

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 4

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 42 has been amended to:

- provide an updated Main Menu example
- update the Main Menu options.

Subparagraphs 60 A, 80 A, and 150 A have been amended to update the menu options.

Subparagraph 132 D has been added to provide instructions when to create a unit number to override the unit number in CARS.

Part 3, Section 6 has been added to provide procedure for approved yield software.

| Page Control Chart | | |
|---------------------------|--|----------------------------|
| TC | Text | Exhibit |
| 1, 2 3 | 3-3 through 3-6 3-41, 3-42 3-61, 3-62 3-125, 3-126 3-171, 3-172 3-189 through 3-220 3-221 through 3-268 (add) 3-269 (add) | 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 Calculate Estimated Premium

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

Table of Contents (Continued)

Page No.

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

Section 3 Application for Coverage

Subsection 1 Add, Edit, or Cancel Application for Coverage

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

Subsection 2 State Office Override

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

Subsection 3 Reports

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

Section 4 Unit Maintenance

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

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 |
| 157-169 | (Reserved) | |

Section 6 Approved Yields

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

Exhibits

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

41 Selecting State, County, and Year

A Overview

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

B Example of Select State, County, and Year Screen

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



Select State, County, and Year

State-County: Mississippi - Coahoma ▼

Year: 2015 ▼

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
- view/print the following:
 - Application for Coverage Reports
 - Notice of Loss Reports
 - Approved Yield Reports
 - Application for Payment Reports
 - Unit Maintenance Reports
 - Approved Yield blank form
 - Application for Payment blank form
 - Notice of Loss blank form
 - Application for Coverage blank form
- sign approved yield
- *--access Estimated Premium Calculator.--*

42 Main Menu (Continued)

B Example of Main Menu

Following is an example of the Main Menu.

*--

| Main Menu | | |
|--|---|------------------------|
| Year: 2015 | State: Mississippi | County: Coahoma |
| Application for Coverage Add, Edit, or Cancel Calculate Estimated Premium Reports | Unit Maintenance Search by Producer Search by Unit Number Reports | |
| Notice of Loss Add, Edit, or Cancel Reports | Blank Forms Application for Coverage Form Notice of Loss Form Approved Yield Form | |
| Approved Yield Search by Producer Search by Unit Number Sign Approved Yield Reports | | |

--*

42 Main Menu (Continued)

C Action

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

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

***--Section 2 Calculate Estimated Premium**

60 SCIMS Customer Search Screen

A Overview

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

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

B Example SCIMS Customer Search Screen

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

61 Calculate Estimated Premium Screen

A Overview

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

B Example of the Calculate Estimated Premium Screen

Following is an example of the Calculate Estimated Premium Screen.

Calculate Estimated Premium

Producer: PRODUCER, ANY 1

State-County: Year:

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

Add Crop

Crop:

Crop Type:

Intended Use:

Practice:

Planting Period:

Yield Based Crops

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

Dollar Value Based Crops

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

Section 3 Application for Coverage

Subsection 1 Add, Edit, or Cancel Application for Coverage

80 Search Application for Coverage Screen

A Overview

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

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

B Example of Search Application for Coverage Screen

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

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 <i>... total 5 crops</i> | 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.--*

132 Creating Units (Continued)

C Field/Button Descriptions and Actions

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

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

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

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

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

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

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

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

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

133 Unit Details

A Overview

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

The Unit Details Screen opens in a separate window.

B Example of the Unit Details Screen

Following is an example of the Unit Details Screen.

| Unit Details | |
|--------------------------------------|---------------------------------|
| State: Mississippi | County: Coahoma |
| Unit Number: 1704 | Unit Status: Active |
| Producer Name | Producer Type |
| PRODUCER, ANY 1 | Operator |
| PRODUCER, ANY 4 | Operator |
| PRODUCER, ANY 5 | Owner |
| PRODUCER, ANY 6 | Owner |
| All Producer's Units | Deactivate Unit |
| NAP Main Menu | Print |

Section 5 Notice of Loss

150 Search Notice of Loss Screen

A Overview

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

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

B Example of Search Notice of Loss Screen

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

Search Notice Of Loss

Year: 2015
State: Mississippi
County: Coahoma

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

[Add Notice of Loss](#)

150 Search Notice of Loss Screen (Continued)

C Action

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

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

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

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

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

156 Reports (Continued)

C Field Descriptions and Actions

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

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

157-169 (Reserved)

--Section 6 Approved Yields*170 Options****A Overview**

Users may:

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

Note: After users have clicked:

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

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

See paragraph 171.

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

Note: See paragraph 179.

- sign approved yields

Note: See paragraph 180.

- generate reports.

Note: See paragraph 184.--*

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

A Overview

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

B Example of SCIMS Customer Search Screen

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

USDA 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: KANSAS County: BARTON
Service Center (Optional): GREAT BEND SERVICE CENTER
Service Center Details National Search:

Type
 Individual Business Both
 Active Active and Inactive

Tax ID
ID:
ID Type: SELECT ONE
 Whole ID Last 4 Digits

Name
 Starts With Exact Match
Last or Business:
First:

Other
Common Name:
Zip Code:
Phone No:

Search Reset Cancel

--*

***--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 | | |
| No units found for selected producer. | | |
| <input type="button" value="Continue"/> | <input type="button" value="Back"/> | <input type="button" value="NAP Main 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: Kansas | County: Barton |
| Producer: PRODUCER, ANY 1 | | |
| Unit | Producers | Status |
| <input type="radio"/> 1935 | PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner) PRODUCER, ANY 3 (Owner) | Active |
| <input type="radio"/> 4059 | PRODUCER, ANY 1 (Operator) PRODUCER, ANY 7 (Owner) | Active |
| <input type="radio"/> 4874 | PRODUCER, ANY 1 (Operator) PRODUCER, ANY 7 (Owner) | Active |
| <input type="radio"/> 5051 | PRODUCER, ANY 1 (Operator) PRODUCER, ANY 6 (Owner) | Active |
| <input type="radio"/> 5176 | PRODUCER, ANY 1 (Operator) PRODUCER, ANY 4 (Owner) PRODUCER, ANY 5 (Owner) | Active |
| <input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="NAP Main Menu"/> | | |

C Field Descriptions and Actions

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

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

--*

*--172 Unit Selection (Continued)

D No Application for Coverage on File

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

Unit Selection

 • An Application for Coverage was not found for any producer on this unit.

Year: 2015State: KansasCounty: Barton

Producer: PRODUCER, ANY 22

| Unit | Producers | Status |
|---|-----------------------------|--------|
| <input checked="" type="radio"/> 4500 | PRODUCER, ANY 22 (Operator) | Active |

ContinueBackNAP Main Menu

--*

***--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: Kansas | County: Barton |
| Unit: 1935 | Status: Active |
| Producer Name | Producer Type |
| PRODUCER, ANY 1 (Operator) | Operator |
| PRODUCER, ANY 2 (Operator) | Owner |
| PRODUCER, ANY 3 (Operator) | Owner |
| <input type="button" value="Close"/> <input type="button" value="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 | | |
|---|--|----------------|
| Year: 2015 | State: Kansas | County: Barton |
| Unit: 4874 | | |
| No Yield found for the selected Unit. | | |
| <input type="button" value="Add Approved Yield"/> | <input type="button" value="NAP Main Menu"/> | |

--*

*--174 Searching Approved Yields (Continued)

C Example of Search Approved Yield Screen With Existing Yield

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

| Search Approved Yield | | |
|--|---|----------------|
| Year: 2015 | State: Kansas | County: Barton |
| Unit: 4874 | | |
| Crop | Status | |
| ALFALFA, Forage (FG), Irrigated, 01 | Completed View/Print Edit | |
| BROCCOFLOWER, Fresh (FH), Non-Irrigated, 01 | Completed View/Print Edit | |
| BROCCOFLOWER, Fresh (FH), Non-Irrigated, 01 Certified Organic | Canceled View/Print Reactivate | |
| BROCCOFLOWER, Fresh (FH), Non-Irrigated, 01 Transitional Organic | Unsigned View/Print Edit | |
| CANOLA, FALL SEEDED (FAL), Seed (SD), Non-Irrigated, 01 | Unsigned View/Print Edit | |
| <input type="button" value="Add Approved Yield"/> <input type="button" value="NAP Main Menu"/> | | |

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

--174 Searching Approved Yields (Continued)*D Status**

The “Status” column displays the status of the unit’s approved yield as follows:

- “**Completed**” means the producer signature method and date and COC representative signature date have been entered
- “**Unsigned**” means the approved yield has been calculated, but the producer and COC representative signature dates have not been entered
- “**Canceled**” means the approved yield has been placed in a canceled status because of either of the following:
 - changes to data including:
 - CCC-471
 - FSA-578
 - NCT data
 - unit was deleted
 - user canceled CCC-452.

Notes: A canceled CCC-452 can be reactivated.

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

--174 Searching Approved Yields (Continued)*E Field Descriptions and Actions**

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

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

--*

*--175 Crop Selection (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. Click the following: <ul style="list-style-type: none"> • radio button for conventional crop approved yield • check box for certified or transitional organic crop • check box for native sod. |
| Type | |
| Intended Use | |
| Practice | |
| Planting Period | |
| Certified Organic | |
| Transitional Organic | |
| Native Sod | <p>Notes: Crops without a county expected yield and/or State or national approval cannot be selected.</p> <p>“Certified Organic” and “Transitional Organic” will be displayed only if there is a respective yield in NCT.</p> <p>“Native Sod” will be displayed only in the applicable States according to 1-NAP (Rev. 2), Part 6 and contiguous counties.</p> |
| Continue | CLICK “ Continue ” after selecting the crop. Only 1 crop may be selected at a time. The Approved Yield Data Screen will be displayed. See paragraph 176. |
| Back | The previous screen will be displayed. |
| NAP Main Menu | The Main Menu will be displayed. See paragraph 42. |

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

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

***--176 Approved Yield Data**

A Overview

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

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

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

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

*--176 Approved Yield Data (Continued)

B Example of Approved Yield Data Screen

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

NAP Menu

Welcome: LORETTA BAXA

Role: National Admin

Main Menu

NAP Main Menu

Select State, County, and Year

Approved Yield

Search By Producer

Search By Unit Number

Add Approved Yield

Sign Approved Yield Reports

Blank Form

Approved Yield Data

Year: 2015
State: Kansas
County: Barton

Unit: [4874](#)

Crop: BRUSSEL SPROUTS, Fresh (FH), Non-Irrigated, 01, Certified Organic

Unit of Measure: CWT

Yield Data

Transitional Yield: 52.50 Prior Approved Yield:

Adjusted Transitional Yield: Adjusted Date:

Adjusted Reason:

Substitute Yield: Cup Rules Apply:

Historical Yields

| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | Yield Type | Yield |
|------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | | 1 2 3 4 5 | | |
| 2014 | <input type="text"/> |
| 2013 | <input type="text"/> |
| 2012 | <input type="text"/> |
| 2011 | <input type="text"/> |
| 2010 | <input type="text"/> |
| 2009 | <input type="text"/> |
| 2008 | <input type="text"/> |
| 2007 | <input type="text"/> |
| 2006 | <input type="text"/> |
| 2005 | <input type="text"/> |

[Update Coverage](#)

Approved Yield

Approved Yield: Not Calculated

Remarks:

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

C Example of Yield Data Section

The following is an example of the Yield Data Section.

| Approved Yield Data | | |
|---|---------------------------------|---|
| Year: 2015 | State: Kansas | County: Barton |
| Unit: 4874 | | |
| Crop: BRUSSEL SPROUTS, Fresh (FH), Non-Irrigated, 01, Certified Organic | | |
| Unit of Measure: CWT | | |
| Yield Data | | |
| Transitional Yield: 52.50 | Prior Approved Yield: | <input type="text"/> |
| Adjusted Transitional Yield: | <input type="text"/> | Adjusted Date: <input type="text"/>  |
| Adjusted Reason: | <input type="text"/> | |
| Substitute Yield: | <input type="text" value="No"/> | Cup Rules Apply: <input type="text" value="Yes"/> |

--*

*--176 Approved Yield Data (Continued)

D Field Descriptions and Actions for Yield Data Section

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

| Field/Button | Description |
|-----------------------------|---|
| Unit | The Unit Details Screen will be displayed. See paragraph 173. |
| Transitional Yield | County expected yield from NCT. |
| Prior Approved Yield | Will be: <ul style="list-style-type: none"> • blank if the unit and crop have never had an approved yield established • prefilled if an automated approved yield was calculated in the prior year • blank if the previous year’s approved yield was calculated outside of the system. <p>Note: The prior approved yield must be loaded if an approved yield was established in the prior year.</p> |
| 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: <ul style="list-style-type: none"> • age of stand/trees • elevation • inconsistent farming/management practice • multiple county T-yield variations • soil type • topography. |

--*

*--176 Approved Yield Data (Continued)

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

| Field/Button | Description |
|---------------------|---|
| Substitute Yield | <p>Determines whether substitute yield rules apply. This field is defaulted to “No”. Select “Yes” only if:</p> <ul style="list-style-type: none"> • 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 | <p>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.</p> <p>Note: “Yes” does not mean that the approved yield was cupped, only that the rules apply.</p> |

--*

*--176 Approved Yield Data (Continued)

E Example of Historical Yields Section

The following is an example of the Historical Yields Section.

| Historical Yields | | | | | | | | | | |
|-------------------|-------------------|---------------|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|-------|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | | | | | Yield Type | Yield |
| | | | | 1 | 2 | 3 | 4 | 5 | | |
| 2014 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2013 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2012 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2011 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2010 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2009 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2008 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2007 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2006 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |
| 2005 ▼ | ▼ | | | <input type="checkbox"/> | ▼ | |

[Update Coverage](#)

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

*--176 Approved Yield Data (Continued)

F Field Descriptions and Actions for Historical Yields Section

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

| Field/Button | Description |
|-------------------|---|
| Year | <p>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.</p> <p>Note: Lag year crops will have a 1-year lag.</p> |
| Eligible Disaster | <p>For historical year 2013 and subsequent years, the “Eligible Disaster” indicator is obtained from the applicable year’s notice of loss based on the approval or disapproval of the crop. In the absence of a notice of loss, the user must select “Yes” or “No”. “Yes” will allow for the replacement yield rules to apply for that year as provided in 1-NAP (Rev. 2), Part 7.</p> <p>The “Eligible Disaster” indicator applies only if acres are greater than zero and production is equal or greater than zero.</p> |
| Acres Planted | <p>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.</p> <p>Notes: Reported acres must be certified in CARS before they can be obtained by the approved yield process.</p> <p>Acres from CARS cannot be overridden.</p> <p>See subparagraph H for handling acres ineligible for NAP.</p> |
| Actual Production | <p>Enter the actual production as determined according to 1-NAP (Rev. 2), Part 7.</p> <p>If zero production is entered, the only valid record type is “4”.</p> <p>Note: Do not include production from ineligible acres.</p> |

--*

*--176 Approved Yield Data (Continued)

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

| Field/Button | Description |
|---------------------|---|
| Record Types | Enter the record types that support the production entered. If record type “5” is selected, record the type of production record used in “Remarks” along with the applicable historical year. Record types are as follows: <ul style="list-style-type: none"> • “1” for sold or commercial storage • “2” for on-farm storage, measurement • “3” for livestock feeding records • “4” for appraisal • “5” for other. Identify in “Remarks”. |
| Yield Type | Determined by the system when users CLICK “Calculate Yield”. Normally left blank. Yield types “C” and “I” must be entered. |
| Yield | Calculated by the system when users CLICK “Calculate Yield”. |
| Update Coverage | Displays the Coverage Confirmation Screen. See subparagraph K. |

G Yield Types

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

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

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

--*

*--176 Approved Yield Data (Continued)

G Yield Types (Continued)

| Yield Type | Remarks |
|------------|--|
| N | Determined by the system when acres planted and actual production are blank and there are 2 actual yields in the database. The yield will be calculated at 90 percent of the effective T-yield. |
| O | <p>Determined by the system if in a prior year there is an assigned yield in the database, and either of the following apply:</p> <ul style="list-style-type: none"> • CCC-471 was filed but no acreage and/or production was reported • acreage of the crop in the administrative county has increased more than 100 percent over any year in the preceding 7 crop years or increased significantly from the previous crop year. The yield type is set by the user if this applies. <p>This yield type may be overridden, if applicable, by a substitute yield as determined by 1-NAP (Rev. 2), Part 7.</p> |
| P | Determined by the system for the most recent historical year if a prior year approved yield is in the database, and there are reported acres but no production or the production is unacceptable and the crop was covered by NAP in the applicable year. The missing year's approved yield must be entered for any historical year other than the most recent. The system will calculate 75 percent of the entered value. This yield type may be overridden, if applicable, by a substitute yield as determined by 1-NAP (Rev. 2), Part 7. |
| R | Determined by the system when acres planted and actual production are entered, the eligible disaster indicator is "Y", and the calculated yield is less than 65 percent of the effective T-yield. The yield will be calculated at 65 percent of the effective T-yield. |
| S | Determined by the system when acres planted and actual production are blank and there are no actual yields in the database. The yield will be calculated at 65 percent of the effective T-yield. |
| T | Determined by the system when acres planted and actual production are blank and there are 3 actual yields in the database. The yield will be calculated at 100 percent of the effective T-yield. |

--*

*--176 Approved Yield Data (Continued)

G Yield Types (Continued)

| Yield Type | Remarks |
|------------|--|
| U | <p>Effective for program years 2014 and earlier.</p> <p>Determined by the system when acres planted are entered, actual production is left blank, the substitute yield indicator is “Y”, and either of the following apply:</p> <ul style="list-style-type: none"> • assigned yield is less than 65 percent of the effective T-yield • yield type is “O”. <p>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.</p> |
| V | <p>Effective for 2015 and future years of NAP participation.</p> <p>Determined by the system the first year of participation beginning with 2015 and yield type “P” and at least 1 yield type “O” are in the database and either of the following apply:</p> <ul style="list-style-type: none"> • assigned yield is less than 65 percent of the effective T-yield • yield type is “O”. |
| Z | <p>Determined by the system when a zero is entered for acres planted. The yield will be left blank.</p> |

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

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

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

*--176 Approved Yield Data (Continued)

H Special Data for Historical Yields Data Section

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

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

| Historical Yields | | | | | | |
|--|-------------------|---------------|-------------------|--------------|------------|----------------------|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | Yield Type | Yield |
| | | | | 1 2 3 4 5 | | |
| 2014 ▼ | | | | | C ▼ | edit |
| Percent of Effective Transitional Yield: | | | | | | |

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

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

| Historical Yields | | | | | | |
|----------------------|-------------------|---------------|-------------------|--|------------|----------------------|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | Yield Type | Yield |
| | | | | 1 2 3 4 5 | | |
| 2014 ▼ | ▼ | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | ▼ | |
| 2013 ▼ | | | | | P ▼ | edit |
| 2013 Approved Yield: | | | | | | |

--*

*--176 Approved Yield Data (Continued)

H Special Data for Historical Yields Data Section (Continued)

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

| Historical Yields | | | | | | | |
|-------------------------------|-------------------|---------------|-------------------|--|------------|-------|--|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | Yield Type | Yield | |
| | | | | 1 2 3 4 5 | | | |
| 2011 | | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | |
| 2010 | | | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | U | | |
| Effective Transitional Yield: | | | | | | | |

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.

| Historical Yields | | | | | | | |
|-------------------------------|-------------------|---------------|-------------------|--------------|------------|----------------------|--|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | Yield Type | Yield | |
| | | | | 1 2 3 4 5 | | | |
| 2014 | | 15.00 | | | V | edit | |
| Effective Transitional Yield: | | | | | | | |
| 2013 | | 16.00 | | | V | edit | |
| Effective Transitional Yield: | | | | | | | |

--*

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

H Special Data for Historical Yields Data Section (Continued)

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

| Historical Yields | | | | | | | | | | |
|-------------------|-------------------|---------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|-------|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | | | | | Yield Type | Yield |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 2014 | | 5.30 * | | <input type="checkbox"/> | | |
| | | Ineligible: | <input type="text"/> | | | | | | | |

I Example of Approved Yield Section

The following is an example of the Approved Yield Section.

| Approved Yield | |
|---|-------------------------------------|
| Approved Yield: Not Calculated | |
| Remarks: | |
| <input style="width: 100%; height: 80px;" type="text"/> | |
| <input type="button" value="Calculate Yield"/> | |
| <input type="button" value="Save & Continue"/> | <input type="button" value="Back"/> |
| <input type="button" value="NAP Main Menu"/> | |

--*

*--176 Approved Yield Data (Continued)

J Field Descriptions and Actions for Approved Yield Section

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

| Field/Button | Description |
|-----------------|--|
| Approved Yield | Will display either of the following: <ul style="list-style-type: none"> • “Not Calculated” • an approved yield. |
| Remarks | Required for record type “5”, “Other”. In any other case, remarks are optional and may be used to notate additional information. Include the historical year associated with the remark. |
| Calculate Yield | CLICK “ Calculate Yield ” to calculate an approved yield. The Approved Yield Data Screen will be redisplayed. |
| Save & Continue | CLICK “ Save & Continue ” to calculate the approved yield and continue to the Approved Yield Screen. See paragraph 178. |
| Back | The previous screen will be displayed. |
| NAP Main Menu | The Main Menu will be displayed. See paragraph 42. |

K Coverage Confirmation Screen

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

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

Coverage Confirmation

Year: 2015
State: Kansas
County: Barton

Please mark years on which producer had NAP coverage for CANOLA, FALL SEEDED (FAL), Seed (SD), Non-Irrigated, 01 planting period on unit [4874](#)

2012
 2010
 2009
 2008
 2007
 2006
 2005

--*

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

K Coverage Confirmation Screen (Continued)

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

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

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

- CLICK “**Update Coverage**”.

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

L Field Descriptions and Actions for Coverage Confirmation Screen

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

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

--*

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

M Edit Link

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

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

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

| IF the yield type is... | THEN the hidden data fields are: |
|--|--|
| <ul style="list-style-type: none"> • “B” • “C” • “E” • “I” | <ul style="list-style-type: none"> • “N” • “S” • “T” |
| <ul style="list-style-type: none"> • “O” • “P” • “U” | <ul style="list-style-type: none"> • “V” • “Z” |
| | <ul style="list-style-type: none"> • “Eligible Disaster” • “Acres Planted” • “Actual Production” • “Record Types”. |
| | <ul style="list-style-type: none"> • “Eligible Disaster” • “Actual Production” • “Record Types”. |

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

| Historical Yields | | | | | | | | | | |
|-------------------|-------------------|----------------------|-------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|---------------------------|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | Yield Type | Yield | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 | | |
| 2014 ▼ | | 5.30 * | | | | | | | P ▼ | 919 edit |
| Ineligible: | | <input type="text"/> | | | | | | | | |
| 2013 ▼ | No ▼ | 3.40 | 4250 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A ▼ | 1250 edit |
| 2012 ▼ | No ▼ | 3.00 | 3900 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A ▼ | 1300 edit |
| 2011 ▼ | | | | | | | | | N ▼ | 1196 edit |

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

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

***--177 Yields on Native Sod Acreage**

A Limitation for Native Sod

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

B Example of Historical Yields Section for Native Sod

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

| Historical Yields | | | | | | | | |
|-------------------|-------------------|---------------|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | | | | |
| | | | | 1 | 2 | 3 | 4 | 5 |
| 2014 ▼ | ▼ | | | <input type="checkbox"/> |
| 2013 ▼ | ▼ | | | <input type="checkbox"/> |
| 2012 ▼ | ▼ | | | <input type="checkbox"/> |
| 2011 ▼ | ▼ | | | <input type="checkbox"/> |
| 2010 ▼ | ▼ | | | <input type="checkbox"/> |
| 2009 ▼ | ▼ | | | <input type="checkbox"/> |
| 2008 ▼ | ▼ | | | <input type="checkbox"/> |
| 2007 ▼ | ▼ | | | <input type="checkbox"/> |
| 2006 ▼ | ▼ | | | <input type="checkbox"/> |
| 2005 ▼ | ▼ | | | <input type="checkbox"/> |

--*

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

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

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

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

| Field/Button | Description |
|-------------------|---|
| Year | <p>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.</p> <p>Note: Lag year crops will have a 1-year lag.</p> |
| Eligible Disaster | <p>For historical year 2013 and subsequent years, the “Eligible Disaster” indicator is obtained from the applicable year’s notice of loss based on the approval or disapproval of the crop. In the absence of a notice of loss, the user must select “Yes” or “No”.</p> <p>The “Eligible Disaster” indicator applies only if acres are greater than zero and production is equal or greater than zero.</p> |
| Acres Planted | <p>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.</p> <p>Notes: Acres must be certified in CARS before they can be obtained by the approved yield process.</p> <p>Acres from CARS cannot be overridden.</p> <p>See subparagraph 176 H for handling acres ineligible for NAP.</p> |
| Actual Production | <p>Enter the actual production as determined according to 1-NAP (Rev. 2), Part 7.</p> <p>If zero production is entered, the only valid record type is “4”.</p> <p>Note: Do not include production from ineligible acres.</p> |

--*

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

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

| Field/Button | Description |
|--------------|--|
| Record Types | <p>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.</p> <p>Record types are as follows:</p> <ul style="list-style-type: none"> • “1” for sold or commercial storage • “2” for on-farm storage, measurement • “3” for livestock feeding records • “4” for appraisal • “5” for other. Identify in “Remarks”. |

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

178 Approved Yield Summary and Signature Data

A Overview

The Approved Yield Screen will be displayed.--*

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

B Example of Approved Yield Screen

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

| NAP Menu Welcome: LORETTA BAXA Role: National Admin Main Menu NAP Main Menu Select State, County, and Year Approved Yield Search By Producer Search By Unit Number Add Approved Yield Sign Approved Yield Reports Blank Form | Approved Yield | | | | | |
|---|---------------------------------------|---|-------------------------|---------------------------------------|----------------|-------|
| | Year: 2015 | | State: Kansas | | County: Barton | |
| | Producers | | | | | |
| | Unit: 4874 | | | | | |
| | Producers: PRODUCER, ANY 1 (Operator) | | | | | |
| | Crop | | | | | |
| | Crop: CANOLA | | Type: FALL SEEDED (FAL) | | | |
| | Intended Use: Seed (SD) | | Practice: Non-Irrigated | | | |
| | Planting Period: 01 | | Unit of Measure: LBS | | | |
| | Organic Type: Conventional | | Native Sod: No | | | |
| Yield Data | | | | | | |
| Transitional Yield: 1329 | | Prior Approved Yield: 1250 | | | | |
| Adjusted Transitional Yield: | | Adjusted Date: | | | | |
| Adjusted Reason: | | | | | | |
| Substitute Yield: No | | Cup Rules Apply: Yes | | | | |
| Historical 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 Yield: 1133 | | | | | | |
| Remarks: | | | | | | |
| | | | | | | |
| <input type="button" value="Edit Yield Data"/> | | | | | | |
| Producer Signature | | | | | | |
| Signature Method: <input type="text"/> | | Signature Date: <input type="text"/> | | | | |
| COC Signature | | | | | | |
| COC Representative Signature Date: <input type="text"/> | | | | | | |
| Cancellation | | | | | | |
| Do you want to cancel this Approved Yield? | | | | | | |
| <input type="checkbox"/> Yes | | Reason: <input type="text"/> | | | | |
| <input type="button" value="Save & Submit"/> | | <input type="button" value="Save & Print"/> | | <input type="button" value="Cancel"/> | | |

--*

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

C Field Descriptions and Actions

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

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

--*

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

D Producer and COC Representative Signatures

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

County Offices shall:

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

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

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

A Overview

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

B Example of Search Approved Yield Screen

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

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

| Search Approved Yield | | |
|---------------------------------------|---------------|--|
| Year: 2015 | State: Kansas | County: Barton |
| Unit Number: <input type="text"/> | | |
| <input type="button" value="Search"/> | | <input type="button" value="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: Kansas | County: Barton |
| Unit: 1935 | | |
| No Yield found for the selected Unit. | | |
| <input type="button" value="Add Approved Yield"/> | | <input type="button" value="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 Approved Yield | | |
|---|--|----------------|
| Year: 2015 | State: Kansas | County: Barton |
| Unit: 4500 | | |
| An approved application for coverage was not found for any producer on this unit. | | |
| <input type="button" value="Add Approved Yield"/> | <input type="button" value="NAP Main Menu"/> | |

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

| Search Approved Yield | | |
|--|--|----------------|
|  • Unit Not Found | | |
| Year: 2015 | State: Kansas | County: Barton |
| Unit Number: <input type="text" value="7500"/> | | |
| <input type="button" value="Search"/> | <input type="button" value="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:

--*

*--180 Signing Approved Yields (Continued)

C Example of Sign Approved Yield Screen

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

| Sign Approved Yield | | |
|--|---|---|
| Year: 2015 | State: Kansas | County: Barton |
| Unit: 4874 | | |
| <input type="checkbox"/> | Crop | Producer Signature |
| <input type="checkbox"/> | BROCCOFLOWER, Fresh (FH), Non-Irrigated, 01, Transitional Organic | View/Print |
| <input type="checkbox"/> | CANOLA, FALL SEEDED (FAL), Seed (SD), Non-Irrigated, 01 | View/Print |
| Producer Signature | | |
| Signature Method: | <input type="text"/> | Date: <input type="text"/> |
| COC Signature | | |
| COC Representative Signature Date: | | <input type="text"/>  |
| <input type="button" value="Save"/> <input type="button" value="Select Unit"/> | | |

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

| Search Approved Yields to Sign | | |
|---|---------------|----------------|
|  <ul style="list-style-type: none"> An unsigned approved yield was not found for this unit. | | |
| Year: 2015 | State: Kansas | County: Barton |
| Unit Number: <input type="text" value="4500"/> | | |
| <input type="button" value="Search"/> <input type="button" value="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 | The producer's signature date will be displayed if producer data was entered previously. Note: If producer data has already been entered, only the COC representative signature date needs to be entered. |
| View/Print | View/print the specific approved yield. |
| Producer Signature | Enter the producer's signature method and date after the producer signs CCC-452. Note: Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications. |
| COC Signature | Enter COC representative signature date after the representative signs CCC-452. Notes: COC representative signature indicates acceptance of CCC-452. CCC-452's are not approved by COC. Both producer and COC representative signature dates must be entered for the approved yield to be available for the next year's approved yield and other NAP applications. |
| Save | CLICK " Save " to save the entered data. |
| Select Unit | CLICK " Select Unit " to select another unit with approved yields to be signed. |

E Producer and COC Representative Signatures

See subparagraph 178 D for signature requirements.--*

*--181 Editing Approved Yields

A Overview

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

B Example of Approved Yield Screen

The following is an example of the Approved Yield Screen.

NAP Menu

Welcome: LORETTA BAXA
Role: National Admin

Main Menu

NAP Main Menu
Select State, County, and Year

Approved Yield

Search By Producer
Search By Unit Number
Add Approved Yield
Sign Approved Yield
Reports
Blank Form

Approved Yield

Year: 2015 State: Kansas County: Barton

Producers

Unit: 4874
Producers: PRODUCER, ANY 1 (Operator)

Crop

Crop: CANOLA Type: FALL SEEDED (FAL)
Intended Use: Seed (SD) Practice: Non-Irrigated
Planting Period: 01 Unit of Measure: LBS
Organic Type: Conventional Native Sod: No

Yield Data

Transitional Yield: 1329 Prior Approved Yield: 1250
Adjusted Transitional Yield: Adjusted Date:
Adjusted Reason:
Substitute Yield: No Cup Rules Apply: Yes

Historical 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 Yield: 1133

Remarks:

Producer Signature

Signature Method: Signature Date:

COC Signature

COC Representative Signature Date:

Cancellation

Do you want to cancel this Approved Yield?

Yes Reason:

--*

***--181 Editing Approved Yields (Continued)**

C Field Descriptions and Actions

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

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

--*

***--182 Reactivating Approved Yields**

A Overview

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

B Approved Yield Data Reactivation

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

NAP Menu

Welcome: LORETTA BAXA

Role: National Admin

Main Menu

NAP Main Menu

Select State, County, and Year

Approved Yield

Search By Producer

Search By Unit Number

Add Approved Yield

Sign Approved Yield

Reports

Blank Form

Approved Yield Data

Year: 2015 State: Kansas County: Barton

Unit: [4874](#)

Crop: BROCCOFLOWER, null, Fresh (FH), Non-Irrigated, 01, Certified Organic

Unit of Measure: CWT

Yield Data

Transitional Yield: 15.89 Prior Approved Yield:

Adjusted Transitional Yield: Adjusted Date:

Adjusted Reason:

Substitute Yield: No Cup Rules Apply: Yes

Historical Yields

| Year | Eligible Disaster | Acres Planted | Actual Production | Record Types | Yield Type | Yield |
|------|----------------------|----------------------|----------------------|--|------------|----------------------------|
| | | | | 1 2 3 4 5 | | |
| 2014 | | | | | S | 10.33 edit |
| 2013 | | | | | S | 10.33 edit |
| 2012 | | | | | S | 10.33 edit |
| 2011 | | | | | S | 10.33 edit |
| 2010 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| 2009 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| 2008 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| 2007 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| 2006 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| 2005 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |

[Update Coverage](#)

Approved Yield

Approved Yield: 10.33

Remarks:

--*

--182 Reactivating Approved Yields (Continued)*C Actions**

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

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

183 Confirmation**A Overview**

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

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

B Example of Confirmation Screen

The following is an example of the Confirmation Screen.

| Confirmation | | |
|---|--|----------------|
| Year: 2015 | State: Kansas | County: Barton |
| Approved Yield data has been saved successfully | | |
| <input type="button" value="Print Approved Yield"/> | <input type="button" value="NAP Main Menu"/> | |
| Add Approved Yield for another crop | | |
| Add Approved Yield for another unit | | |
| Search Approved Yield | | |

--*

***--183 Confirmation (Continued)**

C Field Descriptions and Actions

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

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

184 Reports

A Overview

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

B Example of Reports Screen

The following is an example of the Reports Screen.

Reports

Year: 2015 State: Kansas County: Barton

- Review Register Report
- Completed Report
- Unsigned Report
- Canceled Report
- County Summary Report
- State Summary Report

Start Date:

End Date:

--*

*--184 Reports (Continued)

C Field Descriptions and Actions

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

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

--*

*--185 Required Approved Yield Changes

A Overview

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

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

B Unit of Measure Change

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

- be displayed when the changed record is accessed
- allow entering a conversion factor that will be applied to the data in the database, including:
 - prior approved yield
 - adjusted T-yield
 - production
 - required dataloaded information.

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

Required dataloaded information includes:

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

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

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

*--185 Required Approved Yield Changes (Continued)

C Example of Manual Unit of Measure Conversion Screen

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

| Unit of Measure Conversion | | |
|---|----------------------|---|
| Year: 2015 | State: Mississippi | County: Coahoma |
| The Unit of Measure for this crop changed on the National Crop Table. Enter the Conversion Factor | | |
| From Unit of Measure: | CTN | |
| Conversion Factor: | <input type="text"/> | |
| To Unit of Measure: | BOX | |
| | | <input type="button" value="Continue"/> <input type="button" value="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: Mississippi | County: Coahoma |
| <p>The Unit of Measure for this crop changed on the National Crop Table. Confirm the following conversion factor is correct</p> <p>From Unit of Measure: CWT Conversion Factor: 20 To Unit of Measure: TON</p> | | |
| <input type="button" value="Confirm"/> | | <input type="button" value="Back"/> |

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

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

--*

--186 Copying Approved Yield Data*A Overview**

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

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

B Copy Process

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

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

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

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

C Update Approved Yield

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

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, 174, 178, 180, 181, 183 |
| CCC-471 | Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage with Buy-Up Option (2015 and Subsequent Crop Years) | | Text |
| CCC-576 | Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years | | 42, 150-155 |
| CCC-860 | Socially Disadvantage, Limited Resource and Beginning Farmer or Rancher Certification | | 61, 87 |
| FSA-13-A | Data Security Access Authorization Form | | 10 |
| FSA-578 | Report of Acreage | | 80, 136, 150, 174 |

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviation | Term | Reference |
|------------------------------|----------------------------------|--------------------|
| AUD | animal unit day | 14, 16, 20 |
| CARS | Crop Acreage Reporting System | 132, 133, 176, 177 |
| CEY | county expected yield | 61 |
| CRM | Customer Relationship Management | 11, 20 |
| CVS | Crop Validation System | 11 |
| HMP | historical marketing percentage | 86, 88, 106 |
| PIV | personal identity verification | 10, 40 |
| RMO | Receivable Management Office | 99 |

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 |
| | Approved Yield Data Screen | 176, 182 |
| | Approved Yield Screen | 178, 181 |
| | Calculate Estimated Premium Screen | 61 |
| | Confirmation Screen | 89, 155, 183 |
| | Coverage Confirmation Screen | 176 |
| | Create Notice Of Loss Screen | 154 |
| | Create Unit Screen | 132 |
| | Crop Selection Screen | 83, 153, 175 |
| | Enter Cause of Loss Screen | 152 |
| | FSA Intranet Home Page | 10 |
| | Main Menu | 42 |
| | NCT - Main Menu | 10 |
| | Override Crop Eligibility Screen | 97 |
| | Producer Units Screen | 131, 134 |
| | Program Year - Add Record - County Selection Page | 18 |
| NCT5 | Program Year - Add Record - Primary Crop Data Page | 18 |
| NCT6 | Program Year - Add Record - Record Details Page | 18 |
| NCT12 | Program Year - Add Record - Results Page | 18 |
| NCT14 | Program Year - Add Record - Secondary Crop Data Page | 18 |
| NCT7 | Program Year - Add Record - Summary Page | 18 |
| NCT2 | Program Year - Approve Record - Confirmation Screen | 17, 18 |
| NCT12 | Program Year - Approve Record - Results Page | 17, 18 |
| NCT2 | Program Year - Delete Record - Confirmation Screen | 19 |
| NCT12 | Program Year - Delete Record - Results Page | 19 |
| NCT8 | Program Year - Detail Report - Report Criteria Screen | 22 |
| NCT8 | Program Year - History Report - Report Criteria Screen | 22 |
| NCT1 | Program Year - Main Menu | 10, 17-19 |
| NCT13 | Program Year - Mass Approve Record - Search Page | 18 |
| NCT2 | Program Year - Mass Approve Records - Confirmation Page | 18 |
| NCT12 | Program Year - Mass Approve Records - Results Page | 18 |
| NCT2 | Program Year - Mass Reset Records - Confirmation Page | 19 |
| NCT12 | Program Year - Mass Reset Records - Results Page | 19 |
| NCT13 | Program Year - Mass Reset Records - Search Page | 19 |

Menu and Screen Index (Continued)

| Menu or Screen | Title | Reference |
|----------------|--|-----------------------|
| NCT2 | Program Year - Mass Update Records - Confirmation Screen | 18 |
| NCT6 | Program Year - Mass Update Records - Record Details Page | 18 |
| NCT12 | Program Year - Mass Update Records - Results Page | 18 |
| NCT13 | Program Year - Mass Update Records - Search Page | 18 |
| NCT15 | Program Year - Mass Update Records - Select Fields Page | 18 |
| NCT6 | Program Year - Modify Record - Record Details Page | 17, 18 |
| NCT12 | Program Year - Modify Record - Results Page | 18 |
| NCT7 | Program Year - Modify Record - Summary Page | 18 |
| NCT8 | Program Year - NAP Appr Rcds - Report Criteria Screen | 22 |
| NCT8 | Program Year - NAP Unappr Rcds - Report Criteria Screen | 22 |
| NCT10 | Program Year - Reports - Report Selection Screen | 22 |
| NCT12 | Program Year - Search Records - Results Page | 17, 18 |
| NCT13 | Program Year - Search Records - Search Page | 17, 18 |
| NCT8 | Program Year - UOM Report - Report Criteria Screen | 22 |
| NCT7 | Program Year - View Record - Summary Page | 17-19 |
| | Reports - Session Timeout | 10 |
| | Reports Screen | 107, 137, 156, 184 |
| | SCIMS Customer Search Screen | 60, 81, 131, 151, 171 |
| | Search Application for Coverage Screen | 80 |
| | Search Approved Yield Screen | 174, 179 |
| | Search Approved Yields to Sign Screen | 180 |
| | Search Notice of Loss Screen | 150 |
| | Search Unit Screen | 135 |
| | Select Coverage Level Screen | 85 |
| | Select Coverage Options Screen | 86 |
| | Select State, County, and Year Screen | 41, 43 |
| | Sign Approved Yield Screen | 180 |
| | Subsidiary Status Screen | 82 |
| | Unit Details Screen | 133, 173 |
| | Unit of Measure Conversion Screen | 185 |
| | Unit Selection Screen | 171, 172 |
| NCT11 | Year - NAP Appr Rcds - State Selection Screen | 22 |