

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 3
---	--------------------

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Part 2 has been amended to reflect software changes to:

- push price and yield data to future years' NCT's
- provide record, save, and approval screen changes
- clarify record deletions for National Office users
- clarify unit of measure selections.

Page Control Chart		
TC	Text	Exhibit
	2-7, 2-8 2-21, 2-22 2-31, 2-32 2-51, 2-52 2-63, 2-64 2-73, 2-74 2-81, 2-82	

10 Overview (Continued)

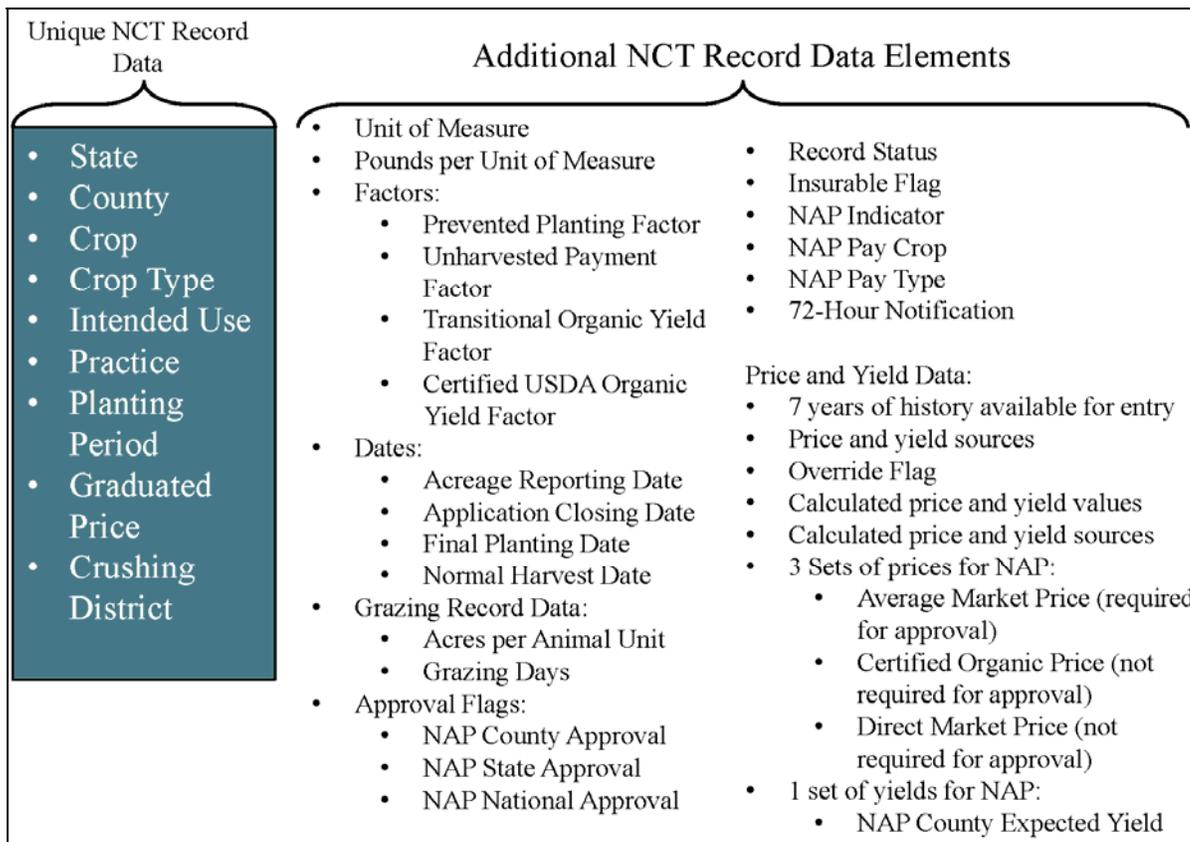
F NCT Record Data

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

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

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

*--



--*

10 Overview (Continued)

G Multiple Approval Flags

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

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

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

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

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

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

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

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

16 Rollover Process

A Background

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

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

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

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

B Shell Records

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

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

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

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

16 Rollover Process (Continued)

B Shell Records (Continued)

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

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

C Rollover

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

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

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

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

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

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

17 County Office NCT Process (Continued)

C Modifying County Office Data (Continued)

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

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

NCT7
Last Modified: 12/1/2014

17 County Office NCT Process (Continued)

C Modifying County Office Data (Continued)

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

Click either of the following:

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

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

NCT12
Last Modified: 12/4/2014

D Setting “NAP County Approval” Flags

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

18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

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

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

18 State Office NCT Process (Continued)

D Modifying a Record (Continued)

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

Click either of the following:

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

Program Year 2015 - Modify Record - Results Page

- 1 Records Modified -

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

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

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

NCT12
Last Modified: 12/4/2014

18 State Office NCT Process (Continued)

G Mass Update Records (Continued)

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

Click 1 of the following:

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

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

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

Program Year 2015 - Mass Update Records - Results Page

- 2 Records Updated -

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

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

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

Main Menu
Update Additional Fields
Back To Search Results

NCT12
Last Modified: 12/4/2014

--*

18 State Office NCT Process (Continued)

H Mass Approve Records

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

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

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

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

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

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

19 National Office NCT Process (Continued)

B Deleting a Record

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

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

NCT Menu		Program Year 2015 - View Record - Summary Page																
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		<table border="1"> <thead> <tr> <th>State</th> <th>Crop</th> <th>Crop Type</th> <th>Intended Use</th> <th>Practice</th> <th>Planting Period</th> <th>Graduated Price</th> <th>Crushing District</th> </tr> </thead> <tbody> <tr> <td>MA</td> <td>CURRN 0325</td> <td></td> <td>FH</td> <td>Non-Irrigated</td> <td>01</td> <td></td> <td></td> </tr> </tbody> </table>	State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District	MA	CURRN 0325		FH	Non-Irrigated	01		
State	Crop	Crop Type	Intended Use	Practice	Planting Period	Graduated Price	Crushing District											
MA	CURRN 0325		FH	Non-Irrigated	01													
Counties																		
Berkshire (003)																		
Unit of Measure				Pounds Per Unit of Measure														
Pounds																		
Prevented Planting Factor		Unharvested Payment Factor		Certified Organic Yield Factor		Transitional Organic Yield Factor												
0.0000		0.7500																
Final Planting Date		Acreage Reporting Date		Normal Harvest Date		Application Closing Date												
		01/20/2015		09/01/2015		11/20/2014												
Acres Per Animal Unit				Grazing Days														
Yield			Average Market Price															
Year	Yield	Source	Year	Price	Price Source													
2008	5000.00	NASS	2008	1.0000	NASS													
2009	5000.00	Other Rel. SrCs	2009	0.8900	Other Rel. SrCs													
2010	3000.00	Other Rel. SrCs	2010	0.9900	Other Rel. SrCs													
2011	4000.00	Other Rel. SrCs	2011	1.2500	Other Rel. SrCs													
2012	4000.00	Other Rel. SrCs	2012	1.4000	Other Rel. SrCs													
2013			2013															
2014			2014															
Override	Override Yield	Yield Override Source	Price Override	Override Price	Price Override Source													
No	4333.00	Calculated	No	1.0800	Calculated													
Certified Organic Yield		Transitional Organic Yield																
Organic Market Price			Direct Market Price															
Year	Price	Price Source	Year	Price	Price Source													
2008			2008															
2009			2009															
2010			2010															
2011			2011															
2012			2012															
2013			2013															
2014			2014															
Price Override	Override Price	Price Override Source	Price Override	Override Price	Price Override Source													
No	0.0000		No	0.0000														
Status	NAP County Approval		NAP State Approval		NAP National Approval													
	No		No		No													

NCT7
Last Modified: 12/1/2014

19 National Office NCT Process (Continued)

B Deleting a Record (Continued)

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

Click either of the following:

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



20 NCT Information (Continued)

A Entering Crop Data (Continued)

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

20 NCT Information (Continued)

A Entering Crop Data (Continued)

Drop-Down List Title	Action																				
Unharvested Payment Factor	<p>Enter decimal point first, for instance, “.30”. Unharvested factor must be the same factor within the State by crop code, type, and intended use.</p> <p>Note: National and State Office entry only.</p>																				
Certified Organic Yield Factor	<p>Enter as a decimal value greater than 0.00 but less than 1.00. Certified organic yield factor must be the same within the State by crop code, type abbreviation, and intended use.</p> <p>Notes: National and State Office entry only.</p> <p>Not a required entry.</p> <p>If the record is insurable, the factor will be overridden with the insurable factor.</p>																				
Transitional Organic Yield Factor	<p>Enter as a decimal value greater than 0.00 but less than 1.00. Transitional organic yield factor must be the same within the State by crop code, type abbreviation, and intended use.</p> <p>Notes: National and State Office entry only.</p> <p>Not a required entry.</p> <p>If the record is insurable, the factor will be overridden with the insurable factor.</p>																				
Acres Per Animal Unit	<p>Enter carrying capacity for forage crops with the intended use, “Grazing (GZ)”.</p> <p>Note: To accommodate multiple carrying capacities according to 1-NAP (Rev. 2), paragraph 277, see instructions for the “Planting Period” entry.</p> <p>Examples:</p> <table border="0" data-bbox="508 1503 1455 1671"> <tr> <td>Alfalfa</td> <td>Grass</td> <td>Mixed Forage</td> <td>Sorghum</td> </tr> <tr> <td>Barley</td> <td>Kochia</td> <td>Oats</td> <td>Speltz</td> </tr> <tr> <td>Birdsfoot</td> <td>Kohlrabi</td> <td>Perennial Peanuts</td> <td>Triticale</td> </tr> <tr> <td>Clover</td> <td>Lespedeza</td> <td>Rye</td> <td>Vetch</td> </tr> <tr> <td>Corn</td> <td>Millet</td> <td>Sorghum, Forage</td> <td>Wheat</td> </tr> </table>	Alfalfa	Grass	Mixed Forage	Sorghum	Barley	Kochia	Oats	Speltz	Birdsfoot	Kohlrabi	Perennial Peanuts	Triticale	Clover	Lespedeza	Rye	Vetch	Corn	Millet	Sorghum, Forage	Wheat
Alfalfa	Grass	Mixed Forage	Sorghum																		
Barley	Kochia	Oats	Speltz																		
Birdsfoot	Kohlrabi	Perennial Peanuts	Triticale																		
Clover	Lespedeza	Rye	Vetch																		
Corn	Millet	Sorghum, Forage	Wheat																		