

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Crop Disaster Program 5-DAP (Revision 1)</b>	<b>Amendment 13</b>
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**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reason for Amendment**

Paragraph 1008 has been added to provide procedure for completing CCC-770 Hurricane HDP.

Subparagraph 1120 G has been amended to include CCC-770 Hurricane HDP.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
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**\*--1005 Responsibilities (Continued)****E CED Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 subparts D, E, F, and G, CED's shall:

- fully comply with all HDP provisions
  - ensure that County Office employees fully comply with all HDP provisions
- Note:** CED's may delegate approval authority to program technicians for approval on routine cases, but program technicians shall not disapprove applications.
- handle appeals according to 1-APP and paragraph 1004
  - ensure that modifications to data provided by the applicant are not made unless the applicant initials and dates the modification
  - ensure that a 2nd party review has been conducted before approval or disapproval of an application
  - ensure that producers receive complete and accurate program information
  - immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
  - ensure that general provisions and other important items are publicized according to subparagraph 1000 C.--\*

**1005 Responsibilities (Continued)**

**F Program Technician Responsibilities**

Within the authorities and limitations in this handbook and 7 CFR 1416 subparts D, E, F, and G, program technicians shall:

- fully comply with all HDP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information.

**1006, 1007 (Reserved)**

**\*--1008 CCC-770 Hurricane HDP****A Introduction**

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. CCC-770 Hurricane HDP was developed to address areas of concern to ensure that 2005 Hurricane HDP payments are issued properly.

**B Program Checklist**

CCC-770 Hurricane HDP:

- is applicable to administering the 2005 Hurricane HDP
- shall be used for **each** applicable CCC-552 filed
- requires that County Offices complete CCC-770 Hurricane HDP **before** issuing 2005 Hurricane HDP payments
- does not negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to 2005 Hurricane HDP.

**C Maintaining CCC-770 Hurricane HDP**

CCC-770 Hurricane HDP:

- is applicable for each producer by county
- has been designed to enable County Offices to update CCC-770 Hurricane HDP as actions are taken and shall be filed in the producer's 2005 Hurricane HDP folder.

**D Retention Period**

All CCC-770 Hurricane HDP's shall be retained in the producer's 2005 Hurricane HDP folder with CCC-552 according to 25-AS, Exhibit 50.5. If a new CCC-770 Hurricane HDP is initiated, then the original CCC-770 Hurricane HDP shall be retained, along with the additional CCC-770 Hurricane HDP.

CCC-770 Hurricane HDP shall be destroyed when applicable CCC-552 is destroyed.--\*

**\*--1008 CCC-770 Hurricane HDP (Continued)****E County Office Action**

The County Office shall complete CCC-770 Hurricane HDP for each producer that files CCC-552. A separate CCC-770 Hurricane HDP shall be completed for each producer.

The County Office employee that completes each item on CCC-770 Hurricane HDP:

- is certifying that the applicable program provisions have, or have not, been met
- shall place their initials in the “Initial” column
- shall enter the date the item was reviewed in the “Date Completed” column.

**Note:** As an alternative, County Offices may choose to review all items after COC approval if applicable; however, each item must still be initialed and dated verifying that each item has been reviewed.

Once all questions on CCC-770 Hurricane HDP have been answered in a manner that supports approving the applicable form(s), the County Office employee shall sign CCC-770 Hurricane HDP, item 16A as the preparer.

**Note:** By signing as the preparer, the employee is **not** certifying that they have reviewed all items in the applicable part of CCC-770 Hurricane HDP. Rather, their signature certifies that the item with their initial was reviewed and that the applicable program provisions have or have not been met.

Additionally, County Offices shall refer to the applicable handbook provision(s) as specified on CCC-770 Hurricane HDP for additional information.

**Reminder:** County Offices cannot rely solely on using CCC-770 Hurricane HDP for administering 2005 Hurricane HDP. All program provisions must be met, not just the items included on CCC-770 Hurricane HDP. CCC-770 Hurricane HDP is a tool to assist with program administration and includes the major areas where deficiencies have been identified, but it is not, nor is it intended to be, inclusive of all 2005 Hurricane HDP provisions.

## \*--1008 CCC-770 Hurricane HDP (Continued)

**F CED Action**

CED or their designated representative shall:

- spot check, **at a minimum**, the following every FY quarter:
  - five CCC-770 Hurricane HDP's if 10 or less CCC-552's have been filed for 2005 Hurricane HDP
  - ten CCC-770 Hurricane HDP's if 11 through 1,000 CCC-552's have been filed for 2005 Hurricane HDP
  - twenty CCC-770 Hurricane HDP's if more than 1,000 CCC-552's have been filed for 2005 Hurricane HDP
- when spot checking information certified on CCC-770 Hurricane HDP:
  - review each part of CCC-770 Hurricane HDP that has been completed
  - indicate whether or not they concur with the certification of items 6 through 15, as applicable
  - check (✓), sign, and date items 17A, 17B, and 17C
  - report to COC and the STC representative any CCC-770 Hurricane HDP that CED does **not** concur with the preparer's determination
- spot check every STC's, COC's, and/or employee's CCC-770 Hurricane HDP.--\*

**\*--1008 CCC-770 Hurricane HDP (Continued)****G State Office Spot Check Selections**

STC or their designated representative shall select the following for spot check, **at a State minimum**, every FY quarter:

- three CCC-770 Hurricane HDP's if 10 or less CCC-552's have been filed for 2005 Hurricane HDP
- five CCC-700 Hurricane HDP's if 11 through 1,000 CCC-552's have been filed for 2005 Hurricane HDP
- ten CCC-770 Hurricane HDP's if more than 1,000 CCC-552's have been filed for 2005 Hurricane HDP
- spot check at a minimum 50 percent of the CED's spot checks in paragraph F, which must include the required STC, COC, and employees spot checks
- when spot checking information certified on CCC-770 Hurricane HDP:
  - review each part of CCC-770 Hurricane HDP that has been completed
  - indicate whether or not they concur with the certification of items 6 through 15, as applicable
  - check (✓), sign, and date items 18A, 18B, 18C
  - submit the results of the spot checks to SED.

**H National Report**

SED's shall report the number of the following to the National Office as of September 30, 2007, by county:

- CCC-770 Hurricane HDP's spot-checked by CED
- CCC-770 Hurricane HDP's spot-checked by DD
- "Do Not Concur" signed by CED
- "Do Not Concur" signed by DD.

SED shall e-mail the report to either of the following:

- **kelly.hereth@wdc.usda.gov**
- **lew.jenkins@wdc.usda.gov.--\***

\*--1008 CCC-770 Hurricane HDP (Continued)

I Example of CCC-770 Hurricane HDP

This form is available electronically.

<p><b>CCC-770 Hurricane HDP</b> (04-12-07)</p> <p style="text-align: center;"><b>2005 Supplemental Hurricanes Disaster Programs Checklist</b></p>	<p>U.S. Department of Agriculture Commodity Credit Corporation</p>	<p>1. Producer's Name</p>	<p>2. ID Number (Last 4 Digits)</p>			
		<p>3. State Name</p>	<p>4. County Office Name</p>			
<p>5. Program: <input type="checkbox"/> CP <input type="checkbox"/> FVP <input type="checkbox"/> TP <input type="checkbox"/> NP</p>						
<p><b>Note:</b> County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producer.</p>						
<b>Office Staff Actions</b>	<b>Handbook or Other Applicable References</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Initials</b>	<b>Date</b>
6. Did the producer sign and submit the CCC-552 timely?	Notice DAP-250, paragraph 2					
7. Is the loss associated to an eligible hurricane within an eligible State, county and disaster period?	5-DAP, Exhibit 51					
8. Is the affected acreage planted to an eligible crop?	5-DAP, subparagraphs 1016B (CP), 1026A (FVP), 1036B (TP) and 1046B (NP)					
9. Have Linkage requirements been satisfied if the producer did not have crop insurance or NAP coverage?	5-DAP, subparagraph 1002E					
10. Does the FSA-578 on file support the crops and affected acreage on the CCC-552?	5-DAP, subparagraph 1002F					
11. If a producer received a duplicate payment under another Federal program for the same loss, was the payment refunded prior to signing the CCC-552?	5-DAP, subparagraphs 1003D, 1020B (CP), 1030C (FVP), 1040B (TP) and 1050B (NP)					
12. Has a second party review been conducted prior to approval or disapproval on the CCC-552?	5-DAP, subparagraph 1005E					
13. Have all supporting documents such as CCC- 502, AD-1026, and CCC-526 been completed by the applicant and on file in the County Office?	5-DAP, subparagraph 1003					
14. If the producer submitted a request to a higher loss level was documentation of the actual loss provided and recorded in the COC minutes?	5-DAP, subparagraphs 1018B (CP) and 1028B (FVP)					
15. Was a determination recorded in the automated system by April 20, 2007?	Notice DAP-250, subparagraph 3A					
<p><b>Certifications:</b>  <i>I, the undersign, certify the above items have been verified and updated.</i></p>						
16A. Signature of Preparer					16B. Date (MM-DD-YYYY)	
<p><b>17A. I concur / do not concur the above items have been verified and updated:</b> <input type="checkbox"/> Concur <input type="checkbox"/> Do not Concur</p>						
17B. CED Signature for Spotcheck					17C. Date (MM-DD-YYYY)	
<p><b>18A. I concur / do not concur the above items have been verified and updated:</b> <input type="checkbox"/> Concur <input type="checkbox"/> Do not Concur</p>						
18B. DD Signature for Spotcheck					18C. Date (MM-DD-YYYY)	
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1009-1015 (Reserved)



1120 General Payment Provisions (Continued)

**G Determining Payment Eligibility**

The payment process reads the eligibility file to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the nonpayment register with the applicable message. Eligibility flags must be updated before the producer or member can be paid. These flags should accurately reflect COC determinations.

The following identifies:

- eligibility provisions applicable to CP, FVP, and NP
- which flags are used to determine producer eligibility
- flags that reflect producer or member eligibility or ineligibility.

**Important:** 2005 eligibility file information will be used for determining CP, FVP, and NP payment eligibility.

Eligibility Field	Eligible Flags	Ineligible Flags	Flags Requiring Other Determinations
6-CP	Y	N	B
AD-1026	Y	N, A, F	
Controlled Substance	Y	N	
Fraud, Including FCIC	Y	N	
Person Determination	Y	N, P, Blank	

**Notes:** A “B” flag in 6-CP field indicates that the producer is associated with a farm that is in violation of HEL, but has been determined to meet the landlord/tenant exception established in 6-CP.

To ensure that the:

- eligibility file is updated correctly, County Offices shall complete CCC-770 Eligibility according to 3-PL, paragraph 3
- producer has met all program eligibility requirements, complete \*--CCC-770 Hurricane HDP.--\*

**\*--1120 General Payment Provisions (Continued)****H Payments Less Than \$1**

CP, FVP, and NP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

**Note:** TFP program payments will be issued through the nonautomated accounting application. County Offices shall **not** issue any payments for less than 50 cents.

**I Prompt Payment Due Dates**

CP, FVP, and NP payments are subject to the Prompt Payment Act. A prompt payment interest penalty payment is due, if the payment is not issued within 30 calendar days from the later of the following:

- 30 calendar days after the national payment factor is downloaded and payment software is made available for issuing payments.
- date the producer provides a properly completed application and all supporting documentation required to issue the payment.

See 61-FI for additional information on handling prompt payment interest penalties.

**J National Payment Factor**

A uniform national payment factor will be:

- determined since a limited amount of funding is available for CP, FVP, and NP payments
- determined and announced by CCC
- transmitted to county offices and will be used in calculating CP, FVP, and NP payments.--\*

## Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-760	Worksheet for Tobacco Disaster Payment Determinations By Farm		202, 240, 326
CCC-770 Eligibility	Eligibility Checklist		1120
CCC-770 Hurricane HDP	2005 Supplemental Hurricanes Disaster Programs Checklist	1008	
CRP-15	Agreement for Reduction for Bases, Allotments, and Quotas		71
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		702, 851, 1002, 1003, 1120
FSA-570	Waiver of Eligibility for Emergency Assistance		3
FSA-573	2005 Hurricane Disaster Program Application		Parts 15, 16, 1001, 1002, 1120
FSA-577	Report of Supervisory Check	276	
FSA-578	Report of Acreage		Text
FSA-1007	Inspection Certificate and Calculation Worksheet		155
MQ-108-1	Report of Unmarketed Tobacco		202

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviations</b>	<b>Term</b>	<b>Reference</b>
AGI	adjusted gross income	Text
AGR	adjusted gross revenue	7, 8, 30
APH	actual production history	Text
CAT	catastrophic risk protection	7, 30, 50
CDP	Crop Disaster Program	Text
CP	Citrus Program	Parts 17, 18, 19
CRC	crop revenue coverage	8, 30, 1000
CRS	Common Receivable System	Text
CVS	Compliance Validation System	12
EFT	electronic funds transfer	1, 1000
FEMA	Federal Emergency Management Agency	733
FFA	Future Farmers of America	6
FH	fresh	99, 100
FSN	farm serial number	716, 734
FVP	Fruit and Vegetable Program	Parts 17, 18, 19
GRIP	Group Risk Income Plan	30, 246
GRP	Group Risk Plan	30, 55, 246
HDP	Hurricanes Disaster Program	Parts 17, 18
HEL	highly erodible land	702, 851
HIP	Hurricane Indemnity Program	Parts 15, 16, 17
NAACP	National Association for the Advancement of Colored People	6
NC-CDP	North Carolina - Fruit and Vegetable Crop Loss	Text
NP	Nursery Program	Parts 17, 18, 19
PT	program technician	704, 734
QL	quality loss	279, 288
SCIMS	Service Center Information Management System	Text
TFP	Tropical Fruit Program	Parts 17, 18, 19
TIP	Tree Indemnity Program	Parts 15, 16, 17
UM	unmarketable	99, 100
VA-CDP	Virginia Crop Loss	Text