Yes Vo

# **C** Field Descriptions/Actions

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

Field/Button	Description	Action		
	Date of Loss			
Disaster Start	Notices of Loss associated with the			
Disaster End	Application for Payment. For value loss			
Loss Apparent	crops, Notices of Loss must be manually			
Producer Signed	selected by the user.			
Status				
Select Date of Loss	The Date of Loss Selection Screen will be displayed. See paragraph 313.			
	Crops			
	(All crops for which data has been entered	will be displayed.)		
Edit	Allows for modification of existing production data. The Value Loss Crops - Non-Graduated Screen will be displayed. See paragraph 366.			
Delete	Allows for deletion of existing data. The Delete Crop Screen will be displayed. See paragraph 315.			
Add Another Crop	All crops in the pay group with acreage reported must be on the Application for Payment. Allows for loading additional crops in the pay group with reported acreage on the Application for Payment. Crop Selection Screen will be displayed. See paragraph 312.			
	Additional Information			
Does the Producer Have Additional Inventory to Report?	All crops in the pay group with inventory present must be on the Application for Payment before the producer signs.	Select "Yes" or "No". Note: If "Yes" is selected, the producer signature date cannot be entered. If "No" is selected, the producer		
		signature date can be entered.		
Signatura Typa	Producer Signature	Signature type shall only be selected		
Signature Type	Manual selection of the type of signature provided by the producer.	Signature type shall only be selected after either of the following occurs:		
	<ul><li>Applicable signature types are:</li><li>paper</li><li>fax.</li></ul>	<ul> <li>producer signs and dates the Application for Payment</li> <li>fax with the producer's signature and date has been received in the County Office.</li> </ul>		
Signature Date	Manual entry of the date the producer signed or faxed the Application for Payment.	Enter the date the producer signed the Application for Payment.		

### **C** Field Descriptions/Actions (Continued)

Field/Button	Description	Action	
Producer Signature (Continued)			
Application Filing	Calculated: 60 calendar days past		
Deadline Date	the greater of all normal harvest		
	dates of the crops on the		
application.			
~ ~ ~	LA/FSA Representat		
Signature Date	Manual entry.	Enter the date the LA signed the Application	
		for Payment.	
		Enter the data the ESA representative signed	
		Enter the date the FSA representative signed the Application for Payment if the LA:	
		the Application for Layment if the LA.	
		• was not required to do an appraisal or	
		verify the crop information because of	
		production being harvested	
		1 0	
		• signed CCC-576-1.	
	COC Determi	nation	
Approved/	Manual selection.	Select whether CCC-576 (page 2) was	
Disapproved		approved or disapproved.	
Determination Date	Manual entry.	Enter the date COC made their determination.	
Filing deadline	Manual selection; extends	Select whether COC approved an extension	
COC Extension has	application filing deadline to 180	according to 1-NAP (Rev. 2), paragraph 675.	
been authorized?	calendar days past the greater of		
	all normal harvest dates of crops		
<b>T</b> '1' 1 11'	on the application.		
Filing deadline DAFP waiver has	Manual selection for State Office	Select whether DAFP has authorized a waiver	
been authorized?	authorized users only.	of the filing deadline.	
been autionzeu?	Cancellati	on	
Do you want to	Manual selection.	Select the "Yes" checkbox to cancel CCC-576	
cancel this		(page 2).	
Application for		(1.2).	
Payment?			
Reason	Manual selection.	Select the reason CCC-576 (page 2) is being	
		canceled.	
	Buttons		
Save & Submit	The Confirmation Screen will be		
	displayed. See paragraph 314.		

<b>Field/Button</b>	Description	Action	
Buttons (Continued)			
Save & Print	CCC-576 (page 2) will:		
	• be saved		
	• be displayed in a separate window		
	• contain only data that has been entered into the system as of the date it is being printed.		
Cancel	The Search Application for Payment Screen will be displayed for the selected producer. See paragraph 307.		

### **C** Field Descriptions/Actions (Continued)

368-383 (Reserved)

### **384** Grazing Loss Acreage

#### A Overview

The Grazing Loss Acreage Screen will be displayed when a grazing crop is selected on the Crop Selection Screen.

### **B** Example Grazing Loss Acreage Screen

Following is an example of the Grazing Loss Acreage Screen.

riod: 02

### \*--384 Grazing Loss Acreage (Continued)

### **C** Field Descriptions and Actions

The following table provides the field descriptions and actions for the Grazing Loss Acreage Screen.

Field/Button	Description	Action
Total Planted Acres	Total certified planted acres for	
	the crop from the acreage report.	
Total Prevented Acres	Total certified prevented acres	
(Annual planted crops	for the crop from the acreage	
only.)	report.	
Ineligible Planted	Total ineligible planted acres for	Not required. Record ineligible
Acres	the crop from SNAPP.	planted acres where the GS/GZ
		share is different than the share
	Manual entry for GS/GZ crops	on the acreage report.
	with modified shares only.	
Ineligible Prevented	Total ineligible prevented acres	Not required. Record ineligible
Acres (Annual planted	for the crop from SNAPP.	prevented acres where the
crops only.)		GS/GZ share is different than the
	Manual entry for GS/GZ crops	share on the acreage report.
	with modified shares only.	
Save & Continue	The Grazing "AUD" Loss	
	Calculations Screen will be	
	displayed. See paragraph 385.	
Back	The Crop Selection Screen (see	
	paragraph 312) or Application	
	for Payment Summary Screen	
	(see paragraph 387) will be	
	displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See paragraph 42.	

**Note:** Prevented planting fields are **only** applicable for crops listed in subparagraph 385 D.--\*

#### A Overview

The Part F - Grazing "AUD" Loss Calculations Screen will be displayed after saving data on the Grazing Loss Acreage Screen. Data entered on the Part F - Grazing "AUD" Loss Calculations Screen is used to determine a producer's loss on grazing crops.

#### **B** Example Part F - Grazing "AUD" Loss Calculations Screen

Following is an example of the Part F - Grazing "AUD" Loss Calculations Screen.

PART F -	GRAZIN	NG "AUD"	LOSS CALC	ULATIONS	;	
ear: 2017 roducer:		State:	Florida		County:	Dade, Monroe
nit: 2275 op: GRASS nare: 100.0	, COASTA		<b>/pe:</b> GRASS/( BCS), Grazing 50/55		Planting Peri	od: 02
Stage	Acre	eage Report	ed Ine	ligible	Eligible	
Plante Prevente		<b>Acres</b> 5.1600	A	cres	<b>Acres</b> 5.1600	
Carrying Ca	pacit <b>y</b> —					
	Carrying Capacity	Grazing Period Days	Stage	Acreage Reported Acres	Ineligible Acres	Eligible Acres
002	2.0000	245	Planted: Prevented:	3.8500		3.8500
• 22	1.5000	80	Planted: Prevented:	1.3100		1.3100
Stage	Acre	es Adjus			COC igned	
Planted:						
Owner Private/Leas Fede Sta	ed:			Name of L	essor	
		Add Carry	ring Capacity	Cancel Add		
razing Loss	a Data					
Planting Period/Stag	ge Acı		Adjustment Factor	COC Loss Factor	COC Assigned	Action
02 Plar Prever		3100		0.5600		<u>Edit</u> <u>Delete</u>
Continue	Back	NAP Main Me	enu			

# \*--385 Grazing "AUD" Loss Calculations (Continued)

# **C** Field Descriptions and Actions

The following table provides the field descriptions and actions for the Part F - Grazing "AUD" Loss Calculations Screen.

Field/Button	Description	Action		
Acreage				
Stage	Planted or Prevented			
Acreage Reported Acres	Acreage information from the			
Ineligible Acres	Grazing Loss Acreage Screen			
Eligible Acres	will be displayed.			
	Carrying Capacity			
Planting Period	Carrying capacities applicable to	Select the applicable planting period.		
Carrying Capacity	the crop, type, intended use, and	The remainder of the screen will be		
Grazing Period Days	practice from the NCT and the	displayed.		
Stage	associated acres from the			
Acreage Reported Acres	acreage report and SNAPP.			
Ineligible Acres				
Eligible Acres				
Stage	Planted or Prevented			
Acres	Manual entry.	Enter the planted acres for the		
	5	selected carrying capacity.		
COC Adjustment Factor	Manual entry.	Not required. Enter the COC AUD		
5	5	adjustment factor for the selected		
		carrying capacity. See 1-NAP		
		(Rev. 2), subparagraphs 804 F and G.		
COC Loss Factor	Manual entry.	Enter the COC AUD loss factor for		
	-	the selected carrying capacity. See		
		1-NAP (Rev. 2), subparagraph 804 I.		
COC Assigned	Manual entry.	Not required. Enter the COC		
		assigned AUD/acres for the selected		
		carrying capacity. See 1-NAP		
		(Rev. 2), subparagraph 804 H and		
		paragraph 607.		
Prevented Acres (Annual	Manual entry.	Enter prevented acres associated with		
planted crops <b>only</b> .)		the crop, type, intended use, practice,		
		and share.		
Prevented Assigned	Manual entry.	Not required. Enter the amount of		
(Annual planted crops		prevented assigned production as		
only.)		determined by COC according to		
		1-NAP (Rev. 2), paragraph 607.		
Private/Leased – Acres	Manual entry.	Enter the number of privately		
		owned/leased acres for the selected		
		carrying capacity.		
Private/Leased – Name	Manual entry.	If privately owned/leased acres were		
of Lessor		entered, enter the name of lessor of		
		privately owned/leased acres.		

--\*

6-27-17

#### Par. 385

### \*--385 Grazing "AUD" Loss Calculations (Continued)

# **C** Field Descriptions and Actions (Continued)

Field/Button	Description	Action
	Carrying Capacity (Contin	
Federal – Acres	Manual entry.	Enter the number of Federal acres
	5	for the selected carrying capacity.
Federal – Name of	Manual entry.	If Federal acres were entered, enter
Lessor	5	the name of lessor of federal acres.
State – Acres	Manual entry.	Enter the number of State acres for
	, i i i i i i i i i i i i i i i i i i i	the selected carrying capacity.
State – Name of Lessor	Manual entry.	If State acres were entered, enter
		the name of lessor of State acres.
Add Carrying Capacity	Adds the selected carrying	
	capacity to the Application for	
	Payment. The Grazing "AUD"	
	Loss Calculations Screen will be	
	redisplayed.	
Cancel Add	Removes all entered data.	
	Grazing Loss Data	
Planting Period/Stage	Carrying capacity data that is	
COC Adjustment Factor	already entered on the	
COC Loss Factor	Application for Payment.	
COC Assigned		
Action	Allows for modification/deletion	
	of existing carrying capacity data.	
	If "Edit" is selected, the data is	
	redisplayed in the Carrying	
	Capacity section.	
	If "Delete" is calented the Delete	
	If "Delete" is selected, the Delete Carrying Capacity Screen will be	
	displayed. See paragraph 386.	
	Buttons	
Continue	Data will be saved and the Crop	
Commune	Selection Screen (see	
	paragraph 312) or Application	
	for Payment Summary Screen	
	(see paragraph 387) will be	
	displayed.	
Back	The previous screen will be	
Duck	displayed.	
NAP Main Menu	The Main Menu will be	
	displayed. See paragraph 42.	
	anspiayed. See paragraph 42.	

--\*

Note: Prevented planting fields are only applicable for crops listed in subparagraph D.

# \*--385 Grazing "AUD" Loss Calculations (Continued)

### **D** List of Grazed Forage Crops Eligible for Prevented Planted

Following is a list of annually grazed forage crops that are eligible for a prevented planted payment under NAP.

Crop Code	Сгор	Туре	Intended Use	Pay Crop	Pay Type
0091	Barley	SPR	GZ, GS	0091	002
0091	Barley	WTR	GZ, GS	0091	002
0125	Forage Soybean/ Sorghum		GZ	0125	001
0080	Millet	COM	GZ	0080	001
0080	Millet	DOP	GZ	0080	001
0080	Millet	PRL	GZ	0080	001
0296	Mixed Forage	ICG	GZ	0102	002
0296	Mixed Forage	MSG	GZ	0102	002
0016	Oats	HLS	GZ, GS	0016	002
0016	Oats	HLW	GZ, GS	0016	002
0016	Oats	SPR	GZ, GS	0016	002
0016	Oats	WTR	GZ, GS	0016	002
0094	Rye		GZ, GS	0094	002
0050	Sorghum Forage	ALU	GZ	0050	001
0050	Sorghum Forage	CAN	GZ	0050	001
0050	Sorghum Forage	SUD	GZ	0050	001
0050	Sorghum Forage	SWT	GZ	0050	001
0052	Sorghum Dual Purpose		GZ	0050	001
0131	Speltz		GZ	0131	001
1223	Teff		GZ	0102	002
0158	Triticale		GZ, GS	0158	002
0011	Wheat	HAD	GZ, GS	0011	002
0011	Wheat	HAW	GZ, GS	0011	002
0011	Wheat	HRS	GZ, GS	0011	002
0011	Wheat	HRW	GZ, GS	0011	002
0011	Wheat	HWR	GZ, GS	0011	002
0011	Wheat	HWS	GZ, GS	0011	002
0011	Wheat	SRW	GZ, GS	0011	002
0011	Wheat	SWS	GZ, GS	0011	002
0011	Wheat	SWW	GZ, GS	0011	002

### \*--386 Deleting Carrying Capacity

#### A Overview

The Delete Carrying Capacity Screen provides users the ability to confirm deleting a carrying capacity.

### **B** Example Delete Carrying Capacity Screen

Following is an example of the Delete Carrying Capacity Screen.

Delete Carryin	g Capacity	
Year: 2017 Producer: PRODUC	State: Mississip ER, ANY 1	pi <b>County:</b> Coahoma
	Pay Crop/Type: GRASS/0 zing (GZ), Non-Irrig, Certified ( Coverage: 50/55	The second second second second second
	Grazing	Stage: 01 ing Capacity: 2.0000 Period Days: 185 anted Acres: 100.0000
	COC Adjust	ment Factor: Loss Factor: 0.2000 ed Assigned:
Conf	irm deletion of this C	arrying Capacity?
		Confirm Cancel

# C Action

CLICK "**Confirm**" to delete the data for the selected carrying capacity. Data for the selected carrying capacity will be deleted from the Application for Payment.--\*

#### \*--387 Application for Payment Summary Screen

#### A Overview

The Application for Payment Summary Screen is displayed after continuing from the Grazing "AUD" Loss Calculations Screen.

The Application for Payment Summary Screen provides the ability to:

- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.--\*

# **B** Example Application for Payment Summary Screen

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

Application for	Payment Su	mmary			
'ear: 2017 'roducer:	State:	Montana		Со	<b>Inty:</b> Big Hor
Init: 337 Pay C	rop/Type: GRA	ASS/002	Plant	ting Perio	<b>d:</b> 01
Date of Loss					
Disaster Start	Disaster End	Loss Apparen		ducer jned	Status
08/07/2016	09/29/2016	08/18/201	6 10/0	3/2016	Approved
Crops ———					
Crop Name, Typ	e, Intended Us	e, Practice	Share	Coverage	2
GRASS, NATIVE (NAG	), Grazing (GZ),	Non-Irrig	100.00%	50/55	<u>Edit</u> <u>Delete</u>
	Acreage Re Acres	port	Ineligible Acres		ligible Acres
Planted		00	Acres		12.2400
Prevented	l:				
Planting Period	Carrying Ca	apacity		Grazing Day	/5
01	22.500			229	
Stage	Acres COO	C Adjustment F	actor COC Lo	ss Factor C	OC Assigned
_	9477.2100			500	
Prevented:					
	Acres		Name of L	essor	
Private/Lease	ed: 29477.2100				
Add Another Crop					
Additional Informat Does the producer plant or harvest?		al acres of G	RASS/002 (	01 to	Yes ⊻No
Producer Signature					
Signature Type:		~	Signature D	ate:	
Application Filing D	eadline Date:	02/13/2018	3		
LA or FSA Represen	tative Signatur	e			
Signature Date:	<b>j</b>				
COC Determination					
Approved Dis	approved [	Date:			
Filing Deadline CO	- Extension ha	as been auth	orized?		Yes 🗹 No
Filing Deadline DAF					Yes VNO
Cancellation					
Do you want to ca	ncel this Appli	cation for Pa	yment?		
🗌 Yes 🛛 Rea	son:		$\checkmark$		
Save & Submit Sa	ave & Print C	ancel			

### **C** Field Descriptions/Actions

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

<b>Field/Button</b>	Description	Action
	Date of Loss	•
Disaster Start	Notice(s) of Loss associated with the	
Disaster End	Application for Payment. For grazing	
Loss	crops, Notices of Loss are automatically	
Apparent	assigned to the Application for Payment and	
Producer	cannot be modified. All Notices of Loss on	
Signed	file for the unit and pay group will be	
Status	assigned.	
	Crops	
	(All crops for which data has been entered wi	ill be displayed.)
Edit	Allows for modification of existing	
	production data. The Grazing Loss Acreage	
	Screen will be displayed. See	
	paragraph 384.	
Delete	Allows for deletion of existing acreage data.	
	The Delete Crop Screen will be displayed.	
	See paragraph 315.	
Add Another	All crops in the pay group with acreage	
Crop	reported must be on the Application for	
	Payment. Allows for loading additional	
	crops in the pay group with reported acreage	
	on the Application for Payment. The Crop	
	Selection Screen will be displayed. See	
	paragraph 312.	
	Additional Information	1
Does the	All crops in the pay group with acreage	Select "Yes" or "No".
Producer	reported must be on the Application for	
Have	Payment before the producer signs.	Note: If "Yes" is selected,
Additional		the producer signature
Acres to		date cannot be entered.
Plant or		
Harvest?		If "No" is selected, the
		producer signature
		date can be entered.

<b>Field/Button</b>	Description	Action
	Producer Signature	
Signature Type	Manual selection of the type of signature provided by the producer.	Signature type shall only be selected after either of the following occurs:
	<ul><li>Applicable signature types are:</li><li>paper</li></ul>	• producer signs and dates the Application for Payment
	<ul><li> fax</li><li> independent assessment.</li></ul>	• fax with the producer's signature and date has been received in the County Office
		• independent assessment and/or another alternative collective loss percentage method was completed.
Signature Date	Manual entry of the date the producer signed or faxed the Application for Payment.	Enter the date the producer signed the Application for Payment.
		<b>Note:</b> If an independent assessment and/or another alternative collective loss percentage method was completed, enter the date the application is completed by the County Office.
Application Filing Deadline	Calculated: 60 calendar days past the greater of all normal harvest dates of the	
Date	crops on the application.	

## **C** Field Descriptions/Actions (Continued)

С	<b>Field Descriptions/Actions</b>	(Continued)
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Field/Button	Description	Action
	LA/FSA Representative Sig	nature
Signature Date	Manual entry.	<ul> <li>Enter the date the LA signed the Application for Payment.</li> <li>Enter the date the FSA representative signed the Application for Payment if the LA:</li> <li>was not required to do an appraisal or verify the crop information because of production being harvested</li> </ul>
		<ul> <li>signed CCC-576-1.</li> <li>Note: If an independent assessment and/or another alternative collective loss percentage method was completed, enter the date the application is completed by the County Office.</li> </ul>
	COC Determination	
Approved/ Disapproved Determination	Manual selection. Manual entry.	Select whether CCC-576 (page 2) was approved or disapproved. Enter the date COC made their
Date Filing deadline COC Extension has been authorized? Filing deadline DAFP waiver	Manual selection; extends application filing deadline to 180 calendar days past the greater of all normal harvest dates of crops on the application. Manual selection for State Office authorized users only	determination. Select whether COC approved an extension according to 1-NAP (Rev. 2), paragraph 675. Select whether DAFP has authorized a waiver of the filing deadline.
has been authorized?	authorized users only. Cancellation	a waiver of the filing deadline.
Do you want to cancel this Application for Payment?	Manual selection.	Select the "Yes" checkbox to cancel CCC-576 (page 2).
Reason	Manual selection.	Select the reason CCC-576 (page 2) is being canceled.

ButtonsThe Confirmation Screen will be displayed. See paragraph 314.The CCC-576 (page 2) will:• be saved	
displayed. See paragraph 314. The CCC-576 (page 2) will:	
The CCC-576 (page 2) will:	
• be saved	
• be displayed in a separate window	
• will contain only data that has been entered into the system as of the date it is being printed.	
The Search Application for Payment Screen will be displayed for the selected producer. See paragraph 307.	
S	<ul> <li>will contain only data that has been entered into the system as of the date it is being printed.</li> <li>The Search Application for Payment Screen will be displayed for the</li> </ul>

# C Field Descriptions/Actions (Continued)

388-401 (Reserved)

## 402 Special Forage

#### A Overview

Forage crops have special rules if coverage was bought for a crop that was intended to be mechanically harvested but the actual use of the acreage (or portion thereof) was grazed.

The following table provides a list of special forage crops.

Crop	Crop Code	Crop Type	Intended Use	Pay Crop	Pay Type
Wheat	0011	All types	FG	0011	002
Oats	0016	All types	FG	0016	002
Alfalfa	0027	n/a	FG, SD	0027	001
Sorghum, Forage	0050	ALU, CAN, SWT, SUD	FG, SD	0050	001
Sorghum, Dual Purpose	0052		FG	0050	001
Millett	0080	COM, DOP	FG, SD	0080	001
Barley	0091	All types	FG	0091	002
Rye	0094		FG	0094	002
Grass	0102	All types	FG, SD		
Clover	0265	All types	FG, SD		
Lespedeza	0273		FG, SD		
Mixed Forage	0296	ICG, IGS, LCG, LEG, LGG, LGM, LSG, MSG, NSG, OTP, SSG	FG, SD	0102	001
Birdsfoot/Trefoil	0355		FG, SD		
Vetch	0435	All types	FG, SD		
Forage Soybean/Sorghum	0125		FG	0125	001
Speltz	0131		FG	0131	001
Triticale	0158		FG	0158	002
Mixed Forage	0296	AGM, ASG, GMA	FG, SD	0296	001
Kochia (Prostrata)	2002		FG, SD	2002	001
Perennial Peanuts	9033		FG	9033	001

The Special Forage Screen will be displayed when a special forage crop is selected on the Crop Selection Screen.--\*

## **B** Example Special Forage Screen

Following is an example of the Special Forage Screen for eligible forage crops.

	2017 icer: Produ	cer, Any 1	State: Missi	ssippi	County: Any
Init: Top:	17	Pay Cro rage (FG), M	op/Type: ALFALF Non-Irrig, Certified ge: 50/55		Planting Period: 01
hoo	ose which	of the f	ollowing app	olies:	
۲	destroyed;	and all ac	res that were a	bandoned and	abandoned, and/or d/or destroyed were vas used after the first
0	abandoned were timely first apprai	or destro appraise sal.	yed; and not all d and/or the RM	acres abando 1A factor met	ome acres were oned and/or destroyed hod was used after the acres prior to recording
0			RMA factor me		es were timely d after the <mark>f</mark> irst
0					out not all acres were vas used after the first
0			res were grazes RMA factor me		es were timely d after the first
0	grazed; an	d no graze		mely appraise	ome acres were ed or the RMA factor
0	grazed; an	d all graze		mely appraise	ome acres were a and/or the RMA
0	than forage were timely	; and all ; appraise	acres mechanica	ally harvested harvested and	lly harvested as other   as other than forage d/or the RMA factor
0	forage; and forage wer factor met	d some bu e timely a nod used a	t not all acres n ppraised before after the first ap	nechanically h being harves praisal.	rvested as other than arvested as other than ted or was the RMA acres prior to recording
0			acres were prev s planted acres		

# **B** Example Special Forage Screen (Continued)

Following is an example of the Special Forage Screen for eligible seed crops.

Unit:         593         Pay Crop/Type:         GRASS/001         Planting Period:         01           Crop:         MIXED FORAGE, 2+ INTERSEEDED GRASS MIX (IGS), Seed (SD), Non-Irrig           Share:         100.00%         Coverage:         50/55           Choose which of the following applies:         Scenario SD-1: All or some acres were harvested and/or all or some acres were grazed; and all acres (including any prevented planted acres) meet the license, contract, and/or history requirement; and all grazed acres were timely appraised.           Scenario SD-2: All acres were harvested; and no acres meet the licens: contract, and/or history requirement.           Scenario SD-3: All acres were harvested; and some but not all acres meet the license, contract, and/or history requirement.           Scenario SD-4: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.           Scenario SD-5: All acres were grazed; and some but not all acres were grazed; and all harvested acres meet the license, contract, and/or history requirement.           Scenario SD-6: Some acres were harvested and some acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and not all acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement.           Scenario SD-7: Some acres were harvested and some acres were grazed; and all arves the avested acres meet the license, contract, and/or history requirement.           Scenario SD-8: Some acres were harvested and s	rodu	2017	State:	Montana	County:	Big Horn
<ul> <li>Scenario SD-1: All or some acres were harvested and/or all or some acres were grazed; and all acres (including any prevented planted acres) meet the license, contract, and/or history requirement; and all grazed acres were timely appraised.</li> <li>Scenario SD-2: All acres were harvested; and no acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-3: All acres were harvested; and some but not all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-4: All acres were grazed; and no acres were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-6: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.</li> <li>Scenario SD-7: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and some but not all grazed acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-8: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as</li></ul>	Crop:	MIXED FORAGE	2+ INTERSEED	ED GRASS MIX (IGS	2	01
<ul> <li>acres were grazed; and all acres (including any prevented planted acres) meet the license, contract, and/or history requirement; and all grazed acres were timely appraised.</li> <li>Scenario SD-2: All acres were harvested; and no acres meet the license contract, and/or history requirement.</li> <li>Scenario SD-3: All acres were harvested; and some but not all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-4: All acres were grazed; and no acres were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: All acres were grazed; and some but not all acres were grazed; and all harvested acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-6: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.</li> <li>Scenario SD-7: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and some but not all grazed acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and some but not all grazed acres were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-8: Some acres were harvested as other than seed, or abandoned, and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history re</li></ul>	Choo	se which of t	he following	applies:		
<ul> <li>contract, and/or history requirement.</li> <li>Scenario SD-3: All acres were harvested; and some but not all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-4: All acres were grazed; and no acres were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.</li> <li>Scenario SD-7: Some acres were harvested and some acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and some but not all grazed acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-8: Some acres were harvested and some acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, abandoned, and/or destroyed; and not all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	0	acres were gr acres) meet t	azed; and all a he license, con	acres (including a atract, and/or hist	ny prevented planted	1
<ul> <li>meet the license, contract, and/or history requirement.</li> <li>Scenario SD-4: All acres were grazed; and no acres were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-6: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.</li> <li>Scenario SD-7: Some acres were harvested and some acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and some but not all grazed acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-8: Some acres were harvested as other than seed, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	$\bigcirc$				d no acres meet the	license,
<ul> <li>appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-5: All acres were grazed; and some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-6: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.</li> <li>Scenario SD-7: Some acres were harvested and some acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-8: Some acres were harvested and some acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or destroyed; and not all acres harvested as other the seed, or abandoned, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed; and not all acres harvested as other the seed, or abandoned, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	0	Scenario SD-3 meet the licer	3: All acres we use, contract, a	re harvested; and and/or history red	d some but not all ac quirement.	res
<ul> <li>timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-6: Some acres were harvested and some acres were grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.</li> <li>Scenario SD-7: Some acres were harvested and some acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement; and some barvested and some acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, abandoned, and/or destroyed; and not all acres harvested as other than seed, or abandoned, and/or destroyed; and not all acres harvested as other the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed; and not all acres harvested as other the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	$\bigcirc$					nt.
<ul> <li>grazed; and all harvested acres meet the license, contract, and/or history requirement; and no grazed acres were timely appraised.</li> <li>Scenario SD-7: Some acres were harvested and some acres were grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-8: Some acres were harvested and some acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and some but not all grazed acres were timely appraised and/or history requirement; and some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	0	timely apprais				
<ul> <li>grazed; and not all harvested acres meet the license, contract, and/or history requirement; and all grazed acres were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-8: Some acres were harvested and some acres were grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	0	grazed; and a	II harvested ad	cres meet the lice	ense, contract, and/o	
<ul> <li>grazed; and all or some harvested acres meet the license, contract, and/or history requirement; and some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-9: All or some acres were harvested as other than seed, abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	0	grazed; and n history require	ot all harveste ement; and all	ed acres meet the grazed acres we	e license, contract, ar re timely appraised a	nd/or
<ul> <li>abandoned, and/or destroyed; and all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.</li> <li>Scenario SD-10: Some acres were harvested as other than seed, or abandoned, and/or destroyed; and not all acres harvested as other this seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	0	grazed; and a and/or history timely apprais	Il or some har requirement;	vested acres mee and some but no	et the license, contra ot all grazed acres we	ct, ere
<ul> <li>abandoned, and/or destroyed; and not all acres harvested as other the seed, or abandoned, and/or destroyed were timely appraised or meet the license, contract, and/or history requirement.</li> <li>Scenario SD-11: All acres were prevented planted; and all acres meet the license, contract, and/or history requirement.</li> <li>Crop combination has planted acres recorded in CARS.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	0	abandoned, a seed, or aban	nd/or destroye doned, and/or	ed; and all acres destroyed were	narvested as other th timely appraised and	nan
<ul> <li>the license, contract, and/or history requirement.</li> <li>Crop combination has planted acres recorded in CARS.</li> <li>Scenario SD-12: All acres were prevented planted; and no acres meet the license, contract, and/or history requirement.</li> </ul>	۲	abandoned, a seed, or aban	nd/or destroye doned, and/or	d; and not all ac destroyed were	res harvested as oth timely appraised or r	er than
the license, contract, and/or history requirement.		the license, co	ontract, and/or	· history requiren	nent. í	neet
	0	the license, co	ontract, and/or	· history requiren	nent.	meet
Scenario SD-13: All acres were prevented planted; and some but not a acres meet the license, contract, and/or history requirement. Crop combination has planted acres recorded in CARS.		acres meet th	e license, cont	ract, and/or histo	ory requirement.	not all

# **C** Field Descriptions and Actions

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

Scenario	Field/Button	Description
FG-1	All or some acres were harvested,	Regardless of the coverage level elected, only
	abandoned, and/or destroyed; and all	a yield based loss is applicable.
	acres that were abandoned and/or	
	destroyed were timely appraised and/or	
	the RMA factor method was used after	
	the first appraisal.	
FG-2	Some acres were harvested and some	Regardless of the coverage level elected, only
	acres were abandoned or destroyed; and	a yield based loss is applicable and ineligible
	not all acres abandoned and/or destroyed	planted acres and assigned unharvested
	were timely appraised and/or the RMA	production are required
	factor method was used after the first	
	appraisal.	<b>Note:</b> Acreage must be recorded in SNAPP
		as ineligible planted acres prior to
	A 11	recording this loss.
FG-3	All acres were grazed; and no acres were	• If basic coverage was elected, only a
	timely appraised and/or the RMA factor	grazing loss is applicable.
	method was used after the first appraisal.	
		• If buy-up coverage was elected, entry of
EC 4		loss data will not be permitted.
FG-4	All acres were grazed; and some but not	• If basic coverage was elected, both a yield
	all acres were timely appraised and/or the RMA factor method was used after	based and grazing loss are applicable.
	the first appraisal.	If how we accord a way alooted only a
	the first appraisal.	• If buy-up coverage was elected, only a viald based loss is applicable, and
		yield based loss is applicable, and ineligible planted acres and assigned
		unharvested production are required.
		unnarvested production are required.
		<b>Note:</b> Acreage must be recorded in SNAPP
		as ineligible planted acres prior to
		recording this loss.
FG-5	All acres were grazed; and all acres were	Regardless of the coverage level elected, only
	timely appraised and/or the RMA factor	a yield based loss is applicable.
	method was used after the first appraisal.	
FG-6	Some acres were harvested and some	• If basic coverage was elected, both a yield
	acres were grazed; and no grazed acres	based and grazing loss is applicable
	were timely appraised or the RMA factor	
	method was used after the first appraisal.	• If buy-up coverage was elected, only a
		yield based loss is applicable, and
		ineligible planted acres and assigned
		unharvested production are required.
		<b>Note:</b> Acreage must be recorded in $SN \triangle PP$
		e
FG-6	Some acres were harvested and some acres were grazed; and no grazed acres	<ul> <li>based and grazing loss is applicable</li> <li>If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned</li> </ul>

Scenario	Field/Button	Description
FG-7	Some acres were harvested and some	Regardless of the coverage level elected, only
	acres were grazed; and all grazed acres	a yield based loss is applicable.
	were timely appraised and/or the RMA	
	factor method was used after the first	
	appraisal.	
FG-8	All or some acres were mechanically	Regardless of the coverage level elected, only
	harvested as other than forage; and all	a yield based loss is applicable.
	acres mechanically harvested as other	
	than forage were timely appraised before	
	being harvested and/or the RMA factor	
	method was used after the first appraisal.	
FG-9	Some acres were mechanically harvested	Regardless of the coverage level elected, only
	as other than forage; and some but not all	a yield based loss is applicable and ineligible
	acres mechanically harvested as other	planted acres and assigned unharvested
	than forage were timely appraised before	production are required.
	being harvested or the RMA factor	
	method used after the first appraisal.	<b>Note:</b> Acreage must be recorded in SNAPP
		as ineligible planted acres prior to
FG 10		recording this loss.
FG-10	All acres were prevented planted.	Regardless of the coverage level elected, only
(D 1		a yield based loss is applicable.
SD-1	All or some acres were harvested and/or	Regardless of the coverage level elected, only
	all or some acres were grazed; <b>and</b> all	a yield based loss is applicable.
	acres (including any prevented planted	
	acres) meet the license, contract, and/or	
	history requirement; and all grazed acres were timely appraised.	
SD-2	All acres were harvested; <b>and</b> no acres	Regardless of the coverage level elected, entry
SD-2	meet the license, contract, and/or history	of loss data will not be permitted.
	requirement.	or loss data will not be permitted.
SD-3	All acres were harvested; <b>and</b> some but	Regardless of coverage level elected, only a
5-06	not all acres meet the license, contract,	yield based loss is applicable. Ineligible
	and/or history requirement.	planted acres are required.
SD-4	All acres were grazed; <b>and</b> no acres were	· · ·
50-4	timely appraised or meet the license,	grazing loss is applicable.
	contract, and/or history requirement.	grazing 1055 is applicable.
	contract, and/or mistory requirement.	• If buy-up coverage was elected, entry of
		loss data will not be permitted.
		loss data will not be permitted.

# C Field Descriptions and Actions, Continued

Scenario	Field/Button	Description
SD-5	All acres were grazed; <b>and</b> some but not all acres were timely appraised and/or meet the license, contract, and/or history requirement.	<ul> <li>If basic coverage was elected, both a yield based and grazing loss is applicable.</li> <li>If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.</li> </ul>
		<b>Note:</b> Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
SD-6	Some acres were harvested and some acres were grazed; <b>and</b> all harvested acres meet the license, contract, and/or history requirement; <b>and</b> no grazed acres were timely appraised.	<ul> <li>If basic coverage was elected, both a yield based and grazing loss is applicable</li> <li>If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.</li> </ul>
		<b>Note:</b> Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
SD-7	Some acres were harvested and some acres were grazed; <b>and</b> not all harvested acres meet the license, contract, and/or history requirement; <b>and</b> all grazed acres were timely appraised and meet the license, contract, and/or history requirement.	<ul> <li>Regardless of the coverage level elected, only a yield based loss is applicable and ineligible planted acres are required.</li> <li>Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.</li> </ul>
SD-8	Some acres were harvested and some acres were grazed; <b>and</b> all or some harvested acres meet the license, contract, and/or history requirement; <b>and</b> some but not all grazed acres were timely appraised and/or meet the license, contract, and/or history requirement.	<ul> <li>If basic coverage was elected, both a yield based and grazing loss is applicable</li> <li>If buy-up coverage was elected, only a yield based loss is applicable, and ineligible planted acres and assigned unharvested production are required.</li> <li>Note: Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.</li> </ul>
SD-9	All or some acres were harvested as other than seed, or abandoned, and/or destroyed; <b>and</b> all acres harvested as other than seed, or abandoned, and/or destroyed were timely appraised and meet the license, contract, and/or history requirement.	Regardless of the coverage level elected, only a yield based loss is applicable.

# **C** Field Descriptions and Actions (Continued)

Scenario	Field/Button	Description
SD-10	Some acres were harvested as other than	Regardless of the coverage level elected, only a
	seed, or abandoned, and/or destroyed;	yield based loss is applicable and ineligible
	and not all acres harvested as other than	planted acres and assigned unharvested
	seed, or abandoned, and/or destroyed	production are required.
	were timely appraised or meet the	N-4 A manual transmitter (NIADD
	license, contract, and/or history	<b>Note:</b> Acreage must be recorded in SNAPP
	requirement.	as ineligible planted acres prior to recording this loss.
SD-11	All acres were prevented planted; and	Regardless of the coverage level elected, only a
	all acres meet the license, contract,	yield based loss is applicable.
	and/or history requirement.	
SD-12	All acres were prevented planted; and	Regardless of the coverage level elected, entry
	no acres meet the license, contract,	of loss data will not be permitted.
	and/or history requirement.	
SD-13	All acres were prevented planted; and	Regardless of the coverage level elected, only a
	some but not all acres meet the license,	yield based loss is applicable and ineligible
	contract, and/or history requirement.	planted acres are required.
		<b>Note:</b> Acreage must be recorded in SNAPP as ineligible planted acres prior to recording this loss.
	Save & Continue	See subparagraph D for additional information.
	Back	The Crop Selection Screen (see
		paragraph 312), yield based Application for
		Payment Summary Screen (see paragraph 333),
		or grazing Application for Payment Summary
		Screen (see paragraph 387) will be displayed.
	NAP Main Menu	Main Menu will be displayed. See
		paragraph 42.

# C Field Descriptions and Actions (Continued)

## **D** Action

The following table describes the result after 1 of the options on the Special Forage Screen is selected and "Continue" is clicked.

IF user selects	
scenario	THEN the Special Forage Acreage Screen, followed by the
FG-1	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-2	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-3	Grazing "AUD" Loss Calculations Screen will be displayed. See paragraph 385.
FG-4	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-5	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-6	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-7	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-8	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-9	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
FG-10	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-1	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-2	
SD-3	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-4	Grazing "AUD" Loss Calculations Screen will be displayed. See paragraph 385.
SD-5	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-6	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-7	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-8	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-9	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-10	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-11	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
SD-12	
SD-13	Appraisal or Report of Production Screen will be displayed. See paragraph 332.
	*

403-415 (Reserved)

### \*--Subsection 6 Application for Payment Reports

## 416 Reports

#### A Overview

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

### **B** Example Reports Screen

Following is an example of the Reports Screen.

Year: 2017 State: Florida County: Dade, Monroe				
○ COC Approved Report				
O COC Disapproved Report				
O Producer Signed But Not LA or FSA Representative Signed				
O Not Producer Signed Report				
LA or FSA Representative Signed But Not COC Signed				
O Notices of Loss with No Application Report				
<ul> <li>Ineligible for Approval Report</li> </ul>				
O County Summary Report				
Start Date:				
End Date:				
Create Report NAP Main Menu				

## \*--416 Reports (Continued)

# **C** Field Descriptions and Actions

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

<b>Report/Field/Button</b>	Action	Result
COC Approved Report	Manual selection.	Report will be displayed identifying Applications for Payment that have been approved by COC.
COC Disapproved	Manual selection.	Report will be displayed identifying Applications
Report	Wandar Sciection.	for Payment that have been disapproved by COC.
Producer Signed But	Manual selection.	Report will be displayed identifying Applications
Not LA or FSA	Wandar Sciection.	for Payment that have been signed by the producer
Representative Signed		but have not been signed by the LA or FSA
rtepresentative signed		representative.
Not Producer Signed	Manual selection.	Report will be displayed identifying Applications
Ttot I Todacci Signea	Wandar Sciection.	for Payment that have been entered but have not
		been signed by the producer.
LA or FSA	Manual selection.	Report will be displayed identifying Applications
Representative Signed		for Payment that have been signed by the LA or
But Not COC Signed		FSA representative but have not been
		approved/disapproved by COC.
Canceled Report	Manual selection.	Report will be displayed identifying Applications
1		for Payment that have been canceled.
Notices of Loss with No	Manual selection.	Report will be displayed identifying Notices of
Application Report		Loss that do not have an associated Application for
		Payment.
Ineligible for Approval	Manual selection.	Report will be displayed identifying Applications
Report		for Payment that are not eligible for approval.
County Summary	Manual selection.	Report will be displayed with a summary, by pay
Report		group, of the status of all Applications for Payment
		in the county.
Start Date	Manual entry.	Enter a start date to limit data displayed on any of
		the reports.
		<b>Note:</b> 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	The selected report	
	will be displayed.	
NAP Main Menu	The Main Menu will	
	be displayed. See	
	paragraph 42.	

#### \*--Part 4 NAP Payment Processing

#### 417 Overview

#### A NAP Payment Processing

This section provides details on how various NAP program years are handled.

#### **B** 2012 and Prior NAP Payments

Automated payment processing for 2003 through 2012 NAP has been disabled. PECD authorization is required to issue these payments. County Offices shall follow instructions in Section 1 of this part for complete instructions on requesting authorization.

#### C 2013-2014 NAP Payments

2013 and 2014 NAP payments use the web-based NAP payment processing. These program years are authorized by the 2008 Farm Bill. 1-NAP (Rev. 1) covers policy for 2012-2014 NAP. The NAP payment process has been updated for the 2014 Farm Bill. These changes are not applicable to 2013-2014 NAP payments.

#### D 2015-2016 NAP Payments

2015 and 2016 NAP payments will not be issued using the automated NAP software. County Offices shall use the NAP Interim Payment Process to issue 2015 and 2016 NAP payments. County Offices shall follow instructions in Section 2 to issue 2015 and 2016 NAP payments.

#### E 2017 and Future NAP Payments

2017 NAP payments will be issued using the fully automated NAP Payment System. The payment system has been updated to include all new provisions provided by the 2018 Farm Bill.--\*

#### \*--Section 1 2012 and Prior Year Payment Authorization

#### 418 Payment Authorization Requests

#### A SharePoint Site

Automated payment processing for 2003 through 2012 NAP is disabled. PECD authorization is required to issue these payments through the OLP web-based application. To receive authorization to issue a 2003 through 2011 NAP payment, State Offices must submit a request through the PECD Payment Authorization SharePoint web site. The SharePoint web site will provide for:

- submitting documentation for the original request
- submitting additional documentation, when applicable
- tracking the status of the request
- obtaining a copy of the authorization or denial memorandum
- notifying the applicable National Office program specialist of the submitted request.
- **Note:** Although the authorization or denial memo will be updated to the case documentation on the SharePoint web site by the applicable National Office Program Specialist, the official response will also be e-mailed to SED.

#### **B** SharePoint Web Site User Guide

A User Guide is available for the SharePoint web site. State Offices may access the User Guide by:

- accessing the SharePoint site at: https://sharepoint.fsa.usda.net/mgr/dafp/PECD/payment\_auth/
- selecting "SharePoint User Guide" in the "Shared Documents" area.
- **Important:** The SharePoint User Guide will provide instructions on using the site effectively, as well as what areas are to be updated and those areas meant for National Office use **only**. It is advised that **all** applicable State Office specialists review the SharePoint User Guide to ensure that the SharePoint site is being used as effectively as possible.--\*

### \*--419 Documentation for Authorization Requests

#### **A** Required Documentation

The following table contains a list of information and documentation that **must** be submitted with 2003 through 2011 NAP payment authorization requests. The documentation shall be uploaded to the Payment Authorization SharePoint web site.

**Note:** Any documentation not available from the system should be completed manually. The producer's signature **must** be on any documentation that requires a signature.

Item	Description	Note
1	Explanation of why the payment was not made before the automated software was disabled.	
2	CCC-471	<ul> <li>For cases involving a transfer of coverage, the following additional documentation shall be submitted:</li> <li>original CCC-471 for the transferor</li> <li>CCC-471 for the transferee</li> <li>National Office approval letter.</li> </ul>
3	CCC-576	Must be signed by the producer and contain an approval date by COC.
4	CCC-576E	If an automated CCC-576E is <b>not</b> available, item 6 <b>must</b> be submitted.
5	<ul> <li>As applicable, 1 of the following:</li> <li>CCC-576A</li> <li>CCC-576B</li> <li>CCC-576C.</li> </ul>	This item is only required if CCC-576E is not available for the requested payment amount.
6	CCC-452	

# \*--419 Documentation for Authorization Requests (Continued)

Item	Description	Not
7	PPH for each:	The PPH is available on Common Payment Reporting System for 2011
	• producer	and 2012 NAP payments only.
	• affected members of joint operations	
	combined producer	
	• PPH for both transferor and transferee for cases involving a transfer of coverage.	
	<b>Note:</b> The report <b>must</b> be submitted for all counties in which the producer and combined producer have an interest.	
8	Subsidiary Print for each:	
	<ul><li>producer</li><li>affected member of joint operations.</li></ul>	
9	NCT pages.	
10	Any documents, as applicable, about the payment, such as:	
	• COC and/or STC minutes	
	• appeal determination	
11	• approved FSA-321.	
11	CCC-257, as applicable.	

#### **A** Required Documentation (Continued)

### **B** Contacts

State Office employees should contact the following employees if there are any questions about payment authorization:

- Lenior Simmons by e-mail to lenior.simmons@wdc.usda.gov
- Alison Groenwoldt by e-mail to alison.groenwoldt@wdc.usda.gov.--\*

#### \*--420 Handling 2003 Through 2012 Overpayments

### A General Overpayment Provisions

The NAP overpayment menu options for crop years 2003 through 2012 have been disabled. If an overpayment is determined for a 2003 through 2012 NAP payment, County Offices must establish a receivable using NRRS. County Offices shall follow instructions in 64-FI to establish the receivable.

### **B** Collecting Overpayments

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is established in NRRS, County Offices shall:

- verify the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

### C Handling Overpayments Less Than \$100

For overpayment amounts less than \$100, County Offices shall handle the overpayment according to 58-FI.

### **D** When Program Interest Applies

A producer will be charged program interest if COC determines that the producer did either of the following:

- fraudulently represented any act affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of the program.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest.--\*

#### 421-430 (Reserved)

•
### \*--Section 2 2015 and 2016 NAP Payment Processing

### 431 2015 and 2016 NAP Payment Processing

#### A Overview

2015 and 2016 NAP payments will **not** be issued using the automated NAP software. County Offices shall use the NAP Interim Payment Process to issue 2015 and 2016 NAP payments. The calculated payment amount is determined by using the Calculator Worksheets and is entered in the NAP Interim.

The NAP interim payment process will automatically determine:

- whether the producer is eligible to receive a payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

#### **B** NAP Payment Calculator Worksheets

County Offices shall calculate 2015 and 2016 NAP payments using the NAP Payment Calculator Worksheets. Subparagraph 434 B provides instructions for accessing and saving the NAP Payment Calculator Worksheets. The worksheet data fields that require an entry are highlighted in yellow and the calculated and blank data fields are highlighted in gray. Complete the worksheets according to the following table.

IF completing worksheet	THEN follow instructions in
CCC-576A-EZ (Without HMP, CMP, or	1-NAP (Rev. 2), Exhibit 55.
DMP)	
CCC-576B (Graduated)	1-NAP (Rev. 2), Exhibit 54.
CCC-576B (Non-Graduated)	1-NAP (Rev. 2), Exhibit 54.
CCC-576C	1-NAP (Rev. 2), Exhibit 62.

**Note:** Payments that cannot be calculated on CCC-576A-EZ according to 1-NAP (Rev. 2), Exhibit 54 must be manually computed on CCC-576A (10-19-15).--\*

#### \*--432 Recording the Calculated Payment

#### A Accessing the Main Menu

Access NAP interim payment software from the FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp** by doing the following:

- under "Applications Directory", CLICK "G-O"
- CLICK "NAP Interim NAP Payment Process".
- **Note:** Use Internet Explorer when accessing NAP interim payment software. The USDA eAuthentication Login Screen will be displayed. To log in, 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 a Program Year Screen will be displayed. Select the applicable program year for the payment and CLICK "Continue". The Select an Administrative State/County Screen will be displayed. Select the applicable State and county to which the payment should be applied and CLICK "Continue". The SCIMS Search Page will be displayed. Select the applicable producer. The Add/Modify a Payment Screen will be displayed.

#### **B** Add/Modify a Payment Screen

The following is an example of the Add/Modify a Payment Screen for a producer with **no** previously entered NAP payments.

ear: 2016	Admin State: Arkans	as	Admin County	: Bradley
oducer: ANY PROD	UCER			
2016 NAP Pay Crop Pay C Unit Code Typ		Notice of Loss Apparent Date	Original Approval Date F (mm/dd/yyyy)	Payment Amount
Unit:				
Pay Crop Code:			Select	~
			Select	~
Pay Crop Type:			Select	~
			Ocidet	
Planting Period:	rt Date:(mm/dd/yyyy)			
	rt Date:(mm/dd/yyyy) arent Date:(mm/dd/yyyy)			

#### **B** Add/Modify a Payment Screen (Continued)

The following is an example of the Record a Calculated Payment Screen for a producer with previously entered NAP payments.

To delete a line item that has been submitted, zero out the payment amount.

ear: 2017 Admin State: Arkansas Admin County: Bradley								
oducer	ANY PR	RODUCE	R					
2017 N Action	AP Unit	Pay Crop Code	Pay Crop Type	Planting Period	Notice of Loss Start Date	Notice of Loss Apparent Date	Original Approval Date (mm/dd/yyyy)	Payment Amount
Remove	000123	0016	001	01	06/08/2016	07/01/2016		\$
Remove	000526	0011	001	01	07/01/2016	07/04/2016		\$
Pay Cro	op Code: op Type: g Period						Select Select Select	* *
Notice of Loss Start Date:(mm/dd/yyyy)       Image: Commodity         Add Commodity       Image: Commodity								

#### C Success Page

The following is an example of the Success Menu that will be displayed after successfully adding/modifying a payment record.



**Notes:** To delete a line item before it has been submitted, select "Remove" in the "Action" Field.

### **D** Field Descriptions

The following table provides field descriptions and actions on the Add/Modify a Payment Screen.

**Note:** If changes need to be made to a payment line item (other than the original approval date or payment amount) after it has been added to the record, it must be deleted or removed and re-entered.

Field/Button	Description	Action
Year	Applicable year will be	
	displayed.	
Admin State	The State selected on the Select	
	an Administrative State/County	
	Screen.	
Admin County	The county selected on the	
	Select an Administrative	
	State/County Screen.	
Producer	The producer selected from SCIMS.	
Action	Provides for the option of	The "Remove" option will be
	removing a line item that have	displayed for line items that have
	not yet been submitted.	not yet been submitted.
		Note: If changes need to be made to a payment line item (other than the original approval date or payment amount) after it has been added to the record, it must be removed and re-entered.
Unit	The unit entered for the line item.	
Pay Crop Code	The pay crop code selected for the line item.	

# **D** Field Descriptions (Continued)

Field/Button	Description	Action
Pay Crop Type	The pay crop type selected for the line item.	
Planting Period	The planting period selected for the line item.	Total all carrying capacities to the planting period for the pay crop and type.
		<b>Example:</b> Carrying capacities 21 and 31 would be totaled together and entered as planting period 01.
Notice of Loss Start Date	The Notice of Loss start date entered for the line item.	
Notice of Loss Apparent Date	The Notice of Loss apparent date entered for the line item.	
Original Approval Date (mm/dd/yyyy)	Manual entry.	Enter the approval date from CCC-576, Section I, Item 52C. If CCC-576 was approved more than 1 time (because of a modification after initial approval), enter the first approval date. <b>Note:</b> Ensure the correct date is entered to calculate the proper sequestration rate.
Payment Amount	Manual entry.	Enter the calculated payment amount from CCC-576A, CCC-576B, or CCC-576C.
Unit	Manual entry.	Enter the unit number from CCC-576A, CCC-576B, or CCC-576C.

# **D** Field Descriptions (Continued)

<b>Field/Button</b>	Description	Action
Pay Crop Code	Manual selection.	Select the applicable pay crop
		code from CCC-576A,
		CCC-576B, or CCC-576C.
Pay Crop Type	Manual selection.	Select the applicable pay crop
		type from CCC-576A,
		CCC-576B, or CCC-576C.
Planting Period	Manual selection.	Select the applicable planting
		period from CCC-576A,
		CCC-576B, or CCC-576C.
Notice of Loss Start Date	Manual entry.	Enter the start date of the
(mm/dd/yyyy)		disaster event from CCC-576.
Notice of Loss Apparent	Manual entry.	Enter the loss apparent date of
Date (mm/dd/yyyy)		the disaster event from
		CCC-576.
Add Commodity	Payment line item data will	
	be added to the record.	
Submit	All payment line items will	
	be submitted for processing.	
	The Success Menu will be	
	displayed.	
Cancel	The process is canceled.	
	Any data entered that has	
	not been added to a line	
	item will be lost.	

### E Error Messages

The following error messages may be displayed when processing NAP interim payments.

Error Message	Description of Problem	Corrective Action
Payment data can	The user attempting to modify or	The NAP interim payment data
only be recorded by	delete the NAP interim payment	<b>must</b> be entered by the
the recording county	data is not an authorized user for	recording county.
for the producer.	the producer's designated	
	recording county.	
The amount	The amounts entered must be in	Correct the amounts recorded
recorded in each	whole dollars with no dollar	in each field ensuring that
field must be in	signs or commas.	only numeric data is entered
whole dollars.		without dollar signs or
		commas.

## F Reporting

NAP interim payments will be displayed on the NAP Payment Reports according to 9-CM.--\*

### \*--433 Effect of Modifications or Deletions on Previously Processed Payments

## A Modifying a Payment

The impact of modifying previously processed payments is dependent on whether the original payment was sent to NPS and was certified or signed.

IF previously recorded payment amounts is modified AND previously	
recorded payment amounts were	THEN the
<b>not</b> sent to NPS because of a	system will trigger the payment to reprocess
nonpayment condition	the payment transaction.
sent to NPS and certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or NRRS, as applicable.
sent to NPS but were not certified and/or signed	original amount in NPS will be canceled and the system will retrigger the payment to reprocess. The new payment amount will be listed in NPS for certification and signature, if all eligibility requirements are met.

## \*--433 Effect of Modifications or Deletions on Previously Processed Payments (Continued)

## **B** Deleting a Payment

The impact of deleting a previously processed payment is dependent on whether the original payment was sent to NPS and was certified or signed.

IF previously recorded payment amounts are deleted AND previously	
recorded payment amounts were	THEN the
<b>not</b> sent to NPS because of a nonpayment condition	system will trigger the payment to reprocess the payment transaction.
sent to NPS and certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or NRRS, as applicable.
sent to NPS but were not certified and/or signed	original amount in NPS will be canceled and the system will retrigger the payment to reprocess. The new payment amount will be listed in NPS for certification and signature, if all eligibility requirements are met.
<b>not</b> sent to NPS because of a nonpayment condition	<ul> <li>payment amount will be deleted.</li> <li>system will retrigger the payment to reprocess to determine whether the producer is overpaid. A receivable may be created in NRRS if a portion of the original payment amount was certified and/or signed.</li> </ul>

### A Overview

NAP Payment Calculator Worksheets have been developed by the National Office and **must** be used by County Offices to manually calculate 2015 and 2016 NAP payments for:

- yield based crops without HMP, CMP or DMP
- value loss crops
- grazing crops.

**Note:** CCC-576A (10-19-15) will be a manual payment calculation for yield based crops with HMP, CMP or DMP

Separate NAP Payment Calculator Worksheets have been provided for:

- CCC-576A-EZ for yield based crops without HMP, DMP, or CMP
- CCC-576B for graduated price crops
- CCC-576B for non-graduated price crops
- CCC-576C for grazing crops.

### **B** Accessing and Saving Worksheets

The following table provides instructions for accessing and saving the NAP Payment Calculator Worksheets.

Step	Action			
1	Access the DAFP Home Page at http://fsaintranet.sc.egov.usda.gov/dafp/.			
2	CLICK "CCC-576A-EZ without HMP, CMP, or DMP, "CCC-576B			
	(Graduated)", "CCC-576B (Non-Graduated)", or "CCC-576C". A "File			
	Download" dialog box will be displayed for the applicable crop year.			
3	CLICK "Open" in the "File Download' dialog box.			
4	At the top of the screen, between the toolbar and the window, the following security warning will be displayed.			
	<b>! Security Warning</b> Macros have been disabled. Enable Content			
	CLICK "Enable Content".			
	Note: This step needs to be performed every time the worksheet is opened.			
	<b>Warning:</b> Do <b>not</b> attempt to permanently enable macros because this will make the calculator unusable and could potentially create a security breach.			

\_\_\*

#### \*--434 NAP Payment Calculator Worksheets (Continued)

**B** Accessing and Saving Worksheets (Continued)



**Note:** The NAP payment calculator worksheets are for FSA internal use **only** and will **not** be distributed.

#### **C** Creating Folders for NAP Payment Calculators Worksheets

The following table provides instructions for creating folders to enable saving NAP payment calculator worksheets.

<b>Important:</b> These instructions only need to be completed one time.	
--	--

Step	Action
1	Do either of the following:
	• on the desktop, DOUBLE CLICK "My Computer"
	• at the bottom left corner of user's screen, RIGHT CLICK "Start" <b>Start</b> and CLICK "Explore".
2	DOUBLE CLICK "(S:)" drive.
3	DOUBLE CLICK "Service Center" folder.
4	DOUBLE CLICK "FSA" folder.
5	CLICK "Make a new Folder". If this option is not available, right click in the
	blank white area within the folder window, CLICK "New", and then CLICK
	"New Folder".

### \*--434 NAP Payment Calculator Worksheets (Continued)

Step	Action
6	A new folder will be placed in the "S:\Service_Center\FSA" folder, with the default name "New Folder".
7	The new folder <b>must</b> be renamed. RIGHT CLICK, " <b>New Folder</b> " and CLICK " <b>Rename</b> ".
8	Rename the folder as "201X_CCC-576A-EZ_Worksheets", "201X_CCC- 576B_Worksheets", "201X_CCC-576C_Worksheets".
	<b>Note:</b> 201X is 2015 or 2016 as applicable.

C Creating Folders for NAP Payment Calculator Worksheets (Continued)

Note: Creating the new "2015\_CCC-576A\_Worksheets", "2015\_CCC-576B\_ Worksheets", "2015\_CCC-576C\_Worksheets" folder(s) only needs to be done one time at each Service Center for each crop year. All CCC-576A, CCC-576B, CCC-576C worksheets for a crop year can be saved to this location, as applicable. Each folder will need to be created for the specific worksheet (that is CCC-576A-EZ, CCC-576B, and CCC-576C).--\*

## \*--434 NAP Payment Calculator Worksheets (Continued)

### **D** Saving NAP Payment Calculator Worksheets

The following table provides instructions for saving NAP Payment Calculator Worksheets.

Step	Action			
1	CLICK " <sup>File</sup> ", scroll down and CLICK "Save As". CLICK "Excel Macro Enabled Workbook".			
2	Navigate to "S:\Service Center\FSA\201X_CCC-576A-EZ_Worksheets", "201X_CCC-576B_Worksheets", or "201X_CCC-576C_Worksheets". 2015 or 2016 as applicable.			
	<b>Note:</b> State Offices may create a subfolder if preferred, but the subfolder <b>must</b> be located within S:\Service Center\FSA\.			
	In the "File name:" block, enter the file name as, "NAP_201X_{County name}_{State abbr}_{Producer name}_{Unit number}_{#of#}".			
	<b>Notes: "{County name}</b> " is the name of the county where the unit is physically located.			
	"{ <b>State abbr</b> }" is the 2-alpha State abbreviation, such as "MD" for Maryland, where the unit is physically located.			
	"{ <b>Producer name</b> }" is the name of the producer for which the worksheet is being completed.			
	"{ <b>Unit number</b> }" is the unit number for which the worksheet is being completed.			
	"{ <b>#of#</b> }" is the worksheet number out of the total number of worksheets completed for a specific producer and unit within a State and county.			

435-444 (Reserved)

### \*--Section 3 2017 and Future NAP Payment Processing

### 445 Payment Processing

### **A** Computing Payments

The automated payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued
- calculate the amount that should be issued.

The following describes the system processing sequence to calculate a NAP payment for producers through the payment process.

Step	Action Performed by the System
1	Reads the Application for Payment file to ensure that COC has approved the producer's application for payment.
2	Reads the crop table to determine the payment rate, unharvested and prevented planted payment factors, carrying capacity, and grazing period days, if applicable, for each crop and crop type for the selected producer.
3	<ul> <li>Calculates the loss amount for each unit, crop and crop type for the selected producer. The loss amounts are "totaled" for the crop by the payment grouping. Rounds the result to whole dollars. The following forms can be used to verify gross payment amounts:</li> <li>CCC-576B according to 1-NAP (Rev. 2), Exhibit 54</li> <li>CCC-576A-EZ according to 1-NAP (Rev. 2), Exhibit 55</li> <li>CCC-576A according to 1-NAP (Rev. 2), Exhibit 56 for NAP Yield Based Crops with Multiple Markets and/or Multiple Final Uses</li> </ul>
	• CCC-576A-A.
4	<ul> <li>For payment entities, determines the following from the entity file:</li> <li>members</li> <li>each member's actual share by reading the entity file.</li> </ul>
5	Reads the eligibility file and the gross revenue ineligibility file for the selected producer and members of payment entities, if applicable, to determine whether the producer or member is eligible for payment. <b>Note:</b> See 1-NAP (Rev 2), subparagraph 700 I for eligibility conditions applicable
	to NAP.

# \*--445 Payment Processing (Continued)

# A Computing Payments (Continued)

Step	Action Performed by the System					
6	Read	s the following:				
	<ul><li>Eli</li><li>en</li></ul>					
7	Step	Action				
	1	<ul><li>Determines the net payment amount for each crop, by multiplying the following:</li><li>calculated payment amount, determined in step 3, times</li></ul>				
		<ul> <li>member share, if applicable.</li> <li>Rounds the result to whole dollars.</li> <li>Note: At this level, crop is defined by the crop, crop type, planting period, intended use, and practice.</li> </ul>				
	2	Totals the net payment amounts for all crop types with the same payment grouping (pay crop code, pay type code, and planting period), by completing the following:				
		<ul><li>adds positive calculated payment amounts</li><li>subtracts negative calculated payment amounts.</li></ul>				
8	8 Reads the payment limitation file to determine the effective payment limitation for multi-county producers and members of combinations.					
9 Determines prior payments issued t or member received payments, the		Determines prior payments issued to the producer or member. If the producer or member received payments, the prior payments are accumulated first by crop type and then by payment grouping.				
10		Computes the total payment to be issued to the producer by subtracting prior payments issued from earned payment amounts determined in step 7. If the earned payment amounts determined in step 7 are greater than prior payments issued, the system will determine whether the producer or member can be paid because of payment limitation. If the producer has not reached payment limitation, the earned payment amounts can be issued to the producer or member up to the effective payment limitation.				
11		Accumulates the earned payment amounts computed in step 10 and sends 1 total payment amount to the accounting system.				

### \*--445 Payment Processing (Continued)

### **B** Triggering Payments

Payment will be triggered through events that occur throughout the system. As a result, processing will be behind the scenes. Calculations and determinations will occur during the evening and nighttime hours without user intervention.

<b>Trigger Type</b>	Description
Initial	Upon release of the web-based payment software, a process will
	automatically run to determine all 2011 and subsequent crop year
	CCC-576's that are approved for payment. This will initiate the process
	described in subparagraph A and does <b>not</b> require any County Office user
	interaction.
	• Payments will be sent to NPS for certification and signature.
	• Overpayment will be sent to NRRS.
Primary	Once the initial payments are triggered, subsequent payments will be initiated when County Office users approve CCC-576. Entering COC
	approval date initiates the payment process for the selected CCC-576's.
	<b>Note:</b> Changes to CCC-576 that result in an approval date being
	reentered will trigger a payment that may result in an additional payment or receivable being established.
Secondary	Payments that cannot be issued during any payment process are sent to the
-	Nonpayment Register. If a condition causing the producer to be on the
	Nonpayment Register is corrected, the payment will be triggered to
	reprocess to determine whether the payment can be issued.
Tertiary	The payment system will periodically recalculate all payments.

#### A Payment Cancellation

After payment processing has been completed, County Offices shall review the NPS Payment Worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should not be signed in NPS
- take action to "Hold for Cancel by Program" in NPS according to 1-FI
- condition causing the incorrect payment should be corrected.

#### **B** User Intervention

User intervention is not allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount owed.

If the payment amount is determined to be incorrect and the payment has been signed in NPS, the payment can no longer be canceled. The producer will be underpaid or overpaid after the condition causing the incorrect payment has been corrected.--\*

#### \*--447 Payment Reports

#### A Web-Based Common Payment Reports

Web-based NAP payment reports are provided through the Common Payment Report Process. The following reports are available through the Common Payment Report Menu:

- Nonpayment/Reduction Report
- Payment History Report
- Submitted Payment Report
- Submitted Overpayment Report
- Pending Overpayment Report
- Insufficient Funds Report
- ECPR.

#### **B** Accessing the Web-Based Common Payment Reports

9-CM contains complete information on all the common reports.--\*

#### \*--448 CCC-576E, NAP Estimated Calculated Payment Report

#### A Details on the Web-Based CCC-576E

CCC-576E is a computer-generated document that lists all the calculated payment amounts for a producer based on the data currently loaded in the NAP Application for Payment file.

#### CCC-576E:

- summarizes the payment data, by payment crop groupings
- calculates a projected payment the producer may be eligible to receive.
- **Reminder:** Crops are grouped for payment purposes by unit, payment crop code, payment crop type, and planting period. All matching payment crop codes, payment type codes, and planting periods are considered 1 crop for payment purposes. County Offices shall review NCT to determine which crops are grouped together.

#### **B** What Is Not on CCC-576E

CCC-576E does not interface to any of the following:

- subsidiary file to determine producer eligibility
- entity file to determine member information
- payment limitation file.

### C Distributing CCC-576E's

CCC-576E has been developed to give producers a projection of the potential payment they may be eligible to receive.

County Offices shall ensure that all producers applying for NAP benefits receive CCC-576E.--\*

# **D** Example of CCC-576E

The following is an example of a system-generated CCC-576E.

Payment Report	
CCC-576E UNITED STATES DEPARMENT OF AGRICULTURE	Date : 10/12/2018
(05-01-2011) FARM SERVICE AGENCY	, _ , _ , _ , ,
BALDY, ELTON TAYLOR     2017 Noninsured Assistance Program       431 HILL RD     2017 Noninsured Assistance Program       NORMAN PARK, GA 31771     Estimated Calculated Payment Report	County: Colquitt State: Georgia
Part A -GROSS PAYMENT DATA FOR YIELD-BASED CROPS	
Unit No : 001830         Pay Crop Name : PEAS         Pymt Crop Code : 0067         Pymt Crop Type Code : 001           Coverage Lv : 65%         Payment Lv : 100%         Payment Lv : 100%         Payment Lv : 100%	Planting Period : 01 Status : Disapproved
	ymt Pymt Salv Calc Rate Factor Value Pymt (1)
PNK FH H N Y 1.0000 23.0000 11.00 N/A N/A FH I 164.4500 306.00 -141.55 67.0	0000 1.0000 \$0 -\$9,484 0000 0.5500 \$1,831 Unit Total \$0
L Unit No:001830 Pay Crop Name:BEANS Pymt Crop Code:0047 Pymt Crop Type Code:001 Coverage Lv:65% Payment Lv:100%	Planting Period : 01 Status : Approved
Crop IU     Crop Stg Prac Csh Aprv     Share Planted     PP     Yield     HMP/     DMP     Fnl     Fnl     Disaster     Prod.     Net     Para       Type     Stat     Dst     Loss     Acres     Acres     CMP     PMP     Pild     Use     To     Prod.     I       Type     Stat     Dst     Loss     Acres     Acres     CMP     Use     Use     Count     For	ymt Pymt Salv Calc Rate Factor Value Pymt (1)
GRN         FH         U         N         Y         1.0000         5.2000         1.70         N/A         N/A         FH         I         5.7460         0.00         5.75         1,193.0	0000 0.4300 \$0 \$2,948 Unit Total \$2,948
L TOTAL PROJECTED 2017 NONINSURED ASSISTANCE PROGRAM PAYMENT	\$2,948
DISCLAIMER: The payment data reflected on this Estimated Calculated Payment Report includes payment amounts based on program elig amounts reflected on this report may vary due to changes in payment acres, payment yields, producer eligibility, producer payment share factor, and/or payment limitation. The distribution of this Estimated Calculated Payment Report does not in any way obligate CCC to disbu reflected. (1) For yield-based crops with a stage of H or UH, disaster level is determined by multiplying acres times yield times coverage level. The o	e, crop production, payment rse the payment amounts
(1) for the back crops that a back into its of any approximation of the production of the production for payment times payment rate times payment factor times payment level minus salvage value times share. For yield-based crops with a stage of PP, when there is only one crop type for the pay group, the disaster level is determined by adding pl planted acres times 35%. Net production for payment is determined by multiplying approved yield, times the result of (prevented planted minus assigned production. The calculated payment is determined by multiplying approved yield, times the result of (prevented planted factor).	anted acres plus prevented acres minus disaster level),
share. For yield based crops with a stage of PP when there are multiple crop types within a pay group, the calculated payment is determined as f	
a. Determine the disaster level for the prevented planted acres for the pay group by adding all planted acres plus prevented planted acres b. Determine the total eligible prevented planted acres by subtracting the prevented planted acres minus the prevented planted disaster l. Determine the crop value for each crop type by multiplying the following: yield times payment rate times payment factor d. Attribute the total prevented acres for the pay group based on the highest crop value determined in 1c, not to exceed the number of pr crop type. All remaining acres for the prevented planted pay group based by builtiplying the following: yield times payment, not to exceed the number of pr crop type.	evel. evented planted acres for that evented planted acres for each
e. Determine the net production for payment for the crop type by multiplying the approved yield, times eligible prevented planted acres, r f. The calculated payment amount for the crop type is determined by multiplying the following: net production for payment, times paymen planted payment factor, times payment level times share.	it rate, times prevented
(2) For value loss crops, disaster level is determined by multiplying the smaller of the field market value A or the Producer Selected Maxin coverage level. The calculated payment is the result of crop Loss (disaster level minus field market value B) times x Price Coverage Percel salvage value. For value loss crops that are harvested at the time of disaster or immediately after disaster the calculated payment is the result of crop Loss (disaster level minus field market value B) times X Price Coverage Percel evel minus field market value B) times Unharvested at the time of disaster or immediately after disaster the calculated payment is the relevent minus field market value B) times Unharvested Factor x Price Coverage Percentage minus salvage value.	ntage x Producer Share minus
(3) For grazing crops, expected AUD is the result of dividing the result of (acres times share) by carrying capacity times grazing period da Adjusted AUD Loss is the result of multiplying expected AUD times AUD loss percent minus the result of (share time assigned AUD). The c result of total adjusted AUD loss minus the result of (total expected AUD times 50%) times AUD value times payment level.	ys times AUD adjusted factor. alculated payment is the
<ul> <li>a. Determine the disaster level for the prevented planted acres for the crop type, for each unique carrying capacity, grazing days, and pre adding all planted acres plus prevented planted acres for the crop type for each unique carrying capacity, grazing days, and prevented planted acres for the crop type for each unique carrying capacity, grazing days, and prevented planted acres for the crop type for each unique carrying capacity, grazing days, and prevented planted acres for the crop type for each unique carrying capacity, grazing days, and prevented planted disaster level.</li> <li>c. Determine the corp value for each crop type for each unique carrying capacity, grazing days, and prevented payment factor by calculati divided by carrying capacity] times grazing days) times payment rate(ALD value) times prevented payment factor.</li> <li>d. Determine the disaster level acres for the pay group by adding all disaster level acres for all crop types with prevented planted acres.</li> <li>e. Determine the eligible prevented planted acres to be distributed (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (highest to lowest crop value) for the pay group by adding all prevented (hi</li></ul>	ayment factor by subtracting ing the following: ( [1.0 acre
34:04:57 PM]	

# **D** Example of CCC-576E (Continued)

Noninsured Assistance Program(NAP) - Payments - Estimated Calculated 1	Transf Transf		
ersandere er ordenandere et og andere er of en gjennaar – denandere værennere e	bypes within the pay group and subbracting the disaster level acres for the pay group. I Attribute the total eligible prevented acres for the pay group. Janted acres for the pay group in 3e. All remaining acres for the prevented planted pay group shall be attributed in crop value order (highest to lowest) prevented planted acres for the pay group in 3e. All remaining acres for the prevented planted pay group shall be attributed in crop value order (highest to lowest) prevented planted ine items with approved notice or loss, not be exceed the number of prevented planted acres for that crop type. Q. Determine the net production for payment for the applicable crop type in 3f by calculating: AUDs ([eligible prevented planted acres in 3f divided by carrying capacity] times grazing days], minus assigned AUDs times share. h. The calculated payment amount for the applicable crop type in 3f is determined by multiplying the following: net production for payment for the applicable crop type in 3g, times AUD value, times prevented planted payment tevel.		
	NOTE: if a calculated payment equals zero, this is the result of either the crop type not having an approved Notice of Loss on file and a loss is present for the crop type or it is the actual payment calculation.		
	Petrology Petrol		
	Print Sect		
https://intranet-apps.fsa.usda.gov/nap/payments/ecprReport.do[10/12/2018-	1.04.57 PM]		
	*		

### E Information on CCC-576E

CCC-576E contains information for all crop losses for the selected producer, including the following:

• detail payment calculation by crop, crop type, and intended use

**Note:** The crop listed on CCC-576E is the pay crop name, not the crop name.

- calculated NAP payment amount unit totals by payment groupings as defined by the crop table
- total projected amount.

CCC-576E is organized and contains data according to the following:

- Part A yield-based crops, excluding crops with an intended use of RS or SE
- Part B value loss crops, excluding ginseng, floriculture, and crops with an intended use of RS or SE
- Part C grazing crops
- Part D ginseng crop losses
- Part E floriculture crop losses
- Part F apple losses
- Part G apricot losses
- Part H asparagus losses
- Part I chia losses
- Part J chicory losses.--\*

### E Information on CCC-576E (Continued)

- Part K gailon losses
- Part L greens losses
- Part M peach losses
- Part N pear losses
- Part O plumcot losses
- Part P plum losses
- Part Q prune losses
- Part R rambutan losses
- Part S rhubarb losses
- Part T strawberry losses
- Part U tangerine losses
- Part V tomato losses
- Part W yu cha losses
- Part X beet losses
- Part Y onion losses
- Part Z pepper losses
- Part AA broccolo-caluo losses
- Part BB galango losses
- Part CC broccoli losses
- Part DD cabbage losses
- Part EE sweet potato losses.--\*

### **F** CCC-576A Field Descriptions

If a producer does not have crop data for at least 1 crop for a particular part, the message, "An application has not been filed for this type of crop." will be printed in the applicable part of CCC-576E.

The following table describes information printed on CCC-576E.

Field	Description				
Producer Name,	Producer name, mailing address, 4-digit ID number, and ID type.				
Address, and ID	CCC-576E's are producer specific; therefore, only one CCC-576E will				
Number	be generated for each producer.				
	Part A - Gross Payment Data for Yield-Based Crops				
	ta for all yield based crops loaded in the NAP Application for Payment n Part A with the following 3 exceptions:				
• if the crop is ginseng or floriculture, or starting in 2003, is a crop group with an intended use of "RS" or "SE", the yield-based data, if present, prints in CCC-576E, Parts D through Z and AA through EE, as applicable, with all data and headings for Part A					
	<b>Note:</b> See this subparagraph for CCC-576E organization for a list of applicable parts on the report.				
• if the yield-based crop also has a grazing record present for the pay group, the yield-based data prints in CCC-576E, Part C, with all the data and headings for Part A					
• if the yield-base	ed crop had an intended use of "FG" or "SD" and part or all of the acres				
	of "GZ", the yield-based data, if present, prints in CCC-576E, Part C,				
with all the data and headings for Part A.					
	ormation is printed for each crop record on the Application for Payment.				
Payment Level The payment level of 55 percent.					
Pay Crop Name	Pay crop name for the crop.				
Pay Crop	Pay crop from the crop table for the specified crop, crop type, and				
	intended use for the crop on which the application for payment was				
Pay TypePay type from the crop table for the specified crop, crop type, aintended use for the crop on which the application for payment					
Planting Period	Applicable planting period for the specified crop.				
Unit Number	Unit number for the producer and crop.				
Crop Type	Crop type name or abbreviation.				
Fnl Use	Intended or final use for the crop, as applicable.				
	**************************************				

Field	Description			
Field	Description			
Stage	Indicates whether the crop record is for:			
	• harvested acreage (H)			
	• unharvested acreage (UH)			
	• prevented planted acres (PP).			
Practice	Practice for the specified crop type and intended use.			
	• "I" for irrigated acreage			
	• "N" for nonirrigated acreage.			
	<b>Note:</b> A separate line entry will be present if the producer has both			
	irrigated and nonirrigated acres.			
Aprv Loss	Indicates whether an approved Notice of Loss is on file. This field is used to determine whether a resulting payment calculation will or will not be included in the payment calculation for the unit.			
	• "Y" indicates the approved Notice of Loss is on file.			
	• A blank indicates an approved Notice of Loss is not on file.			
	Note: See subparagraph B for information about the approved Notice of			
	Loss flag and how it affects the calculated payment.			
Share	Producer's share for the specified crop and crop type.			
Planted Acres				
	crop type, and final use.			
PP Acres	Prevented planted acreage for the crop, crop type, and intended use.			
Yield	Producer's approved yield, irrigated or nonirrigated as applicable, for the			
	crop, crop type, and intended use.			

# F CCC-576A Field Descriptions (Continued)

Field		Description	
Disaster Level	Calculated disaster level for the producer, crop, crop type, and intended		
	use.		
	Calcula	ation for harvested and unharvested crop stages.	
	Step	Calculation	
	1	Calculated acreage attributable to the producer is the result of multiplying:	
		muniprying.	
		• acres, times	
		• producer share.	
	2	2 Calculated disaster level for the producer is the result of multiplying:	
		• result of step 1, times	
	approved yield, times		
	• disaster level percent of 50 percent.		
	2002 and future years calculation for prevented planted crop stage.		
	Step Calculation		
	1	Calculated disaster level is the result of:	
		• total acres for the pay group, plus	
		<ul> <li>prevented planted acres for the crop and crop type, times</li> <li>35 percent</li> </ul>	
	<u> </u>	• 35 percent.	

## F CCC-576A Field Descriptions (Continued)

**Note:** Disaster level does not apply to a 2001 crop and crop type with a prevented planted crop stage.--\*

Field		Description
Net Production		for "harvested" (H) and "unharvested" (UH) for the prop type, and intended use is determined according
	THEN the producer's net production is t	
	IF COC has	result of
	adjusted the	• COC-adjusted production for the unit,
	producer's	multiplied times
	actual	
	production	• producer share in the unit.
	assigned production	• COC-assigned production for the unit, plus
		• actual production for the unit, minus
		• production not to count, multiplied times
		producer share in the unit.
	not adjusted or	• actual production for the unit, minus
	assigned	• production not to count, multiplied times
	production	• producer share in the unit.
	-	for "prevented planted" (PP) for the specified crop, ntended use is determined according to the
	• planted acre	age, multiplied times
	• approved yie multiplied ti	eld for the crop, crop type, and intended use, mes
	• producer sha	are for the unit, minus
	• assigned pro	duction.

# F CCC-576A Field Descriptions (Continued)

Field	Descriptio	
Net Production for Payment	Net production for payment for "harvested" (H) and "unharvested" (UH) crop, crop type, and final use is determined according to the following:	
	disaster level, minus	
	• For 2001, net production for payment for "prevented planted" (PP) for the specified crop, crop type, and intended use will be the same value as "Net Production".	
	• For 2002 and future years, net production for payment for PP crop and crop type is determined according to the following:	
	• share, times	
	• applicable yield, times	
	• the result of:	
	• PP acres, minus	
	• disaster level, minus	
	• assigned production, if applicable.	
Payment Rate	Payment rate from the crop table for the specified crop code, crop type, intended or final use, as applicable, and planting period.	
Payment FactorApplicable payment factor from the crop table for harvested, unharvested, and prevented planted crops.		
	<b>Note:</b> The payment factor is 1.0000 if the crop stage is unharvested and the producer's net production is greater than the disaster level.	

# F CCC-576A Field Descriptions (Continued)

### Fie Description Salvage Value Salvage value attributable to the producer is determined by multiplying the following: • total salvage value for the unit for the crop and crop type, times • producer share in the unit. Calculated payment for "harvested" (H) and "unharvested" (UH) crop, Calculated crop type, and intended use is determined according to the following: Payment • net production for payment, multiplied times • payment rate, multiplied times • payment factor, multiplied times • payment level, minus • salvage value. **Note:** If the approved loss field is blank, this indicates the Notice of Loss is not on file or not in an approved status. If the calculated payment resulted in a positive amount, the calculated payment equals zero. Calculated payment for the harvest stage of "prevented planted" "PP" for the specified crop, crop type, and intended use is determined by multiplying the following: net production for payment, times • payment rate, times payment factor, times payment level. • **Note:** If the approved loss field is blank, this indicates the Notice of Loss is not on file or not in an approved status. If the calculated payment resulted in a positive amount, the calculated payment equals zero.

#### F CCC-576A Field Descriptions (Continued)

\*

# F CCC-576A Field Descriptions (Continued)

Field	Descriptio	
	Part B - Gross Payment Data for Value Loss Crops	
Part B contains da	ta for all application records for value loss, except ginseng and	
floriculture and th	ose crops included in this subparagraph for CCC-576E organization, that	
have been loaded	in the NAP Application for Payment file. The following information is	
printed for each ci	rop record on the crop table.	
Pay Crop Name	Pay crop name for the crop.	
Pay Crop	Pay crop from the crop table for the specified crop, crop type, and intended use for the crop on which the application for payment was filed.	
Pay Type	Pay type from the crop table for the specified crop, crop type, and intended use for the crop on which the application for payment was filed.	
Planting Period	The applicable planting period for the specified crop.	
Unit Number	Unit number for the producer and crop.	
Crop Type	Crop type name or abbreviation.	
Int Use	Intended or final use for the crop.	
Aprv Loss	Indicates whether an approved Notice of Loss is on file.	
	• "Y" indicates the approved Notice of Loss is on file	
	• A blank indicates an approved Notice of Loss is <b>not</b> on file.	
	<b>Note:</b> See subparagraph B for information about the approved Notice of Loss flag and how it affects the calculated payment.	
Share	Producer's share in the crop and crop type.	
Field Market Value A	Field Market Value A.	
Disaster Level	Calculated disaster level is determined by multiplying the following:	
	• Field Market Value A, times	
	• disaster level percent of 50 percent.	
Inventory After	Dollar Value of Inventory After Disaster for the specified crop and	
Disaster	crop type.	
Ineligible Cause	Dollar Value of Ineligible Causes of Loss.	
of Loss		
Field Market Value B	Field Market Value B.	

# F CCC-576A Field Descriptions (Continued)

Field	Description		
Calculated	Determining the calculated dollar loss for the producer, crop, and		
Dollar Loss	crop type is a 2-step process.		
	Step	Calculation	
	1	Computed disaster level, minus	
		Field Market Value B.	
	2	• Calculated crop loss determined in step 1, multiplied times	
		• producer's share in the unit.	
Payment Factor	Appro	oved unharvested payment factor from the crop table for the	
	specif	Tied crop and crop type.	
Payment Level	The p	ayment level of 55 percent.	
Salvage Value		ge value for the specified crop and crop type is determined	
	by mu	Iltiplying the following:	
		• total salvage for the unit, times	
	• producer share in the unit.		
Calculated	Calculated payment is determined according to the following:		
Payment			
	calculated dollar loss, multiplied times		
	• unharvested payment factor, multiplied times		
	• payment level, minus		
	• salvage value.		
	Note:	If the "Aprv Loss" field is blank, the Notice of Loss is not on	
		file or not in an approved status. If the calculated payment	
	resulted in a positive amount, the calculated payment equals		
		zero.	

# F CCC-576A Field Descriptions (Continued)

Field	Description	
Part C - Gross Payment Data for Grazing Crops		
Part C contains data for all application records for grazing crops that have been loaded in the NAP Application for Payment file. There will be 2 instances where yield-based crop data will print in Part C and the amounts are totaled to determine the loss for the unit after the applicable calculation has been completed for each part. If the:		
	so has a yield-based crop present for the same pay group, the yield ts in CCC-576E, Part C, with all the data and headings for Part A	
• yield-based cro	op had an intended use of "FG" or "SD" and part or all of the acres had	
• an actual use of	f "GZ", the yield based data, if present, prints in CCC-576E, Part C,	
• with all the d	ata and headings for Part A.	
Pay Crop Name	Pay crop name for the crop.	
Payment Level	The payment level of 55 percent.	
Pay Crop	Pay crop from the crop table for the specified crop, crop type, and	
	intended use for the crop on which the application for payment was	
Pay Type	Pay type from the crop table for the specified crop, crop type, and	
	intended use for the crop on which the application for payment was	
Planting Period	The applicable planting period for the specified crop.	
AUD Value	The current AUD value is shown in subparagraph 503 C.	
Unit Number	Unit number for the producer and crop.	
Crop Type	Crop type name or abbreviation.	
Practice	Practice for the specified crop type and intended use.	
	• "I" for irrigated acreage	
	• "N" for nonirrigated acreage.	
	<b>Note:</b> A separate line entry will be present if the producer has both irrigated and nonirrigated acres.	

# F CCC-576A Field Descriptions (Continued)

Field	Description			
Aprv Loss	icates whether an approved Notice of Loss is on file.			
	"Y" indicates the approved Notice of Loss is on file.			
	k indicates an approved Notice of Loss is <b>not</b> on file.			
	Note: See subparagraph B for information about the approved Notice of			
	Loss flag and how it affects the calculated payment.			
Share	Producer's share for the specified crop and crop type.			
Acres	Planted acreage for the specified crop and crop type.			
Carrying Capacity	The applicable carrying capacity from the crop table for the specified crop code and crop type.			
	ote: Carrying capacity is determined by the planting period for the crop pay group. See paragraph 107.5 for information about planting periods and carrying capacities.			
Animal Unit	Determining the calculated animal unit for the crop and crop type is a 2-step process.			
	Step Calculation			
	<ol> <li>Calculated acreage attributable to the producer is the result of multiplying the following:</li> <li>acres, times</li> </ol>			
	• producer share in the unit.			
	2 Calculated animal unit for the producer is the result of dividing the following:			
	<ul><li>result of step 1, by</li><li>carrying capacity.</li></ul>			
Grazing Days	The applicable grazing days from the crop table for the specified crop code and crop type.			

# **F** CCC-576A Field Descriptions (Continued)

Fie	Description	
AUD	AUD is determined by multiplying the following:	
	• animal unit, times	
	• grazing days.	
AUD Adj Factor	AUD adjusted factor.	
AUD Adjst	AUD adjusted is determined by multiplying the following:	
	• AUD, times	
	AUD adj factor.	
Expected AUD	Expected AUD is determined by adding the following:	
	• AUD, plus	
	• AUD adjst.	
	<b>Note:</b> The payment calculation stops at expected AUD if the approved	
	"Notice of Loss" field is blank. All remaining fields will be	
	displayed as zero.	
AUD Loss Factor	AUD loss factor.	
AUD Loss	AUD loss is determined by multiplying the following:	
	• expected AUD, times	
	AUD loss factor.	
Assign AUD	Assigned AUD.	
Prd Shr Asn	Producer share assigned AUD is determined by multiplying the	
AUD	following:	
	• assigned AUD, times	
	<ul><li> assigned AOD, times</li><li> producer share in the unit.</li></ul>	
Adj AUD Loss	Adjusted AUD loss is determined by subtracting the following:	
Adj AOD Loss	Adjusted AOD loss is determined by subtracting the following.	
	• AUD loss, minus	
	• producer share assigned AUD.	
Total Exp. AUD	Total expected AUD is determined by adding all values for expected	
	AUD.	
Total Adj.	Total adjusted AUD Loss is determined by adding all values for	
AUD Loss	adjusted AUD loss.	

# F CCC-576A Field Descriptions (Continued)

Field	Description	
AUD Covered by	AUD covered by NAP is determined by multiplying the following:	
NAP		
	• total expected AUD, times	
	disaster level percent of 50 percent.	
Net AUD for	Net AUD for payment is determined by subtracting the following:	
Payment		
	• total adjusted AUD loss, minus	
	AUD covered by NAP.	
AUD Prod	AUD producer payment is determined by multiplying the following:	
Payment	lonowing.	
	• net AUD for payment, times	
	<ul> <li>AUD value, times</li> </ul>	
	• payment level.	
Pa	rt D - Gross Payment Data for Ginseng Crops	
after the applicable cal See Part A or Part B, a each crop record on the	owever, the amounts are totaled to determine the loss for the unit culation has been completed. s applicable, for a description of the information printed for e NAP Application for Payment file.	
	E - Gross Payment Data for Floriculture Crops	
	r all application records for floriculture crops that have been plication for Payment file. Floriculture losses are calculated as	
yield-based or value lo	ss. However, the amounts are totaled to determine the loss for the	
	e calculation has been completed.	
See Part A or Part B, a	s applicable, for a description of the information printed for	
Part F - Total Projected NAP Payment		
Part F contains:		
• calculated projected payment for the producers based on the calculated payment for each unit for the producer		
• description of how each type of payment is calculated		
• disclaimer informat	ion.	

## 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-257	Schedule of Deposit	Kelerence	419
CCC-452	NAP Production and Yield Report		42, 174, 178, 180, 181, 183, 419
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage with Buy-Up Option (2015 and Subsequent Crop Years)		419
CCC-471-SOC	Summary of Coverage long form		108
CCC-471- SOC-EZ	Summary of Coverage short form		108
CCC-575	Noninsured Crop Disaster Assistance Program (NAP) Record of Historical Marketing Percentage (HMP), Contract Marketing Percentage (CMP), and Direct Marketing Percentage (DMP) (2015 and Subsequent Years)		42, Part 8 Section 9
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		419, Part 3, Part 4
CCC-576A	Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet for Multiple Crops Types with Prevented Planted Acres		Part 4
CCC-576A-EZ	2015 and Future Years Noninsured Crop Disaster Assistance Program Manual Payment Calculation Worksheet Yield Based Crops Without HMP, CMP, or DMP		431, 434, 445
CCC-576B	Notice of Loss and Application for Payment for Graduated and Non-Graduated Price Crops		431, 434, 445

## Reports, Forms, Abbreviations, and Redelegations of Authority

		Display	
Number	Title	Reference	Reference
CCC-576C	2001 and Future Years Noninsured Crop Disaster		419, 431, 432,
	Assistance Program Payment Calculation		434,
	Worksheet (Grazing Crops)		
CCC-576E	Noninsured Crop Disaster Assistance Program		Text
	(NAP) Estimated Calculated Payment Report		
CCC-576-1	Appraisal/Production Report Noninsured Crop		332, 333, 352,
	Disaster Program		367, 387
CCC-860	Socially Disadvantage, Limited Resource and		61, 87
	Beginning Farmer or Rancher Certification		
FSA-13-A	Data Security Access Authorization Form		10
FSA-321	Finality Rule and Equitable Relief		419
FSA-578	Report of Acreage		80, 136, 150,
			174, 233, 108

## Forms (Continued)

## 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, 108, 428
CARS	Crop Acreage Reporting System	Text
CEY	County Expected Yield	61
CMP	Contract Marketing Percentage	Text
CRM	Customer Relationship Management	11, 20
CVS	Crop Validation System	11
DMP	Direct Marketing Percentage	Text
HMP	Historical Marketing Percentage	Text
PIV	Personal Identity Verification	10, 40, 432
RMO	Receivable Management Office	99
SNAPP	Supplemental NAP Process	Text

## **Redelegations of Authority**

None.

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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
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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
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
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