

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 2

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Part 3, Section 3 has been added to provide procedure for the 2015 and subsequent year Application for Coverage software.

Page Control Chart		
TC	Text	Exhibit
1, 2 3 (add)	3-49 through 3-120	1, page 1 3, pages 1, 2

Table of Contents

Page No.

Part 1 Basic Information

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

Part 2 NCT for 2015 and Subsequent Crop Years

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

Part 3 NAP Automation for 2015 and Subsequent Crop Years

Section 1 NAP Software Access

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

Section 2 Premium Calculator

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

Table of Contents (Continued)

Page No.

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

Section 3 Application for Coverage

Subsection 1 Add, Edit, or Cancel Application for Coverage

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

Subsection 2 State Office Override

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

Subsection 3 Reports

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

Section 4 Unit Maintenance

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

Table of Contents (Continued)

Page No.

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

Section 5 Notice of Loss

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

Exhibits

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

61 Calculate Estimated Premium Screen (Continued)

D Field Descriptions and Actions (Continued)

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

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

62 NAP Estimated Premium Report

A Overview

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

B Example NAP Estimated Premium Report

Following is an example of the NAP Estimated Premium Report.

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

63-79 (Reserved)

***--Section 3 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 Application for Coverage”, the Search Application for Coverage Screen will be displayed. The Search Application for Coverage Screen allows users to:

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

B Example of Search Application for Coverage Screen

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

Search Application For Coverage

Year: 2015
State: Mississippi
County: Coahoma

Producer	Status	Action
PRODUCER, ANY A APPLES, COMMON(COM), Processed(PR), 01 BROCCOLI, Processed(PR), 01 CORN, YELLOW(YEL), Grain(GR), 01 ... total 5 crops	CCC Rep Signed	View/Print Edit Summary of Coverage
PRODUCER, ANY B CARROTS, HYBRID(HYB), Seed(SD), 01 CRUSTACEAN, CRAB(CRB), Fresh(FH), 01	Initiated	View/Print Edit Summary of Coverage
PRODUCER, ANY E BEANS, GREEN(GRN), Fresh(FH), 01	CCC Rep Signed	View/Print Edit Summary of Coverage

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

C Action

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

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

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

- CLICK “Edit” for CCC-471 to be edited. The Application for Coverage Summary Screen will be displayed. See paragraph 88.
- CLICK “Add/Search”. The SCIMS Customer Search Screen will be displayed.

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

D Status

The “Status” column will display the status of the producer’s CCC-471.

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

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

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

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

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

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

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

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

***--81 SCIMS Customer Search**

A Overview

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

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.

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

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

***--82 Subsidiary Status Screen**

A Overview

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

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

B Example of Subsidiary Status Screen

Following is an example of the Subsidiary Status Screen.

The screenshot shows a window titled "Subsidiary Status". At the top, there is a blue header bar with the text "Subsidiary Status". Below the header, the following information is displayed:

- Year:** 2015
- State:** Florida
- County:** Dade, Monroe
- Producer:** PRODUCER, ANY 1

This producer has the following invalid eligibility determination(s):

- AD 1026 Certification Status / Not Filed
- AGI Commodity Program Determination / Not Filed

At the bottom of the window, there are two buttons: "Continue with Application for Coverage" and "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.--*

***--83 Crop Selection Screen**

A Overview

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

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

B Example of Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Selection

Year: 2015 **State:** Mississippi **County:** Coahoma
Producer: PRODUCER, ANY 1

Crops

Crops from Acreage Report

Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Closing Date
<input type="checkbox"/> BEANS, GREEN(GRN), Fresh(FH), 01	0047/001	12/30/2014
<input type="checkbox"/> BEANS, GREEN(GRN), Processed(PR), 01	0047/001	03/30/2015
<input type="checkbox"/> CORN, AMYLOSE(AMY), Grain(GR), 01 <small style="color: red;">Crop is missing State or National Approval in NCT.</small>	0041/001	09/30/2014

[Add Crop not on Acreage Report](#)

Selected Crops

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

--*

*--83 Crop Selection Screen (Continued)

C Field Descriptions and Actions

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

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

--*

*--84 Add Crop Not on Acreage Report Screen

A Overview

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

B Example of Add Crop Not on Acreage Report Screen

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

Add Crop not on Acreage Report

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

Producer: PRODUCER, ANY 1

Crop is ineligible because NCT closing date has passed.

Add Crop

Crop Name: CORN

Crop Type: SWEET (SWT)

Intended Use: Fresh (FH)

Planting Period: 01

Pay Group: 0041 002

Closing Date: 12/30/2014

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

--*

***--85 Select Coverage Level Screen**

A Overview

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

B Example of Select Coverage Level Screen

Following is an example of the Select Coverage Level Screen.

Select Coverage Level

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

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

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

--*

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

D Pay Groups Containing Grazed (GZ) Crop Selection

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

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

***--86 Select Coverage Options Screen**

A Overview

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

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

B Example of Select Coverage Options Screen

Following is an example of the Select Coverage Options Screen.

Select Coverage Options

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

Producer: PRODUCER, ANY

Crop, Type, Intended Use, Planting Period	Organic Price	Direct Market Price	HMP Percent	Dollar Value
BEANS, GREEN(GRN), Fresh(FH), 01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BEANS, GREEN(GRN), Processed(PR), 01	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
BEANS, GREEN(GRN), Dry Edible(DE), 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEANS, BLACK TURTLE(BTU), Dry Edible(DE), 01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEANS, YELLOW EYE(YEY), Dry Edible(DE), 01	<input type="checkbox"/>			
CORN, BLUE(BLU), Fresh(FH), 01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CORN, AMYLOSE(AMY), Grain(GR), 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CORN, SWEET(SWT), Fresh(FH), 01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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 Type Intended Use Planting Period	The crop, type, intended use, and planting period of selected crops for coverage. Note: Crops for an intended use of GZ will not be displayed.	
Organic Price	Manual selection. Note: This option will not be displayed for value loss crops that do not require or allow a graduated price code.	Select this coverage option if the producer elected to use the “Organic Price” option for the applicable crop being covered.
Direct Market Price	Manual selection. Notes: This option will only be displayed if Buy-Up coverage was selected for this crop’s pay group. This option will not be displayed for value loss crops or crops with an intended use of FG.	Select this coverage option if the producer elected to use the “Direct Market Price” option for the applicable crop being covered.
HMP Percent	Manual selection. Notes: This option will only be displayed if Buy-Up coverage was selected for this crop’s pay group. This option will not be displayed for value loss crops or crops with an intended use of FG.	Select this coverage option if the producer elected to use the “HMP Percent” option for the applicable crop being covered.
Dollar Value	Manual entry. Note: This entry will only be displayed for value loss crops with Buy-Up coverage selected for the crop’s pay group and would be a required entry.	Enter the dollar value of coverage for each value loss crop selected for coverage.
Save & Continue	Manual selection.	The Application Fee Screen will be displayed. See paragraph 87.
Cancel	Manual selection.	The Application for Coverage Summary Screen will be displayed. See paragraph 88.
Back	Manual selection.	The Select Coverage Level Screen will be displayed. See paragraph 85.

--*

***--87 Application Fee Screen**

A Overview

The Application Fee Screen provides:

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

B Example of Application Fee Screen

Following is an example of the Application Fee Screen.

Application Fee

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

LR/SDA/BFR Producer

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

[Certification Form](#)

Application Service Fee

Producer Paid Total: **\$500.00**

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

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

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

Remittance Information

Remittance Office: ▼

Remitter: PRODUCER, ANY A [Select from SCIMS](#)

Remittance Type: ▼ Check/Item Number:

Remittance Amount: Check/Item Date:

Amount to apply to Application Service Fee: Save & Submit

Save & Continue
Edit Crops
Cancel

--*

*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description	Action
LR/SDA/BFR Producer		
Is this producer a Limited Resource Producer?	Manual selections.	The displayed value can be overridden, if applicable.
Is this producer a Socially Disadvantaged Producer?	Values are defaulted to the determinations in subsidiary for the applicable year.	Note: Limited resource producers must have a completed CCC-860 on file for each applicable program year before "Yes" is selected.
Is this producer a Beginning Farmer/Rancher?		
Certification Form	Manual selection.	CLICK "Certification Form" to display or print CCC-860.
Application Service Fee		
Producer Paid Total	The amount of service fees the producer has paid across all counties thus far.	
Submitted	The submission dates, amounts, NRRS reference numbers, and statuses of previously collected application service fees. Note: See subparagraph D for a list of statuses and descriptions.	
Amount		
NRRS Receipt ID		
Status		
Action	County Office users have the authority to cancel collections where the remittance has not yet been placed on a schedule of deposit. The remittance must be in a status of "Unscheduled" or "In-Process" in NRRS. Remittances in all other statuses must be cancelled by the State Office administrative user according to paragraph 98.	
Actual Application Service Fee Due	The smaller of the following: <ul style="list-style-type: none"> • remaining producer maximum service fee • remaining county maximum service fee • remaining application service fee. 	
Remaining producer maximum service fee	The remaining amount the producer can be required to pay across all counties, calculated by taking the maximum service fee a producer can pay across all counties minus the amount of service fees the producer has paid across all counties.	
Remaining county maximum service fee	The remaining amount the producer can be required to pay in the selected county, calculated by taking the maximum service fee a producer can pay in the selected county minus the amount of service fees the producer has paid in the selected county.	

--*

*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Remaining application service fee	<p>The remaining amount the producer can be required to pay for the application, calculated by taking the fees that were calculated for the application minus the amount of service fees the producer has paid in the selected county.</p> <p>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.</p>	
<p>Remittance Information (If the Actual Application Service Fee Due is zero, this section will be disabled.)</p>		
Remittance Office	The administrative County Office will be defaulted. The drop-down list contains the administrative county and all counties to which the user is associated.	If the check is being accepted in a county other than the producer's administrative county, select the applicable county from the drop-down list.
Remitter	The payer of the application service fee. Manual selection, defaulted to the applicant. Must be modified when applicant is not the remitter.	If someone other than the applicant is paying for the applicant's service fees, CLICK "Select from SCIMS" to select the actual remitter from SCIMS.
Remittance Type	<p>The form of payment received from the remitter. Required selection if a collection is being submitted by:</p> <ul style="list-style-type: none"> • personal check • cashier's check • money order • multi-party check • wire transfer • cash and coin. 	Select the applicable form of payment received from the remitter.
Check/Item Number	The identifying number associated with the payment received from the remitter. Required manual entry if a collection is being submitted, with the exception of "Cash and Coin".	Enter the item number from the actual payment, such as check number.

--*

*--87 Application Fee Screen (Continued)

C Field Descriptions and Actions (Continued)

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

--*

*--87 Application Fee Screen (Continued)

D Application Service Fee Status Descriptions

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

Status	Description
Manual	<p>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.</p> <p>Note: If warranted by a change in the application, a manual refund will have to be processed for this collection.</p>
Unscheduled	<p>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”.</p> <p>NRRS (Unscheduled): The remittance has not been placed on a schedule of deposit.</p>
In Process	<p>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”.</p> <p>NRRS (In-Process): The remittance is in the process of being placed on a schedule of deposit.</p>
Scheduled	<p>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”.</p> <p>NRRS (Scheduled): The remittance has been placed on a schedule of deposit, but not verified.</p>
Verified	<p>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”.</p> <p>NRRS (Funded): The remittance is on a verified schedule of deposit.</p>
Active/Verified	<p>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”.</p> <p>NRRS (Active-Verified): The remittance is on a verified schedule of deposit and has been activated to allow receipts to be added or deleted.</p>
Dishonored	<p>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.</p> <p>NRRS (Unfunded): The external collection’s associated remittance has been dishonored.</p>
Cancelled	<p>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”.</p> <p>NRRS (Deleted): The remittance is on a schedule of deposit that is deleted.</p>

--*

***--88 Application for Coverage Summary Screen**

A Overview

The Application for Coverage Summary Screen:

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

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

B Example of Application for Coverage Summary Screen

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

Application for Coverage Summary

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

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

Producer: PRODUCER, ANY A

Crops

Crops with CCC signature

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

Crops with no CCC signature

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

Application Service Fee

Is this producer a Limited Resource Producer? Yes No

Is this producer a Socially Disadvantaged Producer? Yes No

Is this producer a Beginning Farmer/Rancher? Yes No

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

Producer Signature

Signature Type: Signature Date:

CCC Representative Signature Date

Date:

Cancellation

Do you want to cancel this Application for Coverage?

Yes Reason:

--*

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

C Field Descriptions and Actions

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

Field/Button	Description	Action
Crops		
Crops with CCC Signature		
Crop, Type, Intended Use, Planting Period	Crops that are NAP covered will be displayed.	
Pay Crop/Type	Notes: “Continuous Coverage” will be displayed for crops that rolled over from the producer’s previous year CCC-471. No producer signature is required. The elected coverage options are displayed as codes after the elected coverage level, as follows: <ul style="list-style-type: none"> • “O” for “Organic Price” option • “D” for “Direct Market Price” option • “H” for “HMP Percent” option. 	
Coverage Level & Options		
Producer Signature		
CCC Signature Date		
Crops with no CCC Signature		
Crop, Type, Intended Use, Planting Period	Crops that are still pending NAP coverage will be displayed.	
Pay Crop/Type	Note: Crops with an asterisk (*) are ineligible because the NCT application closing date has passed.	
Coverage Level & Options		
Closing Date		
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. Deleting crops from CCC-471 may result in a negative fee calculation. This indicates that the producer may be eligible for a refund of service fees already paid. Refunds may only be authorized through State Office override. See Subsection 2 for more information on State Office override functionality.

--*

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

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Application Service Fee		
Is this producer a Limited Resource Producer?	The current status of each determination, as defaulted or selected on the Application Fee Screen.	
Is this producer a Socially Disadvantaged Producer?		
Is this producer a Beginning Farmer/Rancher?		
Service Fee Due	Service fees due for the application.	
Service Fee Received	Amount of service fees collected for the application.	
Collect/View Fee	Manual selection.	The Application Fee Screen will be displayed. See paragraph 87.
Producer Signature		
Signature Type	Manual selection of the type of signature provided by the producer. Applicable signature types are paper or FAX. Note: "Continuous Coverage" will be displayed for crops that rolled over from the producer's previous year CCC-471. No producer signature is required for continuous coverage crops.	Signature type shall only be selected after either of the following occurs: <ul style="list-style-type: none"> • producer signs and dates CCC-471 • FAX with the producer's signature and date has been received in the County Office.
Signature Date	Manual entry of the date the producer signed or FAXed CCC-471.	Enter date producer signed CCC-471.
CCC Representative Signature Date		
Date	Manual entry or selection.	Enter or select the date CCC representative signed CCC-471 to verify receipt of service fees. After CCC representative signature is entered, the crops will be considered NAP covered.
Cancellation		
Do you want to cancel this Application for Coverage?	Manual selection.	Check (✓) "Yes" to cancel CCC-471. Cancelling CCC-471 does not cancel fee collections. County Offices must follow instructions in paragraph 87 to cancel collections.
Reason	Manual selection. Applicable reasons are: <ul style="list-style-type: none"> • application entered in error • withdrawn by producer 	Select the reason that CCC-471 is being cancelled.

--*

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

C Field Descriptions and Actions (Continued)

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

--*

***--89 Confirmation**

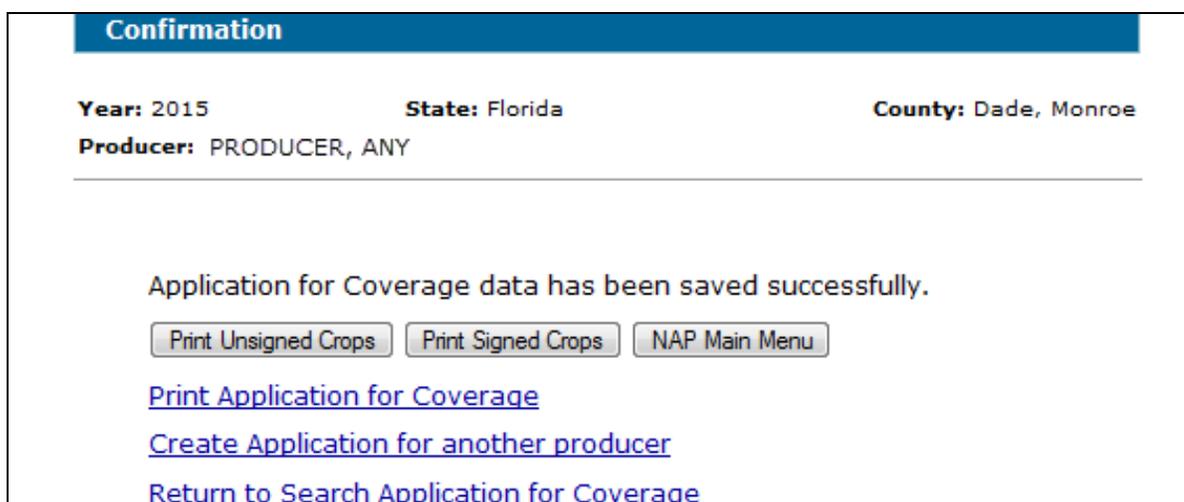
A Overview

The Confirmation Screen:

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

B Example of Confirmation Screen

Following is an example of the Confirmation Screen.



C Link/Button Descriptions

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

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

--*

90-95 (Reserved)

*--Subsection 2 State Office Override

96 Accessing State Office Override

A Overview

State Office override functionality allows State Office administrative users to:

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

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

- modify or cancel automated remittances in any status

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

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

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

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

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

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

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 Summary



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

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

Producer: PRODUCER, ANY

Crops

Crops with CCC signature

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

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

Application Service Fee

Is this producer a Limited Resource Producer? Yes No

Is this producer a Socially Disadvantaged Producer? Yes No

Is this producer a Beginning Farmer/Rancher? Yes No

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

Cancellation

Do you want to cancel this Application for Coverage?

Yes Reason:

C Action

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

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

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

***--97 Override Crop Eligibility**

A Overview

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

The Override Crop Eligibility Screen:

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

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

B Example of Override Crop Eligibility Screen

Following is an example of the Override Crop Eligibility Screen.

Override Crop Eligibility				
Year: 2015	State: Mississippi	County: Coahoma		
Producer: PRODUCER, ANY				
Crop, Type, Intended Use, Planting Period	Pay Crop/Type	Closing Date	CCC Signature Date	Status
ALMONDS, None ,01	0028/001	09/30/2014	02/15/2015	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
Override/Confirm Date: <input type="text"/>				
Save & Continue		Cancel		

--*

*--97 Override Crop Eligibility (Continued)

C Field Descriptions and Actions

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

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

--*

***--98 Automated Remittance Modification or Cancellation**

A Overview

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

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

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

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

B Example of Application Fee Screen

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

Application Fee

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

LR/SDA/BFR Producer

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

[Certification Form](#)

Application Service Fee

Producer Paid Total: **\$250.00**

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

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

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

--*

*--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
<i>Florida - Dade, Monroe, \$500.00</i>				
01/28/2015	\$250.00		Manual	
02/25/2015	-\$250.00	195001	Cancelled	
<i>Personal Check, 02/17/2015, \$250.00, 4444</i>				

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

D Action to Modify Automated Remittances

To modify automated remittances, State Office administrative users shall:

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

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

***--99 Manual Collection Refunds**

A Overview

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

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

B Example of Application Fee Screen

Following is an example of the Application Fee Screen.

Application Fee

Year: 2015
State: Florida
County: Dade, Monroe

Producer: |

LR/SDA/BFR Producer

Is this producer a Limited Resource Producer? Yes No

Is this producer a Socially Disadvantaged Producer? Yes No

Is this producer a Beginning Farmer/Rancher? Yes No

[Certification Form](#)

Application Service Fee

Producer Paid Total: **\$750.00**

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

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

Smaller of:

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

Is a refund authorized? Yes No

Save & Continue
Edit Crops
Cancel

--*

***--99 Manual Collection Refunds (Continued)**

C Action

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

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

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

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)

***--Subsection 3 Reports**

106 Producer Application for Coverage Summary Report

A Overview

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

B Example of Producer Application for Coverage Summary Report

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

State: Florida		United States Department of Agriculture		Date: 02/27/2015
County: Dade, Monroe		Farm Service Agency		Time: 04:53:12
Year: 2015		NAP Application for Coverage		Page: 1 of 1
Producer Application For Coverage Summary				
Producer Name: PRODUCER, ANY				
Fee Collected: \$ 750.00				
Limited Resource: N				
				Crop Items on Report: 15
Rec Stat	Crop	Pay Group	Coverage Level & Options	Date Fee Paid
√	APPLES COM FH	0054 001 01	55/100 D	06/11/2014
	APPLES COM PR	0054 001 01	55/100 D	06/11/2014
√	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
√	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
√	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
√	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.

The screenshot shows a web interface titled "Reports". At the top, there are three filter fields: "Year: 2015", "State: Florida", and "County: Dade, Monroe". Below these filters is a list of report options, each with a radio button:

- CCC Rep Signed Crops Report
- Producer Signed But Not CCC Representative Signed Crops
- Initiated Crops Report
- Pending Crops Report
- Canceled Report
- Ineligible Crops Report
- Summary of Producers with Coverage Report
- Continuous Coverage Report
- County Summary Report
- State Summary Report

Below the list are two date input fields: "Start Date:" and "End Date:", each with a calendar icon. At the bottom, there are two buttons: "Create Report" and "NAP Main Menu".

--*

*--107 Standard Reports (Continued)

C Field Descriptions and Actions

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

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

--*

108-129 (Reserved)

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-452	NAP Production and Yield Report		42
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage with Buy-Up Option (2015 and Subsequent Crop Years)		42, 80, 82, 83, 88, 89, 96-98, 106
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		42, 150-155
CCC-860	Socially Disadvantage, Limited Resource and Beginning Farmer or Rancher Certification		61, 87
FSA-13-A	Data Security Access Authorization Form		10
FSA-578	Report of Acreage		80, 136, 150

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AUD	animal unit day	14, 16, 20
CEY	county expected yield	61
CRM	Customer Relationship Management	11, 20
CVS	Crop Validation System	11
HMP	historical marketing percentage	86, 88, 106
PIV	personal identity verification	10, 40
RMO	Receivable Management Office	99

Delegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Add Crop Not on Acreage Report Screen	84
	Application Fee Screen	87, 98, 99
	Application for Coverage Summary Screen	88, 96
	Calculate Estimated Premium Screen	61
	Confirmation Screen	89, 155
	Create Notice Of Loss Screen	154
	Create Unit Screen	132
	Crop Selection Screen	83, 153
	Enter Cause of Loss Screen	152
	FSA Intranet Home Page	10
	Main Menu	42
	NCT - Main Menu	10
	Override Crop Eligibility Screen	97
	Producer Units Screen	131, 134
	Program Year - Add Record - County Selection Page	18
NCT5	Program Year - Add Record - Primary Crop Data Page	18
NCT6	Program Year - Add Record - Record Details Page	18
NCT12	Program Year - Add Record - Results Page	18
NCT14	Program Year - Add Record - Secondary Crop Data Page	18
NCT7	Program Year - Add Record - Summary Page	18
NCT2	Program Year - Approve Record - Confirmation Screen	17, 18
NCT12	Program Year - Approve Record - Results Page	17, 18
NCT2	Program Year - Delete Record - Confirmation Screen	19
NCT12	Program Year - Delete Record - Results Page	19
NCT8	Program Year - Detail Report - Report Criteria Screen	22
NCT8	Program Year - History Report - Report Criteria Screen	22
NCT1	Program Year - Main Menu	10, 17-19
NCT13	Program Year - Mass Approve Record - Search Page	18
NCT2	Program Year - Mass Approve Records - Confirmation Page	18
NCT12	Program Year - Mass Approve Records - Results Page	18
NCT2	Program Year - Mass Reset Records - Confirmation Page	19
NCT12	Program Year - Mass Reset Records - Results Page	19
NCT13	Program Year - Mass Reset Records - Search Page	19

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
NCT2	Program Year - Mass Update Records - Confirmation Screen	18
NCT6	Program Year - Mass Update Records - Record Details Page	18
NCT12	Program Year - Mass Update Records - Results Page	18
NCT13	Program Year - Mass Update Records - Search Page	18
NCT15	Program Year - Mass Update Records - Select Fields Page	18
NCT6	Program Year - Modify Record - Record Details Page	17, 18
NCT12	Program Year - Modify Record - Results Page	18
NCT7	Program Year - Modify Record - Summary Page	18
NCT8	Program Year - NAP Appr Rcds - Report Criteria Screen	22
NCT8	Program Year - NAP Unappr Rcds - Report Criteria Screen	22
NCT10	Program Year - Reports - Report Selection Screen	22
NCT12	Program Year - Search Records - Results Page	17, 18
NCT13	Program Year - Search Records - Search Page	17, 18
NCT8	Program Year - UOM Report - Report Criteria Screen	22
NCT7	Program Year - View Record - Summary Page	17-19
	Reports - Session Timeout	10
	Reports Screen	107, 137, 156
	SCIMS Customer Search Screen	60, 81, 131, 151
	Search Application for Coverage Screen	80
	Search Notice of Loss Screen	150
	Search Unit Screen	135
	Select Coverage Level Screen	85
	Select Coverage Options Screen	86
	Select State, County, and Year Screen	41, 43
	Subsidiary Status Screen	82
	Unit Details Screen	133
NCT11	Year - NAP Appr Rcds - State Selection Screen	22