

FSA
HANDBOOK

Crop Disaster Program

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For State and County Offices

SHORT REFERENCE

5-DAP
(Revision 2)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Washington, DC 20250

**Crop Disaster Program
5-DAP (Revision 2)**

Amendment 1

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Revision

This handbook has been revised to provide procedure for 2005, 2006, and 2007 CDP implemented by DAFP, through PECD, according to the U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007.

B 5-DAP and 5-DAP (Rev. 1)

This handbook does **not** obsolete 5-DAP and 5-DAP (Rev. 1).

Table of Contents

Page No.

Part 1 Introduction to CDP

1	Handbook Purpose and Coverage.....	1-1
2	Authority	1-1
3	General Information.....	1-2
4	Responsibilities.....	1-7
5	COC Delegation of Authority.....	1-12
6	Outreach.....	1-13
7	Eligibility	1-16
8	Causes of Loss	1-19
9	Eligible Crop Years	1-24
10	Eligible Producers.....	1-24
11-29	(Reserved)	

Part 2 Conditions of Receiving Assistance

30	Linkage Requirement.....	2-1
31	AGI	2-1
32	Conservation Compliance.....	2-2
33	Administrative Offset and Bankruptcy	2-2
34	Payment Limitations	2-2
35	Assignment of Payment	2-5
36	Payments to Deceased Individuals, Closed Estates, and Dissolved Entities	2-5
37	Multiple Benefit Deductions.....	2-6
38	Appeals of FSA Determinations	2-8
39-49	(Reserved)	

Table of Contents (Continued)

Page No.

Part 3 Establishing Unit Loss

50	Crop Definition	3-1
51	Units of Measure.....	3-2
52	State-Established Yields	3-3
53	Payment Rates.....	3-4
54	Reviewing Payment Rates and Yields	3-8
55	Units	3-8
56	Determination of Historic Yields.....	3-10
57-69	(Reserved)	

Part 4 Eligible Acreage

70	Acreage Reports.....	4-1
71	Prevented Planting Acreage.....	4-2
72	Limitation on Payments for Multiple-Cropped Acreage	4-6
73	Summarizing Acres.....	4-12
74-89	(Reserved)	

Part 5 Determining Production

90	Production.....	5-1
91	Unavailable RMA Production Data.....	5-6
92	Harvested Production.....	5-7
93	Commingled Production	5-9
94	Production to Count for Special Crops	5-11
95	Appraised Production	5-11
96	When Final Use Differs From Intended Use	5-12
97	Salvage Value	5-13
98	RMA Production for Harvested and Unharvested Acres.....	5-14
99	Production Adjusted for Quality.....	5-14
100-129	(Reserved)	

Table of Contents (Continued)

Page No.

Part 6 COC Adjustments

130	Assigned Production	6-1
131	Payment Factors	6-7
132	Adjusting RMA Download Data	6-8
133	Crops Having Insured and Noninsurable Practices	6-13
134	Notification of Adjustments.....	6-14
135	Changing the Yield	6-14
136-149	(Reserved)	

Part 7 (Reserved)

150-179 (Reserved)

Part 8 Value Loss Crops and Specialty Crops

180	Value Loss Crops.....	8-1
181	Aquaculture.....	8-3
182	Nursery.....	8-11
183	Christmas Trees	8-18
184	Turfgrass Sod.....	8-20
185	Ginseng Root	8-22
186	(Reserved)	
187	Honey	8-31
188	Maple Sap	8-33
189	Tropical Region Crops.....	8-35
190-199	(Reserved)	

Table of Contents (Continued)

Page No.

Part 9 Handling Special Cases

200	Hybrid Seed Corn and Sorghum	9-1
201-225	(Reserved)	
226	Crops Having Multiple Harvests With Different Intended Uses	9-51
227	Fruit and Nut Crops	9-52
228-239	(Reserved)	

Part 10 Crop Disaster Application

240	Applying for Benefits	10-1
241	Example of FSA-840 for Yield-Based Crops	10-11
242	Completing FSA-840A-1	10-18
243	(Reserved)	
244	Completing FSA-840B-1	10-35
245	(Reserved)	
246	Completing FSA-840C	10-55
247-250	(Reserved)	
251	Required FSA-840 Entries for Insured Producers	10-81
252	Completing FSA-840 on GRP, Revenue, or Dollar Insured Crops	10-85
253	Completing FSA-840M	10-87
254	Completing FSA-841	10-94
255	Application Corrections	10-96
256-275	(Reserved)	

Part 11 (Reserved)

276-299 (Reserved)

Part 12 County Office Operations Software

Section 1 CDP Crop Table

300-305	(Reserved)	
306	CDP Applications Needing Updates Because of Crop Table Changes	12-1
307	Deleted Crop Table Records	12-3
308-315	(Reserved)	

Table of Contents (Continued)

Page No.

Part 12 County Office Operations Software

Section 2 NAP-Covered Losses

316	Accessing Disaster Application Software.....	12-21
317	Producer Selection Screen MHADWA01	12-23
318	Processing FSA-840's.....	12-24
319	NAP-Covered FSA-840.....	12-25
320	Other Compensation Screen MHADAR1A.....	12-26
321	Unit Selection Screen MHADWC01	12-27
322	NAP Loss Selection Screen MHADWN01	12-28
323	Crop Selection Screen MHADWD01	12-29
324	Crop Type Selection Screen MHADWE01	12-30
325	Crop Intended Use Selection Screen MHADWF01	12-31
326	Insurance Question Screen MHADWF1A.....	12-32
327	Check Type of Loss Reported Screen MHADAL1A	12-33
328	Load Acres/Production Screen MHADWH01.....	12-34
329	Record More Data Questions Screen MHADWH1A	12-39
330	Record Signature Date Screen MHADWH1B.....	12-41
331	Value Loss Screen MHADWG01.....	12-42
332-339	(Reserved)	

Section 3 Insured Crop Losses

340	Insured FSA-840.....	12-71
341	Unit Selection Screen MHADIC01	12-72
342	Crop Selection Screens MHADID01 and MHADIM01	12-73
343	Check Type of Loss Reported Screen MHADAL1A	12-75
344	Load Acres/Production Screen MHADIH01	12-76
345	Record More Data Questions Screen MHADIH1A	12-80
346	Record Signature Date Screen MHADIH1B	12-82
347	Value Loss Screen MHADIG01	12-83
348	Adding Records for Insured Producers Using "Cmd16"	12-85
349	Crops Insured With AGR or AGR Lite Policy	12-91
350	Adding Records for Insured Producers Using "Cmd17"	12-92
351	Crops Insured by Written Agreement.....	12-96
352	Adding Records for Insured Producers Using "Cmd18"	12-98
353-400	(Reserved)	

Table of Contents (Continued)

Page No.

Part 12 County Office Operations Software (Continued)

Section 4 Updating Signature and FSA-840 Approval/Disapproval

401	Printing FSA-840's	12-201
402	Updating Signature/Approval/Disapproval Dates	12-203
403-415	(Reserved)	

Section 5 CDP Reports

416	Crop Disaster Program Reports Menu MHADRM	12-223
417	Reconciliation Report	12-224
418	CDP RMA Download Reports.....	12-227
419	RMA Identified/Probable Data (Downloaded) Deficiencies for CDP	12-232
420	CDP RMA Deleted Download.....	12-233
421	Crop Disaster Program Production Discrepancy Report MHADR8-R001	12-234
422-450	(Reserved)	

Part 13 Payment Processing

Section 1 Disaster Payment Provisions

451	General Provisions	13-1
452, 453	(Reserved)	
454	CDP Payment Groupings	13-11
455	Manual Payment Calculations	13-14
456-470	(Reserved)	

Section 2 Issuing CDP Payments

471	Overview.....	13-31
472	Prerequisites for Issuing Payments	13-32
473	Payment Limitation.....	13-33
474	Accessing the 2005-2007 Payment Processing Software	13-37
475	Regular Payment Processing	13-38
476-480	(Reserved)	
481	Issuing Payments	13-45
482	Producer Selection Screen	13-47
483	Batch Check and Printing Control Screen	13-49
484	2005-2007 CDP Funds Control Verification	13-52
485-490	(Reserved)	

Table of Contents (Continued)

Page No.

Part 13 Payment Processing (Continued)

Section 3 Canceling Payables

491	Canceling Erroneous 2005-2007 CDP Payments	13-61
492	Cancel Screen for Canceling a Payable	13-68
493	Cancel Screen for Selecting a Payable for Cancellation.....	13-71
494	Canceling 2005/2006/2007 CDP Payment Process	13-74
495-500	(Reserved)	

Section 4 Overpayment Processing

501	General Overpayment Provisions	13-85
502	Charging Interest.....	13-87
503	Debt Basis Codes	13-88
504	(Reserved)	
505	Accessing the Overpayment Software	13-95
506	Computing Overpayments	13-96
507	Transferring Overpayment Amounts to CRS	13-98
508	Producer Selection Screen for Overpayments	13-104
509	Overpayments Selection Screen	13-106
510	Overpayments Transfer Confirmation Screen	13-108
511	Overpayments Screen for Batch Overpayment Printing Control	13-113
512	Canceling Overpayments	13-115
513	Cancel Screen for Selecting a Producer to Cancel an Overpayment.....	13-117
514	Cancel Screen for Selecting Overpayment for Cancellation	13-120
515	Overpayment Registers	13-122
516-520	(Reserved)	

Table of Contents (Continued)

Page No.

Part 13 Payment Processing (Continued)

Section 5 Payment Registers and Reports

521	Overview.....	13-141
522	PPH Print	13-143
523-532	(Reserved)	
533	Pending Payment Registers	13-165
534	Nonpayment Registers	13-167
535-539	(Reserved)	
540	FSA-840E, Estimated Calculated Payment Report - Producer Summary Report .	13-181
541	Printing FSA-840E	13-182
542	FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops.....	13-183
543	FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops	13-191
544	FSA-840E-3, Detailed Statement of Calculated Payment Amounts for Value Loss Crops	13-199
545	Printing the Producer Detailed Calculated Payment Reports	13-203
546-550	(Reserved)	
551	NASS Season Average Crop Table	13-215

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4-10	(Reserved)
11	COC Recommendation of Multiple Cropping Practice
12-17	(Reserved)
18	COC-Established Maximum Average Loss Levels Based on Other County Losses
19-38	(Reserved)
39	FCIC Practice Code Conversions

Part 1 Introduction to CDP

1 Handbook Purpose and Coverage

A Handbook Purpose

This handbook provides procedure for CDP implemented by DAFP, through PECD.

B Related Handbooks

The following handbooks relate to this handbook.

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
appeals	1-APP.
signatures, power of attorney, name and address, controlled substance, deceased individuals, or closed estates	1-CM.
HELC/WC	6-CP.
requests for relief and finality rule provisions	7-CP.
issuing CCC-184's and EFT	1-FI.
accounting interface	6-FI.
bankruptcy flags, claims, and withholdings	58-FI.
prompt payment interest	61-FI.
assignments and joint payees	63-FI.
establishing and reporting debts in CRS	67-FI.
providing public information	2-INFO.
value loss and specialty crops	1-NAP.
AGI/payment limitation and person determinations	1-PL.
eligibility flags and payment limitation allocations	2-PL.
recording determinations and CCC-770 Eligibility's	3-PL.

2 Authority

A Statutory Authority

The U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28), signed May 25, 2007, authorizes the Secretary to provide disaster assistance to producers who suffered crop losses because of adverse weather conditions in 2005, 2006, and 2007.

B Regulatory Authority

Regulations for 2005-2007 CDP are provided in 7 CFR Part 760.

2 Authority (Continued)

C Limitations

To the extent that more than 1 particular handbook provision appears to apply, the provisions that are the most restrictive on benefits or eligibility apply.

This handbook constitutes FSA's internal operating guidelines issued by the Deputy Administrator for carrying out the provisions of regulations. Handbook provisions are considered interpretive of regulations. Whenever an unintended conflict appears to exist between any handbook provision and the pertinent applicable Federal regulations, regulations apply.

3 General Information

A CDP Assistance

Assistance under CDP is available for NAP-covered or insured crop losses on:

- prevented planted acreage
- reduced production of planted acreage
- reduced quality on certain crops
- value loss crops, including nursery and aquaculture.

Eligible applicants may receive CDP benefits in addition to:

- payments received under NAP
- crop insurance indemnities received under the Federal Crop Insurance Act
- emergency loans made available under subtitle C of the Consolidated Farm and Rural Development Act. However, the amount a producer is eligible to receive under an emergency loan application will be reduced by the benefits received under CDP.

Eligible applicants may not receive, for the same loss, both CDP benefits and benefits under:

- 2005 HIP as announced by the Secretary on January 26, 2006, using Section 32 authority
- 2005 HDP's authorized under the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006 (Pub. L. 109-234).

3 General Information (Continued)

A CDP Assistance (Continued)

Participants may maintain benefits received under HIP or 2005 HDP if they select a different year in which to receive a CDP payment.

Example: Jane Jones received a 2005 HDP payment for citrus losses in 2005. Jane also suffered losses because of a natural disaster on her 2006 citrus crop. Jane submits a separate FSA-840 application for both 2005 and 2006 citrus losses. Jane can maintain the benefits received under 2005 HDP and also receive benefits under 2006 CDP.

Note: Had Jane elected 2005 CDP, the 2005 HDP payment would have been reduced from the 2005 CDP payment because it would have been for the same loss.

It is up to the participant to elect the program or programs the participant deems is not beneficial. FSA has no obligation of advising a participant what election may be most beneficial.

B Signup Period

Applications shall be filed in the applicant's administrative County Office for 2005-2007 CDP beginning October 15, 2007.

Notes: An ending date for this signup has not yet been determined.

A CDP RMA report may contain participants who suffered a loss in the county, but whose farm records are administered in an adjacent county. If the participant applies for disaster benefits in the administrative County Office, the County Office where the land is physically located must send a copy of the report pertaining to the participant to the County Office that administers the farm where the loss occurred.

When the participant applies for benefits in the administrative County Office, that County Office must manually add the participant's CDP RMA data.

3 General Information (Continued)**C Loss Threshold**

Quantity - Participants are eligible for disaster benefits when a qualifying loss exceeds 35 percent of the expected production for the crop on the unit. Note that some crops on the RMA download may have production adjusted or factored because of quality and will be included in determining eligible quantity losses.

Quality - Participants are eligible for disaster benefits if a qualifying quality loss is equal to or greater than 25 percent.

Note: For applications with losses not meeting the established thresholds, see subparagraph 240 B.

D Funding

2005-2007 CDP is fully funded. Approved applications will not be subject to a national payment factor.

E FSA-570 Not Applicable

Payments for CDP apply without regard to FSA-570 on file in the County Office. FSA-570 does not apply to payments under CDP.

F Year of Loss

Participants have the option to receive disaster benefits for only 1 crop year (either 2005, 2006, or 2007). However, eligibility for 2007 benefits is limited to those crops planted or those that were planted or prevented planted before February 28, 2007. For those crops that are **not** planted (such as honey, aquaculture, etc.), the crops must have existed before February 28, 2007. The crop year for specific commodities is defined by RMA or NAP.

G Prompt Payment Interest

The Prompt Payment Act provisions shall be applicable to CDP according to 61-FI, with the exception that interest shall apply to payments issued more than 60 calendar days after all of the following have been completed.

- The participant signs and completes the program application along with all required forms, including those listed in subparagraph 240 A.
- All documentation required from the participant has been submitted, such as production records, sales receipts, crop appraisals, quality tests, etc.

3 General Information (Continued)

G Prompt Payment Interest (Continued)

- The County Office has received all software to calculate and issue payments, including any necessary RMA downloads and crop table records.
- All referrals to RMA or OIG have been returned or cases completed.
- Participant appeals have been finalized for applications disapproved by COC.

H Other Criteria

The following are other program and administrative provisions that are applicable to CDP:

- controlled substance provisions
- fraud/FCIC

Exception: Participants either qualify for loss payments under CDP or they do not. Participants do not render performance. Accordingly, failure to fully comply relief provisions do **not** apply to CDP.

- equitable relief provisions.

County Offices shall record determinations for the applicable criteria in the 2005 eligibility file according to 3-PL.

I Modifying Provisions

Provisions in this handbook shall **not** be revised without prior written approval from the National Office.

Important: Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

3 General Information (Continued)

J Forms

Forms, worksheets, applications and other documents other than those provided in this handbook or issued by the National Office shall not be used for 2005-2007 CDP.

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and Information Collection Procedures, including clearance of such documents by the following offices:

- National Office program area
- MSD, Forms, Graphics, and Records Section
- OMB.

Forms, worksheets, and documents developed by State or County Offices must be submitted to National Office for review and clearance.

Important: State or County Office-developed forms, worksheets, or other documents shall **not** be used for 2005-2007 CDP unless approved by the National Office before use.

K Signature Requirements

All participants' signatures **must** be received by the signup deadline. Neither STC nor COC has authority to approve late-filed applications.

Follow 1-CM for signature requirements.

Note: General partnerships **must** have a permanent tax ID number to receive any FSA payment. FSA payments shall **not** be issued to the individual members of a general partnership when the general partnership does **not** have a permanent tax ID number.

FSA payments may be issued to:

- a joint venture with a permanent tax ID number
- the individual members of a joint venture, using the individual member's ID numbers, when the joint venture does **not** have a permanent tax ID number.

L Public Information

Follow instructions in 2-INFO for providing information about 2005-2007 CDP.

4 Responsibilities

A STC Responsibilities

Within the authorities and limitations in this section and 7 CFR Part 760, STC shall:

- direct the administration of 2005-2007 CDP
- ensure that State and County Offices follow 2005-2007 CDP provisions
- establish criteria for the quality loss levels
- handle suspected fraud cases according to applicable procedure
- thoroughly document all actions taken in STC meeting minutes
- provide DD with a copy of STC or DAFP determinations for appeals or misinformation/misaction cases
- handle appeals according to 1-APP and 7 CFR Parts 780 and 11
- review all applications executed by State Office employees, COC members, CED's, County Office employees, and their spouses
- require reviews be conducted by DD's according to subparagraph C to ensure that programs are being implemented according to 2005-2007 CDP provisions.

Note: STC's may establish additional reviews to ensure that the program is administered according to these provisions.

4 Responsibilities (Continued)

B SED Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, SED's shall:

- ensure that County Offices follow 2005-2007 CDP provisions
- handle appeals according to 1-APP and 7 CFR Parts 780 and 11
- ensure that DD's conduct reviews according to subparagraph C

Note: SED may establish additional reviews to ensure that the programs are administered according to these provisions.

- ensure that **all** County Offices publicize 2005-2007 CDP provisions according to paragraph 6

Important: Because some producers may still be displaced, all County Offices in the State must publicize program provisions.

- immediately notify the National Office of software problems, incomplete or incorrect procedures, and specific problems or findings.

SED equitable relief authority in 7-CP is applicable to 2005-2007 CDP.

C DD Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, DD's shall ensure that COC's and CED's carryout 2005-2007 CDP provisions as follow:

- conduct reviews according to subparagraphs D and E and any additional review established by STC or SED according to subparagraph A and B
- provide SED with report of all reviews according to subparagraph A
- ensure that County Offices publicize the program provisions according to paragraph 6.

4 Responsibilities (Continued)

D COC Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, COC's shall:

- fully comply with all 2005-2007 CDP provisions
- ensure that that CED's fully comply with all 2005-2007 CDP provisions
- follow procedure in paragraph 5 for redelegation of authority
- handle suspected fraud cases according to applicable procedure
- ensure that the claimed share reflects the participant's share ownership interest in the crop at the time of loss

Note: If the participant claiming a share of the payment has entered into any agreement or contract to grow or produce the crop for another and without retaining any ownership share interest in the crop, the participant cannot be considered to have a valid claim to a share of the CDP payment.

- handle appeals according to 1-APP and 7 CFR Parts 780 and 11
- thoroughly document all actions taken in COC meeting minutes

Important: All the following must be thoroughly documented for all program determinations made by COC:

- all factors reviewed or considered
- all documentation reviewed
- references to applicable handbooks, notices, and regulations
- all sources of information obtained for review or consideration.

4 Responsibilities (Continued)

D COC Responsibilities (Continued)

- notify participants in writing, if their application is disapproved

Note: Notifications shall include the following information:

- why the application was denied
 - factors reviewed or considered in making determination
 - appeal rights of the producer
 - copy of the application.
- ensure that producers receive complete and accurate program information

Note: Program information may be provided through the following:

- program leaflets, newsletters, and print media
 - meetings
 - radio, television, and video
 - County Office visit.
- ensure that 2005-2007 CDP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including but not limited to the following:
 - signup period
 - payment limitation
 - basic participant eligibility criteria
 - general data required to complete applications.

4 Responsibilities (Continued)

E CED Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, CED's shall:

- fully comply with all 2005-2007 CDP provisions
- ensure that County Office employees fully comply with all 2005-2007 CDP 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 7 CFR Parts 780 and 11
- ensure that modifications to data provided by the applicant are not made unless the applicant initials and dates the modification
- ensure that a second 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 paragraph 6
- ensure that RMA-downloaded information for land administered in another county is sent to the applicable county.

F Program Technician Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760, program technicians shall:

- fully comply with all 2005-2007 CDP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information.

5 COC Delegation of Authority

A COC Responsibilities

COC is responsible for acting on all CDP applications. This authority cannot be delegated beyond routine determinations, as provided in subparagraph C.

B COC Responsibilities That Shall Not Be Delegated

Under no circumstances shall COC delegate responsibility to CED or County Office for determinations involving any of the following:

- assigning production
- reducing yields
- AGI in situations where certifications are questionable

Note: See paragraph 31.

- assigning production to quality loss levels, if applicable
- ineligible loss conditions
- maximum loss level for the county or area
- normal marketing percentages for crops with multiple markets
- county average quality adjustment factors
- applying adjusted unharvested factors.

Note: COC employees making what could be interpreted to be adverse decisions not mentioned herein must provide a right of appeal to COC only according to 1-APP. See paragraph 37.

5 COC Delegation of Authority (Continued)

C COC Responsibilities That May Be Delegated

COC may delegate responsibility to CED or County Office for approving routine applications. Following are examples of routine applications:

- all information is accounted for and completed in the automated FSA-840 with RMA data
- NAP-covered crops for which NAP applications have already been approved for the disaster crop year.

6 Outreach

A General Information

Every attempt shall be made to ensure correct and timely notification and publication of CDP to all potential participants.

Special emphasis shall be made to disseminate the information to potential participants who are minorities, disadvantaged, under-served, or under-represented.

6 Outreach (Continued)**B State Office Responsibilities**

State Offices shall, through the State Outreach Coordinator, make every attempt to ensure that correct and timely notification is provided appropriately at both the State and county levels.

A list of minority organizations in the State, for reference in disseminating disaster program information to minority groups, shall be maintained. The list shall include organization names, addresses, and names of the contact person. This list should consist of at least the following:

- American Indian Organizations
- Alaska Native Organizations
- Historically Black Colleges and Universities (1890 colleges and Universities)
- Hispanic Association of Colleges and Universities
- Native American Community Colleges
- minority and ethnic newspapers and radios
- organizations for the handicapped
- organizations for the aging.

Ensure that the lists are mailed to County Offices for assistance with disseminating program information.

C County Office Responsibilities

County Offices shall make every attempt to ensure correct and timely notification is provided to potential participants by:

- program leaflets, newsletters, and print media in general circulation in the county or area
- town or general meetings
- radio, television, and video that have general coverage in the county or area.

Note: County Offices shall review and use State lists for applicable contacts in the area.

6 Outreach (Continued)**C County Office Responsibilities (Continued)**

County Offices shall maintain a list of civic, agri-business, and special interest organizations functioning at the county level for reference in disseminating disaster program information. County lists should include a minimum of the following:

- farmer or rural organizations, such as Ruritan Clubs, FFA, etc.
- minority churches and ministers
- minority organizations and coalitions, such as NAACP, etc.
- county minority and ethnic newspapers and radio stations
- women's groups
- adult farm management educators, such as CSREES and agri-businesses, especially if minority-owned.

D Notifications

State and County Offices shall use the lists in subparagraphs B and C to assist in ensuring that information is disseminated to all producers. Program information must be publicized by mailings; meetings shall be held when possible and where feasible. When preparing to speak to minority groups, consider a location accessible and preferable for the group.

State and County Offices shall ensure that minority members and advisers are:

- fully informed on disaster program matters
- fully used for input of minority needs and contacts
- requested to speak to minority groups or to accompany CED, DD, or other officials when speaking to minority groups.

6 Outreach (Continued)

E Documentation

Extensive documentation of outreach efforts is required. STC shall document specific guidance given to County Offices and efforts made at the State level concerning outreach activity.

COC shall document efforts made at the county level whether performed singularly or in conjunction by the County Office with the minority adviser, DD, or State Outreach Coordinator.

A copy of all letters, notices, news articles, radio programs, county or ethnic group meetings and attendance data, notifications of minority advisers, etc., about outreach activity shall be filed in the Primary program file. For instance, DAP for Disaster Assistance Programs.

Documentation by COC or STC must include whether the effort is considered a minority or under-served/under-represented contact, and also be included in the program file.

7 Eligibility

A Eligible Commodities

Eligible commodities are those crops, types, intended uses, and practices:

- eligible for NAP according to 1-NAP for which coverage was purchased for the year of loss
- for which federal crop insurance is available and insurance was purchased for the year of loss.

Eligible crops are those that are planted or prevented from being planted with the intent of harvest. The crop could have been planted at anytime but must be for harvest during the crop year.

Eligibility for 2007 is limited to those crops planted or prevented from being planted before February 28, 2007.

7 Eligibility (Continued)**B Insured and NAP-Covered Crops**

Insured crops are those crops covered by crop insurance and the participant purchased either catastrophic or buy-up crop insurance. This includes crops where coverage is available only through written agreement between the producer and the insurance company. CDP benefits will be calculated at 42 percent of the county payment rate.

NAP-covered crops are those crops for which insurance was not available and NAP coverage was purchased. CDP benefits will be calculated at 42 percent of the county payment rate.

Note: Insured crop and NAP-covered crop participants must meet all CDP eligibility provisions including, but not limited to, being an eligible producer with an ownership entitlement share interest in the crop for which CDP benefits are sought.

C Ineligible Crops

Crops intended for grazing are **not** eligible. Losses on these crops may be eligible under the Livestock Compensation Program and NAP, if eligibility requirements are met.

Crops, types, intended uses, and practices for which federal crop insurance or NAP coverage was not purchased, are **not** eligible for CDP.

D Eligible Plantings of the Same Crop

A multiple-planted crop is the same crop planted or prevented from being planted in more than 1 approved planting period in a crop year on different acreage.

A repeat crop is the same crop planted or prevented from being planted in more than 1 approved planting period in a crop year on the same acreage. See 1-NAP, paragraph 178 to establish planting periods.

7 Eligibility (Continued)

D Eligible Plantings of the Same Crop (Continued)

Repeat and multiple planted crops may be eligible for disaster assistance when COC determines that all of the following apply:

- crop insurance or NAP coverage was purchased for all acreage
- subsequent planting was planted with an intent of harvest
- each planting was within the established planting period for the crop
- initial and subsequent plantings meet all eligibility provisions, including good farming practices
- each planting could reach maturity if each planting was harvested or would have been harvested.

IF these criteria are...	THEN...
met	each crop stands alone for disaster assistance. The production from 1 planting does not count against the production from any other planting.
not met	all plantings and all production are counted as 1 crop.

E Replanted Crops

Replanted crops are the subsequent seeding of the same crop when the previous planting of the same crop failed. If the initial planting of the crop fails and there is adequate time to replant, the crop must have been replanted or no benefits will be paid. The replanted crop is considered the original crop for CDP purposes.

Note: Small grain crops having fall and spring crop types are considered the same crop. County Offices shall always use the unit structure downloaded by RMA according to subparagraph 55 A.

F Different Crops on the Same Acreage

The statute limits the number of different crops that may earn benefits on the same acreage. More than 1 crop within a crop year may earn benefits on the acreage only if the farm has an established practice of planting 2 or more crops for harvest on the same acreage for the same crop year. See paragraph 72 for procedure on multiple-cropped acreage.

8 Causes of Loss

A Adverse Weather Conditions

Disaster payment provisions apply if the crop could not be planted or production both in quantity and quality was adversely affected by earthquake, volcano, or damaging weather, including drought, excessive moisture, hail, freeze, tornado, hurricane, typhoon, excessive wind, excessive heat, or a combination thereof.

B Weather-Related Insect and Disease Infestation

Disaster payment provisions apply if the crop could not be planted, or production both in quantity and quality, was adversely affected by related conditions of:

- plant disease, or other deterioration of a crop that is accelerated or exacerbated naturally because of damaging weather occurring before or during harvest
- insect infestation, that is accelerated or exacerbated naturally because of damaging weather occurring before or during harvest.

Note: Insect infestation must be a related condition of the damaging weather for production losses to qualify for disaster benefits. Before approving any losses because of insect infestation and plant disease, COC shall have published scientific information that the disease or insect infestation is accelerated or exacerbated naturally because of the damaging weather. Producers must provide documentation of action to prevent losses because of disease or insect damage, such as receipts for chemical or biological application to destroy the insects. Third party opinions are not considered acceptable.

8 Causes of Loss (Continued)**C Drought**

Drought is an eligible cause of loss for crops having a **nonirrigated practice** that suffered **production losses**. For nonirrigated crops that were prevented from being planted, drought is an eligible condition if, on the final planting date, or within the late planting period if electing to try to plant the crop, the area that is prevented from being planted has insufficient soil moisture for germination of seed and progress toward crop maturity because of a prolonged period of dry weather. Prolonged precipitation deficiencies must be verifiable using information collected by sources whose business it is to record and study the weather, including but not limited to, local weather reporting stations of the National Weather Service.

For an irrigated practice, lack of water or contamination by saltwater intrusion caused by drought conditions may be considered an eligible cause of loss for production losses or prevented planting if there was not a reasonable probability of having adequate water to carry out an irrigated practice.

Saltwater intrusion is an eligible cause of loss for prevented planting purposes.

8 Causes of Loss (Continued)

D Water Rationing

Water rationing is an eligible cause of loss for prevented planting subject to the following conditions:

- water is rationed by a Government entity or water district and no compensation was provided

Note: A refund of the water fee to the producer is not considered compensation.

- if water is rationed by a Government entity or water district, COC shall:
 - disapprove any application if any compensation was received from a Government entity or water district
 - not consider the application complete until proof of or lack of compensation is provided.

Note: The producer must have received written notice that their irrigation water supply would be rationed.

Water rationing is an **ineligible** cause of loss in the following situations:

- irrigation water supply was not rationed, but was sold or leased to a Government entity or water district
- irrigation water supply was rationed because of the actions of the Army Corps of Engineers to release water from reservoirs
- irrigation water supply was permanently rationed in a prior year.

8 Causes of Loss (Continued)

E Ineligible Losses

Ineligible losses include:

- drifting herbicides
- wildlife
- poor management
- losses initiated after harvest
- losses during storage
- poor farming practices
- market losses
- loss of plants or trees (other than nursery) grown for the production of a crop

Examples: Apple or citrus trees, grape vines, blueberry or raspberry plants, etc.

- forage seeding establishment.

8 Causes of Loss (Continued)

F Insured Crops

In certain cases an RMA indemnifiable loss will not meet the CDP eligibility requirements. Examples include:

- wildlife damage
- citrus tree loss
- price reductions, including:
 - AGR
 - AGR-lite
 - income protection policies
 - CRC
 - revenue assurance policies, etc.

Note: Revenue policies and the crops that they insure are eligible for CDP; however, the crops must have been impacted by an eligible loss condition. Revenue losses below an insured guarantee are **not** eligible causes of loss.

- forage seeding.

Note: CDP is a production loss program. Reduced forage production may be an eligible loss under CDP. However, CDP does **not** cover economic losses associated with the “establishment” of a forage crop. Forage seeding is covered under a special RMA policy separate from their “forage production” policy.

COC shall either disapprove the application if the entire loss is ineligible or assign production for the ineligible portion of the loss if some eligible loss occurred. See paragraph 130 for assigned production.

Losses associated with an RMA download will not always meet CDP eligibility requirements. County Offices shall ensure that eligible conditions are met for insured as well as NAP-covered commodities before approval.

9 Eligible Crop Years

A Crop Year

The eligible disaster event or condition must have actually occurred during the applicable coverage period crop year for which the application is filed. The crop year is the RMA crop year for insured crops or NAP crop year for NAP-covered crops. The producer may elect only 1 year (2005, 2006, or 2007) in an administrative county for all units.

Examples: Ornamental Nursery - For nursery, the 2007 crop year began on October 1, 2006, and ended on September 30, 2007. A disaster event that occurred on November 10, 2007, is not an eligible cause of loss for the 2007 crop year.

Apples - A storm damaged the trees in the orchard on June 1, 2003, causing reduced production for future years including the 2005 and 2006 CDP program years. The disaster event that caused the low yield is not an eligible loss condition for 2005, 2006, or 2007.

Winter Wheat - The 2006 winter wheat crop was planted on November 1, 2005. Hail damage occurred on December 31, 2005. The disaster event is an eligible cause of loss for the 2006 crop year. The crop is eligible since the disaster occurred during the 2006 crop year.

10 Eligible Producers

A Definition of Producer

[7 CFR 718.2] A producer is an owner, landlord, tenant, or sharecropper who:

- shares in the risk of producing the crop
- is entitled to share in the crop available for marketing from the farm or would have shared had the crop been produced.

Note: Landowners, landlords, tenants, contract growers, or anyone else not having both a share of the risk and a valid claim of share ownership of a crop are ineligible for CDP.

10 Eligible Producers (Continued)**B Verifying Producer Eligibility**

COC shall take whatever action is necessary to ensure that payments are proper and are for producers suffering the claimed loss of the crop. The producer must be able to show, with verifiable evidence, that the producer had a valid ownership share interest in the commodity produced and control of the crop acreage on which the commodity was grown at the time of the disaster, which is the basis for the application for payment. One of the following shall be obtained as determined by COC:

- copies of signed written leases
- copies of signed rental agreements
- copies of other legal documents showing land ownership or control
- statement signed by landowner that producer had control of the acreage
- statement signed by operator or producer that producer had control of the acreage on a farm.

Note: If a written lease is not available as verifiable evidence that a producer had interest in the commodity produced, or had control of the crop acreage where the commodity was grown at the time of natural disaster requiring a signed statement by the operator or producer, other acceptable alternative documentation in lieu of a signed statement may include FSA-578 or producer print, which have the appropriate information (that is, farm, tract, field, crop, share) as certified by the operator. If this document is presented as evidence, COC shall review, verify the validity, and document their determination in the COC minutes. This shall be done on a case-by-case basis only when the verifiable evidence listed in this subparagraph are not available. Neither CCC-509 nor CCC-502 is acceptable as verifiable evidence.

Exception: For Federal- and State-owned leased forage only copies of signed written leases, rental agreements, or other legal documents may be considered.

Leases, rental agreements, and any other written statements documenting verbal agreements shall be reviewed on a case-by-case basis. The review must determine the amount of interest and risk in the production for the lessor and lessee. Apply the specific case circumstances to the determination of eligible producer.

10 Eligible Producers (Continued)**B Verifying Producer Eligibility (Continued)**

When reviewing case circumstances, evaluate what lease or rental arrangement existed between parties before the natural disaster. The lease or rental arrangement existing before the date of disaster shall be used to determine eligible producer. Any negotiation, agreement, or performance of parties to a rental or lease arrangement after date of disaster shall have no bearing on the question of eligible producer.

Applicants certifying to having a valid claim to a share of CDP payment are subject to spot check. If agreements or contracts are discovered that show a grower did not have a valid claim to a share of a crop for which CDP assistance was claimed, the CDP payment must be refunded.

Payment shall be denied if COC is not satisfied that payments claimed by producers are proper.

Note: The eligible producer requirements shall not be deemed to have been met merely because a participant had obtained either NAP or insurance coverage. The CDP participant must have had a valid ownership share interest in the commodity as specified in this paragraph and 7 CFR 760.807.

C Deceased Producers and Dissolved Entities

Authority to sign contracts, applications, and other documents on behalf of deceased producers may vary according to State law. If an eligible producer is now deceased or a dissolved entity, then an authorized representative of the deceased producer or dissolved entity may sign the applicable disaster program form, provided that the authorized representative has authority to enter into a contract for the deceased producer or dissolved entity.

Important: Proof of authority to sign for the eligible deceased producer or dissolved entity must be on file in the County Office before the representative is allowed to sign an application requesting disaster benefits for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by OGC Regional Attorney.

10 Eligible Producers (Continued)**C Deceased Producers and Dissolved Entities (Continued)**

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent or is missing before the payment is issued
- not applicable for determining who may file a program application for a deceased, incompetent, or missing individual.

State Office shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does not clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

If a CDP application involving a deceased individual or closed estate is determined to have been signed by an authorized individual:

- payment shall be issued using the ID number of the eligible individual or the individual's estate, as applicable
- payment may be issued in the names of the heirs, based on OGC's determination, according to 1-CM.

If a producer is general partnership or joint venture that was dissolved, **all** members of the general partnership or joint venture at the time of dissolution, or their representatives, must sign a separate FSA-840 and associated forms.

Note: Only one FSA-840 will be submitted for the partnership or joint venture; however, all members must sign FSA-840.

10 Eligible Producers (Continued)

D Change in Ownership

A producer who lost control or ownership of the land with a disaster-affected crop during the growing season is eligible to participate, if the applicant meets **all** of the following:

- was the producer at the time of planting
- had control of the crop at the time of the disaster event as determined by COC
- lost control of the property after the disaster event, but before harvest
- is able to provide production evidence (COC may assign maximum loss levels, if applicable).

In the case of a prolonged disaster event, such as drought, the producer planting the crop and experiencing a significant portion of the drought condition, as determined by COC, may be eligible. Any sale of the property and crop during the drought disaster event should be reflected in the sales price paid by the new owner. Disaster assistance shall not be prorated between former and successive owners of the crop.

11-29 (Reserved)

Part 2 Conditions of Receiving Assistance**30 Linkage Requirement****A Rule**

Since only those producers who contemporaneously timely purchased crop insurance or NAP for the crop in the year of loss are eligible, linkage provisions do **not** apply for 2005-2007 CDP.

31 AGI**A AGI Provisions**

1-PL AGI provisions are applicable. Individuals and entities whose average AGI exceeds \$2.5 million are **not** eligible for payment under CDP unless at least 75 percent of the average AGI is derived from farming, ranching, or forestry. See 1-PL and 3-PL for AGI policy and software provisions.

Note: The average AGI for the individual or entity is the average of AGI of the individual or entity over the 3 tax years immediately preceding the year for which benefits are requested. Multiple AGI certification statements may be necessary since the applicant may request CDP and other disaster benefits for multiple years.

32 Conservation Compliance

A Conservation Compliance Provisions

Program participants are subject to the applicable 6-CP conservation compliance provisions. A signed AD-1026 must be on file covering the program year before issuing payments. It is not necessary to complete a new AD-1026, if there have been no changes to the farming operation since completing a previous AD-1026 by the participant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers when AD-1026, item 12 is signed. It is **not** necessary to delay issuing payments pending NRCS' HEL or wetland determinations. AD-1026 Continuous Certification Statement requires producers to refund program payments if an NRCS determination results in the discovery of HELC/WC violation.

33 Administrative Offset and Bankruptcy

A Administrative Offset

CDP payments shall be subject to administrative offset.

B Bankruptcy

Bankruptcy status does not exclude a producer from requesting disaster benefits.

Contact the OGC Regional Attorney for guidance on all bankruptcy cases involving requests for disaster benefits.

34 Payment Limitations

A 95 Percent Cap

The U.S. Troop Readiness, Veterans' Care, Katrina Recovery, and Iraq Accountability Appropriations Act of 2007 requires, "Assistance provided under this section to a producer for losses to a crop, together with the amounts specified in paragraph (2) applicable to the same crop, may not exceed 95 percent of what the value of the crop would have been in the absence of the losses, as estimated by the Secretary of Agriculture."

Payments specified in paragraph (2) include the following:

- any crop insurance payment made under the Federal Crop Insurance Act
- the value of the crop that was not lost.

34 Payment Limitations (Continued)**A 95 Percent Cap (Continued)**

Ninety-five percent of the value of the crop in the absence of the loss is calculated by multiplying:

- participant's acres, times
- historic yield, times
- price, times
- 95 percent.

Notes: Participant's acres equal acres times participant's share.

Historic yield equals the higher of the participant's APH or county crop table yield.

Price equals the higher of the crop table price or NASS seasonal average price.

The total crop value is determined by adding:

- CDP payment, plus
- net indemnity payment, plus
- value of production not lost.

Notes: CDP payment includes both production and quality loss compensation.

Net indemnity is the gross crop insurance indemnity minus the unsubsidized portion of the premium paid by the producer.

If RMA indemnity amount is negative, the negative amount is used to determine the total crop value.

For crops covered by revenue policies, the RMA download will include a net indemnity to be used in determining the total crop value.

The value of the production is the price (higher of crop table or NASS seasonal average price) times the net production. The value of production will be adjusted for quality losses.

For value loss crops, the value of production is the Field Market B.

34 Payment Limitations (Continued)**B “Person” Limitation**

Payments issued for CDP are limited to \$80,000 per “person” as determined according to 7 CFR Part 1400, Subpart B, and 1-PL, Part 4.

Note: The most restrictive “person” determination covering the 2005, 2006, and 2007 crop year will be used.

Example: Producer A and Producer B were combined as 1 “person” in 2005. Producer A and Producer B were not combined in 2006 and 2007. Producer A qualifies for a \$50,000 CDP payment for 2007. Producer B qualifies for a \$50,000 CDP payment for 2006. The combined determination in 2005 limits the total of both producers to \$80,000.

C Payment Limitation Control

Each applicant shall complete the applicable CCC-502 to describe their farming operation. County Offices shall use the information provided on the completed CCC-502 to make the “person” determination. If an applicant has a current CCC-502 on file for other program purposes, do **not** require a separate CCC-502 for disaster purposes.

Note: The actively engaged in farming, permitted entity, cash rent tenant, and foreign person rules do **not** apply.

D Multi-County “Persons”

If a control county is not currently designated for the “person” requesting disaster benefits, select the control county according to 1-PL.

E Combined Public Entities

The \$80,000 payment limitation applies to combined public entities such as States, political subdivisions, and agencies thereof.

All State agencies, divisions, and political subdivisions, such as cities, towns, and municipalities, are combined as 1 “person” for program payment eligibility and payment limitation purposes. See 1-PL, subparagraph 256 A.

Combined State producers shall not be denied the opportunity to apply for CDP. However, all applicable requirements to be eligible for payment must be met.

Follow 1-PL, subparagraphs 256 D, F, G, and H for payment limitation control activities.

35 Assignment of Payment

A Assigning Disaster Payments

Payments issued under CDP may be assigned according to instructions in 63-FI.

Producers must:

- complete either CCC-36 or CCC-37
- submit the request to the administrative County Office on or after May 25, 2007.

36 Payments to Deceased Individuals, Closed Estates, and Dissolved Entities

A Issuing Payments According to Deceased Individuals, Closed Estates, and Dissolved Entities

CDP payments for applications involving deceased individuals, closed estates, or dissolved entities shall be made according to the following, provided **all** other eligibility requirements are met.

IF the applicant is...	AND the application is signed by an authorized representative of the...	THEN payments shall be issued...
an individual who died before an application was filed	deceased according to subparagraph 3 K	to any of the following, as applicable, using the ID number of the applicant: <ul style="list-style-type: none"> • the deceased individual • the individual's estate • name of the heirs, based on OGC determination, according to 1-CM, Part 26.
an estate that closed before an application was filed	estate according to subparagraph 3 K	
an entity that dissolved before an application was filed	dissolved entity according to subparagraph 3 K	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing an application		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

Notes: FSA-325 is only used when a program application was filed by an individual who:

- subsequently died
- is declared incompetent
- is missing before payments are issued.

Heirs **cannot** succeed to a loss or file their own application.

37 Multiple Benefit Deductions

A Benefit Deductions

As indicated in paragraph 3, an eligible participant may not receive, for the same loss, both CDP benefits and benefits administered using Section 32 funds under HIP and HDP authorized under the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006.

HIP and HDP provided assistance for 2005 or 2006 crop year losses because of hurricanes. As a result, payments made for 2005 or 2006 CDP must be reduced by the amount received under HIP or HDP.

HIP was offered in the following 6 States for the 2005 and 2006 crop years:

- Alabama
- Florida
- Louisiana
- Mississippi
- North Carolina
- Texas.

HDP was offered in the following 9 States for the 2005 and 2006 crop years:

- Alabama
- Arkansas
- Florida
- Louisiana
- Mississippi
- North Carolina
- South Carolina
- Tennessee
- Texas.

37 Multiple Benefit Deductions (Continued)

A Benefit Deductions (Continued)

All participants in the eligible counties for the applicable program (HIP and/or HDP) must complete FSA-841, certifying whether they received a 2005 and/or 2006 HIP or HDP payment. If a payment was received, the producer shall estimate the amount. COC shall, in any case, research the producer’s file to determine whether a payment was issued and document the amount of the payment on FSA-841 to accurately reduce the producer’s CDP payment.

Example: Sean Bolt received \$2,500 for soybeans and corn under HIP. Mr. Bolt is applying for a 2005 loss of sweet corn under CDP. The County Office shall enter the total dollar amount of \$2,500 in the COC action block on FSA-841 even though sweet corn is not 1 of the crops for which the HIP payment was based. If the payment for sweet corn does not exceed the total HIP dollar amount, any remaining balance of the HIP reduction will be taken from additional crops for which assistance is requested.

Note: When dealing with general partnerships, do **not** enter the total dollar amount at the individual level. Deductions must be made for the general partnership.

B Required Language for Letters to Participants on Nonappealable Determinations

After fully explaining the adverse decision, and the reasons why the facts in the case are not in dispute, include the following in the adverse decision.

IF...	THEN include the following...
COC or STC made the determination	“(Insert, as applicable, “The COC has” or “The STC has”) determined that the issue is not appealable. You may seek a review of this determination by filing with either the FSA State Executive Director or the NAD Director a written request no later than 30 calendar days after the date you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780 or the NAD appeal procedures found at 7 CFR Part 11. If you believe that this issue is appealable, you must write to either the FSA State Executive Director or the NAD Director at the applicable address shown and explain why you believe this determination is appealable. If you choose to seek an appealability review of this determination with the FSA State Executive Director, you need not send the NAD Director any information. If you seek an appealability review with the NAD Director, provide FSA a copy of your request. In the event you request an appealability review by the State Executive Director and the State Executive Director determines that the issue is not appealable, you will be afforded the right to request an appealability review by the NAD Director. (Insert SED and NAD address.)”

37 Multiple Benefit Deductions (Continued)

B Required Language for Letters to Participants on Nonappealable Determinations (Continued)

IF...	THEN include the following...
a COC employee made the determination	“I have determined that the issue is not appealable. You may seek a review of this determination by filing with the FSA State Executive Director a written request no later than 30 calendar days after the date you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you believe that this issue is appealable, you must write to the FSA State Executive Director at the address shown and explain why you believe this determination is appealable. In the event that the FSA State Executive Director determines that the issue is not appealable, you will be afforded the right to request an appealability review by the NAD Director. (Insert SED address.)”

38 Appeals of FSA Determinations

A Producer Rights on Appealable Determinations

Participants have the right to appeal when there is a question of fact or when there is some dispute as to the correct application of a rule, regulation, or generally applicable provision. Follow 1-APP for appealable determinations.

B Nonappealable Determinations

The following are not appealable according to 1-APP, subparagraph 1 D:

- eligibility criteria
- signature requirements
- payment calculations.

Cases that do not have any disputes of fact are not appealable.

C Letters to Producers of Nonappealable Determinations

Letters notifying participants that a decision is not appealable must clearly explain to the participant the reasons that the decision is not appealable.

Note: Avoid using general and vague statements that do not sufficiently demonstrate the reasons that the decision is not appealable. Participants may request that SED or NAD Director review FSA’s determination that an adverse decision is not appealable.

39-49 (Reserved)

Part 3 Establishing Unit Loss

50 Crop Definition

A Overview of Payment Group

A payment group defines which crops, types, practices, and intended uses are combined to determine the overall loss for a unit. A payment group consists of a pay crop, pay type, and planting period.

The following rules are generally used to create payment groups:

- crop insurance CAT level for insurable crops
- NAP rules for NAP-covered crops.

The disaster crop table shows the pay crop, pay type, and planting period for all approved crops for the county. All planted or prevented planted crops, types, practices, and intended uses for a specific pay crop, pay type, and planting period must have a loss calculated. The overall loss is determined by summarizing all losses with the same pay crop, pay type, and planting period.

Example of an insurable crop:

Pay Crop	Pay Type	Planting	Type or Variety	Practice	Intended Use
Wheat	011	01	HAD, HRS, HRW	I, N	Gr
Wheat	002	01	HAD, HRS, HRS	I, N	Fg

Example of a multiple planted crop:

Cucumbers	01	01	ENG, OTH, PKL	I, N	Fh, Pr
Cucumbers	01	02	ENG, OTH, PKL	I, N	Fh, Pr

51 Units of Measure

A Application

Use the same unit of measure for all data for each crop within a State, such as, but not limited to:

- determining crop production
- establishing a crop yield and market price.

B Production and Yields

Use the smallest unit of measure in the following table that lends itself to the greatest level of accuracy with minimal use of fractions.

Unit of Measure	Expressed
Tons	Hundredths
Hundredweight (cwt.), that is, 100.99 cwt.	
Containers, bunches, stems, pieces, lugs, cartons, barrels, boxes, crates, pounds, bushels, dozen, gallons, square yard	Whole number Note: All units shall include the size and weight, as applicable, and be consistent across the entire State. STC shall ensure that both the yield and average market price are based on the same size or weight. If the size or weight is the same as a self-defined unit of expression, such as pound, ton, etc., use the self-defined unit of expression.

Note: Use the FCIC-established units of measure on all crops for which there is an insurance plan available in the State. Use NAP-established units of measure on all crops for which there was an approved NAP price and yield.

52 State-Established Yields

A Source of County Average Yield

The county average yield is the olympic average of the 2001 through 2005 county yields.

Note: For producers that do not have an APH/approved yield calculated for the crop year benefits being requested, the county average yield will be used. County Offices shall not calculate approved yields for computing disaster benefits if production reports for NAP yields for the applicable years were not submitted before enactment of Pub. L. 110-28 (May 25, 2007).

B Changes or Additions to County Average Yields

State Offices are required to establish STC-approved yields using the following procedure.

- Consult with County Offices to determine needed corrections or additions to the yield data. COC recommendations shall be documented in the COC minutes to indicate the source of the yield data used, the number of years in the average, etc. STC representative shall concur with COC yield recommendations or work with COC to establish an acceptable yield.
- Use the following sources, in the order shown, based on 2001 through 2005 crop years, to establish county average yield recommendation:
 - available NASS data
 - other government sources, such as Extension Service, State Department of Agriculture, Bureau of the Census, etc.
 - other reliable sources, such as universities, buyers, and co-ops.

Note: Yields should be established on the basis of harvested acres, not planted.

- Yields shall be established by practice, type, and use, if applicable.
- STC minutes shall include yield determinations and documentation to support corrections or additions to county average yields.
- State Office shall verify that yields are comparable with yields established for adjoining counties and States.
- Correct or add yields using the Intranet web process. No documentation is required to be sent to DAFP.

52 State-Established Yields (Continued)

C Irrigated Yields

If the county has both irrigated and nonirrigated acreage, a yield must be established for each practice.

D Value Loss Crops

Yields do not apply to value loss crops.

E Yield Factors for Special Cases

County average yields for fruit and nut crops may not be representative of a producer’s yield because of variations in age, spacing, etc. See paragraph 227 for guidance in making yield reductions. All other yield adjustments must be made according to subparagraph B.

53 Payment Rates

A Rate

This table shows the base rate for eligible crops.

IF the crop is...	THEN...
insurable by RMA and RMA has established 1 rate nationwide	use the nationwide rate in all counties in all States.
insurable by RMA somewhere in the State (even if not available in every county) and RMA has 1 rate Statewide	use the Statewide rate in all counties.
insurable by RMA and rates vary by county or crushing district	use the RMA rate if insurance is available in that county. If insurance is not available, the lowest RMA rate in the State or crushing district shall be used.
durum	use the durum rate in those counties where RMA has established a durum rate and the wheat rate in all other counties.
NAP-covered	establish a 5-year average according to subparagraph B.
value loss	follow procedure in Part 8.

53 Payment Rates (Continued)**B Procedure for STC-Established Rates**

Use the FCIC insurance price for insurable crops.

Establish the rate for NAP crops by:

- obtaining market rates for each crop for the 2001 through 2005 crop years
- calculating an olympic 5-year average.

Note: Market rate is on a harvested basis without the inclusion of transportation, storage, processing, packing, marketing, or other post-harvest expenses.

If 5 years of data is not available for determining rates, STC shall:

- obtain as many years of data as possible within the 2001 through 2005 crop years
- use the available data and STC's best judgment to establish base rates representing the average market rate for the crop.

Note: STC-recommended rates must be greater than or equal to zero.

Cultural practices, such as organically grown crops, carried out to receive higher market rates shall not have separate rates for CDP purposes.

Update rates and factors using the Intranet web process.

C Secondary and Tertiary Rates

State average rates must be established for each intended use of the crop. If there is a secondary use of the crop, the State Office shall establish a State average rate for each use according to subparagraph B.

Example: Fresh v. processed.

53 Payment Rates (Continued)**D Sources of Information for NAP-Covered Crops**

STC's shall use **the best available information** when recommending the average market price. Sources of information may include, but are not limited to:

- NASS (use if available)
- CSREES
- FCIC prices for similar crops
- Rural Development
- County Agricultural Commissioners Office
- local markets
- COC's knowledge
- prices in similar areas
- other applicable sources.

E Payment Factors

In the case of all crops that are produced with a significant and variable harvesting expense, STC's shall do the following:

- establish Statewide payment factors for each crop type, and intended use:
 - planted but not harvested (unharvested factor)
 - prevented from being planted because of an eligible disaster condition (prevented factor)

Note: The same payment factor must be used for both irrigated and nonirrigated.

- for all crops, acquire the best available data from CSREES, NRCS, and other reliable sources to determine the total costs associated with producing each crop
- follow procedure in this subparagraph and 1-NAP, paragraph 109.

Note: See subparagraph F for establishing adjusted payment factors.

53 Payment Rates (Continued)

F Adjusted Unharvested Factor

For a limited number of crops, the production inputs vary significantly depending on the date that the crop is abandoned or destroyed. For 2005, 2006, or 2007 CDP, STC's are authorized to establish an adjusted unharvested factor for those cases that are not accurately factored. The adjusted factor is in addition to the unharvested factor established in the crop table and must always be lower than the original factor.

STC may set an adjusted unharvested factor for a crop if all the following apply:

- production inputs significantly increase during the growing season for the crop
- because of the significant difference, the established unharvested factor does not reflect the lower inputs incurred by producers who destroy their crop early in the growing season
- a date can be established by which the inputs increase.

Example: The unharvested factor is set based on the harvest cost, therefore it assumes that most other production costs are incurred. A producer plants cotton but destroys it shortly after planting. This producer has not incurred costs such as irrigation, herbicides, insecticides, and boll weevil assessment. STC may establish an adjusted factor to apply to this producer to reflect the lower inputs.

See paragraph 131 for applying payment factors.

The adjusted unharvested factor applies only to crops having significant variances in input costs. It is expected that this provision will apply to a limited number of crops. STC's shall:

- thoroughly document in the minutes all data used to establish the factor
- provide adjusted factors and dates to applicable COC's.

Note: The adjusted factor shall not be entered in the crop table. The software will allow the user to override the original factor in the worksheet process with the adjusted factor on a case-by-case basis. See paragraph 131.

54 Reviewing Payment Rates and Yields

A Yield Review

DAFP will review rates and yields as an ongoing oversight process. State Offices shall submit documentation to support the STC-approved yield and/or rate to DAFP upon request and shall include the following:

- source of data
- number of years of available data
- basis for determination.

Note: COC minutes shall also contain documentation, such as source of data, number of years, etc., for yields that COC recommends to the State Office for concurrence by DAFP.

55 Units

A Defining Units for Insured Crops

For insured crops, units will be downloaded from RMA. Use the insured producer's existing unit structure that may include optional units. No changes shall be made to the downloaded units.

Note: Crops covered by written agreements are considered insured and the unit structure provided by RMA shall be used.

55 Units (Continued)

B Defining Units for NAP-Covered Crops

Basic units must be established for NAP-covered crops if not previously established. A basic unit is all acreage of the eligible crop, in the administrative county, for the crop year, under either of the following criteria:

- the person has 100 percent crop share
- acreage is owned by 1 person and operated by another person on a share basis.

Note: A crop shared with each different landlord, tenant, or sharecropper is a separate basic unit. Reversed roles do qualify for separate basic units. Varying percentages of shares within a basic unit do not qualify for separate basic units.

Land rented for cash, a fixed commodity payment, or any consideration other than a share in the crop on the land will be considered as owned by the lessee.

No other units are permitted.

Example: If, in addition to the land the person owns, the person rents land from 5 different landlords, 3 on a crop-share basis and 2 on a cash basis, then 4 units will be established; 1 unit for each crop-share lease and 1 unit that includes the 2 cash leases and the land owned by the person.

Create units according to 1-NAP, paragraph 798.

56 Determination of Historic Yields

A Definition of Historic Yield

Historic yield for:

- insured crops is the higher of the crops APH, or the county average yield
- NAP-covered crops with an approved NAP yield is the higher of the applicable crop years approved NAP yield established according to 1-NAP or the county average yield
- NAP-covered crops for which production evidence was not provided before May 25, 2007, the county average yield.

County average yields will be downloaded to counties and cannot be changed or entered at the county level. APH yields for insured crops will be downloaded by ADC. Established approved yields for NAP crops must be loaded into the NAP-approved yield software. See subparagraph B for additional information on source of APH yields and county average yields.

56 Determination of Historic Yields (Continued)**B APH/Approved Yields Data Included in Software**

Yields for all crops for which applications are filed must be included in the county disaster crop table before benefits can be calculated and application data uploaded. APH yields will be included in county software as follows.

- **APH yields for insured crops** will be downloaded from ADC based on RMA data. Producers are responsible for working with their Regional Office in situations where they disagree with the APH download.
- **APH yields for NAP-covered crops** will use the existing NAP-approved yields loaded into the system.

Producers who have never had an approved yield calculated for NAP purposes must have submitted production evidence before enactment of Pub. L. 110-28 (May 25, 2007).

C Determining Yield – Multiple Counties

If a unit is located partly within 2 or more counties, the county average yield applicable to the unit is the one associated with the administrative county.

57-69 (Reserved)

Part 4 Eligible Acreage**70 Acreage Reports****A Determination of Acreage Other Than Prevented Planted Acreage**

RMA will provide acreage for insured crops.

For NAP-covered crops, FSA-578's timely filed according to 2-CP, paragraph 16 or accepted as late-filed according to 2-CP, subparagraph 21 A shall be used.

B 2007 Acreage Exception

Only that acreage planted before February 28, 2007, or for prevented planted acres would have normally been planted before February 28, 2007, will be eligible for 2007 CDP. Acreage planted before February 28, 2007, must be kept separate from that acreage planted on or after February 28, 2007.

Note: County Offices shall use FSA-578 planting dates for determining eligible acres.

C Late-Filed Reports

Acceptable late-filed reports include those:

- filed according to 2-CP, subparagraph 21 A and signed no later than the established application deadline
- **listed on FSA-840.**

Note: Exceptions to nonphysical evidence as outlined in 2-CP, subparagraph 21 F do not apply to CDP.

D Late-Filed Reports for History Purposes

Late-filed acreage reports cannot be used to meet the prevented planting history requirements.

E Late-Filed Procedure

Late acreage reports shall be filed in the automated system according to 2-CP.

The late-filed reports cannot be used to satisfy eligibility requirements for other programs unless all late-filed provisions of 2-CP are met.

71 Prevented Planting Acreage**A Prevented Planting Eligibility**

Eligible prevented planted acreage will be considered separately from planted acreage of the same crop when determining losses. However, with respect to the 95 percent cap, prevented planted acreage will **not** be considered separately from planted acreage of the same crop. The following requirements must be met to be eligible for prevented planting payments.

For insured crops:

- RMA data must show that the producer qualified for a prevented planting payment

Note: Some insured crops did not have prevented planting as part of the crop insurance policy and, as a result, any claimed prevented planted acreage will not be eligible for CDP. Those crops may include, but are not limited to, the following:

- peppers
 - tomatoes (fresh market)
 - sweet corn (fresh market)
 - tomatoes (processing).
- FSA will normally accept RMA's determination of eligibility. However, COC may deny the application if documented evidence exists which supports the lack of prevented planting conditions. In these cases, a referral to RMA shall be initiated on CCC-458.

To approve prevented planting, COC must determine that the producer meets prevented planting provisions according to 2-CP, paragraph 24.

Note: History criteria found in 2-CP, subparagraph 24 K did not apply to NAP-covered crops until the 2007 crop year. For 2005 and 2006 NAP-covered crops, County Offices shall follow 1-NAP, paragraph 25 for determining eligible prevented planting acreage.

71 Prevented Planting Acreage (Continued)**B Eligible Prevented Planting Acreage**

For insured crops, eligible prevented planting acreage is acreage of the crop for which RMA data indicates the producer received a prevented planting payment, unless COC has determined the acreage ineligible according to subparagraph A.

For NAP-covered crops, the number of acres approved for prevented planting within a unit shall be the acreage of the crop for which NAP data indicates the producer received a prevented planting payment.

Note: For 2007, only that prevented planting acreage that normally would have been planted before February 28, 2007, is eligible. The final planting date for the crop must be before February 28, 2007, to be considered eligible.

C History on Former CRP Land

Land that was formerly in CRP during any of the 4 years previous to the disaster year may be used to meet the prevented planting history requirement. History credit is limited to the crop and acreage listed on CRP-15.

D Prevented Planting Acreage Not Covered

For NAP-covered crops, prevented planting coverage is not provided for any prevented planted acreage of the crop:

- that does not consist of at least 20 acres or 20 percent of the intended acreage in the unit, whichever is less
- that is used for conservation purposes or intended to be left unplanted under any USDA program
- if the producer or any other person received a prevented planting payment for any crop for the same acreage (excluding share arrangements)

71 Prevented Planting Acreage (Continued)

D Prevented Planting Acreage Not Covered (Continued)

- if any crop from which any benefit is derived under any program administered by USDA is planted and fails on the same acreage

Exceptions: STC-approved crops established under the multiple cropping provisions in subparagraph 72 B.

Repeat crops with approved multiple planting periods as defined in subparagraph 7 D.

- if any crop other than a cover crop was harvested, hayed, or grazed on the acreage before November 1 of that crop year

Exceptions: STC-approved crops established under the multiple cropping provisions in subparagraph 72 B.

Repeat crops with approved multiple planting periods as defined in subparagraph 7 D.

Note: See subparagraph 70 B for initial or subsequent multiple crops planted or prevented after February 27, 2007.

- that a cash lease payment is received for the use of the same acreage for the same crop year unless the lease was for haying and grazing rights only and was not a lease for use of the land
- for which planting history or conservation plans indicate that the acreage would have remained fallow for crop rotation purposes
- that exceeds the eligible prevented planted acres or number of acres physically available for planting
- for which the producer cannot provide proof that he or she had the inputs such as seed, chemical, and fertilizer available to plant and produce a crop with the expectation of at least producing a normal yield
- for an irrigated practice if adequate irrigation facilities were not in place to carry out an irrigated practice on the acreage before the eligible disaster condition that prevented the producer from planting the crop.

71 Prevented Planting Acreage (Continued)

E Multiple-Cropped Acreage

Prevented planting payments are not provided on acreage that had either a previous or subsequent crop planted on the acreage, **unless** the producer has a history of multiple cropping and the county is approved for multiple cropping according to paragraph 72 or the crop is a repeat crop meeting eligibility conditions in subparagraph 7 D.

F Crops Not Eligible for Prevented Planting

The following crops are **not** eligible for prevented planting benefits under CDP:

- aquaculture, including ornamental fish
- beans (fresh market): (Insured)
 - pole
 - wax
 - snap
- cabbage (following types): (Insured)
 - red
 - hybrid
- Christmas trees
- cultivated wild rice
- floriculture
- ginseng root and ginseng seed
- grape crops (including raisins)
- honey
- maple sap
- mint
- spearmint
- peppermint
- nursery
- perennial crops, such as:
 - blueberries
 - raspberries
 - strawberries
- perennial forage crops grown for hay, seed, or grazing
- sweet potatoes (Insured)
- tobacco
- trees - fruit and nut crops
- turfgrass sod
- vegetable for root stock or sets.

Note: Note when identified as “Insured”, prevented planting is **not** eligible under the insurance policy. For those counties where coverage is only offered under NAP, prevented planting provisions may apply.

72 Limitation on Payments for Multiple-Cropped Acreage**A Introduction**

The statute limits the number of crops planted on the same acreage that can receive a CDP payment. Payments cannot be earned for losses on more than 1 crop on the same acreage unless there is an established practice on the farm of planting and harvesting 2 or more crops in the same crop year on the same acreage. This limitation applies to insured and NAP-covered crops.

For crops planted on acreage not designated as eligible multiple-cropped acreage, all producers having a share interest in the acreage shall designate the crop and sign FSA-840M for which assistance is requested, according to this paragraph.

B Eligible Multiple-Cropped Acreage

Both the following criteria must be met for more than 1 crop to be eligible for benefits when multiple crops are planted on the same acreage during the same crop year:

- the specific crops must be approved by STC as eligible multiple-cropping practices according to subparagraph C
- the farm containing the acreage that is planted to multiple crops must have a history of multiple cropping according to subparagraph D.

C Establishing Multiple-Cropping Practices

COC shall submit recommendations to STC using Exhibit 11 for 2005, 2006, or 2007 crops to be included as an established multiple-cropping practice. Recommendations shall be submitted as soon as COC is aware of a multiple-cropping situation. For the recommended crops, COC shall document in the COC minutes recommendation and certify that:

- the normal growing season is sufficient for the specific crops to be planted on the same acreage with reasonable expectations and realistic possibilities of reaching maturity and being harvested within the same crop year
- there is sufficient average rainfall in the county for the designated crops to be planted with reasonable expectation for harvest for the same crop year.

Note: Double-cropped practices established and approved by STC according to 2-CP, paragraph 25 and 1-DCP, shall automatically be considered an established multiple-cropping practice for CDP.

72 Limitation on Payments for Multiple-Cropped Acreage (Continued)**C Establishing Multiple-Cropping Practices (Continued)**

The recommendation shall include the following:

- the length of the growing season required to carry each crop recommended for established multiple-cropping practice to maturity
- documentation of rainfall amounts needed during the growing season for the specific crops
- data to support rainfall amounts normally received in the county during the growing season for each crop
- irrigation requirements, if any
- the RMA- or COC-established final planting dates for the specific crops
- the COC-established normal harvest date for the specific crops.

Note: Include documentation from CSREES and other available sources.

If COC determines that the growing season is sufficient to produce multiple crops in 1 crop year but average rainfall is insufficient, COC may recommend that only acreage with full irrigation facilities available and in use on the specific acreage be determined eligible for a multiple-cropping practice.

Each recommendation for multiple-cropping practices must be acted on by DD and STC before COC can act on disaster applications covering multiple-cropped acreage.

Note: Double-cropped recommendations made by COC according to 2-CP, paragraph 25 and 1-DCP and subsequently approved by STC may be used for purposes of CDP. In these cases, the COC minutes shall reference the applicable minutes of the original determination.

72 Limitation on Payments for Multiple-Cropped Acreage (Continued)**D Farm History for Multiple-Cropped Acreage**

The second criteria for eligibility of multiple-cropped acreage is that the farm containing the multiple-cropped acreage must have a past practice of planting multiple crops on the same acreage for harvest in the same crop year. To meet the farm history requirement:

- some acreage on the farm must have been planted to more than 1 crop on the same acreage for the same crop year in the year previous to the disaster year, or at least 2 of the 4 crop years immediately before the disaster year
- the multiple crops planted in the history period do not have to be for the same combination of crops as planted during the disaster year
- the multiple crops planted in the history period have to be a combination approved by STC as an established multiple cropping practice according to subparagraph C
- FSA-578 on file must document the planted acreage for each of the crops. Late-filed FSA-578 shall **not** be accepted for history purposes after February 27, 2007.

Example: In 2004 and 2005 on FSN 88, wheat for grain was planted and harvested, followed by harvested soybeans. For 2006, oats for grain was planted and harvested followed by soybeans. STC approved the combination of wheat for grain and soybeans and the combination of oats for grain and soybeans as eligible multiple-cropped practices. The acreage for 2006 has met both the approved practice criteria and the farm history criteria. Therefore, both the oats for grain and soybeans are eligible for benefits if all other eligibility criteria are met.

72 Limitation on Payments for Multiple-Cropped Acreage (Continued)**E Exceptions**

There may be some instances where a producer has a verifiable record of multiple cropping a specific combination of crops even though STC was unable to approve the practice as established for the county. At the request of the producer, those cases shall be reviewed on a case-by-case basis. If all the following criteria are met and verified for the farm containing the applicable acres, COC with DD concurrence may approve applications for more than 1 crop on the acreage. **All** the following must apply for at least 2 of the last 5 years immediately preceding the disaster crop year, as applicable:

- verifiable proof that the specific crops have been successfully planted and harvested at or near the expected yield in the same crop year under normal growing conditions must be provided
- FSA-578 on file must document the planted acreage for each of the crops
- verifiable production evidence must be provided to verify that the acreage of each crop was harvested
- for crops requiring irrigation to produce a reasonable yield, evidence must be provided to show that the crops planted during the history period were irrigated and the crops planted during the disaster year were also irrigated.

Notes: The ability to plant and harvest a subsequent crop in the same crop year because the first crop failed does not meet the eligibility requirement for this exception.

Before payment is issued to the producer, the submitted documentation must be verified by COC and concurred by DD.

72 **Limitation on Payments for Multiple-Cropped Acreage (Continued)**

F Producer Selection

FSA-840 requires producers to certify specific information concerning multiple cropping within the unit. If multiple cropping has occurred, FSA-840M must be completed according to paragraph 253.

IF the eligibility criteria for multiple crops planted on the same acreage is...	THEN...
met according to this paragraph	all crops on the acreage are eligible for disaster benefits if all other eligibility requirements are met.
not met according to this paragraph	only 1 crop on the acreage can be selected for payment. Before any applications covering the acreage can be approved, all eligible producers having an interest in all crops on the acreage must designate, on FSA-840M, the crop for which assistance is being requested. All producers eligible to receive the CDP payment must agree to the designation and sign certification by the end of signup or no applications can be approved for any crop on the acreage.

If the amount of disaster benefits changes for any of the crops after the designation is made by all producers, as the result of determinations made by COC, COC shall notify all producers:

- of the changes
- that they have 15 calendar days from the date of the letter of notification to change the crop designated for benefits.

Example: Cotton is planted following wheat for grain and the combination does not meet the multiple-cropping criteria. Both crops have suffered losses. The producers designate cotton as the crop to receive benefits. When reviewing the application, COC determines to assign additional production to the cotton for losses not attributable to an eligible disaster. The adjustment results in the wheat eligible for higher benefits than the cotton. The producers shall be given the opportunity to revise the designation.

72 Limitation on Payments for Multiple-Cropped Acreage (Continued)**G Reduced Yield for Subsequent Crops**

STC shall establish assigned production factors for COC's to use for producers who carry out practices that normally result in yields less than the historical yield established for the second crop. See paragraph 130.

H Effect of Skip Row Crops

If skip-row crops are 1 of the multiple crops, consider the entire field devoted to the skip-row crop when determining the number of acres planted to multiple crops. However, use the calculated skip-row acreage of the crop to determine disaster benefits.

Example: Wheat for grain followed by skip-row cotton does not meet the criteria for eligible multiple crops. A 100-acre field is planted to wheat and subsequently planted to cotton in a "2 in 1 out" skip-row pattern. The producers must select either 100 acres of wheat or 66.7 acres of cotton for disaster benefits. The 33.3 acres of skips cannot be designated as single-cropped wheat.

Note: See 2-CP, Exhibit 21 to determine net acreage, with different planting patterns for disaster benefits.

73 Summarizing Acres**A Summarizing Acres Within the Unit**

Use all available acreage reports to review acreage reported. If a unit consists of more than a single farm, use FSA-578 producer history print generated according to 2-CP, Part 2, Section 7 as the source of the acreage.

Note: If the same operator and landowner share in the crop with varying shares on different land, all land will be included under 1 unit.

Example: Operator A operates 3 different tracts that are owned by landowner B. Each tract is shared differently: Tract 1 50/50, Tract 2 25/75, Tract 3 40/60. Watermelons are grown on all 3 tracts. All acreage of watermelons will be summarized in the unit acreage. Because each tract has a different share, each tract will be listed separately by line in FSA-840, Part D.

B Summarizing Acres on FSA-840, Part D

After identifying all acreage of the crop for the unit in FSA-840, items 14 and 15, the County Office shall summarize acreage by line entry in FSA-840, Part D that have the same:

- planting period
- crop name
- crop type
- intended use (except for fresh and processed)
- practice
- percent share
- stage.

Note: The sum of item 39 acres on FSA-840, Part D should total the entries in items 14 and 15.

74-89 (Reserved)

Part 5 Determining Production

90 Production

A Definitions

For CDP purposes, generally, production to count includes all harvested production, unharvested appraised production, and assigned production for the total planted acreage of the crop on the unit.

The following terms are used in this part and apply to the 2005, 2006, or 2007 crop years.

Term	Usage and Meaning
Harvested Production	The total amount of harvested production for the unit supported by an acceptable record and certification by the producer.
Appraised Production	The crop’s unharvested yield potential at the time of appraisal, as determined by certified adjuster, FSA-certified employee, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC.
Actual Production	The total amount of harvested and appraised production on a unit.
Assigned Production	The amount of production assigned by COC that must be attributed to the unit: <ul style="list-style-type: none"> • because of ineligible cause of loss • when producers certify that an acceptable record of harvested production is not available from any source • if acreage was destroyed without consent and no appraisal exists • if producer carries out a practice, such as double cropping, that generally results in a lower yield than that established as the historic yield • because of a guaranteed contract, payment, or similar arrangement.
Historic Production	Acres multiplied by historic yield.
Disaster Level	Historic production multiplied by 65 percent.
Net Production	Production to count. The total amount of harvested, appraised, and assigned production on the unit as adjusted for quality, as applicable.
Salvage Value	The dollar amount or equivalent for the quantity of the commodity that cannot be marketed or sold in any market recognized as a market for the crop and prices and yields are not available for use.
Converted Production	For converting LDP crop production when the crop is harvested for a use different than intended, such as corn intended for grain but harvested for silage. See subparagraphs 96 A and B.

90 Production (Continued)**B Producer Responsibilities**

Producers are responsible for:

- providing accurate and complete information
- reporting the total amount of unit production for the crop.

It is not COC's responsibility to determine the producer's amount of production. The producers must:

- retain and provide, when required, the best verifiable or reliable production evidence available for the crop
- summarize all the production evidence
- account for all the crop's production, whether or not records reflect this production
- provide the information in a manner that can be easily understood by COC.

Note: Whether provided by the producer or for the producer, by someone else, the CDP applicant is liable for any errors in reporting production.

C Production for Disaster Loss Assistance

RMA production data shall be used for insured producers unless adjusted according to paragraph 132. Producers with NAP coverage, who did not file an application for payment, are required to provide acceptable production evidence on FSA-840. The producer's signature on FSA-840 is the producer's certification that the records provided are correct and include the total crop production for the unit.

Note: If RMA loss data is not downloaded because the insured producer's loss threshold has not been met, see subparagraphs E through H for acceptable production evidence. If a producer received an insurance payment but loss information is not reflected in the RMA download, see subparagraph 91 A.

Production to count for disaster includes:

- harvested
- appraised
- assigned.

Note: Available production records, from any source, must be provided. See paragraph 130 for additional information on assigned production.

90 Production (Continued)**D Acceptable Production Records**

Producers shall provide production records for NAP-covered crops and insured crops not meeting the applicable NAP or RMA loss threshold. Acceptable documentation for production loss applications includes both verifiable and reliable records. Producers without verifiable or reliable records shall be assigned the COC-established maximum average loss level, if evidence of an eligible disaster condition existed.

Producers with RMA downloaded production do not need to provide records unless an additional quality adjustment is requested.

Acceptable documentation for quality losses (insured, NAP-covered) is limited to verifiable production records.

E Verifiable Records

Verifiable records of production are items that:

- may be verified by CCC through an independent source
- are used to substantiate the amount of production reported
- are **required** for additional **quality loss adjustments** or payments.

Verifiable records shall:

- be dated
- show final disposition, including specific quantity and price, for that end use
- be seasonal or crop-specific for commodities produced more than once in a calendar year
- be provided, if they exist whenever a record of production is otherwise required by CCC.

F Examples of Verifiable Records

Verifiable records may include the following items providing they meet the requirements of subparagraph E:

- sales receipts from buyers
- invoices from custom harvesting

90 Production (Continued)

F Examples of Verifiable Records (Continued)

- truck or warehouse scale tickets
- actual measurements or appraisals by FSA, RMA or reinsured companies, LAC's, other USDA employees if performed as part of their work duties, Feed Company representatives or STC-approved consultants
- similar records that represent actual and specific production data.

Verifiable records do not include certifications, estimates, or producer ledgers or diaries.

G Reliable Records

If verifiable records are not available, the producer shall provide any written documentation available which COC determines to be reliable, including but not limited to:

- ledgers of commodity sales volume or income
- income statements of deposits
- register tapes
- records to verify production input costs
- producer diaries, ledgers or receipts
- pick records
- other USDA program data (NAP, LDP, FSA loans, etc.).

Before acting on any application for payment, COC shall determine the submitted reliable records to be acceptable for CDP. COC shall compare the producer's reliable records of production with neighboring producers of the same crop who have provided verifiable evidence for reasonableness.

IF...	THEN...
similar levels of production were experienced on neighboring farms	the producer's certification supported by reliable records may be accepted for CDP purposes.
production for the same crop on similar neighboring farms with verifiable records is significantly higher than the applicant's certification	COC shall notify the producer that the certification and records provided are not acceptable. The established maximum average loss level for the crop shall be assigned.
there are no similar crops on neighboring farms	COC may compare loss levels to other nearby crops with similar growing characteristics within the county or an adjacent county.

Note: If COC cannot determine the records are verifiable or reliable, the higher of the producer's certified production or the STC-approved maximum average loss level shall be assigned according to subparagraph 130 C.

90 Production (Continued)

H County Office Records

For NAP-covered and insured crops not meeting the applicable NAP or RMA loss threshold, County Offices shall review documents available in the FSA office that may provide information or verify loss amounts claimed on FSA-840.

These documents may include, but are not limited to, documentation for:

- marketing assistance loans
- LDP's
- NAP
- current acreage report information
- previous year acreage reports, if applying for prevented planting benefits.

I Interest in Other Production

All producers are **not** required to provide production records for other units for which a disaster claim is not filed. However, COC may require the production data, if it has reason to question production provided for units for which benefits are requested.

J COC Responsibilities

COC shall follow this table when receiving and reviewing production records.

Step	Action	
1	Date stamp original hard copy records with county name and photocopy.	
2	Place photocopied date-stamped records in the producer's county file. Return original date-stamped production evidence to the producer. Note: Once copies of production records have been placed in the producer's file in the county, they shall not be removed or returned to the producer.	
3	Ensure that the producer understands that the production records must be: <ul style="list-style-type: none"> • complete and represent the units total harvested production • for the correct unit, crop year, and acreage. 	
4	Review the producer's file for previously submitted production evidence. Ensure that records have not been duplicated.	
5	Review all production records provided by the producer and determine whether the records support the producer's certification of production.	
	IF the records are...	THEN...
	verifiable or reliable	the records are acceptable.
	not verifiable or reliable	producers will receive the higher of their certified production or STC-approved maximum average loss level for the crop.

91 Unavailable RMA Production Data**A FCIC and Multiple Peril Crop Insurance Settlement Sheets**

If losses are not reflected in RMA downloaded data, producers may provide the following production evidence from FCIC or reinsured companies:

- loss adjustment settlement sheet
- copy of an official appraisal document from a certified LA.

Notes: Do not accept documents that are not summarized to the unit level. LA working papers are not acceptable.

Some discrepancies may exist in the RMA download, because RMA used LA's appraised production to process the claim; however, the producer may have later harvested the crop showing different production harvested than appraised. As a result, a different payment would be calculated because of the change in production and if all acreage was harvested, a "UH" factor would not be applied.

B Disputed RMA Data

If RMA data is disputed by the producer, the County Office shall advise the producer to contact their crop insurance agent or the County Office may request assistance from the applicable Regional Office through the State Office.

C Unavailable Claim Data

Obtain production data according to procedures for NAP-covered crops, if the producer has filed a crop insurance claim, but no production data is available from RMA because of:

- a pending field visit by LAC
- copies of settlement sheets or claim summaries not being available
- other delays in obtaining crop insurance production data.

Note: See subparagraphs 90 C through G.

D Changes With RMA Downloaded Data

If RMA settlement sheets, claim summaries, or procedures in subparagraph C are initially used to determine production and a later download of RMA data differs, County Offices shall:

- modify and update the CDP application using the RMA data from the download
- issue CDP payments based upon the corrected data.

92 Harvested Production

A Definition of Harvested Production

Harvested production is all production of the eligible crop from the unit that can be supported by an acceptable record and certification by the producer, including, but not limited to, production:

- gathered by hand
- mechanically harvested.

Example: Wheat or hay that has been windrowed is not harvested. Wheat that has been threshed or hay that has been baled is harvested.

Acreage intended for mechanical harvesting but actually grazed is not considered harvested for this program. An unharvested factor shall apply and production shall be assigned according to paragraph 130.

B Multiple-Harvested Crops

The harvested production of eligible crop acreage harvested more than once in a crop year shall include the total harvested production from all the harvests.

C Farm-Stored Production

For farm-stored production the producer shall do either of the following:

- provide certification of amount

Note: See subparagraph 130 C for COC responsibility for certified production.

- request measurement service and pay fee according to 2-CP and have the amount determined by FSA.

The County Office may accept certified production figures if the data was previously used under other FSA programs, such as commodity loans or LDP's.

The established maximum average loss levels are not applicable.

The certified production may be accepted without further COC review.

D Production Maintained for Seed

For crops used for producer's own use as seed, COC may accept producer's certification that disposition was by planting. Producer must indicate the pounds of seed planted per acre and number of acres planted with this seed. COC shall determine that the amount of seed is reasonable considering the acres harvested and planted.

92 Harvested Production (Continued)**E Unmarketable Production**

For single-market crops, production that is harvested but cannot be marketed through normal channels because of eligible disaster conditions will be adjusted to “0” by COC. Therefore, COC shall enter actual harvested production including other COC adjustments less unmarketable production in FSA-840, item 46. Any value received for the unmarketable crop will be considered under the salvage rules according to paragraph 97.

F Historical Market Percentage

This procedure applies if the crop’s overall production is known, but the actual marketable production cannot be determined. If the overall production cannot be determined, the maximum average loss procedures apply.

For certain harvested commodities, the producer may not be able to provide exact production figures to the FSA office by the end of the program signup period. This may be because of the unique nature regarding the marketing of the crop.

Example: A producer of grass seed may not know the exact pounds of seed in the grass material that is stored on the farm, in advance of the sale. It is not until the commodity is marketed that the seed volume is accurately determined.

COC may determine the amount of production to count for any unmarketed commodity based upon an established historical marketing percentage.

COC shall base the percentage on:

- any marketings of the crop by the producer
- average marketings by other producers within the county
- any available warehouse, packer, or storage facility records
- information from trade associations, CSREES, State Department of Agriculture, universities, and similar sources.

The gross production shall be multiplied by the determined historical market percentage to obtain the production to count.

92 Harvested Production (Continued)

G Lifting or Digging

Harvesting onions includes a preharvest process in which the onion roots are severed from the soil and the onion bulbs are laid on the surface of the soil for drying in the field.

Onion losses occurring more than 14 calendar days after lifting or digging are not eligible for CDP.

93 Commingled Production

A Commingled Harvested Production

Commingled production may be attributed to the applicable unit, if the producer made the unit production of a commodity a matter of record before commingling and does any of the following, as applicable:

- provides copies of verifiable documents showing that production of the commodity was purchased, acquired, or otherwise obtained from beyond the unit
- had the production measured
- had current year’s production appraised.

County Offices do not need to make commingled production determinations on insured crops with RMA loss data.

Note: If RMA loss data is not available and production is commingled between practices (irrigated/nonirrigated), the producer must provide production documentation to the County Office in the same manner as provided to RMA for establishing APH’s. If the producer cannot provide production documentation in this manner, the production will be considered nonirrigated.

B Commingled Between Units

Production that is commingled between units before it was a matter of record and cannot be separated by using records or other means shall be prorated to each respective unit in proportion to each unit’s harvested crop acreage according to this table.

Step	Action
1	Total the commingled production of the eligible crop.
2	Total the harvested acreage of the crop in each identified unit.
3	Divide step 1 by step 2. Round to whole bushel.
4	Multiply the result of step 3 times each identified unit’s harvested acreage of the crop.
5	Add the result of step 4 for each unit to each unit’s respective harvested production.

93 **Commingled Production (Continued)**

C Commingled Between Years

COC shall consider production commingled between years as harvested production for the current year, unless the production was a matter of record before commingling. COC shall not prorate commingled production between crop years.

Records used to identify the crop year from which production arose must be verifiable and acceptable to COC.

D Commingled Between Practice

Production from different practices with separate established yields that are commingled before it is a matter of record shall be prorated to the respective practice in proportion to the historic yield extensions according to the following table.

Step	Action
1	Multiply each unit's historic yield for the practice times the unit's harvested acreage for the practice.
2	Total the results of step 1 for both the irrigated and nonirrigated practice.
3	Divide the result of step 1 by the result of step 2. Round to 4 decimal places.
4	Multiply the result of step 3 for each practice times the commingled production. Round to whole number.

Example: Producer A harvested 4,000 bushels of soybeans off 250 acres. The producer irrigated 125 acres and the remaining acreage was nonirrigated. Producer A did not maintain separate records of production for each practice. Producer A's historic yield for irrigated is 50 bushels/acre and nonirrigated is 32 bushels/acre.

Step	Calculation
1	125 X 50 bu/ac (historic yield for irrigated) = 6,250 bushels 125 X 32 bu/ac (historic yield for nonirrigated) = 4,000 bushels
2	6,250 bushels (irrigated) + 4,000 bushels (nonirrigated) = 10,250 bushels
3	6,250 bushels (irrigated)) 10,250 bushels = .609756 rounded to .6098 4,000 bushels (nonirrigated)) 10,250 bushels = .3902439 rounded to .3902
4	4,000 total harvested production X .6098 (irrigated) = 2439.2 rounded to 2,439 bushels 4,000 total harvested production X .3902 (nonirrigated) = 1560.8 rounded to 1,561 bushels

94 Production to Count for Special Crops

A Special Crops

In the past CDP's, some crops (such as sugar beets, tobacco, and peanuts) were handled as special crops. Now, these crops are treated like any other crop (NAP or RMA), and the production for sugar beets, tobacco, and peanuts will be handled as any other single-market crop.

95 Appraised Production

A Definition of Appraised Production

Appraised production is the crop's unharvested yield potential at the time of appraisal, as determined by certified adjuster, FSA-certified employee, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC.

B When to Perform an Appraisal

Perform an appraisal when a crop is unharvested (will not be harvested, and has not been appraised or destroyed) and a current appraisal can be accurately done.

96 When Final Use Differs From Intended Use

A Overview

This paragraph applies to NAP-covered and insured crops for which there was no production determination.

When the final use of the crop is different from the intended use, the following rules will apply, depending on the crop and/or the final use of the crop:

- for all crops covered by LDP conversion methods, production will be converted according to subparagraph B
- for crops with an established yield and market price for multiple intended uses, **secondary use** value will be calculated

Note: See subparagraph C for determining secondary use value.

- for all crops grazed for which grazing was not the intended use, assign production according to paragraph 130
- for crops sold in a market that is not a recognized market for the crop with no established county average yield and market price, a **salvage value** will be determined for the final use.

Note: See paragraph 97 for determining salvage value.

B Grain Crops Harvested as Other Than Grain

For crops with an intended use of grain, but harvested as silage, ensilage, cobbage, hay, cracked, rolled, crimped, or for other uses, adjust to whole grain equivalent according to 8-LP, subparagraph 536 D.

Use the LDP procedures in 8-LP for all crops with an intended use of “grain”, even if the crop is ineligible for LDP, such as speltz, triticale, buckwheat, millet, etc.

C Secondary Use Value

The term “secondary use” is used when the crop is not harvested for the same use as intended and a county average yield and type is included or can be added to the county crop table for the intended and the final use. Secondary use must have a value determined by multiplying the quantity of secondary use times the CCC-established price for this use. The secondary use value is entered on FSA-840, item 45. The payment calculation software will automatically factor the secondary use value by 42 percent and multiply it by the producer’s share. The result will be subtracted from the initial calculated payment for the applicant.

Secondary uses are **not** salvage. See paragraph 97 for determining salvage value.

97 Salvage Value**A Definition of Salvage Value**

Salvage value is the dollar amount or equivalent for the quantity of the commodity that cannot be marketed or sold in any market recognized as a market for the crop and prices and yields are not available for use.

The loss of quality that resulted in the commodity becoming salvage must be because of eligible disaster conditions. The production of a crop or crop type for which there is no FSA-established price for the State or yield shall:

- be counted as salvage
- not be considered production of the crop for any purpose.

Example: A producer intended to grow potatoes for the fresh market. The low quality rendered the potatoes unmarketable for the intended market. The producer ends up selling the potatoes to neighbors for livestock feed. The potatoes shall be designated as “salvage” and not included in the production totals.

B Applying Salvage Value

Enter the total salvage value for the unit on FSA-840, item:

- 45, for both single- and multiple-marketed crops
- 28, for value loss crops.

The salvage value will automatically be factored by 42 percent times the producer’s share.

Do not include any quantity of the crop determined to be “salvage” in the production fields of FSA-840.

Note: Salvage value determinations may apply to insured crops where RMA loss data is used.

98 RMA Production for Harvested and Unharvested Acres**A Dividing Production**

The RMA download may include a single production figure for a crop even though the planted acres are divided between harvested and unharvested.

In the absence of additional data, the County Office shall attribute all of the RMA production to the harvested acres.

The producer may bring in additional evidence, such as a copy of appraisal sheets, which indicates a portion of the production is attributed to the unharvested acres. With additional documentation, the County Office may divide the RMA downloaded production between the harvested and unharvested acres.

99 Production Adjusted for Quality**A Background**

Under 2003-2005 CDP, quantity loss calculations included varying levels of loss because of quality. Just by using the RMA download, many crops had production adjusted for quality taking into consideration test weight, pack factors, moisture, etc.

RMA cannot back out adjustments because of quality in the production amounts provided under the RMA download. As a result, to be consistent with other crops not covered by RMA or those producers who chose not to purchase crop insurance, production was allowed to be adjusted using loan quality factors that may also have included adjustments for falling numbers, aflatoxin, and vomitoxin, which are things RMA never considered in determining loss.

Note: These methods may have allowed a producer to qualify for a quantity loss based on the combined loss of quantity and quality that they normally would not have been eligible.

B 2005-2007 CDP Production

For 2005-2007 CDP, production for quantity loss purposes will no longer be adjusted for quality with the exception that if quality has been included in the production amount downloaded from RMA, that production will not be adjusted and will be used for determining the loss of quantity. However, any quality losses included in the RMA download for quantity loss purposes will be taken into consideration when finalizing the quality portion of the CDP payment.

100-129 (Reserved)

Part 6 COC Adjustments

130 Assigned Production

A Using Assigned Production

Assigned production provisions shall be determined by COC for insured and NAP-covered crops in the following cases:

- when acceptable production records for harvested acres are not available from any source
- if unharvested acreage has not been appraised by FSA, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC
- when COC determines that a portion of the loss is because of an ineligible disaster condition or circumstances other than natural disaster and this ineligible cause of loss has not been otherwise accounted for, see subparagraph E

Notes: Assigned production because of ineligible causes of loss shall always be in addition to situations where the maximum average loss level must be applied.

Example: In the same situation described in subparagraph D, COC determines that 10 percent of the production loss was because of wildlife damage (an ineligible cause). An additional assignment of 4 bushels/acre (40 bushels/acre crop table yield x 10 percent) of production is added to the county-established maximum average loss level of 24 bushels/acre for a total production assignment of 28 bushels/acre (24 bushels + 4 bushels) for CDP. ENTER "O" in FSA-840, item 47 to indicate override when a combination of maximum average loss level **and** additional production is assigned.

In these cases where combination of maximum average loss apply and ineligible cause of loss, County Offices shall use the "O" code to override production.

The application should be disapproved if all of the loss is because of ineligible causes.

- if the producer has a contract to receive a guaranteed payment for all or a portion of the crop
- for crops planted after the established normal ending planting date

Note: See subparagraph F.

- COC may assign production using both maximum average loss provisions and assigning production to ineligible cause of loss.

Note: See subparagraph 135 B for procedure on double cropping.

130 Assigned Production (Continued)

B Establishing a County Maximum Average Loss Level

COC shall recommend for STC approval a maximum average loss level for the crop that reflects the impact that disaster conditions had on the crops in the county. The maximum average loss level shall reflect the amount of production that a producer should have made considering eligible disaster conditions in the area or county. This should be consistent with the norm of a substantial number of producers experiencing similar disasters.

If multiple disasters or varying levels of loss occurred in the county, COC may establish a **different level** for each type of disaster or region within the county, if applicable. COC shall determine loss level based on all available information, including weather data, loss estimates from applicable industries, appraisals from LA's, damage assessment reports, and other verifiable County Office records showing eligible disaster loss. Maximum average loss level shall be expressed as either a:

- percent of loss
- yield per acre.

Note: Land not physically located in the administrative County Office will be required to use the maximum average loss levels established by COC where the land is physically located.

COC shall thoroughly document basis for determination of maximum average loss level. Weather data, discussions with CSREES, universities, NASS, etc. should be included as supporting documentation when submitting maximum average loss level recommendations. See Exhibit 18 for documenting maximum loss levels. The maximum average loss level established by COC for a crop in a county is considered a matter of general applicability and, therefore, not appealable.

Note: Maximum average loss for the specific crop in the county or area should be based on the losses incurred directly by the recognized disaster condition on a representative amount of acreage of that crop.

The maximum average loss for a specific crop will not be 100 percent unless no acreage of the crop was harvested and all field appraisals reflect "0" production. If 1 specific area in the county was affected by a natural disaster that resulted in total destruction of the crop or crops, this area could be specifically identified by COC and the maximum average loss established at 100 percent.

130 Assigned Production (Continued)**C Assigned Production When No Records Exist**

If the producer does not have acceptable production records, then the producer shall certify the production.

COC shall:

- assign production based on the higher of the maximum average loss level or producer's certification
- document in COC minutes
- notify producer according to paragraph 134.

To ensure uniformity between adjacent areas, STC may require COC to submit the established maximum average loss levels to STC or their designee, for approval.

Note: If the producer's certification of production is higher than the assigned production calculated using maximum average loss, notification is not required.

When acceptable production records are not available for a portion of the acreage within a unit, apply the above procedure to assign production only to those acres without acceptable production records.

D Example

The maximum average loss level reflects the maximum average amount of CDP production loss allowable for producers without verifiable records. The maximum average loss level shall be the average loss experienced by producers of a particular crop within the county or disaster affected area.

Example: The crop table yield for oats in the county is 40 bushels/acre. The average production of oats in the county for all producers was 60 percent of normal.

COC should establish a maximum average loss level using the table in Exhibit 18.

A producer experiencing a disaster loss on oats, without verifiable or reliable records, shall be assigned the greater of the producer's certified production or the county-established maximum average loss level yield of 24 bushels/acre (40 bushels x 60 percent).

130 Assigned Production (Continued)**E Assigning Production for Ineligible Loss**

COC shall assign production to any acreage when a portion of the acreage has losses that are attributed to an ineligible cause. Production can be assigned on insured and NAP-covered acreage. Therefore, this subparagraph applies to data that is downloaded by RMA or in those situations where a NAP participant's loss did not exceed the 50 percent loss threshold.

Notes: If COC determines that all of the loss is attributed to an ineligible cause, COC shall not assign production. The application shall be disapproved and the producer shall be given appeal rights.

COC's do not have authority to adjust a unit's historic yield if COC determines that part or all of the loss is attributable to an ineligible cause.

COC shall:

- require producer to provide any needed information to substantiate the loss
- assign production for any loss not attributable to an approved disaster condition
- if assigning production for ineligible causes of loss, such as improper cultural practices, ensure that the specific reasons for assigning production are thoroughly documented

Notes: COC's shall consider whether all cultural practices required to produce the applicable yield were applied, including the following:

- late planting
- seeding rates
- seed quality
- low germination seed
- fertilization
- weed control
- crop type or variety not suitable for soil type
- organically grown crop with expected yield based on conventional method

130 Assigned Production (Continued)

E Assigning Production for Ineligible Loss (Continued)

- close-sown crop planted without use of pre-emergence herbicide or herbicide tolerant seed
- crop type or variety not suitable for nonirrigation practice.

See paragraph 134 for producer notification requirement.

- record the assigned production on FSA-840
- document in COC minutes and FSA-840, “Remarks” section:
 - the basis for the assignment
 - the quantity of production assigned
 - how the amount of assigned production was calculated or determined.

F Assigned Production for Late-Planted Crops

Loss of production for the initial planting of a crop may be attributed to both a natural disaster and late planting of the crop. Follow this table to determine the amount of crop production to assign for late-planted crops when the crop was also impacted by an eligible disaster condition. For double-cropped commodities, apply the following reduction to the approved yield.

Exception: Acreage of the same crop, which was timely planted but failed and was replanted after the final planting date because of an eligible cause of loss, shall not be assigned production because of lateness of planting.

IF the crop is planted after the final planting date by...	THEN assign production based on...
1 to 10 calendar days	1 percent reduction of the CDP crop table yield for each day.
11 to 24 calendar days	10 percent reduction of the crop table yield plus an additional 2 percent reduction of the crop table yield for each day late between days 11 through 24.
25 or more calendar days	50 percent of the crop table yield.
a date where the crop would not reasonably be expected to mature by harvest	

130 Assigned Production (Continued)

F Assigned Production for Late-Planted Crops (Continued)

Example: Producer requests CDP for 50 acres of 2005 soybeans that were initially planted 15 calendar days after the final planting date established for the crop in the area. The historic yield for CDP purposes is 30 bushels per acre (.10 x 30 bu./ac. x 50 ac.) + (.02 x 30 bu./ac. x 5 days x 50 ac.). The total production to be assigned is 300 bushels.

Note: For those NAP records transferred to CDP, the assigned production for late planting has already been accounted for and no further adjustments are necessary. For all insured crops, and those NAP crops for which a claim has not been filed, production must be assigned for late planting.

G Assigning Production for Guaranteed Payments

Any producer who has a contract to receive a guaranteed payment for production, as opposed to delivery, of an eligible crop shall have net production adjusted upward by the amount of production corresponding to the amount of the contract guarantee.

The adjustment shall be calculated and made according to this table.

Step	Action
1	Determine the total amount of guarantee. If this amount is on a per acre, square foot or yard, or similar basis, multiply the amount by the applicable acreage, square feet or yards, or other basis.
2	Determine the amount of production attributable to the guarantee by dividing the total amount determined in step 1 by the approved average market price for the crop.
3	Determine the amount of any actual and/or other assigned production (not because of guaranteed contracts).
4	Subtract the result of step 3 from the result of step 2. Note: If step 3 is greater than step 2, stop . No assignment of production because of guarantee is required.
5	Add the result of step 4 to the unit's net production as assigned production because of guarantee.

Example: A producer has a crop guarantee of \$4,000. The crop has a CCC average market price of \$1 per pound. The production associated with the guarantee would be 4,000 lbs. The producer realized 3,000 lbs. actual production. The amount of production that must be assigned because of guarantee is 1,000 lbs.

131 Payment Factors**A Applying Payment Factors**

No factor is applied to crops that are carried through harvest. Prevented planting, unharvested, or adjusted unharvested factors will be applied to the specific crop acreage that is prevented from being planted or is unharvested. See subparagraph B for applying adjusted unharvested factors.

- The established unharvest factor will apply to all planted acres where no harvesting activity occurred.
- In some cases, planted acres are harvested or partially harvested using nonstandard harvesting methods incurring harvesting costs significantly below normal. In these cases, COC shall determine the percentage of harvesting costs incurred and apply to overall acres harvested to determine the number of acres that will receive the unharvested factor. All production shall be attributed to the acres harvested.

Example: A producer harvested 5 truckloads of watermelons from a 100-acre field. Normally 100 truckloads are harvested. The harvested production was obtained by picking up watermelons that were scattered over the entire planted acreage.

Although 5 percent of a normal production was harvested, COC determined the producer incurred 30 percent of the normal harvesting costs. Therefore, 30 percent of the acreage may be considered harvested for program purposes.

In this example, COC may apply the unharvested factor to 70 acres.

B Applying Adjusted Unharvested Factor

The adjusted unharvested factor applies to all acres of the crop destroyed or abandoned before the STC-established date where inputs continue to increase for the crop.

COC shall apply the adjusted unharvested factor to insured and NAP-covered applications on crops for which STC has established an adjusted unharvested factor. See subparagraph 53 F for establishing adjusted payment factors.

Adjusted factors shall be entered in FSA-840, item 50 for single- or multiple-market crops.

132 Adjusting RMA Download Data**A Overview**

Because of different program rules of both RMA and FSA, downloaded data from RMA may not agree with FSA records. The basic rule is that RMA data shall be used. Except as provided in subparagraph C concerning LDP/commodity loan records, COC's are not required to compare records in the County Office with RMA downloads unless there is reason to believe that records are inconsistent. If documented evidence is available that COC determines is more accurate for CDP, COC's have the authority to use the most accurate evidence and make changes according to this paragraph. All changes must be supported by documentation.

All changes made to the data downloaded by RMA shall be recorded on CCC-458 and kept in the producer's file.

RMA download data must be changed upon notification from RMA of known program deficiencies. RMA will provide the necessary information to correct the applications.

B Identified ID Number Problems

When the ID number on the download printout does not agree with FSA records, the County Office shall determine the correct ID number to use for applications. If the ID number is:

- incorrect on FSA records, correct records according to 1-CM and process applications using the correct number
- correct on FSA records:
 - use the correct number from FSA records for processing CDP applications
 - advise the producer to notify the agent.

132 Adjusting RMA Download Data (Continued)**C Production Differences**

RMA data may differ from FSA data because:

- RMA uses different pack factors for measured production
- RMA may have adjusted production for quality
- bin measurements by 2 persons will seldom be identical
- RMA measured production that has since been marketed.

COC shall review available commodity loan/LDP records to compare RMA and FSA production records for reasonableness.

When discrepancies exist between FSA and RMA production data, COC shall:

- determine whether the difference is a legitimate difference because of RMA adjustments for quality, pack factor, etc.
- use RMA data unless **verifiable** FSA production is different by more than 10 percent
- refer suspected cases of fraud or abuse to RMA Compliance Field Office.

COC shall use CCC-458 to refer the case to RMA when the production discrepancy appears to be a potential abuse case. The following cases shall be referred to RMA Compliance Field Office:

- records available in the County Office are significantly different from production reported to RMA
- some units have losses and other similarly affected units have significantly higher yields, indicating the producer may have switched production between units.

Note: Before referring case to RMA, COC shall attempt to verify with the producer that all production reported to FSA is accurate. Require the producer to provide production records from all units only if records are significantly different.

132 Adjusting RMA Download Data (Continued)**C Production Differences (Continued)**

In some cases, COC may have no reason to dispute the validity of the RMA appraised or actual production. However, because of factors that may not be considered by RMA, but which COC should consider, additional production should be assigned for CDP. Other farming practices, such as seeding rates, seed quality, fertilization, weed control, etc. may not have been standard.

Examples: The following are examples:

- soil type is not suitable to achieve yield established for the crop
- the crop was produced organically when the expected yield is based on conventional farming methods
- close-sown crops planted without use of pre-emergence herbicide or herbicide tolerant seed
- seeding rate lower than standard for full production
- crop type or variety not suitable for area or nonirrigation practice
- low germination seed.

D Share Differences

RMA data may show producer shares that differ from the information in FSA offices. RMA procedure allows agents to write policies to:

- 1 spouse for the entire crop share instead of just the share of that spouse
- 1 member of a joint operation to insure the total
- a tenant for the landowner's share.

If RMA shares differ from FSA information, COC shall:

- determine how producers actually shared in the crop, or would have shared if the crop had been produced

132 Adjusting RMA Download Data (Continued)**D Share Differences (Continued)**

- correct the share so producers are only paid a share of the disaster payment equal to the producer's share in the disaster year crop
- correct the net indemnity from the RMA download to reflect the producer's corrected share in the disaster year crop.

Note: If COC determines a producer incorrectly reported shares to FSA, COC shall review other disaster year program payments, such as DCP, LDP, etc., to determine the producer's eligibility for those prior payments.

Use CCC-458 to refer cases to RMA Compliance Field Office as potential abuse if COC determines RMA shares are incorrect.

E Acreage Differences

Acceptable acreage differences between RMA and FSA may result when:

- some acreage of the crop is noninsurable and not reflected in RMA data
- producers were not required by loss adjuster to revise RMA acres for small differences.

Use RMA acres unless the difference is the larger of 5 percent or 10 acres. If tolerance is exceeded, COC shall determine the correct acres to use under CDP. Document the reason for the change in the producer's CDP folder.

Note: Statutorily, only those acres insured or covered by NAP are eligible for CDP. Acres that were not insured or not covered by NAP are not eligible for CDP. Further, the reasons acreage was not insured or NAP-covered are not relevant to a determination of CDP eligibility.

When COC revises acreage (decreases only), according to this paragraph, use CCC-458 to refer case to RMA Compliance Field Office as potential abuse unless COC has determined the RMA acreage is less because the acres are uninsurable.

Note: There may be changes because of the fact that both RMA and NAP acres are the lessor of the reported or determined unit acres.

132 Adjusting RMA Download Data (Continued)**F Harvested and Unharvested Acres**

RMA data may show acres as being unharvested because of appraised acreage that was actually harvested as a use other than intended.

Note: Since RMA does not use payment factors for prevented planting and unharvested acres, the stage code may not accurately reflect whether the crop was harvested as another use.

RMA data shall be used unless FSA has adequate documentation the crop has been mechanically harvested. Harvested includes mechanically harvested as forage (silage or hay). Documentation could include:

- FSA-578 certification and COC determination acreage is eligible for LDP
- evidence the acreage was actually harvested for grain, hay, or silage.

When evidence exists indicating the crop was actually harvested, the County Office shall change the stage code on the automated FSA-840 application from “UH” (unharvested) to “H” (harvested). Document the reason for the change in the producer’s folder.

Note: Whenever the status code is changed from “UH” to “H”, the producer shall provide production documentation or COC shall assign production according to Part 5.

G Incorrect Unit Structure

Disaster benefits are based on units as established by RMA for insured crops. This may include optional units for producers who have purchased limited and additional levels of insurance coverage. RMA downloaded data does not contain enough information for County Offices to determine the correctness of downloaded unit structure. This information shall not be changed. Use the downloaded structure. If the County Office suspects an incorrect establishment of units, notify the RMA Regional Compliance Field Office using CCC-458.

H Prevented Planting

In certain cases, the prevented planting crop on the RMA download may differ from the prevented planting crop certified on FSA-578. If the producer does not have enough planting history to cover the claimed preventing planting acres, a substitute crop may be used for insurance purposes if certain RMA criteria is met.

When this situation exists, FSA shall use the RMA prevented planting crop and acres to provide CDP assistance, unless other discrepancies exist.

For insured producers, the eligible prevented planting crops and acres are limited to those that qualified for an RMA indemnity.

132 Adjusting RMA Download Data (Continued)**I Net Indemnity for Malting Barley**

The RMA download provides 2 units for producers that have malt barley endorsements. The original unit provides the production loss data and the “duplicate” unit has data for the malt endorsement. In this case, CDP payments shall only be issued on the original unit. However, both the original and “duplicate” units provide a net indemnity. When completing FSA-840 (subparagraph 240 C), and when calculating the 95 percent cap, both indemnities shall be included in the net indemnity. Therefore, COC shall correct the net indemnity for the original unit to include the net indemnity from the “duplicate” unit.

133 Crops Having Insured and Noninsurable Practices**A Overview**

There are situations where RMA insures a practice, but does not insure all practices of the crop. If a producer suffers an eligible loss on both practices, only those acres of the insurable practice are eligible for CDP.

Example: Single-cropped (053) soybeans is an insurable crop in the county, but double-cropped (043) soybeans is not insurable. Only the acreage of single-cropped soybeans (053) will be eligible under CDP.

Note: If the producer purchased NAP coverage on the double-cropped soybean practice, it too would then be eligible for CDP.

B Policy for Producers Who Insure the Available Crop Practice

For producers that insure the practice recognized by RMA, but also grow a noninsurable practice, only the insured practice shall be used. The insured practice will be downloaded by RMA and will be pre-filled by the insured application process. County Offices shall not attempt to establish a basic unit for the noninsurable practice and enter the crop in the NAP-covered worksheet process. The insured unit will stand alone in determining crop loss.

134 Notification of Adjustments**A Producer Notification**

COC **shall** notify applicable producers in writing when production is assigned. The notification shall include the following information:

- why the production was assigned
- how the assigned production was determined
- the assigned production will be used when determining the disaster payment
- appeal rights of the producer
- copy of the revised FSA-840.

Note: The maximum average loss level established by COC for a crop in a county is considered a matter of general applicability and, therefore, not appealable. However, a producer may appeal the reason for assigned production, such as lack of adequate weed control.

135 Changing the Yield**A Yield Adjustment**

COC is required to adjust the yield downward for an individual application if:

- the practice used by the producer is not capable of producing the historical yield in a normal year
- for double-cropped commodities
- the area, regional climate, soil type, or other environmental factors do not normally allow a producer to obtain the historical yield

B Double Cropping

For double-cropped commodities where 1 or both of the growing seasons would not normally allow a producer to obtain the historical yield, COC shall establish a lower county or area wide yield to use for similar applicants.

136-149 (Reserved)

Part 7 (Reserved)

150-179 (Reserved)

Part 8 Value Loss Crops and Specialty Crops**180 Value Loss Crops****A Types of Value Loss Crops**

Because of the unique nature of some crops for which disaster assistance is available, special provisions are required to assess losses and calculate assistance. This is necessary because the crops do not lend themselves to yield calculations or production loss situations. A natural disaster must have occurred during the crop year for the crop to be eligible for 2005, 2006, and 2007 CDP. CDP uses the same value loss policy as NAP.

The value loss crops for CDP are:

- Christmas trees
- crustacean
- finfish
- mollusk
- mushrooms
- nursery
- grass with an intended use of SO (sod)
- floriculture

Exception: Floriculture with intended use of SD (seed).

- ginseng root

Exception: Ginseng with an intended use of SD (seed).

- all crops with an intended use of RS or SE.

180 Value Loss Crops (Continued)**A Types of Value Loss Crops (Continued)**

Prevented planting factors are not applicable to value loss crops.

Unharvested factors are applied to all value loss applications.

Maximum average loss levels and production assignment procedures may apply to value loss crops according to Part 6.

The procedure in this part is consistent with procedure in 1-NAP, except for the loss threshold of 35 percent.

Note: If a NAP application for payment has been filed for the crops in this subparagraph, provisions of 1-NAP have already been applied and information transferred from the application for payment will be used to complete the CDP claim. A producer who did not file a NAP application for payment will have the following provisions apply to their CDP claim.

B Determining Inventory for Value Loss Crops

Disaster assistance for value loss crops is calculated based on the loss of value at the time of disaster. Determinations concerning the value of the loss for the unit must be made.

Example: A value loss crop suffers damage because of a hurricane. To determine whether the unit suffered an eligible loss at the time of disaster, determine the total value of inventory present on the unit immediately before and after the disaster.

Important: It is important that a loss of value on any portion of the inventory shall be determined only if that portion of the inventory is not marketable in any market, now and in the future, for this inventory because of disaster.

C Quality Loss Adjustments

Quality loss adjustments do not apply to value loss crops.

180 Value Loss Crops (Continued)**D Determining Inventory When Exact Records Do Not Exist**

Because of the nature of certain value loss crops, it may be difficult to determine the inventory before or after the disaster. Examples include:

- ginseng, which is grown underneath the surface of the ground
- tropical fish, which are reared in ponds.

CDP shall use the same standards and procedures as NAP to determine beginning and ending inventory.

In the case of:

- ginseng, a representative sample may need to be dug to accurately determine the extent of the loss if other data is not available
- aquaculture, COC may require additional evidence to substantiate the producer's loss claim. This data may include a comparison of sales figures for the disaster year compared to a nondisaster year. Restocking documentation for the periods before or following the disaster may also help validate the producer's inventory figures.

Providing acceptable inventory documentation to COC is the producer's responsibility under NAP. Producers are required to maintain inventory records throughout the crop year. If the beginning or ending inventory for value loss crops cannot be provided by the producer, an accurate loss calculation cannot be made, and the application shall be disapproved.

181 Aquaculture**A Eligible Aquacultural Species**

Eligible aquacultural species are:

- any species of aquatic organisms grown as food for human consumption
- fish raised as feed for fish that are consumed by humans
- ornamental fish propagated and reared in an aquatic medium.

Note: These include, but are not limited to, lobsters, crabs, prawns, shrimp, oysters, clams, finfish used as food for either humans or other eligible aquacultural species, and assorted ornamental fish.

To be eligible for disaster assistance, eligible aquacultural species must be raised:

- by a commercial operator on private property
- in water in a controlled environment.

181 Aquaculture (Continued)**B Crop Year**

The crop year for all aquacultural species is from October 1 through September 30.

C Private Property

For a producer to be considered eligible for disaster assistance on aquaculture, COC must determine the:

- producer owns or has leased property with readily identifiable boundaries
- owner or lessee:
 - has total control of the waterbed, the ground under the specific type of water
 - does not have control over only a column of water.

D Controlled Environment

Eligible aquacultural species must be:

- placed in the aquacultural facility by the producer and must not be growing naturally in the facility

Note: Species indigenous to the facility are not eligible.

- planted or seeded on property described in subparagraph C
- planted or seeded in containers, wire baskets, net pens, or similar device designed for the protection and containment of the seeded aquacultural species.

All portions of the aquatic environment must be under the control of the producer. Control means the operator of the facility implements the following practices.

- **Flood prevention**, including, but not limited to:
 - placing the aquacultural facility in an area not prone to flood
 - in the case of raceways, devices, or structures designed for the control of water level.

181 Aquaculture (Continued)

D Controlled Environment (Continued)

- **Growing media** providing an aquatic medium that:
 - provides nutrients necessary for the production of the aquacultural species
 - protects the aquacultural species from harmful species or chemicals.
- **Fertilization or feeding** to obtain expected production results. Evidence of this practice must be provided by the producer at the request of COC. COC must be satisfied that the producer has an adequate supply of vitamins, minerals, or chemicals designed for the control of water quality and application equipment.
- **Irrigation and water quality.** Drought shall **not** be an eligible cause of loss as all aquacultural operators shall have systems and practices in place to ensure that the aquacultural species have adequate, quality water or aquatic medium even in the event of a severe drought. This includes having equipment designed to control the chemical balance and oxygenation of water.

The aquacultural operation must have an adequate water system available, as determined by COC, to be eligible for losses because of other eligible perils. When making this determination, COC shall consider the following:

- whether the source of water is adequate to ensure continued growth and survival of the aquacultural species even in the event of severe drought
- whether the aquacultural facility sustained losses in previous years because of water shortages or water supply interruption. If so, list corrective actions that have been taken.
- **Predator control.** Losses of aquacultural species because of pressure from other aquatic or nonaquatic species or man should not be a major factor, if the following good aquacultural practices are followed:
 - the aquacultural species are not placed in an area prone to suffer loss from predators
 - the aquacultural species are placed in an environment designed to prevent loss from predators

181 Aquaculture (Continued)

D Controlled Environment (Continued)

- the operator of the aquacultural facility has control over the property on which the aquacultural species are located by way of land ownership or lease
- the operator of the aquacultural facility is free to conduct aquacultural operations without interference from persons with no interest in the operation.
- **Disease control.** Disease is not a recognizable cause of loss, unless disease in the aquacultural species can be tied to damaging weather or other adverse natural occurrence. The operator of the aquacultural facility should have implemented an effective disease control program.

E Eligible Operation Determination

If FSA-840 is filed, the producer shall provide records COC requires to determine whether the aquacultural species are produced in an eligible facility. Required records include, but are not limited to:

- a report of crop acreage and photocopy identifying location and boundaries on which the facility resides

Note: Only timely filed acreage reports or late-filed acreage reports considered timely filed according to paragraph 70 are acceptable.

- feeding and fertilization
- reproduction
- hatchery operation
- production, inventory, or both
- predator control
- leases
- water quality
- stocking
- onsite specialized equipment
- production site preparation.

181 Aquaculture (Continued)

F Ineligible Disaster Conditions

The loss of eligible aquacultural species must be a **direct** result of natural disaster. Losses because of managerial decisions or losses of aquacultural species normally incurred in the production cycle of the aquacultural species, that is, normal mortality losses, are not eligible. Other ineligible causes of losses include the following:

- brownout
- failure of power supply
- the inability to market aquacultural species as a result of quarantine, boycott, or refusal of a buyer to accept production
- units that are not growing environments completely meeting the requirements of subparagraphs C and D
- collapse or failure of equipment used in the aquacultural facility.

Example: Damaging weather interrupts electrical power service causing an aquacultural facility's aeration equipment to fail. The loss of aquacultural species because of the lack of oxygen because of a failure of the aeration equipment is not eligible because natural disaster did not directly impact the aquacultural species.

It is important to note there are certain instances where disaster conditions affect a specific size or growth stage of species but does not adversely impact all sizes.

Example: It has been determined that excessive heat significantly increases loss of fry and fingerling catfish but is considered a preferable growing condition for food fish.

In cases such as this, COC has authority to recognize heat (when supported by scientific opinion or data) as a cause of loss for fry and fingerlings and at the same time consider all food fish as having no loss. COC shall assign full value to food fish even though producers may be claiming loss.

181 Aquaculture (Continued)

G Standard Units

STC shall convert aquacultural species or varieties to a standard unit of measure. Apply the following steps for each species, variety, or grouping.

Note: All sizes or values of a type or variety of an aquacultural species shall be summarized as 1 crop for unit loss purposes.

Step	Action	Example 1	Example 2	Example 3
1	Determine the applicable unit of measure and the value of each.	1 gallon of: <ul style="list-style-type: none"> • fingerlings = \$15 • 9-inch fish = \$30 • 12-inch fish = \$45 • 15-inch fish = \$60 	1 pound of: <ul style="list-style-type: none"> • fingerlings = \$5 • 9-inch fish = \$7 • 12-inch fish = \$10 • 15-inch fish = \$12 	one 9-inch fish = \$2.50 one 12-inch fish = \$4 one 15-inch fish = \$5.50
2	Determine the standard unit of measure and notify COC.	STC determined that the standard unit is 1 gallon of fingerlings.	STC determined that the standard unit is 1 pound of fingerlings.	STC determined that the standard unit is inches using the 9-inch fish.
3	Convert each unit of measure to a standard unit by using the ratio of values of each unit of measure.	$\$15 \text{ divided by } \$15 = 1 \text{ unit}$ $\$30 \text{ divided by } \$15 = 2 \text{ units}$ $\$45 \text{ divided by } \$15 = 3 \text{ units}$ $\$60 \text{ divided by } \$15 = 4 \text{ units}$ The producer harvested 100 gallons of fingerlings (100 x 1 unit = 100 units), 50 gallons of 9-inch fish (50 x 2 = 100 units), 75 gallons of 12-inch fish (75 x 3 = 225 units), and 80 gallons of 15-inch fish (80 x 4 = 320 units). Therefore, the producer has 745 units.	$\$5 \text{ divided by } \$5 = 1 \text{ unit}$ $\$7 \text{ divided by } \$5 = 1.4 \text{ units}$ $\$10 \text{ divided by } \$5 = 2 \text{ units}$ $\$12 \text{ divided by } \$5 = 2.4 \text{ units}$ The producer harvested 2 pounds of fingerlings (2 x 1 = 2 units), 5 pounds of 9-inch fish (1.4 x 5 = 7 units), 10 pounds of 12-inch fish (10 x 10 = 100 units), and 20 pounds of 15-inch fish (20 x 2.4 = 48 units). Therefore, the producer has 157 units.	$\$2.50 \text{ divided by } \$2.50 = 1 \text{ unit}$ $\$4.00 \text{ divided by } \$2.50 = 1.6 \text{ units}$ $\$5.50 \text{ divided by } \$2.50 = 2.2 \text{ units}$ The producer harvested ten 9-inch fish (10 x 1 = 10 units), five 12-inch fish (5 x 1.6 = 8 units), and fifteen 15-inch fish (15 x 2.2 = 33 units). Therefore, the producer has 51 units.

Note: Some common units of measure for aquacultural species include, but are not limited to, the following:

- gallons
- pounds
- inches
- pieces.

181 Aquaculture (Continued)

H Calculating Eligible Loss

To calculate the loss for aquaculture, County Offices must complete the following calculations according to this table. The results of these calculations will be dataloaded on FSA-840.

Step	Calculation
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> • Add the number of gallons, pounds, or similar sized aquacultural species (included in the crop definition) present immediately before the disaster. • Multiply the number of gallons, pounds, or similar sized aquacultural species by the approved average market price for these gallons, pounds, or similar sized aquacultural species. <p>Add the total dollar value of all gallons, pounds, or similar sized aquacultural species of the crop (that is, nursery and mature clams). Enter the result in FSA-840, item 23.</p>
2	<p>Determine the dollar value of inventory after disaster.</p> <ul style="list-style-type: none"> • Add the number of gallons, pounds, or similar sized aquacultural species (included in the crop definition) present immediately after the disaster. • Multiply the number of gallons, pounds, or similar sized aquacultural species by the approved average market price for these gallons, pounds, or similar sized aquacultural species. <p>Add the total dollar value of all gallons, pounds, or similar sized aquacultural species of the crop (that is, nursery and mature clams). Enter the result in FSA-840, item 24.</p>
3	<p>Identify the dollar value of ineligible causes of loss. Determine a dollar value for losses stemming from ineligible causes of loss. Enter the result in FSA-840, item 25.</p>
4	<p>Determine Field Market Value B.</p> <p>Add FSA-840, items 24 and 25 and enter the result in FSA-840, item 26.</p>
5	<p>Determine the dollar loss occurrence.</p> <p>Enter the result of FSA-840, item 23 minus item 26 and enter in FSA-840, item 27.</p> <p>Note: This is not the calculated eligible dollar amount for benefits. Use FSA-840C to calculate benefits.</p>

181 Aquaculture (Continued)**I Applying Unharvested Payment Factors**

Unharvested payment factors for each type or variety of aquacultural species shall be established by STC.

The approved unharvested payment factor shall be applied to all aquacultural losses computed for payment, unless the producer can prove that the unit was harvested at the time of disaster or immediately after disaster. If the producer cannot show with documentary evidence that harvest of the unit, or portion of the unit, was performed at the time of disaster or immediately after the disaster, which is the basis for the application, any loss calculated for payment shall be paid at the unharvested rate. In no case shall COC assume that harvest expenses were incurred at or near the time of disaster.

Note: Although payroll or access to a seine may be considered evidence, unless COC is satisfied that the payroll or seine was used for harvest of the crop or commodity, that evidence is not relevant to the question of applying the payment factor. The producer must prove to COC's satisfaction that the unit or specific pond, etc. was harvested at the time of disaster or immediately after the disaster.

182 Nursery**A Eligible Nursery**

Eligible nursery includes decorative plants grown in a container or controlled environment for commercial sale.

Eligible nursery crops include, but are not limited to:

- deciduous shrubs, broadleaf evergreens, coniferous evergreens, shade and flowering trees, etc.
- seed stock for use as propagation in a commercial nursery operation.

Note: This includes fruit and nut seedlings grown for sale as seed stock for commercial orchard operations growing the fruit or nut.

Eligible nursery crops do **not** include:

- edible varieties
- plants produced for reforestation purposes or for the purpose of producing a crop for which NAP or crop insurance does not provide protection.

B Crop Year

The crop year for all nursery is from October 1 through September 30.

182 Nursery (Continued)**C Controlled Environment**

The nursery producer must either own or lease the property upon which the nursery stock is located. Eligible nursery stock must be placed in the nursery facility by the producer and must not be indigenous to the facility. The facility must be managed and cared for using good nursery growing practices.

D Good Nursery Growing Practices

Although definitions of good nursery growing practices may vary from 1 geographical region to another, certain practices are recognized and followed by all nursery operators. These include, but are not limited to, the following.

Flood prevention, including, but not limited to:

- containerized stock placed in a raised area above expected flood level
- drainage facilities provided, such as:
 - drainage ditches or tile
 - gravel, cinder, or sand base.

Growing media. Prevention of “root rot” and other media-related problems requires the following practices:

- well drained media with a minimum 20 percent air pore space
- pH adjustment for the type of plant produced.

Fertilization to obtain expected production results. Evidence of this practice must be provided by the producer at the request of COC. COC must be satisfied that the producer has an adequate supply of soluble or dry fertilizer and application equipment.

Irrigation. Drought shall not be an eligible cause of loss as all good nursery operators shall have irrigation systems and practices in place to ensure adequate water for the entire growing season even in the event of severe drought.

182 Nursery (Continued)

D Good Nursery Growing Practices (Continued)

The nursery must have an adequate water system available, as determined by COC, to be eligible for losses because of other eligible perils. When making this determination, COC's shall consider:

- whether the source of water is adequate to ensure continuation of nursery stock irrigation practices even in the event of severe drought
- whether the nursery operation sustained losses in the past because of water shortages or water supply interruption along with any corrective action
- the type of irrigation system the nursery has in use.

Insect and disease control. Insects or disease is not a major contributing factor when determining eligible loss of nursery stock.

Note: Nurseries generally adhere to a routine pesticide spraying or dusting schedule whether they perform the application or contract it out. Nurseries that perform their own application, should have supportive records indicating an adequate supply of pesticides, appropriate for the type of plants grown, and availability of spraying or dusting equipment.

Weed control. In addition to visual inspection of the nursery facility for adequate weed control, the nursery should have cultivation and/or herbicide application equipment available.

Rodent and wildlife control. Damage caused by rodents and wildlife is not an eligible cause of loss because this damage should be minimized by using the following:

- mowing periphery of nursery in autumn
- treating periphery of nursery with rodenticide
- placing mouse bait in storage structures and in areas of straw and hay usage
- fencing nursery periphery, if deer or other wildlife are prevalent in the area.

Overwinterization storage facilities. The availability and use of adequate winter protection for containerized nursery stock is a major consideration in assessing the acceptable amount of risk. Recognized good nursery practices will vary depending on the USDA plant hardiness zone for the nursery location and type of nursery stock grown.

182 Nursery (Continued)**E Unacceptable Risks**

Before any disaster applications can be approved for nursery losses, COC must be satisfied that the provisions of subparagraphs C and D are met. Some of the unacceptable causes of loss that disaster will not provide assistance for include, but are not limited to:

- nursery stock grown in a region, USDA hardiness zone, or environment not conducive to successful production or plants for which mandatory or recommended storage requirements are not met

Note: The FCIC Actuarial Table, which specifies plants eligible for insurance and any mandatory or recommended storage for these plants in each hardiness zone defined by the Department, shall be reviewed.

- nurseries that do not follow recognized good nursery growing practices described in subparagraph D
- lack of:
 - adequate and acceptable winter storage protection for nursery stock plant species in the “MANDATORY” overwinterization category
 - adequate irrigation practice or an insufficient water supply source to ensure the continuation of a good irrigation practice
- loss prevention measures to control probable loss because of insects and disease
- applicants who fail to provide a report of inventory for all nursery stock in a county
- applicants who fail to maintain or refuse to provide production and sales records necessary to determine the amount of value of eligible nursery stock
- applicants who misrepresent any material facts related to any aspect of the nursery operation.

182 Nursery (Continued)**F Ineligible Disaster Conditions**

The loss of eligible nursery stock must be a **direct** result of natural disaster. Disaster does **not** provide protection against:

- brownout
- failure of power supply
- the inability to market nursery stock as a result of quarantine, boycott, or refusal of a buyer to accept production
- fire, if not caused by a primary natural disaster, such as excessive heat
- collapse or failure of buildings or structures.

G Unit Structure

The unit for nursery shall include all eligible plant species and sizes.

H Wholesale Market Value

Wholesale market value is the total dollar valuation of all eligible stock in the unit at any time. Values are based on the producer's wholesale price list, if properly supported by records, less the maximum discount, which is stated in dollar terms, granted to any buyer.

COC shall examine each nursery producer's wholesale price list to determine whether prices, for each type, variety, and size of plant, are reasonable. If prices appear unreasonable for any plant within the inventory, STC shall establish the wholesale price for this plant.

Note: Use NAP wholesale prices if previously established.

182 Nursery (Continued)

I Insurance Coverage for Nursery

Crop insurance coverage is available for nursery in every State. County Offices must review the “eligible plant list” to determine which crops are insurable and which crops are considered noninsurable. The “eligible plant list” provides the following:

- botanical and common name of insurable plants
- winter protection requirements for container material
- hardiness zone to which field grown material is insurable
- designated hardiness zones for each county
- unit classification for each plant on the list.

Nursery crops that are listed as insured or NAP-covered shall be calculated at the 42 percent payment rate.

J Calculating Eligible Loss

To compute the loss for nursery, County Offices must complete the following calculations according to this table. However, use NAP losses if previously established. The results of these calculations will be dataloaded on FSA-840, Part C.

Step	Calculation
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> • Review the unit’s verifiable record of inventory present immediately before the disaster. • Multiply the smaller of the wholesale market value provided by the producer or the wholesale market value determined by STC for the type, variety, and size of plant times the number of plants of each type, variety, or size. • Add the total dollar value of all types, varieties, and sizes of eligible plants, and enter the result in FSA-840, item 23.
2	<p>Determine the dollar value of inventory after the disaster.</p> <ul style="list-style-type: none"> • Review any acceptable and verifiable record of post disaster inventory. • Multiply the appropriate value determined in the instructions in step 1 times the number of plants of each type, variety, or size. • Add the dollar value of all types, varieties, and sizes of eligible plants. Enter the result in FSA-840, item 24. <p>Note: If any plant identified in step 1 is determined to have any dollar value after disaster, or this plant may reestablish a dollar value for the plant, the plant must be counted as having the full dollar value assigned in step 1.</p>

182 Nursery (Continued)

J Calculating Eligible Loss (Continued)

Step	Calculation
3	Enter the dollar value of ineligible causes of loss. Determine a dollar value for losses stemming from ineligible causes of loss. Enter the result in FSA-840, item 25.
4	Determine Field Market Value B by adding FSA-840, items 24 and 25 and enter the result in FSA-840, item 26.
5	Determine the dollar loss occurrence by entering the result of FSA-840, item 23 minus item 26 and enter in FSA-840, item 27.

Note: Follow the steps in this table to complete:

- FSA-840
- record loss data in the automated system.

K Applying Unharvested Payment Factor

STC does not have the authority to establish unharvested payment factors for nursery.

The following are the 2 unharvested payment factors for nursery:

- 100 percent, for container-grown nursery
- 50 percent, for field-grown, or noncontainer-grown, nursery stock.

Because there are 2 unharvested payment factors for nursery, County Offices must enter type codes of “FLD” for field grown nursery and “CON” for container grown nursery in FSA-840, item 20. A separate FSA-840 must be completed to accommodate each type listed. Although loss still will be calculated for the pay crop and pay type of nursery, by entering the information by type the automated system will use the proper unharvested payment factors to calculate the disaster benefits.

183 Christmas Trees**A Eligible Loss**

The total value of Christmas trees present on the unit at the time of disaster must be reduced by more than 35 percent to qualify. Consider only trees present on the unit at the time of disaster when determining the unit's predisaster value. For an individual Christmas tree to be considered a loss, the value of the tree must be reduced to zero. A Christmas tree having any value as a Christmas tree, or a damaged Christmas tree that may rejuvenate and re-establish value as a Christmas tree, shall count as full value based on the age of the tree at the time of disaster.

B Unit of Measure

The unit of measure for all Christmas trees is a plant or tree.

C Reporting Acreage

In addition to providing acreage the producer must report:

- the dates of planting of all trees
- the number of trees by date of planting.

Note: Only timely filed acreage reports or late-filed acreage reports considered timely filed according to paragraph 70 are acceptable.

D Average Market Price

STC shall:

- establish the average age of mature Christmas trees
- establish a percent of average market price for each year the tree has been planted
- instruct COC to apply a percent of average market price for the years the Christmas tree has been planted.

Note: The amount must be greater than zero.

Example: Christmas trees normally considered mature and ready for harvest 5 years from the time of final field planting are worth 80 percent of the approved average market price in the fourth year after planting.

Note: If the average market price has already been established under NAP, the NAP established market price may be used for CDP.

183 Christmas Trees (Continued)

E Calculating Eligible Loss

To calculate the loss for Christmas trees, County Offices must complete the following calculations according to this table. However if the loss for Christmas trees has been previously established under NAP, the NAP established loss for Christmas trees may be used for CDP. The results of these calculations will be dataloaded on FSA-840.

Step	Calculations
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> For the trees present immediately before the disaster, add the number of trees of each age of maturity and multiply the number of these trees times the appropriate average market price adjusted for the age of the tree. <p>Examples: STC established 5 years from planting as the average number of years to maturity for Christmas trees. If the approved average price of a mature Christmas tree is \$15, a Christmas tree 2-years-old based on the final field planting would be valued at \$6. A unit with seventy 2-year-old trees would have a field market value A of \$420 (70 x \$6).</p> <p>Different varieties of Christmas trees have different growth rates. Some Christmas trees are grown from seed in a greenhouse container for a certain timeframe, then are transplanted into a final field setting.</p> <p>Example: A Christmas tree grown from seed for 2 to 3 years, then transplanted into a final field environment for 1 year, is considered a 1-year old Christmas tree.</p> <ul style="list-style-type: none"> Sum the total value of all Christmas trees (all ages) present on the unit immediately before the onset of disaster. Enter the result in FSA-840, item 23.
2	<p>Determine the dollar value of inventory after disaster.</p> <ul style="list-style-type: none"> Determine the post disaster inventory from either a loss adjustment report or acceptable or verifiable record the number of Christmas trees having dollar value. <p>Note: Any Christmas trees listed in step 1 having any dollar value, or which may rejuvenate or re-establish value, shall be counted as having the assigned full value in step 1.</p> <ul style="list-style-type: none"> Enter the sum of total Christmas tree value in FSA-840, item 24.
3	<p>Enter the dollar value of ineligible causes of loss.</p> <p>Determine a dollar value for losses stemming from ineligible causes of loss. Enter the result in FSA-840, item 25.</p>
4	<p>Determine Field Market Value B.</p> <p>Add FSA-840, items 24 and 25 and enter the result in FSA-840, item 26.</p>
5	<p>Determine the dollar loss occurrence.</p> <p>Enter the result of FSA-840, item 23 minus item 26 and enter on FSA-840, item 27.</p>

183 Christmas Trees (Continued)**F Unharvested Payment Factor**

Any disaster payment computed for the loss of Christmas trees on a unit shall have the unharvested payment factor applied.

Because unharvested payment factors can differ by type of Christmas tree, and if a State Office has data to support different unharvested payment factors by type, then different types shall be entered in FSA-840, item 20. This will enable the automated system to recognize and properly calculate payments of Christmas trees. A separate FSA-840 shall be completed for each type of Christmas tree with a different "UH" factor.

184 Turfgrass Sod**A Eligible Loss**

Turfgrass sod will be eligible for CDP when, according to the producer's reported planting date, the normal time of maturity was during the crop year for which disaster benefits are requested, as applicable, and the producer lost more than 35 percent of the expected production of the crop year's sod because of eligible disaster.

Turfgrass sod is not eligible for prevented planting under CDP.

B Unit of Measure

The unit of measure for all turfgrass sod is a square yard.

C Average Market Price

Unless previously determined for NAP, STC shall establish the average market price for a square yard of mature harvestable turfgrass sod.

184 Turfgrass Sod (Continued)

D Calculating Square Yards of Sod per Acre

An acre of land contains 4,840 square yards.

The total number of square yards of sod per 1 acre of turfgrass shall be according to 1-NAP, paragraph 186.

The average square yards established by STC, according to 1-NAP, paragraph 186, are **not** a yield figure. The number of square yards per acre represents the average amount of sod within an acre of turfgrass.

E Expected Production

Unless previously determined for NAP, COC shall establish a unit's expected production of turfgrass sod is determined according to 1-NAP, paragraph 186.

F Assigned Production

Turfgrass sod net production and production to count is:

- turfgrass sod having any dollar value
- acreage that may rejuvenate and produce sod before a replanting might be ready for harvest
- sod merely stunted or delayed for harvest.

Quality adjustments do not apply.

G Unharvested Payment Factor

Any loss of expected production of turfgrass sod calculated for payment shall have the unharvested payment factor applied.

185 Ginseng Root**A Definition of Ginseng Root**

Ginseng root is a value loss crop and ginseng seed is a yield-based crop. All NAP standards and requirements apply to ginseng according to 1-NAP, paragraph 185.

The crop definition for ginseng payment includes both root and seed; therefore, the loss for ginseng must include the loss for seed and root in determining more than a 35 percent loss. As a result, County Offices will use FSA-840, Part C to record the loss of production for the root and use FSA-840, Part D to record the loss of value for the seed. Because both calculations are taken out to dollars, the automated system will be able to calculate the eligible loss for ginseng taking both intended uses into consideration.

Note: Since ginseng seed is a yield-based crop, see paragraph 90 for instruction.

B Eligible Loss

The total value of ginseng root present on the unit at the time of the disaster must be reduced by 35 percent to be considered eligible for a disaster payment. Consider only roots present on the unit at the time of disaster when determining the unit's predisaster value of ginseng root. For an individual ginseng root to be considered a loss, the dollar value of the root must be reduced to zero. A ginseng root having any dollar value that may rejuvenate and re-establish dollar value as a ginseng root, shall count as full value based on the age of the root at the time of disaster.

Note: Ginseng root has been known to lie dormant 1 year and come up the next.

C Controlled Environment

The ginseng root producer must either own or lease the property upon which the root is located. Eligible ginseng root must be placed in the bed or ground by the producer and must not be indigenous to the planted area. The crop must be managed and cared for using good crop growing practices.

185 Ginseng Root (Continued)**D Good Ginseng Growing Practices**

Although definitions of good growing practices may vary from 1 region to another, certain practices can be considered good for all ginseng producers. Only ginseng that meets the following requirements of cultivated ginseng shall be eligible for benefits:

- grown in raised beds above and away from wet and low areas protected from flooding
- grown under man-made canopies that provide 75 to 80 percent shade cover
- grown in well drained media with a pH adjustment of at least 5.5 and that protects plants from disease
- grown with sufficient fertility and weed control to obtain expected production results.

At the request of COC, evidence of the above ginseng practice requirements must be provided by the producer. Any ginseng that is grown under cultivated practices or simulated wild or woodland conditions that does not meet these requirements is not eligible for disaster assistance.

E Unit of Measure

The unit of measure for all ginseng roots will be pounds.

F Establishing Average Ginseng Root Value

STC shall:

- use the previously NAP-established average market price for ginseng root
- establish the average production in terms of pounds per acre for unharvested ginseng root according to the age of the root
- instruct COC to calculate “full value” as the average pounds of production by age of the roots multiplied times the average market price.

185 Ginseng Root (Continued)

G Annual Crop History

Because ginseng is a perennial crop, the producer must provide annual crop history to establish when the loss occurred and the extent of such loss. If the producer does not or is unable to provide annual records to establish the beginning inventory before the loss and the ending inventory after the loss, production will be assigned by COC. See paragraph 130 for assigned production.

H Calculating Eligible Loss

To calculate the loss for ginseng roots, COC must complete the following calculations according to this table. The results of these calculations shall be dataloaded on FSA-840, Part E.

Step	Calculation
1	<p>Determine Field Market Value A.</p> <ul style="list-style-type: none"> • For the roots present immediately before the disaster, multiply the average production determined for corresponding age of roots by the acreage of the applicable gardens by the average market price. <p>Example: STC established 7 years from planting as the average number of years to maturity for ginseng root. If the average price of a mature ginseng root is \$20, a root 5 years old would be valued at \$14. A unit with thirty 5-year-old roots would have a field market value A of \$420.</p> <ul style="list-style-type: none"> • Sum the total value of all roots (all ages), if applicable, present on the unit immediately before the onset of disaster. Enter the result in FSA-840, item 23.

185 Ginseng Root (Continued)

H Calculating Eligible Loss (Continued)

Step	Calculation
2	<p>Determine the dollar value of inventory after disaster.</p> <ul style="list-style-type: none"> • If any roots remain unharvested after the disaster and may contribute to marketable production in a subsequent year, COC shall establish “full value” as calculated in step 1 to determine after disaster value for this acreage. • Determine the post disaster inventory for harvested acreage from either a loss adjustment report or acceptable or verifiable records. Assume the average market price per pound to establish value. • If a ginseng garden is abandoned and will no longer be cared for in the customary manner, accept producer certification of the roots available but not harvested. Apply maximum loss levels determined according to subparagraph 130 B for the applicable acreage. If maximum loss levels are stated in pounds per acre, use the average market price to establish value. <p>Note: COC must verify by spotcheck that the shade cover is removed and the ginseng beds are destroyed before value is determined.</p> <ul style="list-style-type: none"> • Enter the sum of total root value in FSA-840, item 24.
3	<p>Enter the dollar value of ineligible causes of loss. Determine the dollar value for losses stemming from ineligible causes of loss. Enter the result in FSA-840, item 25.</p>
4	<p>Determine Field Market Value B. Add FSA-840, items 24 and 25 and enter the result in FSA-840, item 26.</p>
5	<p>Determine the dollar loss occurrence. Find the result of FSA-840, item 23 minus item 26 and enter in FSA-840, item 27.</p>

I Unharvested Payment Factor

Any CDP payment computed for the loss of ginseng roots on a unit shall have the unharvested payment factor applied.

186 (Reserved)

187 Honey**A Eligible Honey**

Eligible honey:

- must have been produced between January 1 and December 31 of the applicable disaster year
- includes table and nontable honey produced commercially for human consumption.

All honey is considered a single crop, regardless of type or variety of floral source or intended use.

B Recording County Office

The recording County Office will be specified in 1-NAP, paragraph 190.

C Reporting Colonies

The producer must have accurately reported the total number of the producer's colonies present in each county according to 1-NAP, paragraph 190. CDP benefits for honey are calculated based on the loss of honey production from all of the producer's colonies.

The producer shall certify the number of colonies from which expected production shall be calculated in the remarks section of the acreage report. The producer's certification must be supported by as many of the following documents as possible, but no less than 2:

- State hives registration
- loan documents
- previous year production records
- beekeeper financial records
- moving permits.

COC must be satisfied that the report of the number of colonies is accurate. The certification is binding for all producers sharing in the colonies or honey.

Note: Only timely filed acreage reports or late-filed acreage reports considered timely filed according to paragraph 70 are acceptable.

187 Honey (Continued)**D Calculating Eligible Loss**

Calculate unit loss of honey by:

- multiplying the producer's highest number of colonies reported at any time in the crop year times the historical yield
- subtracting the producer's total actual and assigned production of honey from all the producer's colonies.

Note: A producer's loss is calculated based upon all honey production in the United States.

A producer filing an application for honey loss payment must certify whether bees were present at the time of disaster.

E Ineligible Causes of Loss

Loss of honey production must be the result of an eligible disaster condition. Production losses because of managerial decisions or losses of bees because of circumstances other than natural disaster are not eligible. The following are ineligible losses of honey:

- the loss of colonies or bees causing lower honey production because of:
 - the application of agricultural or nonagricultural chemicals
 - theft, fire, or vandalism
 - movement of bees by the producer or any other person
 - disease or pest infestation of the colonies
- the inability to extract because of the unavailability of equipment
- collapse or failure of equipment or apparatus used in the honey operation
- losses resulting from improper storage of honey
- loss of honey production because of bee feeding.

187 Honey (Continued)**F Payment Factors**

The prevented planting payment factor for honey is zero.

Any loss of expected production for honey calculated for payment shall have the unharvested payment factor applied.

Example: If a producer has 150 hives and only harvests honey from 70 of the hives, then the remaining 80 hives will have an unharvested payment factor applied. The 70 hives that have production harvested will have the harvested payment factor (1.000) applied.

G Yields and Rates

Because a producer's honey production from all counties is treated as a single unit under CDP, the yield and rate shall be those applicable to the recording county.

See paragraph 130 if a producer carries out a practice that generally results in lower yields than the established historic yield.

188 Maple Sap**A Eligible Maple Sap**

CDP benefits for maple sap are limited to maple sap produced on private property in a controlled environment by a commercial operator for sale as sap or syrup. Eligible maple sap must be produced from trees:

- located on land the producer controls by ownership or lease
- managed for production of maple sap
- that average at least 30 years old and 12 inches in diameter.

An eligible tree may have additional taps added as the tree increases in diameter, up to a maximum of 4 taps per tree.

B Unit of Measure and Basis for Yield

The unit of measure for maple sap is gallons. The yield for maple sap shall be based on gallons of sap produced per tap.

Note: The maximum county-expected yield for maple sap shall be 10 gallons of sap per tap per tapping season, unless STC has documentation to support a higher county-expected yield.

188 Maple Sap (Continued)**C Reporting Acreage**

Producing tree acreage must have been reported according to 1-NAP, paragraph 306.

D Average Market Price

An approved average market price for maple sap is the price established according to 1-NAP, paragraph 191.

E Expected Production

When establishing a unit's expected amount of production of maple sap, COC's shall:

- consider only the number of taps placed in eligible trees in the tapping season
- multiply the number of taps placed in eligible trees times the producer's approved yield, that is, gallons of sap per tap.

F Payment Factors

Prevented planting does not apply to sap. Therefore, the prevented planting payment factor for maple sap is zero.

Any untapped trees lost with expected production for maple sap shall have the unharvested payment factor applied. Any production harvested from that tree will be considered harvested for CDP payment purposes.

Example: If a producer has 150 trees and only taps 70 of the trees for harvest of maple sap, then the remaining 80 trees will have an unharvested payment factor applied. The 70 trees that have taps for harvested production will have the harvested payment factor (1.000) applied.

189 Tropical Region Crops

A Applicability

Beginning with the 2006 crop year, special provisions under NAP were provided for agricultural producers in tropical regions.

Those provisions allow producers located in tropical regions, where annual crops are planted in a continuous year-round planting and harvesting cycle, to no longer maintain acreage and production by planting period.

NAP assistance for designated tropical regions is based on the acreage that exists at the time of the disaster event.

B Tropical Region Eligibility

Provisions of 1-NAP, Part 4, Section 3 will apply for 2006 and 2007 CDP in defined tropical regions. All other eligibility criteria applicable to CDP will apply according to this handbook.

190-199 (Reserved)

Part 9 Handling Special Cases**200 Hybrid Seed Corn and Sorghum****A Overview**

Hybrid seed contracts have various formulas for settlement that make it extremely difficult to set 1 standard for determining dollars received on all agreements or contracts. The following subparagraphs apply to all producers (insured and NAP-covered) applying for CDP benefits.

B Determining Expected Production

Typically hybrid seed is only harvested from the female plant. Normally hybrid seed fields are planted in a pattern or ratio of 3 or 4 rows of female plants to 1 row of male plants. Before harvest, the male rows and buffer rows are typically destroyed. However, there are situations where a producer may harvest the male rows that must be counted as production. County Offices shall use the total crop acreage planted regardless of female to male rows or buffer rows.

To determine expected production, County Offices shall use the historic yield for the grain crop multiplied by the total acreage of the crop.

C Determining Actual Production

Insured hybrid seed producers are required to bring in loss documents from RMA to document production. Because producers enter into an agreement or contract that they receive compensation from the seed company other than delivery of the crop, production must be adjusted upward by the amount of the contract or agreed payment.

Producers growing hybrid seed are required to submit a copy of the agreement or contract and settlement sheets to COC. The producer is required to identify the total amount paid for both the production and the amount received as a result of the agreement or contract. COC shall assign production to the crop equal to the amount of the total payments received.

200 Hybrid Seed Corn and Sorghum (Continued)**C Determining Actual Production (Continued)**

Example: Producer A grew 40 acres (total female, male, and buffer rows) of hybrid seed corn under contract with ABC Corn Company. The producer received a total \$7,000 for both the production and the amount received as a result of the agreement or contract from the ABC Corn Company. COC shall assign production of 3,333 bushels (\$7,000 divided by \$2.10 (county crop table price) equals 3333.3 rounded to whole bushels). The assigned production of 3,333 bushels will be entered in FSA-840, item 46 with an “O” flag entered in FSA-840, item 47. No production shall be entered in FSA-840, item 41.

Notes: Producers that harvest male rows must provide total production harvested, and COC must include that production as assigned on FSA-840, item 46.

Producers with no verifiable records shall be assigned, by COC, the greater of certified production or maximum average loss level, and the assigned production entered in FSA-840, item 46.

201-225 (Reserved)

226 Crops Having Multiple Harvests With Different Intended Uses

A Overview

There are many crops that can be harvested for 2 different intended uses in the same growing season. In most situations, 1 of the intended uses has a higher dollar value per acre than the other.

Example: Producer A grows 50 acres of alfalfa. From this alfalfa crop, Producer A harvests 2 cuttings of hay and 1 harvest of seed.

Alfalfa Seed Rate and Yield		\$/acre
\$1.02/lbs	131 lbs/acre	\$134/acre
Alfalfa Hay Rate and Yield		\$/acre
\$71.00/ton	1.5 tons/acre	\$107/acre

In this example, it shows that the producer intending the crop for seed would receive a higher dollar value per acre than only intending the crop for hay.

B Determining Actual Intended Use Based on Historical Data

To ensure that producers obtain benefits according to the crop intention, it is necessary for COC to obtain historical production and acreage evidence from the producer for the previous 3 years. The evidence obtained will help COC determine the average number of acres historically grown for both intended uses.

If a producer is unable to provide any evidence of the higher-paying intended use, the benefits will be calculated solely on the lower-valued intended use.

Exception: If a producer cannot provide historical evidence, but does have actual marketings for both uses in the loss year, COC shall determine the number of acres intended by use based on the evidence provided by the producer for the year of loss.

Normal marketing percentages shall **not** be entered on FSA-840, item 48 for these situations. County Offices shall follow paragraph 240 for completing FSA-840.

226 Crops Having Multiple Harvests With Different Intended Uses (Continued)**C No Marketings Because of the Disaster**

Because of the disaster condition, a producer may not have any actual marketings of the crop available to determine the number of acres intended for each use as provided in the exception under subparagraph B.

Based upon the cultural practices implemented by the applicant, COC may determine the number of acres intended for each use.

If the producer cannot provide evidence of cultural practices unique to the higher valued use, COC shall assign the acres to the lowest value use for the crop.

227 Fruit and Nut Crops**A Producer Responsibilities**

Producers shall be responsible for providing the following information for fruit and nut crops:

- age of trees
- normal spacing of trees and total number of trees on the unit (to determine average number of trees per acre)
- whether the trees are managed or unmanaged.

B COC Responsibilities

In addition, the following guide is provided:

- age (including crops that are in decline or immature because of underage or overage), spacing, tree count, or management are the only conditions that allow COC to reduce yields

Notes: For other situations, such as geographical production capability or losses because of ineligible causes, COC's may procedurally assign production according to paragraph 130.

227 Fruit and Nut Crops (Continued)

B COC Responsibilities (Continued)

A tree or vine crop is considered 1 year old the year it is planted or set out. Therefore, Age of Tree/Vine = (Crop Year) minus (Year Set Out/Planted) plus One.

Examples:

Crop Year	Year Set Out/Planted	Age of Tree or Vine
2005	2000	6 years old
2005	1995	11 years old
2006	1995	12 years old

- COC’s are not required to reduce the yield if the spacing/tree count or age does not significantly differ from the standard spacing/tree count or age in the county.

COC must reduce yields, if age or spacing of trees on the unit are not capable of producing the county yield. DAFP has developed these reductions for COC’s use as a guide from sources, such as State university research stations, CSREES, RMA Regional Offices, and FSA State Offices.

Note: There may be situations where STC establishes the county average yield loss because of unique situations. COC shall not further reduce the yield if they have knowledge that age or spacing have already been taken into consideration.

Example: In this example, assume the producer had a stand of 10 acres of new, immature orange trees. The new orange trees were 4 years of age. Citrus trees are not considered mature, until they are 8 years of age. Because these are immature trees, they are not covered by an RMA insurance policy. Because these orange trees are a NAP-covered crop, STC should have already established a county average yield. If STC has taken into consideration the age of the immature trees, in establishing the county average yield, or the producer’s approved yield established is based on the actual production list of those immature trees, no further action will be necessary by COC to reduce the yield.

COC may adjust the percentages in this paragraph; however, any adjustments must be justified and documented in COC minutes with the concurrence of an STC representative.

If the reductions in subparagraphs C through T do not provide an estimated reduction in yield for older trees, COC may reduce the yield for older trees using all available information.

If APH or an approved yield is present for the crop, do not reduce the historic yield below the APH or approved yield.

227 Fruit and Nut Crops (Continued)

C Peaches and Nectarines

Use this table to reduce the yield for peach and nectarine trees based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
less than 3 years	100 percent reduction
3 years	50 percent reduction
4 years	30 percent reduction
5 years and over	0 percent reduction

Normal spacing for peach and nectarine trees is 90 to 120 trees per acre. An additional reduction of 10 percent shall apply for every 7 trees below 90 trees per acre.

D Limes

Use this table to reduce the yield for lime trees based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
4 years and older	no reduction
more than 2 years but less than 4 years	30 percent reduction
1 to 2 years	60 percent reduction

Normal spacing for lime trees is 100 trees plus per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

227 Fruit and Nut Crops (Continued)

E Citrus Except Limes

Use this table to reduce the yield for citrus trees, except for lime trees, based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
8 years and older	no reduction
more than 5 years but less than 8 years	30 percent reduction
2 to 5 years	45 percent reduction

Normal spacing for citrus trees is 100 trees plus per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

F Apples

Use this table to reduce the yield for apple trees based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
12 years and older	no reduction
less than 12 years	10 percent reduction for each year below 12

Normal spacing for apple trees is 109 trees per acre. An additional reduction of 10 percent shall apply for every 10 trees below 109 trees per acre.

227 Fruit and Nut Crops (Continued)

G Apricots

Use this table to reduce the yield for apricot trees based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
less than 3 years	100 percent reduction
3 years	50 percent reduction
4 years	30 percent reduction
5 years and over	0 percent reduction

Normal spacing for apricot trees is 120 to 160 trees plus per acre. An additional reduction of 10 percent shall apply for every 12 trees below 120 trees per acre.

H Grapes and Muscadines

Use this table to reduce the yield for grape and muscadine vines based on the age of the vines.

Age of Trees	Estimated Reduction in Yield
less than 3 years	100 percent reduction
3 years	50 percent reduction
4 years and over	0 percent reduction

Normal spacing for grape and muscadine vines is 680 vines per acre. An additional reduction of 10 percent shall apply for every 68 vines below 680 vines per acre.

227 Fruit and Nut Crops (Continued)

I Pears

Use this table to reduce the yield for pear trees based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
16 years and older	no reduction
15 years	10 percent reduction
14 years	20 percent reduction
13 years	30 percent reduction
12 years	40 percent reduction
11 years	50 percent reduction
10 years	60 percent reduction
9 years	70 percent reduction
8 years	80 percent reduction
7 years	90 percent reduction

Normal spacing for pear trees is 100 to 110 trees per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

J Cherries (Tart)

Use this table to reduce the yield for cherry trees (tart) based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
over 23 years	5 percent reduction for each year over 23
13 to 23 years	no reduction
12 years	10 percent reduction
11 years	20 percent reduction
10 years	30 percent reduction
9 years	40 percent reduction
8 years	50 percent reduction
7 years	60 percent reduction
6 years	80 percent reduction

Normal spacing for cherry trees (tart) is 100 to 135 trees per acre. An additional reduction of 10 percent shall apply for every 10 trees below 100 trees per acre.

227 Fruit and Nut Crops (Continued)

K Cherries (Sweet)

Use this table to reduce the yield for cherry trees (sweet) based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
over 20 years old	5 percent reduction for each year over 20
10 to 20 years	no reduction
9 years	15 percent reduction
8 years	30 percent reduction
7 years	45 percent reduction
6 years	60 percent reduction

Normal spacing for cherry trees (sweet) is 150 trees per acre. An additional reduction of 10 percent shall apply for every 15 trees below 150 trees per acre.

L Pecans

Use this table to reduce the yield for pecan trees based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
13 years and older	no reduction
12 years	50 percent reduction
9 to 11 years	75 percent reduction

Use this table to take an additional reduction because of trees per acre.

Age of Trees	Trees per Acre	Additional Reduction
13 to 18 years	27	10 percent for each 3 trees below 27
more than 18 years to 40 years	14	10 percent for each 2 trees below 14
more than 40 years to 60 years	7	15 percent for each tree below 7

Note: Consider each 15 native pecan trees as 1 acre, regardless of tree age. See subparagraph U for additional reductions.

227 Fruit and Nut Crops (Continued)

M Almonds

For almonds, use this table to reduce the county average yield based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
less than 4 years	100 percent reduction
4 years	75 percent reduction
5 years	50 percent reduction
6 years	25 percent reduction
7 years and over	0 percent reduction

N Olives

For olives, use this table to reduce the county average yield based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
less than 4 years	100 percent reduction
4 years	80 percent reduction
5 years	60 percent reduction
6 years	40 percent reduction
7 years	20 percent reduction
8 years and over	0 percent reduction

O Plums

For plums, use this table to reduce the county average yield based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
less than 3 years	100 percent reduction
3 years	50 percent reduction
4 years	30 percent reduction
5 years and over	0 percent reduction

227 Fruit and Nut Crops (Continued)

P Prunes

For prunes, use this table to reduce the county average yield based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
less than 4 years	100 percent reduction
4 years	75 percent reduction
5 years	50 percent reduction
6 years	25 percent reduction
7 years and over	0 percent reduction

Q Walnuts

For walnuts, use this table to reduce the county average yield based on the age of the trees.

Age of Trees	Estimated Reduction in Yield
less than 5 years	100 percent reduction
5 years	90 percent reduction
6 years	75 percent reduction
7 years	50 percent reduction
8 years	25 percent reduction
9 years and over	0 percent reduction

R Avocados

Use this table to reduce the county average yield based on the age of the avocado trees.

Age of Trees	Estimated Reduction in Yield
less than 3 years	100 percent reduction
3 years	93 percent reduction
4 years	85 percent reduction
5 years	71 percent reduction
6 years	42 percent reduction
7 years and over	0 percent reduction

227 Fruit and Nut Crops (Continued)

S Pistachios

Use this table to reduce the county average yield based on the age of the pistachio trees.

Age of Trees	Estimated Reduction in Yield
less than 5 years	100 percent reduction
5 years	91 percent reduction
6 years	82 percent reduction
7 years	64 percent reduction
8 years	55 percent reduction
9 years	45 percent reduction
10 years	36 percent reduction
11 years	27 percent reduction
12 years	18 percent reduction
13 years and over	0 percent reduction

T Figs

Use this table to reduce the county average yield based on the age of the fig trees.

Age of Trees	Estimated Reduction in Yield
less than 3 years	100 percent reduction
3 years	92 percent reduction
4 years	77 percent reduction
5 years	60 percent reduction
6 years	45 percent reduction
7 years	31 percent reduction
8 years	18 percent reduction
9 years	8 percent reduction
10 years and over	0 percent reduction

227 Fruit and Nut Crops (Continued)

U Unmanaged Orchards

The historic yield (higher of the producer’s actual yield or county average yield) for the crop, for that crop year, shall be reduced an additional 35 percent, if the orchard is unmanaged with no set management system, that is, no pruning, no set spray cycle, etc.

Example: For this example, assume the producer has a stand of 15 acres of unmanaged apple trees with a historical yield of 456 bushels. The producer harvested 2,000 bushels of apples. The rest of the apples were lost as a result of natural disaster.

Step 1 - Calculate Deduction for Unmanaged Orchard	
1	456 bu. x 15 acres of apple trees = 6,840 bu. of expected production
2	456 bu. x 35% reduction (unmanaged trees) = 160 bu. - 456 bu. = 296 bu. adjusted tree yield
3	160 bu. x 15.0 acres = 2,400 bu.
4	6,840 bu. - 2,400 bu. = 4,440 bu. adjusted expected production
Step 2 - Calculate CDP Payment	
1	296 bu. x 35% (loss threshold) = 104 bu. x 15 acres = 1,560 bu. (loss required for CDP eligibility)
2	4,440 (adjusted expected production) - 1,560 (loss threshold) = 2,880 bu. differential
3	2,880 (differential) - 2,000 (harvested production) = 880 bu. for CDP payment

6,840 bu. - 2,440 bu. - 1,560 bu. - 2,000 bu. = 880 bu.

Expected Production - Unmanaged Reduction - Loss Threshold - Harvest Production = CDP Bushels for Payment

V Area Reductions

The yield may be reduced by COC for the entire county or portion of a county if the area cannot produce the crop table yield in a normal year because of topography, soil type, regional climate, or other environmental factors.

228-239 (Reserved)

Part 10 Crop Disaster Application

240 Applying for Benefits

A Required Forms

In addition to FSA-840, the following must be filed as indicated:

- FSA-840M, if FSA-840, item 16 is answered “yes”
- FSA-841, if benefits were received under HIP or HDP
- AD-1026, according to 6-CP
- CCC-502, according to 1-PL
- CCC-526, according to 1-PL

Note: If the producer is an entity or joint operation, CCC-526 is required from every individual and/or entity holding a direct or interest in the producer, as provided in 1-PL.

- FSA-578, if applicable
- production and quality loss documentation, if applicable.

Important: All required forms and production and quality loss documentation must be submitted before the signup deadline for the application to be considered timely filed.

B Application Approval or Disapproval

COC is responsible for either approving or disapproving all disaster applications. In cases involving multiple-cropped acreage applications, only 1 crop application shall be approved, unless the provisions of paragraph 72 have been met for eligible multiple cropping.

Note: Approve applications meeting all eligibility criteria in which crop losses resulted because of eligible disaster conditions, even if the 35 percent loss threshold was not met. If the producer did not suffer a 35 percent loss, the system will compute a zero payment.

Important: Applications shall be complete and contain all required information before requesting the producer to sign the application. No entries shall be made on FSA-840 by FSA employees (Parts A through F except entries designated for COC use), after the producer signs the application. Any additions or corrections by the producer shall be initialed and dated by producer.

240 Applying for Benefits (Continued)

B Application Approval or Disapproval (Continued)

If COC determines the disaster application should be disapproved, County Offices shall immediately notify the producer in writing of the disapproval.

The letter to the producer shall include the following:

- notification that the disaster application was disapproved
- reason or reasons for disapproval
- applicable appeal rights according to 1-APP.

C Instructions for Completing FSA-840

Complete a separate FSA-840 for each crop based on the crop definition for payment and unit for which a payment for a loss of expected production is requested.

A manual FSA-840 should be completed according to this table when the automated system is unavailable.

Item	Instructions
1	Enter producer name and address.
2	Enter last 4 digits of producer ID number.
3	Enter State and county codes for the unit where administratively located. Exceptions: Honey shall be filed in recording county. Physical location State and State and county codes shall be used for insured applications loaded through the “Cmd16” option.
4	Check the crop year for which disaster benefits are being requested.
5	Enter the crop name, pay crop code, and pay type code.
6	Enter the planting period. Note: The planting period will always be “1” unless multiple planting provisions apply.
7	Enter the unit number.
8	Enter the farm serial numbers associated with the unit. Note: This is not a required entry.

240 Applying for Benefits (Continued)

C Instructions for Completing FSA-840 (Continued)

Item	Instructions
Part A – Notice of Loss	
9	Check the appropriate box to indicate whether crop insurance or NAP coverage was obtained for the crop year selected in item 4, and the crop in item 5. The producer initials. If the “No” box is selected, assistance is not available under this program.
10	Check the appropriate box to identify whether the crop in Part C or Part D, was insured, or was NAP covered.
11	A. Enter the weather-related disaster event that caused the loss. B. Enter the date the crop was planted. C. Enter the date the disaster event occurred. D. Enter the date the crop was destroyed or abandoned, if applicable.
12	Entry is only required when the listed crop is grown on a fruit or nut bearing tree. Enter the number of trees and average age of trees associated with the unit. This information will be used to determine the stand per acre and potential yield.
13	Check the type of loss being reported, that is, prevented planting, damaged crop/low yield, and/or quality loss.
14	If item 13 is checked for prevented planted acreage, enter both eligible and ineligible acreage according to the 2007 Rule.
15	Enter the eligible and ineligible acres planted to the crop listed in either Part C or Part D, as applicable, for the unit according to the 2007 Rule.
16	Check the appropriate box to indicate whether any acreage on this application was planted to another crop. If the “yes” box is checked, list all crops.
Part B – Record of Management for This Crop	
<p>Items 17 through 19 are not required to be completed if:</p> <ul style="list-style-type: none"> • CDP RMA data for the unit is provided in the RMA download • An approved Notice of Loss for NAP on the unit has been filed. 	
17	<p>For acreage entered in items 14 and 15, describe the purchase, delivery, or arrangement for seed, chemicals, fertilizer, and land preparation measures taken for this crop.</p> <p>Note: For prevented planted acreage only, attach copies of receipts for COC verification of intended prevented planted acreage.</p>
18	If “Damaged Crop/Low Yield” is checked in item 13, describe cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
19	Describe what has been done with the prevented planted or damaged crop acreage. If prevented from planting, include the normal final planting date. If acreage was planted and harvested enter “ALL” or if only partially harvested enter the appropriate acreage according to Part D.

240 Applying for Benefits (Continued)

C Instructions for Completing FSA-840 (Continued)

Item	Instructions
Part C – Value Loss Crops	
20	Enter the type or variety of crop in the same grouping as indicated on FSA-578 or RMA download.
21	Enter the producer’s share of crop type.
22	A. Enter RMA crop code from RMA download. B. Enter RMA crop type code from RMA download. C. Enter RMA practice code from RMA download.
23	Enter the Field Market Value A determined according to Part 8 for value loss crops.
24	Enter the dollar value after the disaster. Determine the dollar value from the loss adjustment report or acceptable and verifiable record of post disaster inventory. Follow the same instructions provided in calculating Field Market Value A to determine value.
25	Enter the dollar value for losses stemming from ineligible causes of loss determined according to Part 8.
26	Determine the Field Market Value B by adding items 24 and 25 and entering the result.
27	Calculate the value loss for the crop by subtracting item 26 from item 23. Enter the result. Note: This is not the calculated eligible dollar amount for benefits. Complete FSA-840C to calculate benefits.
28	Enter the total dollar value received for crops sold as salvage according to paragraph 97.
29	COC shall enter the assigned value determined according to paragraph 130.
30	Enter the gross crop insurance indemnity payment minus the unsubsidized portion of the premium paid by the producer. If RMA data shows the producer’s share that differs from FSA information, as provided in subparagraph 132 D, the RMA net indemnity must be prorated to reflect the producer’s corrected share in the crop. Note: RMA download will include the net indemnity payment (gross insurance indemnity payment minus the unsubsidized portion of the premium paid by the producer).

240 Applying for Benefits (Continued)

C Instructions for Completing FSA-840 (Continued)

Item	Instructions
Part D – Yield Based Crops (for Single and Multiple Market Crops)	
31	Enter the type or variety of crop as indicated on FSA-578.
32	Entry is only required for California grapes. Enter the applicable crushing district.
33	Enter the intended use.
34	Enter either of the following practices: <ul style="list-style-type: none"> • “I” for irrigated • “N” for nonirrigated.
35	Enter the producer’s share.
36	Enter RMA crop code from RMA download.
37	Enter RMA crop type code from RMA download.
38	Enter RMA practice code from RMA download.
39	Enter acreage from FSA-578.
40	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> • “H” for harvested • “UH” for unharvested • “PP” for prevented planting.
41	For insured and NAP-covered producers, entry is only required when the applicant is applying for an additional quality payment. Enter producer’s actual harvested production for the primary, secondary, and tertiary markets.
42	The RMA production is the RMA-downloaded production to count. For crops that did not have an RMA loss record, enter the actual, appraised, or certified production for the unit (not by producer share) by stage and practice. For NAP crops, enter the actual, appraised, or certified production for the unit by stage and practice. <p>Note: RMA production must be provided to calculate the CDP quantity loss.</p> RMA and NAP production should include all harvested production, with the exception that unmarketable production shall not be included.

240 Applying for Benefits (Continued)

C Instructions for Completing FSA-840 (Continued)

Item	Instructions
43	<p>Enter the gross crop insurance indemnity payment minus the premium paid by the producer.</p> <p>If RMA data shows a producer’s share that differs from FSA information, as provided in subparagraph 132 D, the RMA net indemnity must be prorated to reflect the producer’s corrected share in the crop.</p> <p>For malt barley endorsements, include the indemnity amounts provided in both units as provided in subparagraph 132 I.</p> <p>Note: RMA download will include the net indemnity payment (gross crop insurance indemnity payment minus the premium paid by the producer).</p>
44	<p>Enter the producer’s historical record of marketing as a percentage by use.</p> <p>Note: If the producer does not have historical records, see item 48.</p>
45	<p>Enter the total dollar value received for crops sold as salvage according to paragraph 97.</p>
COC Use Only	
46	<p>COC shall enter adjusted or assigned production, as applicable, by entering assigned production determined according to paragraph 130.</p>
47	<p>Enter an:</p> <ul style="list-style-type: none"> • “A” flag if the assigned production is to be added to actual production • “O” flag if the assigned production is to override the actual production.
48	<p>Enter COC-established normal marketing percentages for the county for those producers who did not provide historical marketings or only certified their normal marketings.</p>
49	<p>COC shall enter the assigned salvage value determined according to paragraph 97.</p>
50	<p>COC shall enter the adjusted unharvested factor determined according to subparagraph 131 B.</p>

240 Applying for Benefits (Continued)

C Instructions for Completing FSA-840 (Continued)

Item	Instructions
Part D – Item 51 is only required when the applicant is applying for an additional quality payment on production that is not sold pursuant to a marketing contract	
51 A	COC shall enter the harvested production not sold under a marketing contract affected by a minimum of a 25 percent quality loss into 1 or more of 5 quality loss levels, according to the extent of the quality loss and the unaffected production. Production shall be entered in the same unit of measure listed on the county crop table.
51B	COC shall enter the ineligible harvested production not sold under a marketing contract affected by a minimum of a 25 percent quality loss into 1 or more of 5 quality loss levels, according to the extent of the quality loss.
Part D – Item 52 is only required when the applicant is applying for an additional quality payment on production that is sold pursuant to a marketing contract	
52A	Enter producer’s share from marketing contract.
52B	Enter the marketing contract price.
52C	Enter the contract production.
52D	COC shall enter the harvested production sold pursuant to a marketing contract affected by a minimum of a 25 percent quality loss into 1 or more of 5 quality loss levels, according to the extent of the quality loss and the unaffected production. Production shall be entered in the same unit of measure listed on the county crop table.
52E	COC shall enter the ineligible harvested production sold pursuant to a marketing contract affected by a minimum of a 25 percent quality loss into 1 or more of 5 quality loss levels, according to the extent of the quality loss.
Part E – Remarks (Include information necessary to document any loss, unusual practices or uses, or calculation used in documenting production)	

240 Applying for Benefits (Continued)

C Instructions for Completing FSA-840 (Continued)

Item	Instructions
Part F – Certifications	
53A, B, C, D and E	Producers authorize FSA spot check, and certify all information on this form and FSA-840M, if applicable, is correct, including losses because of eligible causes. Producers further acknowledge that any duplicate benefits received under the HDP or HIP, as certified to on FSA-841, shall be offset from CDP. Producers also acknowledge that FSA-840 is an application for both quantity and quality.
54A and 54B	Producer signature and date.
55A, 55B, and 55C	Signature of COC or Designee and Date, and Determination of Approval/Disapproval for quantity loss.
56A, 56B, and 56C	Signature of COC or Designee and Date, and Determination of Approval/Disapproval for quality loss.
57A and 57B	Enter name, address, and telephone number of the County Office where farm with unit is administratively located and application is filed.

Notes: If multiple-cropped acreage applications are on file and only 1 crop can earn payment, COC or designee shall:

- disapprove other crop applications for the same acreage noting the producer’s choice as reason for disapproval
- approve the crop designated if all other eligibility criteria has been met.

See paragraph 72.

240 Applying for Benefits (Continued)

D Processing FSA-840's With Multiple-Cropped Acreage

This subparagraph applies only to multiple-cropped acreage not meeting eligibility criteria according to paragraph 72, and producers must select a crop for payment. Depending on the specific situation, all applicable FSA-840's for multiple-cropped acreage may:

- not need to be processed
- need to be processed but not all entries are required
- need to be processed with all entries completed.

In all cases, process all applicable FSA-840's if needed to enable the producer to make an informed decision. See the following table for guidance.

Note: If FSA-840's for nonselected crops are not required to be processed, COC shall take steps to ensure that the nonselected crop is not inadvertently approved.

Table 1		
IF FSA-840...	AND...	THEN...
acreage planted to multiple crops was planted acre for acre to each crop	the owner/operator has 100 percent share of each crop planted	<ul style="list-style-type: none"> • complete FSA-840 for the crop selected for payment • process FSA-840 for the crop not selected if the crop has an RMA download <p style="margin-left: 20px;">Note: See Table 2.</p> <ul style="list-style-type: none"> • FSA-840 will not be required for the NAP-covered crops that were not selected for payment <p style="margin-left: 20px;">Note: See Table 2.</p> <ul style="list-style-type: none"> • complete FSA-840M.

240 Applying for Benefits (Continued)

D Processing FSA-840's With Multiple-Cropped Acreage (Continued)

Table 2	
IF the...	THEN...
RMA record, for the nonselected crop, was downloaded to the County Office	<ul style="list-style-type: none"> • process FSA-840 using the RMA data for the nonselected crop <p style="text-align: center;">Note: Items 11 through 19 for the nonselected crop do not need to be completed.</p> <ul style="list-style-type: none"> • the producer does not sign FSA-840 for the nonselected crop • complete FSA-840M according to paragraph 253 • enter disapproval date into the system.
nonselected crop is NAP-covered	<ul style="list-style-type: none"> • do not complete FSA-840 for the nonselected crop • complete FSA-840M according to paragraph 253. Item 3L may be left blank.

Table 3		
IF the nonselected crop is...	AND...	THEN process each applicable FSA-840 according to subparagraph...
insured or NAP-covered	<ul style="list-style-type: none"> • the crop has single cropped acres eligible for payment • more than 1 producer has a share in the multiple-cropped acreage 	<ul style="list-style-type: none"> • 253 D • 253 A.

240 Applying for Benefits (Continued)

D Processing FSA-840's With Multiple-Cropped Acreage (Continued)

Example 1: Farm B has 300 acres of cropland. The producer has 100 percent share of all crops on the farm and plants 300 acres of wheat; the wheat failed and the producer planted the 300 acres to cotton. The cotton also failed. Both crops were insured; however, the wheat and cotton are not approved as a multiple-cropping combination. The producer requests a disaster payment for his or her cotton crop.

County Offices shall:

- require the producer to complete FSA-840 for the cotton crop
- require the producer to complete FSA-840M, including the wheat acreage
- process FSA-840 for the wheat crop with the RMA data only

Note: Items 11 through 19 do not need to be completed.

- attach FSA-840M to the cotton FSA-840 and wheat FSA-840
- disapprove FSA-840 for wheat in the system.

Example 2: Farm C has 200 acres of cropland. The producer has 100 percent share of all crops on the farm and plants 200 acres of cotton that failed. The producer planted the 200 acres to sunflowers; the sunflowers also failed. The producer had insurance on his cotton but the sunflowers were NAP-covered crop. Cotton and sunflowers are not approved as a multiple-cropping combination. The producer requests a disaster payment for the cotton crop.

County Offices shall:

- require the producer to complete FSA-840 for the cotton crop
- require the producer to complete FSA-840M, including the sunflower acreage
- not process FSA-840 for sunflowers unless the producer requests that it be processed to assist him or her in making a decision
- attach FSA-840M to the cotton FSA-840.

241 Example of FSA-840 for Yield-Based Crops

A Example of FSA-840 for Yield-Based Single Market Crop

Following is a completed example of FSA-840 for yield-based single market crop.

<p>This form is available electronically. FSA-840 U.S. DEPARTMENT OF AGRICULTURE (10-09-07) Farm Service Agency</p> <p align="center">2005, 2006, and 2007 CROP DISASTER PROGRAM APPLICATION</p>		<p>1. Producer's Name and Address <i>(City, State and Zip Code)</i> Mr. Jones</p>		<p>2. Producer's Identification Number <i>(Last 4 digits)</i> 1234</p>	
<p>3. State and County Code 38-071</p>		<p>4. Crop Year (Check ONLY one): <input checked="" type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007</p>		<p>5. Crop Wheat</p>	
<p>6. Planting Period 1</p>		<p>7. Unit Number 0100</p>		<p>8. FSN's Associated with Unit (Optional)</p>	
<p><small>NOTE: The authority for collecting the following information is Pub. L. 110-28 and 7 CFR Part 760, Subpart I. This authority allows for the collection of information without prior OMB approval as might otherwise be mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small></p> <p><small>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is US Troop Readiness, Veteran's Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28 and 7 CFR Part 760, Subpart I). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small></p>					
<p>PART A - NOTICE OF LOSS</p>					
<p>9. For the year selected in Item 4, was crop insurance or NAP coverage obtained for the crop listed in either Part C or Part D? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Initial MJ</p>			<p>10. For the crop listed in either Part C or Part D, was it? (Check one): <input checked="" type="checkbox"/> Insured <input type="checkbox"/> NAP covered</p>		
<p><small>NOTE: If "NO", you are not eligible for assistance under this program.</small></p>					
<p>11A. What disaster event caused the loss?</p>					
11B. Date Crop Planted		11C. Disaster Event Date		11D. Date Crop Destroyed/Abandoned	
12. Number of trees per unit/average age					
13. Check type of loss reported. (Check all that apply)					
<input type="checkbox"/> Prevented Planting <small>(Certification Items 53A, 53B, 53D, 53E, and 53F apply)</small>		<input checked="" type="checkbox"/> Damaged Crop/Low Yield <small>(Certification Items 53A, 53B, 53D, 53E, and 53F apply)</small>		<input checked="" type="checkbox"/> Quality Loss <small>(All certifications in Part F apply)</small>	
14. Prevented Planted Acreage		15. Planted Acreage			
Eligible Ac. _____		Eligible Ac. _____			
Ineligible Ac. _____		Ineligible Ac. _____			
16. Was any acreage on this application planted to another crop? <input type="checkbox"/> YES (If "YES", list crop(s): _____) <input checked="" type="checkbox"/> NO					
<p>PART B - RECORD OF MANAGEMENT FOR THIS CROP</p>					
17. Purchased/Delivered/Arranged for:		YES	NO	If "YES", explain (for prevented planting, attach copies of receipts):	
Seed, Chemical and Fertilizer					
Land Preparation Measures					
18. What cultivation practices were employed on damaged/low yield crop acreage?					
19. What was done with prevented planted or damaged crop acreage?					
<p>PART C - VALUE LOSS CROPS</p>					
20. Type (Example: SCO for Scotch Pine):				21. Producer's Share %	
22A. RMA Crop		22B. RMA Type		22C. RMA Practice	
23. Field Market Value A				\$	
24. Dollar Value of Inventory After Disaster				\$	
25. Dollar Value of Ineligible Causes				\$	
26. Field Market Value B. Add Items 24 and 25, enter the result.				\$	
27. Crop Value Loss. Enter the Result of Item 23 minus Item 26. (Note: This is not the calculated eligible dollar amount for benefits. Complete FSA-840C to calculate benefits.)				\$	
28. Salvage Value				\$	29. COC Use Only \$
30. Net Indemnity				\$	
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>					

241 Example of FSA-840 for Yield-Based Crops (Continued)

A Example of FSA-840 for Yield-Based Single Market Crop (Continued)

FSA-840 (10-09-07) (Page 2)							
PART D - YIELD BASED CROPS (FOR SINGLE AND MULTIPLE MARKET CROPS)							
31. Type/Variety	32. Crushing District	33. Intended Use	34. Practice	35. Producer Share	36. RMA Crop	37. RMA Type	38. RMA Practice
HRW		GR	N	1.00	0011	012	003
39. Acres	40. Stage	41. Act. Harvested Production	42. RMA/NAP Production	43. Net Indemnity	44. Historical Mktg. %	45. Salvage Value	
90.0	H	1,860	1,100	\$4,671		0	
COC USE ONLY							
46. Assigned/Adjusted Production		47. Flag	48. Normal Marketing %		49. Salvage	50. Adjusted Unharvested Factor	
51. Non-Contract Quality				52. Contract Quality			
Level	A. Affected Production		B. Ineligible Production	A. Producer Share		B. Contract Price	C. Contract Production
I							
II				Level	D. Affected Production		E. Ineligible Production
III				I			
IV				II			
V				III			
Unaffected				IV			
				V			
				Unaffected			
PART E - REMARKS (Include information necessary to document any loss, unusual practices or uses, or calculation used in documenting production.)							
PART F - CERTIFICATIONS							
<p>53A. I understand that USDA will be conducting spot-checks for this program and I authorize FSA access to any records held by elevators, processors, contractors, etc. or any other agency or organization maintaining records or substantiating evidence for which I am basing this production certification.</p> <p>53B. I certify that all information reported on this application and the FSA-840M, if applicable, is true and correct and I understand that if any information is determined to be in error that the application may be denied and may result in a determination of ineligibility in whole or in part.</p> <p>53C. I certify that the crop suffered a quality loss due to an eligible cause of loss in the year for which I am applying for benefits. I further certify that all information, including marketing contract(s) if applicable, provided to support the application is true and correct.</p> <p>53D. I understand that any duplicate benefits received under the Hurricane Disaster Program (HDP) or the Hurricane Indemnity Program (HIP), as certified on form FSA-841, (to be signed by producer) shall be offset from the Crop Disaster Program (if applicable).</p> <p>53E. I understand that FSA-840 is an application for both quantity and/or quality losses that may have been suffered for the applicable crop year and that each type of loss has a different sign-up date and time period by which payments, if approved, can be paid, even though I may only sign and date this form one time in line 54A and 54B. For quantity losses, the FSA-840 cannot be considered complete prior to the later of the sign-up date for quantity losses, as announced by FSA, or when the final rule for the 2005, 2006, 2007 CDP has been published in the Federal Register. For quality losses, the FSA-840 cannot be considered complete prior to the later of the sign-up date for quality losses, as announced by FSA, or when the final rule for the 2005, 2006, 2007 CDP has been published in the Federal Register. Before the application is considered complete, it may be withdrawn at any time.</p> <p>53F. I understand that payments in 2005, 2006, 2007 CDP are subject to the provisions, including modifications, in the actual program regulations.</p> <p>NOTICE: FSA may require additional information. This application shall also not be considered complete, in addition to the requirements contained in Part F of this Form, in accordance with 7 CFR Part 760, Subpart I, until the following forms and records necessary to determine CDP eligibility are accepted by the county committee as completed and approved, including, but not limited to:</p> <ul style="list-style-type: none"> (1) FSA-840M, 2005, 2006, and 2007 Crop Disaster Program for Multiple Crop - Same Acreage Certification if Item 16 on FSA-840 is answered "YES" (2) CCC-502, Farm Operating Plan for Payment Eligibility (3) CCC-526, Payment Eligibility Average Adjusted Gross Income Certification (4) AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation Certification (5) FSA-578, Report of Acreage (6) FSA-841, 2005, 2006, and 2007 Crop Disaster Program Duplicate Benefit Certification (if applicable). 							
54A. Applicant's Signature /s/ M. Jones				54B. Date (MM-DD-YYYY) 10/25/2007			
55A. Signature of COC or Designee /s/ COC		55B. Date MM-DD-YYYY 10/31/2007		55C. Determination: (Quantity) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		57A. County FSA Office Name and Address (Including Zip Code)	
56A. Signature of COC or Designee		56B. Date MM-DD-YYYY		56C. Determination: (Quality) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		57B. Telephone No. (Area Code):	

241 Example of FSA-840 for Yield-Based Crops (Continued)

B Example of FSA-840 for Yield-Based Multiple Market Crop

Following is a completed example of FSA-840 for yield-based multiple market crop.

<p>This form is available electronically.</p> <p>FSA-840 U.S. DEPARTMENT OF AGRICULTURE (10-09-07) Farm Service Agency</p> <p>2005, 2006, and 2007</p> <p>CROP DISASTER PROGRAM APPLICATION</p>		<p>1. Producer's Name and Address (City, State and Zip Code) Mr. Smith</p>		<p>2. Producer's Identification Number (Last 4 digits) 4321</p>	
<p>3. State and County Code 06-077</p>		<p>4. Crop Year (Check ONLY one): <input checked="" type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007</p>		<p>5. Crop Apples</p>	
<p>6. Planting Period 1</p>		<p>7. Unit Number 0100</p>		<p>8. FSN's Associated with Unit (Optional)</p>	
<p>NOTE: The authority for collecting the following information is Pub. L. 110-28 and 7 CFR Part 760, Subpart I. This authority allows for the collection of information without prior OMB approval as might otherwise be mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is US Troop Readiness, Veteran's Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28 and 7 CFR Part 760, Subpart I). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>					
<p>PART A - NOTICE OF LOSS</p>					
<p>9. For the year selected in Item 4, was crop insurance or NAP coverage obtained for the crop listed in either Part C or Part D? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Initial <u>MS</u></p>			<p>10. For the crop listed in either Part C or Part D, was it? (Check one): <input checked="" type="checkbox"/> Insured <input type="checkbox"/> NAP covered</p>		
<p>NOTE: If "NO", you are not eligible for assistance under this program.</p>					
<p>11A. What disaster event caused the loss?</p>					
<p>11B. Date Crop Planted</p>		<p>11C. Disaster Event Date</p>		<p>11D. Date Crop Destroyed/Abandoned</p>	
<p>12. Number of trees per unit/average age</p>					
<p>13. Check type of loss reported. (Check all that apply)</p> <p><input type="checkbox"/> Prevented Planting (Certification Items 53A, 53B, 53D, 53E, and 53F apply)</p> <p><input checked="" type="checkbox"/> Damaged Crop/Low Yield (Certification Items 53A, 53B, 53D, 53E, and 53F apply)</p> <p><input checked="" type="checkbox"/> Quality Loss (All certifications in Part F apply)</p>			<p>14. Prevented Planted Acreage</p> <p>Eligible Ac. _____</p> <p>Ineligible Ac. _____</p>		<p>15. Planted Acreage</p> <p>Eligible Ac. _____</p> <p>Ineligible Ac. _____</p>
<p>16. Was any acreage on this application planted to another crop? <input type="checkbox"/> YES (If "YES", list crop(s): _____) <input type="checkbox"/> NO</p>					
<p>PART B - RECORD OF MANAGEMENT FOR THIS CROP</p>					
<p>17. Purchased/Delivered/Arranged for:</p>		<p>YES NO</p>		<p>If "YES", explain (for prevented planting, attach copies of receipts):</p>	
<p>Seed, Chemical and Fertilizer</p>					
<p>Land Preparation Measures</p>					
<p>18. What cultivation practices were employed on damaged/low yield crop acreage?</p>					
<p>19. What was done with prevented planted or damaged crop acreage?</p>					
<p>PART C - VALUE LOSS CROPS</p>					
<p>20. Type (Example: SCO for Scotch Pine):</p>				<p>21. Producer's Share %</p>	
<p>22A. RMA Crop</p>		<p>22B. RMA Type</p>		<p>22C. RMA Practice</p>	
<p>23. Field Market Value A</p>				<p>\$</p>	
<p>24. Dollar Value of Inventory After Disaster</p>				<p>\$</p>	
<p>25. Dollar Value of Ineligible Causes</p>				<p>\$</p>	
<p>26. Field Market Value B. Add Items 24 and 25, enter the result.</p>				<p>\$</p>	
<p>27. Crop Value Loss. Enter the Result of Item 23 minus Item 26. (Note: This is not the calculated eligible dollar amount for benefits. Complete FSA-840C to calculate benefits.)</p>				<p>\$</p>	
<p>28. Salvage Value</p>				<p>\$</p>	
<p>30. Net Indemnity</p>				<p>\$</p>	
				<p>29. COC Use Only \$</p>	
<p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6362 (TDD). USDA is an equal opportunity provider and employer.</p>					

241 Example of FSA-840 for Yield-Based Crops (Continued)

B Example of FSA-840 for Yield-Based Multiple Market Crop (Continued)

FSA-840 (10-09-07) (Page 2)							
PART D - YIELD BASED CROPS (FOR SINGLE AND MULTIPLE MARKET CROPS)							
31. Type/Variety	32. Crushing District	33. Intended Use	34. Practice	35. Producer Share	36. RMA Crop	37. RMA Type	38. RMA Practice
COM		PR	N	1.00	0054	112	003
39. Acres	40. Stage	41. Act. Harvested Production	42. RMA/NAP Production	43. Net Indemnity	44. Historical Mktg. %	45. Salvage Value	
20.0	H	6,500	1,000		45	0	
COC USE ONLY							
46. Assigned/Adjusted Production		47. Flag	48. Normal Marketing %		49. Salvage	50. Adjusted Unharvested Factor	
51. Non-Contract Quality				52. Contract Quality			
Level	A. Affected Production	B. Ineligible Production	A. Producer Share		B. Contract Price	C. Contract Production	
I							
II			Level	D. Affected Production		E. Ineligible Production	
III			I				
IV			II				
V			III				
Unaffected			IV				
			V				
			Unaffected				
PART E - REMARKS (Include information necessary to document any loss, unusual practices or uses, or calculation used in documenting production.)							
PART F - CERTIFICATIONS							
<p>53A. I understand that USDA will be conducting spot-checks for this program and I authorize FSA access to any records held by elevators, processors, contractors, etc. or any other agency or organization maintaining records or substantiating evidence for which I am basing this production certification.</p> <p>53B. I certify that all information reported on this application and the FSA-840M, if applicable, is true and correct and I understand that if any information is determined to be in error that the application may be denied and may result in a determination of ineligibility in whole or in part.</p> <p>53C. I certify that the crop suffered a quality loss due to an eligible cause of loss in the year for which I am applying for benefits. I further certify that all information, including marketing contract(s) if applicable, provided to support the application is true and correct.</p> <p>53D. I understand that any duplicate benefits received under the Hurricane Disaster Program (HDP) or the Hurricane Indemnity Program (HIP), as certified on form FSA-841, (to be signed by producer) shall be offset from the Crop Disaster Program (if applicable).</p> <p>53E. I understand that FSA-840 is an application for both quantity and/or quality losses that may have been suffered for the applicable crop year and that each type of loss has a different sign-up date and time period by which payments, if approved, can be paid, even though I may only sign and date this form one time in line 54A and 54B. For quantity losses, the FSA-840 cannot be considered complete prior to the later of the sign-up date for quantity losses, as announced by FSA, or when the final rule for the 2005, 2006, 2007 CDP has been published in the Federal Register. For quality losses, the FSA-840 cannot be considered complete prior to the later of the sign-up date for quality losses, as announced by FSA, or when the final rule for the 2005, 2006, 2007 CDP has been published in the Federal Register. Before the application is considered complete, it may be withdrawn at any time.</p> <p>53F. I understand that payments in 2005, 2006, 2007 CDP are subject to the provisions, including modifications, in the actual program regulations.</p> <p>NOTICE: FSA may require additional information. This application shall also not be considered complete, in addition to the requirements contained in Part F of this Form, in accordance with 7 CFR Part 760, Subpart I, until the following forms and records necessary to determine CDP eligibility are accepted by the county committee as completed and approved, including, but not limited to:</p> <ul style="list-style-type: none"> (1) FSA-840M, 2005, 2006, and 2007 Crop Disaster Program for Multiple Crop - Same Acreage Certification if Item 16 on FSA-840 is answered "YES" (2) CCC-502, Farm Operating Plan for Payment Eligibility (3) CCC-526, Payment Eligibility Average Adjusted Gross Income Certification (4) AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation Certification (5) FSA-578, Report of Acreage (6) FSA-841, 2005, 2006, and 2007 Crop Disaster Program Duplicate Benefit Certification (if applicable). 							
54A. Applicant's Signature /s/ M. Smith				54B. Date (MM-DD-YYYY) 10/25/2007			
55A. Signature of COC or Designee /s/ COC		55B. Date MM-DD-YYYY 10/31/2007	55C. Determination: (Quantity) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		57A. County FSA Office Name and Address (Including Zip Code)		
56A. Signature of COC or Designee		56B. Date MM-DD-YYYY	56C. Determination: (Quality) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		57B. Telephone No. (Area Code):		

241 Example of FSA-840 for Yield-Based Crops (Continued)

B Example of FSA-840 for Yield-Based Multiple Market Crop (Continued)

This form is available electronically.

FSA-840 U.S. DEPARTMENT OF AGRICULTURE (10-09-07) Farm Service Agency 2005, 2006, and 2007 CROP DISASTER PROGRAM APPLICATION		1. Producer's Name and Address <i>(City, State and Zip Code)</i> Mr. Smith		2. Producer's Identification Number <i>(Last 4 digits)</i> 4321		
				3. State and County Code 06-077		
NOTE: The authority for collecting the following information is Pub. L. 110-28 and 7 CFR Part 760, Subpart I. This authority allows for the collection of information without prior OMB approval as might otherwise be mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.				4. Crop Year (Check ONLY one): <input checked="" type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007		
5. Crop Apples		6. Planting Period 1	7. Unit Number 0100	8. FSN's Associated with Unit (Optional)		
The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is US Troop Readiness, Veteran's Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28 and 7 CFR Part 760, Subpart I). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.						
PART A - NOTICE OF LOSS						
9. For the year selected in Item 4, was crop insurance or NAP coverage obtained for the crop listed in either Part C or Part D? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Initial <u>MS</u>			10. For the crop listed in either Part C or Part D, was it? (Check one): <input checked="" type="checkbox"/> Insured <input type="checkbox"/> NAP covered			
NOTE: If "NO", you are not eligible for assistance under this program.						
11A. What disaster event caused the loss?						
11B. Date Crop Planted		11C. Disaster Event Date	11D. Date Crop Destroyed/Abandoned	12. Number of trees per unit/average age		
13. Check type of loss reported. (Check all that apply) <input type="checkbox"/> Prevented Planting (Certification Items 53A, 53B, 53D, 53E, and 53F apply)			<input checked="" type="checkbox"/> Damaged Crop/Low Yield (Certification Items 53A, 53B, 53D, 53E, and 53F apply)	<input checked="" type="checkbox"/> Quality Loss (All certifications in Part F apply)	14. Prevented Planted Acreage Eligible Ac. _____ Ineligible Ac. _____	
				15. Planted Acreage Eligible Ac. _____ Ineligible Ac. _____		
16. Was any acreage on this application planted to another crop? <input type="checkbox"/> YES (If "YES", list crop(s): _____) <input type="checkbox"/> NO						
PART B - RECORD OF MANAGEMENT FOR THIS CROP						
17. Purchased/Delivered/Arranged for:		YES	NO	If "YES", explain (for prevented planting, attach copies of receipts):		
Seed, Chemical and Fertilizer						
Land Preparation Measures						
18. What cultivation practices were employed on damaged/low yield crop acreage?						
19. What was done with prevented planted or damaged crop acreage?						
PART C - VALUE LOSS CROPS						
20. Type (Example: SCO for Scotch Pine):				21. Producer's Share %		
22A. RMA Crop		22B. RMA Type		22C. RMA Practice		
23. Field Market Value A				\$		
24. Dollar Value of Inventory After Disaster				\$		
25. Dollar Value of Ineligible Causes				\$		
26. Field Market Value B. Add Items 24 and 25, enter the result.				\$		
27. Crop Value Loss. Enter the Result of Item 23 minus Item 26. (Note: This is not the calculated eligible dollar amount for benefits. Complete FSA-840C to calculate benefits.)				\$		
28. Salvage Value				\$		
				29. COC Use Only		
30. Net Indemnity				\$		
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.						

241 Example of FSA-840 for Yield-Based Crops (Continued)

B Example of FSA-840 for Yield-Based Multiple Market Crop (Continued)

FSA-840 (10-09-07) (Page 2)							
PART D - YIELD BASED CROPS (FOR SINGLE AND MULTIPLE MARKET CROPS)							
31. Type/Variety	32. Crushing District	33. Intended Use	34. Practice	35. Producer Share	36. RMA Crop	37. RMA Type	38. RMA Practice
COM		FH	N	1.00	0054	111	003
39. Acres	40. Stage	41. Act. Harvested Production	42. RMA/NAP Production	43. Net Indemnity	44. Historical Mktg. %	45. Salvage Value	
20.0	H	4,000	3,000	\$2,000	55	0	
COC USE ONLY							
46. Assigned/Adjusted Production		47. Flag	48. Normal Marketing %		49. Salvage	50. Adjusted Unharvested Factor	
51. Non-Contract Quality				52. Contract Quality			
Level	A. Affected Production	B. Ineligible Production	A. Producer Share		B. Contract Price	C. Contract Production	
I							
II			Level	D. Affected Production		E. Ineligible Production	
III			I				
IV			II				
V			III				
Unaffected			IV				
			V				
			Unaffected				
PART E - REMARKS (Include information necessary to document any loss, unusual practices or uses, or calculation used in documenting production.)							
PART F - CERTIFICATIONS							
<p>53A. I understand that USDA will be conducting spot-checks for this program and I authorize FSA access to any records held by elevators, processors, contractors, etc. or any other agency or organization maintaining records or substantiating evidence for which I am basing this production certification.</p> <p>53B. I certify that all information reported on this application and the FSA-840M, if applicable, is true and correct and I understand that if any information is determined to be in error that the application may be denied and may result in a determination of ineligibility in whole or in part.</p> <p>53C. I certify that the crop suffered a quality loss due to an eligible cause of loss in the year for which I am applying for benefits. I further certify that all information, including marketing contract(s) if applicable, provided to support the application is true and correct.</p> <p>53D. I understand that any duplicate benefits received under the Hurricane Disaster Program (HDP) or the Hurricane Indemnity Program (HIP), as certified on form FSA-841, (to be signed by producer) shall be offset from the Crop Disaster Program (if applicable).</p> <p>53E. I understand that FSA-840 is an application for both quantity and/or quality losses that may have been suffered for the applicable crop year and that each type of loss has a different sign-up date and time period by which payments, if approved, can be paid, even though I may only sign and date this form one time in line 54A and 54B. For quantity losses, the FSA-840 cannot be considered complete prior to the later of the sign-up date for quantity losses, as announced by FSA, or when the final rule for the 2005, 2006, 2007 CDP has been published in the Federal Register. For quality losses, the FSA-840 cannot be considered complete prior to the later of the sign-up date for quality losses, as announced by FSA, or when the final rule for the 2005, 2006, 2007 CDP has been published in the Federal Register. Before the application is considered complete, it may be withdrawn at any time.</p> <p>53F. I understand that payments in 2005, 2006, 2007 CDP are subject to the provisions, including modifications, in the actual program regulations.</p> <p>NOTICE: FSA may require additional information. This application shall also not be considered complete, in addition to the requirements contained in Part F of this Form, in accordance with 7 CFR Part 760, Subpart I, until the following forms and records necessary to determine CDP eligibility are accepted by the county committee as completed and approved, including, but not limited to:</p> <ul style="list-style-type: none"> (1) FSA-840M, 2005, 2006, and 2007 Crop Disaster Program for Multiple Crop - Same Acreage Certification if Item 16 on FSA-840 is answered "YES" (2) CCC-502, Farm Operating Plan for Payment Eligibility (3) CCC-526, Payment Eligibility Average Adjusted Gross Income Certification (4) AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation Certification (5) FSA-578, Report of Acreage (6) FSA-841, 2005, 2006, and 2007 Crop Disaster Program Duplicate Benefit Certification (if applicable). 							
54A. Applicant's Signature /s/ M. Smith				54B. Date (MM-DD-YYYY) 10/25/2007			
55A. Signature of COC or Designee /s/ COC		55B. Date MM-DD-YYYY 10/31/2007	55C. Determination: (Quantity) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		57A. County FSA Office Name and Address (Including Zip Code)		
56A. Signature of COC or Designee		56B. Date MM-DD-YYYY	56C. Determination: (Quality) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		57B. Telephone No. (Area Code):		

242 Completing FSA-840A-1

A Instructions for Completing FSA-840A-1

FSA-840A-1 is a payment calculation worksheet for single market crops. Complete FSA-840A-1 according to the following table.

Item	Instructions
1	Check the crop year for disaster benefits requested.
2 and 3	Enter the State and county codes for the State and county where the land is administratively located from FSA-840, item 3. Note: If the crop is insured and the land is located in different counties, then separate units must be established based on the land location.
4 and 5	Enter the producer's name and ID number (last 4 digits) from FSA-840, items 1 and 2.
6	Enter the unit number for the producer and crop from FSA-840, item 7.
7	Check the appropriate block that corresponds to the insured status checked from FSA-840, item 10.
8	Enter the 42 percent payment level.
9	Enter the name of the crop from FSA-840, item 5.
10	Enter the crop code corresponding with the crop name in FSA-840, item 5.
11	Enter the payment crop code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 50 for additional information on payment groupings.
12	Enter the payment type code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 50 for additional information on payment groupings.
13	Enter the planting period for the specified crop from FSA-840, item 6.

242 Completing FSA-840A-1 (Continued)

A Instructions for Completing FSA-840A-1 (Continued)

Item	Instructions
Parts A and B - Items 14 through 29 are for harvested and unharvested acreage only	
14	Enter the crop variety/type name or abbreviation for the specified crop type from FSA-840, item 31.
15	Enter Crushing District (California grapes only) from FSA-840, item 32.
16	Enter the intended use for the crop from FSA-840, item 33. Reminder: A separate line entry shall be completed for secondary use.
17	Enter the practice from FSA-840, item 34 for the specified crop type and intended use. Note: A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.
18	Enter the producer's share from FSA-840, item 35 for the specified crop type. Enter up to 4 decimal places.
19A	Enter the RMA crop code from FSA-840, item 36.
19B	Enter the RMA type code from FSA-840, item 37.
19C	Enter the RMA practice code from FSA-840, item 38.
20	Enter the eligible planted acreage, as applicable, for harvested and unharvested acreage for the specified crop code, crop variety/type, and intended use from FSA-840, item 15. The acres entered should be the planted acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the planted acres corresponding to the share in item 18. Example: Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be used for the acres attributable to each share relationship.
21	Enter the acreage attributable to the producer determined by multiplying: <ul style="list-style-type: none"> • producer's share recorded in item 18, times • planted acreage recorded in item 20.

242 Completing FSA-840A-1 (Continued)

A Instructions for Completing FSA-840A-1 (Continued)

Item	Instructions	
22	Enter the producer’s historic yield by determining the greater of the following: <ul style="list-style-type: none"> • producer’s approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. <p>Note: Enter the manually adjusted yield, if applicable. See paragraph 135 for additional information on adjusting historic yields.</p>	
23	Enter the producer’s disaster level determined by multiplying: <ul style="list-style-type: none"> • result of item 21, times • historical yield determined in item 22, times • 65 percent. 	
24	Enter the net production for the producer determined according to the following (NAP or RMA).	
	THEN determine the producer’s net production by multiplying the following...	
adjusted the producer’s RMA/NAP production Note: Adjusted production is indicated with an “O” in FSA-840, item 47.	<ul style="list-style-type: none"> • COC-adjusted production for the unit from FSA-840, item 46, times • producer’s share in item 18. 	
assigned production Note: Assigned production is indicated with an “A” in FSA-840, item 47.	<ul style="list-style-type: none"> • COC-assigned production for the unit from FSA-840, item 46, plus • for NAP crops, NAP production for the unit from FSA-840, item 42, or for insured crops, RMA production for the unit from FSA-840, item 42, times • producer’s share in item 18. 	
not adjusted or assigned production	<ul style="list-style-type: none"> • for NAP crops, NAP production for the unit from FSA-840, item 42, or for insured crops, RMA production for the unit from FSA-840, item 42, times • producer’s share in item 18. 	

242 Completing FSA-840A-1 (Continued)

A Instructions for Completing FSA-840A-1 (Continued)

Item	Instructions		
25	Enter the net production for payment determined by subtracting the following: <ul style="list-style-type: none"> • disaster level determined in item 23, minus • net production determined in item 24. 		
26	Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.		
27	Enter the payment factor for the applicable crop and harvest stage.		
	IF the acreage was...	AND the result of item 24 is...	THEN enter...
	harvested		“1.000” as the harvested payment factor.
	unharvested	greater than or equal to zero	<ul style="list-style-type: none"> • the approved payment factor for the specified crop code, crop variety/type, and intended use from the disaster crop table • adjusted unharvested factor approved by STC, if applicable. <p>Note: If the net production for payment in item 23 is negative, use “1.000”.</p>
28		negative	“1.000”.
Enter the salvage value attributable to the producer determined by multiplying the following: <ul style="list-style-type: none"> • total salvage value for the unit recorded on FSA-840, item 45, as applicable, for the crop type, times • producer’s share in item 18, times • 42 percent. Round the result to whole dollars.			

242 Completing FSA-840A-1 (Continued)

A Instructions for Completing FSA-840A-1 (Continued)

Item	Instructions
29	<p>Enter the calculated payment for each harvested and unharvested line item determined by multiplying:</p> <ul style="list-style-type: none"> • net production for payment determined in item 25, times • payment rate in item 26, times • payment factor in item 27, times • payment level in item 8. <p>Round the result to whole dollars and subtract salvage value in item 28.</p> <p>Note: If the result is negative, enter a negative dollar amount in this field.</p>
Part C - Items 30 through 44 are for prevented planted acreage only	
30	Enter the crop variety/type name or abbreviation from FSA-840, item 31 for the specified crop type.
31	Enter Crushing District (California grapes only) from FSA-840, item 32.
32	Enter the intended use for the crop from FSA-840, item 33.
33	<p>Enter the practice from FSA-840, item 34 for the specified crop type and intended use.</p> <p>Note: A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.</p>
34	Enter the producer's share from FSA-840, item 35 for the specified crop type. Enter up to 4 decimal places.
35A	Enter the RMA crop code from FSA-840, item 36.
35B	Enter the RMA type code from FSA-840, item 37.
35C	Enter the RMA practice code from FSA-840, item 38
36	<p>Enter the eligible prevented planted acreage for the specified crop code and crop variety/type from FSA-840, item 14. The acres entered should be the eligible prevented acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the prevented acres corresponding to the share from FSA-840, item 35.</p> <p>Example: Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be completed for the prevented acres attributable to each share relationship.</p>

242 Completing FSA-840A-1 (Continued)

A Instructions for Completing FSA-840A-1 (Continued)

Item	Instructions
37	Enter the acreage attributable to the producer determined by multiplying: <ul style="list-style-type: none"> • producer’s share recorded in item 34, times • prevented acreage recorded in item 36.
38	Enter the producer’s historic yield by determining the greater of the following: <ul style="list-style-type: none"> • producer’s approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. <p>Note: Enter the manually adjusted yield, if applicable. See paragraph 135 for additional information on adjusting historic yields.</p>
39	Enter the eligible prevented planting production for payment determined by multiplying: <ul style="list-style-type: none"> • result in item 37, times • historic yield determined in item 38, times • 65 percent.
40	Enter the assigned/adjusted production from FSA-840, item 46.
41	Enter the net production for payment determined by subtracting the following: <ul style="list-style-type: none"> • eligible prevented planting production in item 39, minus • assigned production determined in item 40.
42	Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.
43	Enter the approved prevented planted payment factor from the disaster crop table for the specified crop and crop type.
44	Enter the calculated payment for each prevented planted line item determined by multiplying: <ul style="list-style-type: none"> • net production for payment determined in item 41, times • payment rate in item 42, times • payment factor in item 43, times • payment level in item 8. Round the result to whole dollars.

242 Completing FSA-840A-1 (Continued)

A Instructions for Completing FSA-840A-1 (Continued)

Item	Instructions
Part D - Items 45 through 47 are net disaster payment calculations for production loss	
45	Enter the total of calculated payments for harvested and unharvested acres in item 29.
46	Enter the total of calculated payments for prevented planted acres in item 44.
47	Enter the total quantity unit payment by adding item 45 and item 46.

244 Completing FSA-840B-1

A Instructions for Completing FSA-840B-1

FSA-840B-1 is a payment calculation worksheet for multiple-market crops. Complete FSA-840B-1 according to the following table.

Item	Instructions
1	Check the crop year for which disaster benefits are being requested.
2 and 3	Enter the State and county codes for the State and county where the land is administratively located from FSA-840, item 3. Note: If the crop is insured and the land is administratively located in different counties, then separate units must be established based on the land location.
4 and 5	Enter the producer's name and ID number (last 4 digits) from FSA-840, items 1 and 2.
6	Enter the unit number for the producer and crop from FSA-840, item 7.
7	Check the appropriate block that corresponds to the insured status checked from FSA-840, item 10.
8	Enter the 42 percent payment level.
9	Enter the name of the crop from FSA-840, item 5.
10	Enter the crop code corresponding with the crop name in FSA-840, item 5.
11	Enter the payment crop code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 50 for additional information on payment groupings.
12	Enter the payment type code from the disaster crop table for the specified crop, crop type, intended use, and practice. See paragraph 50 for additional information on payment groupings.
13	Enter the planting period for the specified crop from FSA-840, item 6.

244 Completing FSA-840B-1 (Continued)

A Instructions for Completing FSA-840B-1 (Continued)

Item	Instructions
Parts A and B - Items 14 through 28 are for harvest and unharvested acreage only	
14	Enter the crop variety/type name or abbreviation for the specified crop type from FSA-840, item 31.
15	Enter the intended use for the crop from FSA-840, item 33. Reminder: A separate line entry shall be completed for each primary, secondary, and/or tertiary use specified.
16	Enter the practice from FSA-840, item 34 for the specified crop type and intended use. Note: A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.
17A	Enter the RMA crop code from FSA-840, item 36.
17B	Enter the RMA type code from FSA-840, item 37.
17C	Enter the RMA practice code from FSA-840, item 38.
18	Enter the planted eligible acreage, as applicable, for the specified crop code, crop variety/type, and intended use, and as applicable, total number of taps for maple sap, or total number of bee colonies for honey, from FSA-840, item 15. The acres entered should be the planted acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the planted acres corresponding to the share in item 20. Example: Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be used for the acres attributable to each share relationship.

244 Completing FSA-840B-1 (Continued)

A Instructions for Completing FSA-840B-1 (Continued)

Item	Instructions
19	<p>Enter the producer’s historic yield by determining the greater of the following:</p> <ul style="list-style-type: none"> • producer’s approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. <p>Note: Enter the manually adjusted yield, if applicable. See paragraph 135 for additional information on adjusting historic yields.</p>
20	<p>Enter the producer’s share from FSA-840, item 35 for the specified crop type. Enter up to 4 decimal places.</p>
21	<p>Enter the marketing percentage for the primary, secondary, and/or tertiary use as specified in FSA-840, item 44 for the specified crop type.</p>
22	<p>Enter the producer’s disaster level determined by multiplying:</p> <ul style="list-style-type: none"> • acres of item 18, times • historical yield determined in item 19, times • share of item 20, times • marketing percentage in item 21, times • 65 percent.

244 Completing FSA-840B-1 (Continued)

A Instructions for Completing FSA-840B-1 (Continued)

Item	Instructions	
23	Enter the net production for the producer determined according to the following (NAP or RMA).	
	IF COC has...	THEN determine the producer’s net production by multiplying the following...
	adjusted the producer’s RMA/NAP production Note: Adjusted production is indicated with an “O” in FSA-840, item 47.	<ul style="list-style-type: none"> • COC-adjusted production for the unit from FSA-840, item 46, times • producer share in item 18.
	assigned production Note: Assigned production is indicated with an “A” in FSA-840, item 47.	<ul style="list-style-type: none"> • COC-assigned production for the unit from FSA-840, item 46, plus • for NAP crops, NAP production for the unit from FSA-840, item 42, or for insured crops, RMA production for the unit from FSA-840, item 42, times • producer share in item 18.
	not adjusted or assigned production	<ul style="list-style-type: none"> • for NAP crops, NAP production for the unit from FSA-840, item 42, or for insured crops, RMA production for the unit from FSA-840, item 42, times • producer share in item 18. <p>Note: Actual production is the total amount of harvested, appraised, and/or certified production for the crop type and use for the entire unit. See Part 5 for additional information on determining production.</p>
24	Enter the net production for payment determined by subtracting the following: <ul style="list-style-type: none"> • disaster level determined in item 22, minus • net production determined in item 23. 	

244 Completing FSA-840B-1 (Continued)

A Instructions for Completing FSA-840B-1 (Continued)

Item	Instructions		
25	Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.		
26	Enter the payment factor for the applicable crop and harvest stage.		
	IF the acreage was...	AND the result of item 24 is...	THEN enter...
	harvested		“1.0000” as the harvested payment factor.
unharvested	greater than or equal to zero	<ul style="list-style-type: none"> • the approved payment factor for the specified crop code, crop variety/type, and intended use from the disaster crop table • adjusted unharvested factor approved by STC, if applicable. <p>Note: If the net production for payment in item 25 is negative, use “1.0000”.</p>	
	negative	“1.0000”.	
27	Enter the salvage value attributable to the producer determined by multiplying the following: <ul style="list-style-type: none"> • total salvage value for the unit recorded on FSA-840, item 45, for the crop type, times • producer share in item 20, times • 42 percent. <p>Note: Round the result to whole dollars.</p>		

244 Completing FSA-840B-1 (Continued)

A Instructions for Completing FSA-840B-1 (Continued)

Item	Instructions
28	<p>Enter the calculated payment for each harvested and unharvested line item determined by multiplying:</p> <ul style="list-style-type: none"> • net production for payment determined in item 24, times • payment rate in item 25, times • payment factor in item 26, times • payment level in item 8. <p>Round the result to whole dollars and subtract salvage value in item 27.</p> <p>Note: If the result is negative, enter a negative dollar amount in this field.</p>
<p>Part C - Items 29 through 42 are for prevented planted acreage only</p>	
29	<p>Enter the crop variety/type name or abbreviation from FSA-840, item 31 for the specified crop type.</p>
30	<p>Enter the intended use for the crop from FSA-840, item 33.</p>
31	<p>Enter the practice from FSA-840, item 34 for the specified crop type and intended use.</p> <p>Note: A separate line entry shall be completed, if the producer has both irrigated and nonirrigated acres.</p>
32A	<p>Enter the RMA crop code from FSA-840, item 36.</p>
32B	<p>Enter the RMA type code from FSA-840, item 37.</p>
32C	<p>Enter the RMA practice code from FSA-840, item 38.</p>
33	<p>Enter the producer's share from FSA-840, item 35 for the specified crop type. Enter up to 4 decimal places.</p>
34	<p>Enter the eligible prevented planted acreage for the specified crop code and crop variety/type from FSA-840, item 14. The acres entered should be the eligible prevented acreage in the unit, as applicable. If the producer has a unit relationship where the shares differ by farm, then ensure that the acres entered are only the prevented acres corresponding to the share from FSA-840, item 35.</p> <p>Example: Producer A and Owner B share in the acreage on 2 farms. On 1 farm, the shares for wheat are 50/50. On the other farm, the shares are 75/25. A separate line entry shall be completed for the prevented acres attributable to each share relationship.</p>

244 Completing FSA-840B-1 (Continued)

A Instructions for Completing FSA-840B-1 (Continued)

Item	Instructions
35	<p>Enter the producer’s historic yield by determining the greater of the following:</p> <ul style="list-style-type: none"> • producer’s approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. <p>Note: Enter the manually adjusted yield, if applicable. See paragraph 135 for additional information on adjusting historic yields.</p>
36	<p>Enter the marketing percentage for the primary, secondary, and/or tertiary use as specified in FSA-840, item 44 for the specified crop type.</p>
37	<p>Enter the producer’s disaster level determined by multiplying:</p> <ul style="list-style-type: none"> • producer share recorded in item 33, times • prevented acreage recorded in item 34, times • historical yield determined in item 35, times • historical marketing percentage recorded in item 36, times • 65 percent.
38	<p>Enter the assigned/adjusted production from FSA-840, item 46.</p>
39	<p>Enter the net production for payment determined by subtracting:</p> <ul style="list-style-type: none"> • eligible prevented planting production determined in item 37, minus • assigned production in item 38.
40	<p>Enter the payment rate for the specified crop code, crop variety/type, and intended use from the disaster crop table.</p>
41	<p>Enter the approved prevented planted payment factor from the disaster crop table for the specified crop and crop type.</p>
42	<p>Enter the calculated payment for each prevented planted line item determined by multiplying:</p> <ul style="list-style-type: none"> • net production for payment determined in item 39, times • payment rate in item 40, times • payment factor in item 41, times • payment level in item 8. <p>Note: Round the result to whole dollars.</p>

244 Completing FSA-840B-1 (Continued)

A Instructions for Completing FSA-840B-1 (Continued)

Item	Instructions
Part D - Items 43 through 45 are net disaster payment calculations for production loss	
43	Enter the total of calculated payments for harvested and unharvested acres in item 28.
44	Enter the total of calculated payments for prevented planted acres in item 42.
45	Enter the total quantity unit payment by adding item 43 and item 44.

244 Completing FSA-840B-1 (Continued)

B Example of FSA-840B-1

Following is a completed example of FSA-840B-1.

This form is available electronically.

FSA-840B-1 (10-11-07)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. Crop Year (Check only one): <input checked="" type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007		
2005, 2006, and 2007 CROP DISASTER PROGRAM QUANTITY PAYMENT CALCULATION WORKSHEET Yield Based Multiple Market-Multiple Price Crops		2. Location State Code 6	3. Location County Code 77	4. Producer's Name Mr. Smith		
5. Producer's Identification No. (Last 4 digits) 4321		6. Unit Number 0100	7. Insured Status <input checked="" type="checkbox"/> Insured <input type="checkbox"/> NAP covered		8. Payment Level 42 %	
9. Crop Name Apples		10. Crop Code 0054	11. Pymt. Crop Cd. 0054	12. Pymt. Type Cd. 011	13. Planting Period 1	

PART A - HARVESTED ACRES																	
14. Crop Type	15. Int. Use	16. Prac.	17A. RMA Crop	17B. RMA Type	17C. RMA Prac.	18. Acres	19. Hist. Yield	20. Share	21. Mkt. %	22. Disaster Level (Item 18 X Item 19 X Item 20 X Item 21 X 65%)	23. Net Production	24. Net Production for Payment (Item 22 minus Item 23)	25. Payment Rate \$	26. Payment Factor	27. 42% of Salvage	28. Calculated Payment (Item 24 X Item 25 X Item 26 X Item 8) minus Item 27	
COM	a. Primary	FH	N	0054	111	003	20.0	500	1.00	55	3,575.0	3,000	575.0	10.00	1.00	0	\$ 2,415.00
	b. Secondary	PR	N	0054	111	003				45	2,925.0	1,000	1925.0	2.70			\$ 2,183.00
	c. Tertiary																

PART B - UNHARVESTED ACRES																	
a. Primary																	\$
b. Secondary																	\$
c. Tertiary																	\$

PART C - PREVENTED PLANTED ACRES																
29. Crop Type	30. Int. Use	31. Prac.	32A. RMA Crop	32B. RMA Type	32C. RMA Prac.	33. Share	34. Acres	35. Hist. Yield	36. Mkt. %	37. Eligible PP Production (Item 33 X Item 34 X Item 35 X Item 36 X 65%)	38. Assigned Production	39. Net Production For Payment (Items 37 minus Item 38)	40. Payment Rate	41. Payment Factor	42. Calculated Payment (Item 39 X Item 40 X Item 41 X Item 8)	
a. Primary																\$
b. Secondary																\$
c. Tertiary																\$

PART D - NET DISASTER PAYMENT CALCULATION FOR PRODUCTION LOSS	
43. Total Calculated Payment on Harvested and Unharvested Acres (Total of Item 28 for harvested and unharvested acres. If negative, enter zero.)	\$ 4,598.00
44. Total Calculated Payment on Prevented Planted Acres (Total of Item 42 (If negative, enter zero).)	\$ 0
45. Total Quantity Unit Payment (Sum of Items 43 and Item 44).	\$ 4,598.00

245 (Reserved)

246 Completing FSA-840C

A Instructions for Completing FSA-840C

FSA-840C is a payment calculation worksheet for value loss crops. Complete FSA-840C according to the following table.

Item	Instructions
1	Check the crop year for which disaster benefits are being requested.
2 and 3	Enter the State and county codes for which the unit is administratively located.
4	Enter producer name.
5	Enter last 4 digits of producer's ID number from FSA-840, item 2.
6	Enter the unit number from FSA-840, Item 7.
7	Enter the name of the crop from FSA-840, item 5.
8A through 8C	8A. Enter the pay crop code. 8B. Enter the pay type code. 8C. Enter the planting period.
9	Pre-filled entry (42 percent payment level).
10	Enter the crop type or abbreviation from FSA-840, item 20.
11	Enter the intended use.
12	Enter the producer's share from FSA-840, Item 21.
13	Enter RMA crop code from FSA-840, item 22A, if applicable.
14	Enter RMA type code from FSA-840, item 22B, if applicable.
15	Enter RMA practice code from FSA-840, item 22C, if applicable.
16	Enter the Field Market Value A from FSA-840, item 23.
17	Compute the disaster level by multiplying: <ul style="list-style-type: none"> • Field Market Value A entered in item 16, times • 65 percent.
18	Enter the Dollar Value of Inventory After Disaster for the specified crop and crop type from FSA-840, item 24. Note: If any portion of the eligible crop identified in item 16 is determined to have any dollar value after disaster, or may re-establish a dollar value for the portion of the specified crop and crop type, that portion of the specified crop and type must be counted as having the dollar value assigned in item 16.
19	Enter the Dollar Value of Ineligible Causes of Loss from FSA-840, item 25.

246 Completing FSA-840C (Continued)

A Instructions for Completing FSA-840C (Continued)

Item	Instructions
20	Determine Field Market Value B by adding: <ul style="list-style-type: none"> • dollar value of inventory after disaster determined in item 18, plus • dollar value of ineligible causes of loss determined in item 19.
21	Determine the crop loss by subtracting: <ul style="list-style-type: none"> • disaster level computed in item 17, minus • field Market Value B determined in item 20.
22	Determine the gross calculated dollar loss by multiplying the following: <ul style="list-style-type: none"> • crop loss determined in item 21, times • producer share in item 12.
23	Enter either of the following: <ul style="list-style-type: none"> • the approved unharvested payment factor from the disaster crop table for the specified crop and crop type • approved unharvested factor approved by STC, if applicable.
24	Compute the producer's gross payment by multiplying: <ul style="list-style-type: none"> • gross calculated dollar loss determined in item 22, times • unharvested payment factor determined in item 23, times • payment level in item 9. Round the results to whole dollars.

246 Completing FSA-840C (Continued)

A Instructions for Completing FSA-840C (Continued)

Item	Instructions
25	<p>Enter the salvage value for the specified crop and crop type, according to the following:</p> <ul style="list-style-type: none"> • total salvage for the unit recorded in FSA-840, item 28, as applicable, times • producer share in item 12, times • 42 percent. <p>Round result to whole dollars.</p> <p>Notes: Do not include any value included in Field Market Value B in item 20.</p> <p>Ensure that the amount entered has been adjusted by 42 percent, according to paragraph 97. Do not enter 100 percent of the salvage value.</p>
26	<p>Determine the calculated payment for the producer by subtracting:</p> <ul style="list-style-type: none"> • gross payment determined in item 24, minus • salvage value entered in item 25. <p>Note: If the salvage value in item 25 is greater than the producer’s calculated payment in item 26, then enter zero. The producer is not eligible for payment.</p>

246 Completing FSA-840C (Continued)

A Instructions for Completing FSA-840C (Continued)

Item	Instructions	
27	Determine the total unit payment by adding the result of item 26 for each line item. Note: If a continuation page is needed to accommodate all crops and crop types in the unit, then ensure that this total includes the calculated amounts from item 26 for each line item.	
	IF the result is...	THEN enter...
	negative	zero. Exception: If the crop is Ginseng, Floriculture, or is a crop with the final use of RS or SE and the calculated payment amount is negative, then enter the negative amount. This amount offsets a calculated payment if the producer also has a yield-based Ginseng, Floriculture, or crop within a pay group that could have the final use of RS or SE.
	positive	result of adding the calculated payment for each line item for item 26.

251 Required FSA-840 Entries for Insured Producers

A Overview

For insured producers, ADC will download to County Offices the CDP RMA Download File. This file is used to prefill data on the CDP application and worksheet files to provide automated support to the CDP application process.

In most cases, County Offices will receive all information necessary to complete FSA-840. There will be some circumstances that will require the County Office to obtain information from the producer. This paragraph will help identify when information will be required.

B Completing FSA-840 for Insureds Receiving an Indemnity Payment

When the CDP RMA data shows a loss record for a crop and all information appears complete, only complete the following entries on FSA-840.

Item	Instructions
1-15	Complete according to subparagraph 240 C.
16	Check: <ul style="list-style-type: none"> • “yes” if another crop was planted on the acreage on the application and list the crops planted • “no” if none of the acreage on the application was planted to another crop.
54A and 54B	Producer shall sign and date. Note: Only 1 member having authority to sign for the partnership is required to sign, except in cases of dissolved partnerships. In the case of dissolved partnerships, all members must sign.
55A, 55B, and 55C	CCC representative shall sign and date the worksheet and indicate whether approved or disapproved for a quantity loss payment.
56A, 56B, and 56C	CCC representative shall sign and date the worksheet and indicate whether approved or disapproved for a quality loss payment.
57A and 57B	CCC representative shall enter the County Office’s name, address, and telephone number.

251 Required FSA-840 Entries for Insured Producers (Continued)

C Insureds Not Having a Loss Record

The CDP RMA Download Report will provide information for all producers that obtained crop insurance. There will be cases where a loss record will not be included in the download such as:

- the producer not suffering the loss threshold for the level of insurance coverage purchased
- the producer’s loss records have not been downloaded on the CDP RMA Download Report.

Entries shall be taken from the producer’s claim for indemnity or proof of loss forms from RMA to document production. The following table provides the required entries necessary to complete FSA-840.

Note: COC must ensure that the cause of loss is considered an eligible disaster condition under CDP.

The following items are in addition to the items required in subparagraph B.

Item	Instructions
Part B – Record of Management for This Crop	
17	For acreage entered in items 14 and 15, describe the purchase, delivery, or arrangement for seed, chemicals, fertilizer, and land preparation measures taken for this crop. Note: For prevented planted acreage only, attach copies of receipts for COC verification of intended prevented planted acreage.
18	If “Damaged Crop/Low Yield” is checked in item 13, describe cultivation practices for expected crop production, before and after date of damage, on affected crop acreage, such as fertilizer amounts, cultivation, seeding rate and variety, pesticides, and herbicide amounts, irrigation measures, etc.
19	Describe what has been done with the prevented planted or damaged crop acreage. If prevented from planting, include the normal final planting date. If acreage was planted and harvested enter “ALL” or if only partially harvested enter the appropriate acreage according to Part D.

251 Required FSA-840 Entries for Insured Producers (Continued)

C Insureds Not Having a Loss Record (Continued)

Item	Instructions
Part C – Value Loss Crops	
23	Enter the Field Market Value A determined according to Part 8 for value loss crops.
24	Enter the dollar value after the disaster. Determine the dollar value from the loss adjustment report or acceptable and verifiable record of post disaster inventory. Follow the same instructions provided in calculating Field Market Value A to determine value.
25	Enter the dollar value for losses stemming from ineligible causes of loss determined according to Part 8.
26	Determine the Field Market Value B by adding items 24 and 25 and entering the result.
27	Calculate the value loss for the crop by subtracting item 26 from item 23. Enter the result. Note: This is not the calculated eligible dollar amount for benefits. Complete FSA-840C to calculate benefits.
28	Enter the total dollar value received for crops sold as salvage according to paragraph 97.
29	COC shall enter the assigned value determined according to paragraph 130.
Part D – Yield Based Crops (for Single and Multiple Market Crops)	
40	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> • “H” for harvested • “UH” for unharvested • “PP” for prevented planting.
41	For insured or NAP-covered producers, entry is only required when the applicant is applying for an additional quality payment. Enter producer’s actual harvested production for the primary, secondary, and tertiary markets.
42	The RMA production is the RMA-downloaded production to count. For crops that did not have an RMA loss record, enter the actual, appraised, or certified production for the unit (not by producer share) by stage and practice. For NAP crops, enter the actual, appraised, or certified production for the unit by stage and practice. Note: RMA production must be provided to calculate the CDP quantity loss. RMA and NAP production should include all harvested production, with the exception that unmarketable production shall not be included.

251 Required FSA-840 Entries for Insured Producers (Continued)

C Insureds Not Having a Loss Record (Continued)

Item	Instructions
44	Enter the producer’s historical record of marketing as a percentage by use. Note: If the producer does not have historical records, see item 48.
45	Enter the total dollar value received for crops sold as salvage according to paragraph 97.
Part D – Item 51 is only required when the applicant is applying for an additional quality payment on production that is not sold pursuant to a marketing contract	
Part D – Item 52 is only required when the applicant is applying for an additional quality payment on production that is sold pursuant to a marketing contract	
Part E – Remarks (Include information necessary to document any loss, unusual practices or uses, or calculation used in documenting production)	
Part F – Certifications	
53A, B, C, D and E	Producers authorize FSA spot check, and certify all information on this form and FSA-840M, if applicable, is correct, including losses because of eligible causes. Producers further acknowledge that any duplicate benefits received under the HDP or HIP, as certified to on FSA-841, shall be offset from CDP. Producers also acknowledge that FSA-840 is an application for both quantity and quality.
54A and 54B	Producer signature and date.
55A, 55B, and 55C	Signature of COC or Designee and Date, and Determination of Approval/Disapproval for quantity loss.
56A, 56B, and 56C	Signature of COC or Designee and Date, and Determination of Approval/Disapproval for quality loss.
57A and 57B	Enter name, address, and telephone number of the County Office where farm with unit is administratively located and application is filed.

Notes: If multiple-cropped acreage applications are on file and only 1 crop can earn payment, COC or designee shall:

- disapprove other crop applications for the same acreage noting the producer’s choice as reason for disapproval
- approve the crop designated if all other eligibility criteria has been met.

See paragraph 72.

252 Completing FSA-840 on GRP, Revenue, or Dollar Insured Crops

A Overview

The CDP RMA Download Report provides loss information on all producers who purchased insurance on an insurable crop in that county for the applicable year with the exception of AGR, AGR Lite, and Pilot forage policies. It is important to note that certain crops, although listed on the download report, will not provide production data because of the type of insurance plan (GRP, Revenue, or Dollar Crops) for the crop.

These plan codes are:

- Plan Code 12 - Group Risk Protection (GRP)
- Plan Code 13 - GRP Rainfall Index
- Plan Code 14 - GRP Vegetation Index
- Plan Code 43 - Pecans Revenue
- Plan Code 43 - Aquaculture Dollar
- Plan Code 46 - Avocado Revenue
- Plan Code 50 - Dollar Crops
- Plan Code 51 - Fixed Dollar Plan
- Plan Code 55 - Yield Based Dollar Plan
- Plan Code 73 - Group Risk Income Protection.

More Information on types of insurance in the applicable State can be found at <http://www.rma.usda.gov/tools/adb.html>.

County Offices must identify those producers having these plans of insurance so that CDP payments can be calculated correctly.

B Completing FSA-840 for Insureds Having “Dollar Amount of Insurance” Coverage With Production to Count of Zero

For producers and crops with these plan codes, the unit structure, acres, and production listed on the CDP RMA Download Report must be corrected to accommodate CDP. As a result, producers with these plan codes will be required to furnish additional information to document their loss. For producers having these plans, complete the following entries on FSA-840.

Item	Instruction
7	Enter the unit number.
15	Enter the total unit acres for the crop listed in item 5 according to paragraph 73.
21 and 35	Enter the producer’s share.

252 Completing FSA-840 on GRP, Revenue, or Dollar Insured Crops (Continued)

B Completing FSA-840 for Insureds Having “Dollar Amount of Insurance” Coverage With Production to Count of Zero (Continued)

Item	Instruction
39	For yield-based crops, enter the acres associated with the type/variety, practice, and stage. See Part 4 for determining acres.
40	Enter 1 of the following stage abbreviations: <ul style="list-style-type: none"> • “H” for harvested • “UH” for unharvested • “PP” for prevented planting.
42	For single-market and multiple-market crops, enter the producer’s actual harvested production, including unmarketable production. Attach copies of date-stamped sales receipts to FSA-840.
54A and 54B	Producer shall sign and date. Note: Only 1 member having authority to sign for the partnership is required to sign.
55A through 55C	COC representative or designee shall sign and date the application and indicate in the box provided whether approved or disapproved.
56A and 56B	Enter the name, address, and telephone number of the County Office where the farm is administratively located and where the application is filed.

C Completing FSA-840 for Insureds Having “Dollar Amount of Insurance” or “Revenue” Crops

For producers and crops with plan codes of “46” Avocado, “50” Dollar Crops, and “55” Yield Base Dollar Amount of Insurance, the “production to count” field on the CDP RMA Download Report will be downloaded with a blank entry. Producers having these types of plan codes will be required to provide production evidence documenting their actual loss for CDP. Production evidence may include the following:

- loss adjustment settlement sheets
- copy of official appraisal from certified LA.

County Offices shall ensure that production is summarized at unit level.

Note: The forage seeding policy from RMA insures the first year seeding establishment of forage. Dollar loss is based on plant stand not production. CDP covers only the loss of expected production. Therefore, for forage seeding, STC must determine that the particular forage established would normally have been expected to be harvested in 2005, 2006, or 2007, as applicable. Those forage crops not expected to be harvested in 2005, 2006, or 2007 are ineligible for CDP. Ensure that the yield reflects the potential for the first year of seeding.

252 Completing FSA-840 on GRP, Revenue, or Dollar Insured Crops (Continued)

C Completing FSA-840 for Insureds Having “Dollar Amount of Insurance” or “Revenue” Crops (Continued)

The following table provides the required entries necessary to complete FSA-840.

Item	Instruction
42	Enter the total actual or appraised production for the unit. Attach copies of date-stamped sales receipts to FSA-840.
54A and 54B	Producer shall sign and date and this producer certification signifies that Part F items are true and correct. Note: Only 1 member having authority to sign for the partnership is required to sign.
55A through 55C	COC representative or designee shall sign and date the application and indicate in the box provided whether approved or disapproved.
56A and 56B	Enter the name, address, and telephone number of the County Office where the farm is administratively located and where the application is filed.

253 Completing FSA-840M

A Instructions for Completing FSA-840M

A producer may not receive a 2005, 2006, or 2007 disaster payment for losses on more than one 2005, 2006, or 2007 crop on the same acreage unless the provisions of paragraph 72 are met. All producers sharing in the acreage multiple cropped shall designate the crop for payment on FSA-840M. Only one FSA-840M shall be completed by all producers for the specific multiple-cropped acreage. Attach a copy of FSA-840M to all applicable applications.

253 Completing FSA-840M (Continued)

A Instructions for Completing FSA-840M (Continued)

This is a manual form and should be completed according to this table. See an example of FSA-840M in subparagraph C.

Item	Instructions
1	Check the crop year for which disaster benefits are being requested.
2	<p>Enter the farm number or numbers associated with the multiple-cropped acreage. Separate FSA-840 certifications must be filed for each multiple-cropped acreage with different or same initial crops/subsequent crops combinations. FSA-840M is required for multiple cropped practices not approved, according to paragraph 72. For example, the initial crop of cotton followed by grain sorghum, that are not STC approved for multiple cropped acreage, would require one FSA-840M. Other unapproved multiple cropped acreages on the unit and in the same combination, such as wheat followed by sunflowers, require a separate FSA-840M. All persons with a share interest in the crop acreage involved must sign this certification and make the same crop choice for all of the acreage.</p>
3	<p>Any of the following documents can be used to complete this item:</p> <ul style="list-style-type: none"> • FSA-840 • RMA download reports. <p>For each crop planted on the multiple-cropped acreage, enter the following:</p> <ul style="list-style-type: none"> A. the name or names of other producers who share in the multiple-cropped acreage B. crop planted C. crop status - enter "I" for initial crop and "S" for subsequent crop D. variety or type E. share - the total of all shares for each crop must equal 100 percent F. number of acres planted to the crop G. practice for the multiple crop (use RMA download report, if applicable) H. stage for the multiple crop I. FSN J. unit number K. indicate with "Y" or "N" if the crop is selected for disaster assistance L. COC or designee shall enter production associated with the nonselected crop acreage. <p>Notes: Complete item "L" only if column "K" is "No" for the crop not selected.</p> <p>The multiple crop not selected for disaster assistance shall have the COC-calculated production subtracted from the nonselected multiple crop application provided that the application has other acreage on the application eligible for benefits. See subparagraph D.</p>

253 Completing FSA-840M (Continued)

A Instructions for Completing FSA-840M (Continued)

Item	Instructions
4 A-C	Designate the crop, acreage, and farm number for which disaster assistance is requested.
4 D-F	All producers having a share in any crop on the multiple-cropped acreage must sign and date FSA-840M. Last 4 digits of the producers ID's shall be entered by the applicable producer name.
5	COC or designee shall sign and date.
6	Enter the name, address, and telephone number for the County Office where the farms in the unit are administratively located, and where the FSA-840 application and FSA-840M certification are filed.

Notes: Attach FSA-840M to all FSA-840 applications covering the multiple-cropped acreage.

COC may approve, with DD concurrence, more than 1 crop on the acreage, according to subparagraph 72 E.

B FSA-840's That Do Not Require FSA-840M

FSA-840's that **do not** require FSA-840M are applications filed:

- on acreage with only 1 crop planted
- for multiple crops planted on the same acreage meeting the multiple crop criteria in paragraph 72.

C Example of FSA-840M

Producer has 100 percent share in farm number 101 and planted 200 acres of irrigated cotton. The cotton failed because of a hail storm, and the producer planted 200 acres of irrigated grain sorghum. Both crops were insured and the County Office received a download for both crops. The appraisal for the cotton crop was "0". The producer harvested 3,000 bushels of grain sorghum. The disaster level for grain sorghum is 5,200 bushels.

Cotton and grain sorghum have not been approved as a multiple-cropping combination for the county.

253 Completing FSA-840M (Continued)**C Example of FSA-840M (Continued)**

FSA-840's are completed for both the 200 acres of cotton and the 200 acres of grain sorghum.

Note: See subparagraph 240 D for items on FSA-840 that do not need to be completed for the nonselected crop.

Based on projected payment information, the producer selects cotton for payment on the multiple-cropped acres. FSA-840M is completed to identify crops planted on the same acreage and the crop selected for payment. FSA-840 for cotton will be approved and an approval date will be entered into the system. The following documents will be filed together in the producer's folder:

- FSA-840 for cotton
- FSA-840 for grain sorghum
- FSA-840M.

Note: The producer will not sign FSA-840 for grain sorghum, the nonselected crop, because the same number of grain sorghum acres were planted on the failed cotton acres, or 200 acres. Therefore, COC shall not act on the application. However, a disapproval date shall be entered in the system for the nonselected grain sorghum application.

253 Completing FSA-840M (Continued)

C Example of FSA-840M (Continued)

Following is an example of FSA-840M.

This form is available electronically.

FSA-840M (10-11-07)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency 2005, 2006, and 2007 CROP DISASTER PROGRAM FOR MULTIPLE CROP - SAME ACREAGE CERTIFICATION	NOTE: The authority for collecting the following information is Pub. L. 110-28 and 7 CFR Part 760, Subpart I. This authority allows for the collection of information without prior OMB approval, mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.									
<p><i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is US Troop Readiness, Veteran's Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28 and 7 CFR Part 760, Subpart I). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</i></p>											
1. Crop Year (Check ONLY one): <input type="checkbox"/> 2005 <input checked="" type="checkbox"/> 2006 <input type="checkbox"/> 2007											
2. Farm Number(s) that have the Multiple Cropped Acreage: 101											
3. Provide the information requested below for the multiple cropped acreage for all producers with an interest in the crop combination (all producers must file a joint certification). Refer to the applicable FSA-840 and/or RMA download report when completing Items A through J. The total of all shares of each crop must equal 100 percent in Item E below.											
A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	K.	L.
Producer Name	Crop	Status	Variety or Type	Share (%)	Acres	Practice	Stage	FSN	Unit No.	Crop Selected for Payment	Production (Complete only if Item K is "NO")
John Smith	Cotton	I		100%	200	I	UH	101	1	X	
John Smith	Grain Sorghum	S	GRS	100%	200	I	H	101	1	X	300bu
<p><i>I understand that disaster benefits will not be paid on multiple crops produced on the same acreage unless the State FSA Committee approves the cropping practice and the farm has a multiple cropping history. I certify that all information reported on the FSA-840M is true and correct and understand that if any information is determined to be in error that the application may be denied or may result in a determination of ineligibility in whole or in part.</i></p>											
4. Designate the crop(s) in the crop combination for which assistance is requested and supply the additional information requested below (all producers must make the same designation).											
A. Crops				B. Acreage				C. Farm Number(s)			
1. Cotton				200				101			
2.											
3.											
D. Producer's Signature						E. Producer ID (Last 4 digits)			F. Date Signed (MM-DD-YYYY)		
/s/ John Smith						1111			12-21-2007		
5A. Signature of COC or Designee						6A. County FSA Office Name and Address (Including Zip Code)					
/s/ Mary Jones, CED						Stafford County FSA Office 200 Front Street Stafford, Va. 23000-2000					
5B. Date (MM-DD-YYYY)						6B. Telephone No. (Include Area Code):					
12-21-2007						123-456-7890					
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410; or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small></p>											

253 Completing FSA-840M (Continued)

D Example of Adjusting Acreage and Production for Nonselected Crop Using FSA-840M

All producers sharing in the crops planted on the acreage must select the crop to receive payment on the multiple-cropped acreage. Once the crop is selected, acreage from the nonselected crop must be reduced if some acreage of the nonselected crop is single cropped. Complete the following steps to:

- assist the producer in making his or her selection
- reduce the acres eligible for the nonselected crop.

Step	Action	
1	Complete FSA-840's for each crop.	
2	The producer shall identify the specific acres on FSA-840M that were multiple cropped. If the crop is insured, the RMA download may assist in identifying acres and production associated with multiple-cropped acres.	
3	COC, or designee, determines production associated with the nonselected crop's acres.	
4	IF... specific production can be tied to those acres being reduced through an RMA download or FSA-840	THEN... production shall be entered on FSA-840M, item 3L.
	production cannot be tied to the specific acres being reduced	production must be prorated from overall production associated with the crop, type, practice, and intended use in the unit. Production shall be entered on FSA-840M, item 3L.
5	Subtract the nonselected crop's acres and production (taken from FSA-840M, items 3F and 3L) from FSA-840.	
6	Obtain producer's signature on revised FSA-840.	
7	File a copy of FSA-840M with each producer's FSA-840 application having a share in the multiple-cropped acres.	

See subparagraph A for completing FSA-840M when selecting multiple-cropped acres for payment.

Example: Farm A has 400 acres of cropland. The producer plants 300 acres of wheat and 200 acres of soybeans. 100 acres of the soybeans were planted following wheat.

- 50 acres of the soybeans are planted following unharvested wheat.
- 50 acres of the soybeans are planted following harvested wheat.

253 Completing FSA-840M (Continued)

D Example of Adjusting Acreage and Production for Nonselected Crop Using FSA-840M (Continued)

Wheat and soybeans have not been approved as a multiple-cropping combination.

FSA-840's are completed for both the 300 acres of wheat and the 200 acres of soybeans. The projected payment amounts appear as follows.

Wheat:

Type	Stage	Int. Use	Prac	Share	Acres	Prod	Disaster Level	Net Prod for Payment	Payment
HRS	H	GR	N	1.000	250	5,000	6,500	1,500	\$4,056
HRS	UH	GR	N	1.000	50	100	1,300	1,200	<u>\$1,622</u>
								Total	\$5,678

Soybeans:

Type	Stage	Int. Use	Prac	Share	Acres	Prod	Disaster Level	Net Prod for Payment	Payment
OTH	H	N	N	1.000	200	4,500	7,800	3,300	<u>\$12,870</u>
								Total	\$12,870

Based on the projected payment information, the producer selects soybeans for payment on the multiple-cropped acres. The wheat FSA-840 is adjusted to:

- remove 50 acres of unharvested wheat along with the corresponding 100 bushels of production
- reduce the acres of harvested wheat to 200 acres
- reduce production associated with the 50 acres of harvested wheat. The production is apportioned on FSA-840M as follows.

Step	Action
1	Divide the 5,000 bushels of net production by 250 acres.
2	Multiply the result by 50 acres.
3	Enter the new net production in FSA-840M, item 3L.

No changes are needed on the soybean FSA-840. See subparagraph A for completing FSA-840M for designating acres for payment.

254 Completing FSA-841

A Instructions for Completing FSA-841

Producers applying for CDP benefits in counties that were eligible for 2005 and 2006 HIP and HDP benefits must certify whether they received payments under either of those programs. Any payments received under those programs will be reduced from any CDP payment that corresponds to the year for which HIP or HDP payment was received.

Item	Instructions
1	Item 1 is informational. It identifies the columns for the 2005 and 2006 crop years. No action is necessary.
2	Item 2 is informational. It identifies the columns for HIP and HDP. No action is necessary.
3	Producers certify with “X” in either the “Yes” or “No” column whether or not they received payments from HIP or HDP in the 2005 and/or 2006 crop year.
4	If the producer answered “Yes” in item 3, COC shall research the producer’s file and enter the dollar amount received from HIP and/or HDP for the 2005 and 2006 crop year.
5	Enter the total dollar amount the producer received in 2005 from HIP and HDP.
6	Enter the total dollar amount the producer received in 2006 from HIP and HDP.
7A	Enter the producer’s name and address.
7B	The producer shall sign.
7C	Enter the last 4 digits of the producer’s ID number. If an entity, enter the last 4 digits of tax ID number.
7D	Enter the date FSA-841 was signed by the producer.
8A	Enter name and address of the County Office where the farm with unit is administratively located and application is filled.
8B and 8C	Enter the State and county codes for the unit where administratively located. Exceptions: Honey shall be filed in the recording county. Physical location State and county codes shall be used for insured applications loaded through the “Cmd16” option.
9A and 9B	COC or designee shall sign and date.

254 Completing FSA-841 (Continued)

B Example of FSA-841

Following is an example of FSA-841.

This form is available electronically. FSA-841 (10-12-07)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency 2005, 2006, and 2007 CDP CERTIFICATION OF DUPLICATE BENEFITS UNDER HIP AND HDP		
<p>NOTE: The authority for collecting the following information is Pub. L. 110-28 and 7 CFR Part 760). This authority allows for the collection of information without prior OMB approval as might otherwise be mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p> <p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is US Troop Readiness, Veteran's Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28 and 7 CFR Part 760). The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility. In addition to the already published routine uses, this information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. All information provided herein is subject to verification by the Commodity Credit Corporation. As provided in various statutes, failure to provide true and correct information may result in civil suit or criminal prosecution and the assessment of penalties or pursuit of other remedies. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>				
Section 9004(a) of the US Troop Readiness, Veteran's Care, Katrina Recovery, and Iraq Accountability Appropriations Act, 2007 (Pub. L. 110-28) and 7 CFR Part 760 require that the amount of any payment received from HIP or HDP shall be reduced from any CDP payment received for a year that corresponds to a year for which HIP or HDP was received. Accordingly, I certify to the following concerning 2005 and/or 2006 Hurricane Indemnity Program (HIP) and/or Hurricane Disaster Program (HDP) payments:				
1. Crop Year	2. Program	3. Payment received?		4. COC Use Only (Payment Amount)
		YES	NO	
2005	HIP		X	\$ 0
2006	HIP	X		\$ 2,000
2005	HDP		X	\$ 0
2006	HDP	X		\$ 3,000
5. Totals for 2005 HIP and HDP (COC Use Only):				\$ 0
6. Totals for 2006 HIP and HDP (COC Use Only):				\$ 5,000
I understand that USDA will be conducting spot-checks for this program. I certify that all information reported on this certification is true and correct and I understand that if any information is determined to be in error that my application may be denied and may result in a determination of ineligibility in whole or in part.				
7A. Producer's Name and Address (Including Zip Code) Mr. Mark Sloan 1234 Any Street Anytown, USA 03500				
7B. Producer's Signature s/ Mark Sloan			7C. Producer's ID (last 4 digits of SSN/TIN) 1234	7D. Date 12-25-07
8A. County Name and Address (Including Zip Code) Mrs. Jessica Fletcher 345 Anytime Street Anytown, PA 51269			8B. State Code 12	8C. County Code 789
9A. COC Signature /s/ Jessica Fletcher			9B. Date 12-25-07	
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255 Application Corrections

A Making Changes

The producer must certify all of the data is correct on the computer-generated or manual CDP application. Certifying incorrect information may result in a denial of program benefits.

If the data on an originally signed application must be corrected for any reason, the County Office shall do either of the following:

- generate a new corrected application and:
 - mark the new application as a revision
 - have the producer sign and date the revision
 - include both the original and revised applications in the producer’s CDP folder
- line through the incorrect entry on the original application and enter the revised data. Ensure that:
 - both the producer and a County Office employee initial and date the revised entry
 - both the original and revised entries are legible.

Note: Manual FSA-840 applications should only be accepted if the automated system is down.

256-275 (Reserved)

Part 11 (Reserved)

276-299 (Reserved)

Part 12 County Office Operations Software

Section 1 CDP Crop Table

300-305 (Reserved)

306 CDP Applications Needing Updates Because of Crop Table Changes

A CDP Crop Table Report

CDP Applications Needing Update Due to Crop Table Changes Report MHAD03-R001 will print a list of producers with CDP applications associated with a crop table record with a change to 1 or more of the following fields after the application was processed:

- county average yield
- pay crop
- pay type
- unit of measure
- calculated price
- unharvested payment factor.

Note: Report MHAD03-R001:

- will only print during start-of-day processing on the day the crop table is downloaded
- cannot be reprinted.

B Report Instructions

This table lists the information that will display on Report MHAD03-R001 when a change is made to the CDP crop table.

IF changes in the crop table for a crop are made to...	THEN County Offices shall...
county average yield, pay crop, or pay type	access each application and PRESS “Cmd5” on Load Acres/Production Screen MHADIH01 or MHADWH01.
unit of measure	access each application, convert any production amounts to the corrected unit of measure, and PRESS “Cmd5” on Screen MHADIH01 or MHADWH01 to update the applications.
calculated price and unharvested payment factor	rerun the CDP payment and overpayment process to determine whether the crop table change caused an overpayment or underpayment to occur for producers reporting a loss for the applicable crop.

306 CDP Applications Needing Updates Because of Crop Table Changes (Continued)

C Example of Report MHAD03-R001

Following is an example of Report MHAD03-R001.

State		U.S. Department of Agriculture							Prepared: mm/dd/ccyy	
County		Farm Service Agency								
Report ID: MHAD03-R001		CDP Application Needing Update Due to Crop Table Changes							Page : ##	
The following Applications may need to be updated using the Msg Code field based on corresponding message below:										
1) access application and press CMD5 on "Load Acres/Production Screen"; application will be updated to correct any change in the county average yield, pay crop, or pay type										
2) access application, convert any production amounts to corrected unit of measure and press CMD5 on "Load Acres/Production Screen"										
3) re-run 2000 CDP payments to determine if the changes caused an over or under payment to occur for producers reporting a loss for the applicable crop										
Last 4 Digits of Producer ID	State	County	Unit	Crop	Crop Type	Planting Period	Intended Use	Unit Of Measure	Coverage Level	Msg Code
6789 S	51	147	00401	0011	SRW	01	GR	BU	U	2

307 Deleted Crop Table Records

A Overview

The Intranet web-based process for updating crop table records for 2005 through 2007 CDP will allow for deleting crop table records.

A process will delete worksheet records that have been loaded in the system if the crop table record is deleted. This process will occur automatically during start-of-day when the crop table download is received. CDP Crop Table Delete Report MHAD04-R001 will be generated that will identify the crop table record and the worksheet records that were deleted.

Note: If no worksheet records have been loaded that correspond to the deleted crop table record, only the crop table record that was deleted will be printed on Report MHAD04-R001.

B COC Action

COC:

- shall review Report MHAD04-R001 to identify the worksheet records that were deleted
- may want to keep Report MHAD04-R001 for future reference.

307 Deleted Crop Table Records (Continued)

C Example of Report MHAD04-R001

Following is an example of Report MHAD04-R001.

U.S. Department of Agriculture Farm Service Agency						Prepared: 10/30/2007		
Report ID: MHAD04-R001		CDP Crop Table Delete Report				Page: 1		
The following Crops and Worksheets (if any were loaded) have been deleted from the Crop and Worksheet Files.								
<u>CROP TABLE RECORDS</u>								
Location St/Cty	Crop	Type	Plnt Per	Prac	Int Use	RMA Crop	RMA Type	RMA Prac
18/111	7505	PUS	01	N				
18/111	7505	PUS	01	N				
18/111	7505	PUS	01	N				
18/111	7505	PUS	01	N				
18/111	7505	PUS	01	N				
18/111	7505	PUS	01	N				
36/053	0047	CRA	01	N	FH			
36/053	0047	CRA	01	N	FH			
36/053	0047	CRA	01	N	FH			
36/053	0047	CRA	01	N	FH			
36/053	0047	CRA	01	N	FH			
48/325	0011	SRW	01	N	GR			
<u>PRODUCER WORKSHEETS FOR ABOVE CROP</u>								
Last 4 Digits of ID Number/Type:						3297 S	Unit:	00100
Last 4 Digits of ID Number/Type:						3297 S	Unit:	00200
Last 4 Digits of ID Number/Type:						8550 S	Unit:	00200
48/029	0078	OTH	01	I	SD			
48/029	0078	OTH	01	N	SD			
48/399	0078	OTH	01	I	SD			

308-315 (Reserved)

Section 2 NAP-Covered Losses

316 Accessing Disaster Application Software

A Accessing Application Software

From Menu FAX250, access CDP application software for crop losses according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "15", "2005-2007 Disaster Programs", and PRESS "Enter".
6	MHO000	ENTER "7", "Crop Disaster Program – Application Processing", and PRESS "Enter".
7	MHODYR	Select the applicable FY for processing and PRESS "Enter". Crop Disaster Program Main Menu MHAD00 will be displayed.

B Example of Menu MHAD00

Following is an example of Menu MHAD00.

COMMAND	MENU: MHAD00	H2
Crop Disaster Program Main Menu		

<ul style="list-style-type: none"> 1. Notice of Loss/Producti on Appl ication 2. Reports 		
<ul style="list-style-type: none"> 21. Return to Application Selection Menu 23. Return to Primary Selection Menu 24. Sign Off 		
Cmd3=Previous Menu	*=Option currently not available.	
Enter option and press "Enter".		

316 Accessing Disaster Application Software (Continued)

C Options on Menu MHAD00

The following table lists the options that are available on Menu MHAD00.

Action	Result	Option Is Used For
ENTER "1", "Notice of Loss/Production Application", and PRESS "Enter".	Notice of Loss/Production Application Selection Menu MHADW0 will be displayed. See paragraph 318.	Entering loss data for: <ul style="list-style-type: none"> • NAP-covered losses • insured losses. Entering signature, approval, and disapproval dates. Loading additional quality loss data.
ENTER "2", "Reports", and PRESS "Enter".	Crop Disaster Program Reports Menu MHADRM will be displayed. See Section 5.	Printing the following: <ul style="list-style-type: none"> • crop loss disaster crop table • reconciliation report • CDP RMA Download Report • producer FSA-840's • CDP RMA Deleted Download Reports • CDP Production Discrepancy Reports.

317 **Producer Selection Screen MHADWA01**

A Selecting Producer

Access to the disaster software screens requires entry of 1 of the following on Screen MHADWA01:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

```

2005 CDP                107-A TULARE                Selection      MHADWA01
Producer Selection Screen          Version: AF65 09/18/2007 11:06 Term H2
-----
                                Enter Last Four Digits of Producer ID: .....
                                or
                                Producer ID Number: ..... and Type: ..
                                or
                                Last Name: .....
                                (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

B Producer Not Active in SCIMS

If the selected producer is not active in SCIMS, the County Office shall add the producer to SCIMS according to 1-CM.

C Producer Not Active on a 2005/2006/2007 Farm

If the selected producer is not active on the applicable year farm in the farm producer file, the County Office shall, after ensuring that the producer is filing a claim in the correct County Office, add the producer’s farm according to 3-CM.

318 Processing FSA-840's

A Accessing FSA-840

Notice of Loss/Production Application Selection Menu MHADW0 will be displayed when option 1, "Notice of Loss/Production Application", is selected on Menu MHAD00 according to paragraph 316.

Following is an example of Menu MHADW0.

```

COMMAND                                MENU: MHADW0                                H2
Notice of Loss/Production Application Selection Menu
-----
      1. NAP Covered Losses
      2. Insured Losses
      3. Update Signature/Approval Dates
*  4. Quality Losses

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      23. Return to Primary Selection Screen
      24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.
Enter option and press "Enter".
    
```

B Options on Menu MHADW0

The following table lists the options that are available on Menu MHADW0.

Action	Result	Option Is Used For
ENTER "1", "NAP Covered Losses", and PRESS "Enter".	Unit Selection Screen MHADWC01 will be displayed.	Recording crop loss data for NAP-covered crops.
ENTER "2", "Insured Losses", and PRESS "Enter".	Unit Selection Screen MHADIC01 will be displayed.	Recording crop loss data for producers from insured crops. This is from RMA-provided data.
ENTER "3", "Update Signature/Approval Dates", and PRESS "Enter".	Signature/Approval Screen MHADAC01 will be displayed.	Updating signature/ approval/disapproval dates.
ENTER "4", "Quality Losses", and PRESS "Enter".	Option is currently unavailable.	Option is currently unavailable.

319 NAP-Covered FSA-840

A Action

To process FSA-840's for NAP-covered crops, select option 1, "NAP Covered Losses", on Menu MHADW0 according to paragraph 318. Screen MHADWA01 will be displayed according to paragraph 317.

Note: If units have not been established for the selected producer, the message, "No Units found - must be added through Unit Maintenance", will be displayed. The unit relationship, according to 1-NAP, must be established before proceeding.

320 Other Compensation Screen MHADAR1A

A Screen MHADAR1A

If the selected county was eligible for the 2005 hurricane programs, Screen MHADAR1A will be displayed. Screen MHADAR1A provides for the entry of prior disaster payments that the producer received.

Note: Screen MHADAR1A will only display in 2005 and 2006.

Following is an example of Screen MHADAR1A.

```

2005 CDP          023-D DIVIDE          Selection  MHADWA01
Producer Selecti on Screen          Version: AF64 10/24/2007 07:19 Term H2
-----
Other Compensation Screen          MHADAR1A

Producer G & G FARMS INC          Year 2005

If applicable, enter the amount of other compensation
this producer received in this applicable year for any
crop for which this producer is making a CDP claim.

                $      100

Enter=Conti nue  Cmd4=Previ ous Screen

Enter=Conti nue  Cmd7=End
    
```

B Action

Enter the amount provided in FSA-841, item:

- 5 for a 2005 application
- 6 for a 2006 application.

See paragraph 254 for additional information on FSA-841.

321 Unit Selection Screen MHADWC01

A Screen MHADWC01

If the selected producer has multiple units, Screen MHADWC01 will be displayed. Screen MHADWC01 shows the units associated with the selected producer. If other producers share in the unit, up to 3 producers' names will be displayed in the "Other Producer" field to identify the unit. If there are more than 3 other producers sharing in the unit, the message, "more producers", will be displayed.

Following is an example of Screen MHADWC01.

```

2005 CDP                107A-TULANE                MHADWC01
Unit Selection Screen    Version:  AE72 10/07/2007 11:27  Term F6
-----
Producer   JOE VARGAS

                Place an 'X' before desired Unit for crop selection

                Unit   Other Producer
                .. 266  JOE VARGAS
                .. 527  ALBERT HODSON & SONS
                RAY VARGAS
                JOE VARGAS

Enter=Continued  Cmd4=Previous Screen  Cmd7=End
    
```

B Action

Select the unit by placing "X" in front of the applicable record and pressing "Enter" to continue. Either of the following screens will be displayed:

- NAP Loss Selection Screen MHADWN01 if the selected producer/unit has NAP applications for payment on file for the applicable year for an eligible CDP crop
- Crop Selection Screen MHADWD01 if the selected producer/unit does not have any NAP applications for payment on file.

322 NAP Loss Selection Screen MHADWN01

A Screen MHADWN01

Screen MHADWN01 will be displayed if the selected producer/unit has a NAP application for payment on file for a crop that is eligible for CDP. County Offices shall select the applicable crop from Screen MHADWN01 and the acreage and production data loaded on the NAP application for payment will be pre-filled on Load Acres/Production Screen MHADWH01.

Following is an example of Screen MHADWN01.

2005 CDP	107-TULANE	MHADWN01		
NAP Loss Selection Screen		Version: AE72	10/07/2007	11:34 Term F5

Producer	JOE VARGAS		Unit	266
Place an 'X' before desired NAP loss for processing				
	Crop	Type	Plnt Pd	Int Use Irr Prac
	ALFALFA		01	FG I
	ALMONDS		01	I
	APPLES	COM	01	FH I
	APPLES	COM	01	PR I
Enter=Continue Cmd2=Select From Crop Table Cmd4=Previous Screen Cmd7=End				

B Action

Select the applicable NAP loss by placing “X” in front of the applicable record and pressing “Enter” to continue. Screen MHADWH01 will be displayed.

“Cmd2” shall be used if additional crops need to be loaded and are not on the NAP application for payment file. Crop Selection Screen MHADWD01 will be displayed.

Note: If the crop is displayed on Screen MHADWN01, the crop must be selected from Screen MHADWN01.

323 Crop Selection Screen MHADWD01

A Example of Screen MHADWD01

Following is an example of Screen MHADWD01.

```

2005 CDP          107-TULANE          MHADWD01
CROP Selection Screen          Version: AE72  10/07/2007  11:46  Term F6
-----
Producer   JOE VARGAS          Unit      266

          Place an 'X' before desired crop for processing

          Crop                      Crop
          .. ALFALFA                .. CARROTS
          .. APPLES                 .. CAULIFLOWER
          .. ASPARAGUS              .. CELERY
          .. BARLEY                  .. CHRISTMAS TREES
          .. BEANS                   .. CORN
          .. BEETS                   .. COTTON
          .. BROCCOLI                .. CRUSTACEAN
          .. CABBAGE                 .. CUCUMBERS
          .. CANOLA                  .. FINFISH
          .. CANTALOUPES            .. FLOWERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
    
```

B Action

Select the crop the producer is requesting CDP benefits for by placing “X” in front of the applicable crop record. Only 1 crop can be selected at a time. PRESS “Enter” to continue. Crop Type Selection Screen MHADWE01 will be displayed.

Notes: If the crop selected does not have multiple types, Screen MHADWE01 will be suppressed and the type will default to blank or the only type on the CDP Crop Table File. See paragraph 324.

If a value loss crop was selected on Screen MHADWD01, see paragraph 331.

324 Crop Type Selection Screen MHADWE01

A Screen MHADWE01

Screen MHADWE01 will be displayed with all crop types for the selected crop. The crop types are pulled from the CDP Crop Table File. The planting period for each crop type will also be displayed.

Note: If the crop selected does not have multiple types, Screen MHADWE01 will be suppressed. Either of the following screens will be displayed:

- Crop Intended Use Selection Screen MHADWF01 if the crop selected has multiple intended uses
- Load Acres/Production Screen MHADWH01.

Following is an example of Screen MHADWE01.

```

2005 CDP                107-TULANE                MHADWE01
Crop Type Selection Screen                Version:  AE72  10/07/2007  12:00  Term F5
-----
Producer   JOE VARGAS                Unit      266
Crop      SQASH

                Place an 'X' before desired crop type for processing

                Crop      Plnt
                .. Type   Pd
                .. CAN    01
                .. BTT    01
                .. CHY    01
                .. CRK    01
                .. SUM    01
                .. ZUC    01

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Action

Select the crop type by placing “X” in front of the crop type and pressing “Enter” to continue. Only 1 crop type can be selected at a time. Screen MHADWF01 will be displayed.

Note: If the crop selected does not have multiple intended uses, Screen MHADWF01 will be suppressed and the intended use will default to the only use on the CDP Crop Table File. See paragraph 325.

325 Crop Intended Use Selection Screen MHADWF01

A Screen MHADWF01

Screen MHADWF01 will be displayed with all crop type intended uses for the selected crop. The crop type intended uses are pulled from the CDP Crop Table File. The pay crop and pay type codes will also be displayed.

Note: If the crop selected does not have multiple intended uses, Screen MHADWF01 will be suppressed. Load Acres/Production Screen MHADWH01 will be displayed.

Following is an example of Screen MHADWF01.

```

2005 CDP                107-TULANE                MHADWF01
Crop Intended Use Selection Screen                Version:  AE72  10/07/2007  12:04  Term F6
-----
Producer   JOE VARGAS                                Unit    266
Crop      SQASH  Type  ZUC  Plnt Pd  01

                Place an 'X' before desired intended use for processing

                                Int    Irr    Pay    Pay
                                Use    Prac   Crop   Type
                                .. FH    I     SQASH  002
                                .. FH    N     SQASH  002

Enter=Continue      Cmd4=Previous Screen      Cmd7=End
    
```

B Action

Select the crop intended use by placing “X” in front of the intended use and pressing “Enter” to continue. Only 1 intended use can be selected at a time. Screen MHADWH01 will be displayed.

326 Insurance Question Screen MHADWF1A

A Screen MHADWF1A

Screen MHADWF1A will be displayed once a crop intended use is selected. The insurance question will be used to determine whether the crop is NAP-covered or uninsured.

Following is an example of Screen MHADWF1A.

```

2005 CDP                107-A TULARE                Selection    MHADWF01
Crop Intended Use Selection Screen          Version: AF64 09/10/2007 11:34 Term H2
-----
Producer JOE VARGAS                                Unit    266
Crop BLUBR Type LWB Plnt Pd 01

Insurance Question Screen                                MHADWF1A

Was NAP coverage purchased
for the selected crop in
the selected disaster year? .. (Y/N)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Action

ENTER “Y” or “N” for the question.

Notes: If “Y” is entered, the NAP application for coverage file will be checked to determine whether the crop was covered by NAP in the applicable year. If an application for coverage is found for the crop, the Load Acres/Production Screen will be displayed. If there is no application for coverage on file, an informational message will be provided that a NAP application for coverage was not found. The application process can be continued; however, the application will be marked so that it can be identified for future spot check.

If “N” is entered, the application process can be continued; however, the application will be marked as uninsured and the application will be unable to be approved for payment.

327 Check Type of Loss Reported Screen MHADAL1A

A Screen MHADAL1A

Screen MHADAL1A will be displayed:

- after a crop is selected from NAP Loss Selection Screen MHADWN01 according to paragraph 322
- after the insurance question has been answered on Insurance Question Screen MHADWF1A according to paragraph 326.

Following is an example of Screen MHADAL1A.

```

2006 CDP          107-A TULARE          Selection  MHADWF01
Crop Intended Use Selection Screen      Version: AF65  09/20/2007 04:34 Term H2
-----
Producer JAMES A ATWELL                      Unit      702
Crop BRCLI Type          Plnt Pd 01

  Check Type of Loss Reported Screen          MHADAL1A
  Producer JAMES A ATWELL                      NAP Covered
  Unit      702 Pay Crop BRCLI Pay Type 001 Plnt Pd 01

  Check the type of loss reported for the selected
  application pay grouping. (Check all that apply)

  .. Prevented Planting (Cert Items 53A and 53B apply)
  .. Damaged Crop/Low Yield (Cert Items 53A and 53B apply)
  .. Quality Loss (All certifications in Item 53 apply)

  Enter=Continue  Cmd4=Previous Screen  Cmd7=End
  
```

B Action

ENTER “X” next to each applicable type of loss and PRESS “Enter”.

Note: More than 1 type of loss can be selected.

328 Load Acres/Production Screen MHADWH01

A Screen MHADWH01

Screen MHADWH01 is a data entry screen that will be used to determine a producer's loss.

```

2006 CDP          107-A TULARE          Entry          MHADWH01
Load Acres/Produci on Screen          Versi on: AF65  10/18/2007 11:20 Term H2
-----
Producer JAMES A ATWELL          Share 0.7500
Unit 702 Plant Pd 01
Crop SQASH Int Use FH
Type ZUC Irr Prac I          Coverage NAP Covered

Stage  Acres          NAP          Actual          Adjusted or Assigned
      Irrigated      Production  Production  Production  Flag
      (CWT)          (CWT)          (CWT)          (CWT)          (0 or A)
H .....
UH .....
PP .....

Yield ..... 90.00 (CWT)          Unharvested Payment Factor 0.3500 (ex. 0.7500)

Producer          Producer          County Established          County Established
Salvage Value     Marketing Percentage     Salvage Value     Marketing Percentage
$ .....          .....%          $ .....          .....%

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

B Field Descriptions

The following table describes the fields on Screen MHADWH01.

Note: For crops selected from NAP Loss Selection Screen MHADWN01, the data on Screen MHADWH01 will be pre-filled with the data that was loaded on the NAP application for payment file.

Field	Description	Action
Producer	Producer who was selected on the Producer Selection Screen will be displayed.	
Share	Manual entry field or pre-filled if crop was selected from Screen MHADWN01.	<p>If the crop was selected from Screen MHADWN01, the share will be pre-filled with the share used on the NAP application for payment file.</p> <p>For crops not selected from Screen MHADWN01, enter the producer's share for the unit selected.</p> <p>Note: If the producer has multiple shares for the same unit, enter each share separately.</p>
Unit	Unit number that was selected on Unit Selection Screen MHADWC01 will be displayed.	

328 Load Acres/Production Screen MHADWH01 (Continued)

B Field Descriptions (Continued)

Field	Description	Action	
Plnt Pd	Planting period associated with the crop type that was selected on Crop Type Selection Screen MHADWE01 will be displayed.		
Crop	Crop that was selected on Crop Selection Screen MHADWD01 will be displayed.		
Int Use	Intended use that was selected on Crop Intended Use Selection Screen MHADWF01 will be displayed.		
Type	Crop type that was selected on Crop Type Selection Screen MHADWE01 will be displayed.		
Irrigated Practice	Irrigated practice of the crop that was selected on Crop Selection Screen MHADWD01 will be displayed.		
Coverage	Coverage type that was selected on Notice of Loss/Production Application Selection Menu MHADW0 will be displayed.		
Stage	Harvested, unharvested, and prevented stages will be displayed.		
Acres	Manual entry field, by stage, for irrigated, nonirrigated, and prevented planted acres for the unit . This field will be pre-filled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.	IF for...	THEN...
		yield-based crops	enter the acres associated with the type/variety and practice by stage. See Part 4 for determining acres.
		maple sap	enter the total number of taps.
		honey	enter the total number of colonies.
		crop selected from Screen MHADWN01	the acres will be pre-filled with the acres entered on the NAP application for payment file.

328 Load Acres/Production Screen MHADWH01 (Continued)

B Field Descriptions (Continued)

Field	Description	Action
NAP Production	<p>Manual entry field for production of harvested and unharvested acres.</p> <p>Note: Actual production must be used if the producer is requesting additional quality benefits.</p> <p>This field will be pre-filled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The production will be pre-filled with the production entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter the actual, appraised, or certified production for the unit (not by producer share) by harvested and unharvested acres. If the “Harvested Acre” field is greater than zero, an entry greater than zero is required in the “Production” field.</p> <p>Exception: Crops with an intended use of fresh or processed, an entry of zero or greater is required.</p>
Actual Production	<p>Manual entry field.</p> <p>This field is only used if the producer is applying for additional quality benefits.</p>	<p>Enter actual production provided by the producer. This field is not a required entry; however, actual production must be provided if the producer is requesting additional quality benefits. Only enter actual production in this field. If the producer does not provide actual production, this field shall remain blank.</p>
Adjusted or Assigned Production	<p>Manual entry field for adjustments made by COC.</p> <p>This field will be pre-filled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The adjusted or assigned production, if applicable, will be pre-filled with the adjusted or assigned production entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter COC-adjusted or -assigned production, as applicable, according to Part 6.</p>

328 Load Acres/Production Screen MHADWH01 (Continued)

B Field Descriptions (Continued)

Field	Description	Action
Adjusted or Assigned Flag (“O” or “A”)	<p>Manual entry field identifying the type of adjustment made by COC.</p> <p>This field will be pre-filled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The adjusted or assigned flag, if applicable, will be pre-filled with the adjusted or assigned flag entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter an:</p> <ul style="list-style-type: none"> • “A” flag if the assigned production is to be added to actual production according to paragraph 130 • “O” flag if the assigned production is to override the production certified by the producer or adjusted for quality according to paragraph 130.
Yield	<p>The higher of the producer’s approved yield or the county average yield will be displayed.</p> <p>Notes: If the selected producer does not have a NAP application for payment on file but does have an approved yield, the system will display the higher of the producer’s approved yield or the county average yield.</p>	<p>If applicable, COC can adjust the yield. See paragraphs 134 and 227.</p> <p>For crops selected from Screen MHADWN01, the higher of the producer’s APH or county average yield will be used.</p>
Unharvested Payment Factor	<p>The unharvested payment factor from the crop table.</p>	<p>Adjust the payment factor, if applicable, according to paragraph 131. The factor can only be adjusted downward.</p>
Producer Salvage Value	<p>Manual entry field identifying the crop’s salvage value.</p> <p>This field will be pre-filled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.</p>	<p>The producer salvage value, if applicable, will be pre-filled with the producer salvage value entered on the NAP application for payment file if the crop is selected from Screen MHADWN01.</p> <p>Enter the full dollar amount as described in paragraph 97.</p>

328 Load Acres/Production Screen MHADWH01 (Continued)

B Field Descriptions (Continued)

Field	Description	Action
Producer Marketing Percentage	Manual entry field for crops that are marketed as fresh, processed, and juice. This field will be suppressed if the crop's intended use is something other than fresh, processed, or juice.	Enter the producer's historical record of marketing as a percentage by use. This is a required entry if the intended use is fresh, processed, or juice. An entry of zero or greater is required. Ensure that an automated application is completed for fresh, processed, and juice intended uses, if applicable.
County Established Salvage Value	Manual entry field. This field will be pre-filled with the data from the NAP application for payment file if the crop was selected from Screen MHADWN01.	The county-established salvage value, if applicable, will be pre-filled with the county-established salvage value entered on the NAP application for payment file if the crop is selected from Screen MHADWN01. Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value received for crops sold for which an established market is not available according to paragraph 97.
County Established Marketing Percentage	Manual entry field for COC adjustment. This field will be suppressed if the crop's intended use is something other than fresh, processed, or juice.	Enter the COC-established normal marketing percentages for the county, if the producer did not provide historical marketings or only certified their normal marketings.

C Action

Enter data according to subparagraph B. PRESS:

- "Cmd5" to update the record
- "Cmd24" to delete a record that has been previously updated.

Record More Data Questions Screen MHADWH1A will be displayed.

329 Record More Data Questions Screen MHADWH1A

A Overview

Screen MHADWH1A is a tool to help County Offices when entering additional data for the selected producer. The software process requires that each crop, crop type, and intended use be loaded separately to ensure that accurate records are created. Users shall ensure that all applications are completed according to program policy, such as all crops with the same pay crop and pay type being grouped together to determine a producer’s loss.

Example: Producer A has unit 1 and grows Hard Amber Durum Wheat with intended uses of grain (GR) and seed (SD). Both crops have been assigned the pay type of “011”, which means that both crops have been grouped together for loss eligibility and payment purposes. Producer A had a complete loss on Hard Amber Durum for SD, but did yield a normal return on Hard Amber Durum for GR. Producer A wants to apply for disaster benefits for Hard Amber Durum for SD. Both crops, Hard Amber Durum for SD and Hard Amber Durum for GR, must be loaded in the system since the total unit production of both crops is used for loss eligibility purposes.

B Example of Screen MHADWH1A

Following is an example of Screen MHADWH1A.

```

2005 CDP          107-TULANE          MHADWH01
Load Acres/Production Screen          Version: AE72 10/07/2007 12:28 Term F6
-----
Producer  JOE VARGAS          Share          Unit  266
Crop      SQASH  Type  ZUC  Plnt Pd 01  Int Use FH  Irr Prac I  Coverage NAP covered
-----
Record More Data Questions Screen          MHADWH1A

Stage          Do you want to record data on another:          (Y/N)
H
UH             share for this crop/type/use/practice?... N
PP             intended use/practice for this crop/type? N
              type/planting period for this crop?..... N
              crop for this unit?..... N
              NAP loss for this producer/unit..... N
              unit for this producer..... N
Pro           polished
Salva        percentage

Enter=Continue  Cmd4=Previous Screen
$             IM: Previous share data has been recorded.          %
Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

329 Record More Data Questions Screen MHADWH1A (Continued)

C Question Description

The following table provides an explanation of Screen MHADWH1A. Only 1 question at a time may be answered with “Y”.

IF...	THEN select “Y” for...	Result
<p>the producer has multiple shares for the same crop/type/use for this unit.</p> <p>Example: Producers A and B share on 2 farms that make up unit 1. Hard Amber Durum Wheat for grain is grown on both farms. The producers share 50/50 on the first farm and 75/25 on the second farm. Since shares are different on the farms, Screen MHADWH01 needs to be completed for each share for the unit.</p>	<p>“Do you want to record data on another share for this crop/type/use/practice?”</p>	<p>Load Acres/ Production Screen MHADWH01 will be displayed.</p>
<p>several uses need to be recorded for this crop type.</p>	<p>“Do you want to record data on another intended use/practice for this crop/type?”</p>	<p>Crop Intended Use Selection Screen MHADWF01 will be displayed.</p>
<p>several types or planting numbers need to be recorded for this crop.</p>	<p>“Do you want to record data on another type/planting period for this crop?”</p>	<p>Crop Type Selection Screen MHADWE01 will be displayed.</p>
<p>the producer is applying for benefits on several crops.</p> <p>Note: As a new crop is selected, FSA-840, for the previous crop data that was entered, will print.</p>	<p>“Do you want to record data on another crop for this unit?”</p>	<p>Crop Selection Screen MHADWD01 will be displayed.</p>
<p>the producer has other crops to be loaded from Screen MHADWN01.</p> <p>Note: FSA-840 will print.</p>	<p>“Do you want to record data on another NAP loss for this producer/unit?”</p>	<p>NAP Loss Selection Screen MHADWN01 will be displayed.</p>
<p>the producer has multiple units.</p>	<p>“Do you want to record data on another unit for this producer?”</p>	<p>Unit Selection Screen MHADWC01 will be displayed.</p>

D Action

Complete all applications according to subparagraph C. Record Signature Date Screen MHADWH1B will be displayed according to paragraph 330.

330 Record Signature Date Screen MHADWH1B

A Overview

Screen MHADWH1B will be displayed when the producer’s NAP-covered loss records are updated. The producer’s signature date can be entered on Screen MHADWH1B or by accessing option 3, “Update Signature/Approval Dates”, on Menu MHADW0.

B Example of Screen MHADWH1B

Following is an example of Screen MHADWH1B.

```

2005 CDP                107-TULANE                MHADWH01
Load Acres/Production Screen          Version:  AE72  10/07/2007  12:28  Term F6
-----
Producer  JOE VARGAS                Share                Unit  266
Crop      SQASH  Type  ZUC  Plnt Pd  01  Int Use  FH  Irr Prac  I  Coverage NAP covered
-----
Record Signature Date Screen                MHADWH1B
-----
Stage
H
UH
PP
Signature Date:  00/00/0000  (MM/DD/CCYY)
-----
Pro      polished
Salva    rcentage
$
Enter=Continue  Cmd4=Previous Screen  Cmd5=Update
Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

C Action

PRESS:

- “Enter” to continue **without entering or updating an signature date**
- “Cmd4” to return to Screen MHADWH1A
- “Cmd5” to update the signature date.

Note: “Cmd5” must be pressed to update the signature date. Pressing “Enter” will advance to Printer Selection Screen MHADPS01. No dates will be updated.

Screen MHADPS01 will be displayed and FSA-840 will print.

Note: FSA-840 shall be printed on a laser printer because of form design.

331 Value Loss Screen MHADWG01

A Overview

Screen MHADWG01 is used to determine the total loss for a crop that is dollar rather than yield based.

If a crop identified as a value loss crop was selected on Screen MHADWD01:

- Screen MHADWE01 will be displayed according to paragraph 324
- Screen MHADWF01 will be displayed according to paragraph 325
- Screen MHADWF1A will be displayed according to paragraph 326
- Screen MHADWG01 will be displayed according to this paragraph.

The dollar value for ginseng, finfish, mollusk, crustacean, and Christmas trees will be calculated in the automated system based on the producer’s actual inventory and the graduated price codes that are present on the County Office crop table. Nursery, mushrooms, floriculture, tropical finfish, crops with an intended use of RS or SE, and grass with the intended use of SO do not have graduated prices; therefore, the dollar value of these crops must be calculated outside the system and the total dollar value will be entered in the system, as applicable.

B Example of Screen MHADWG01

Following is an example of Screen MHADWG01, applicable to crops with graduated price codes.

```

2006 CDP          107-A TULARE          Entry          MHADWG01
Value Loss Screen          Version: AF65  09/18/2007 11:49 Term H2
-----
Producer JAMES A ATWELL          Share ..... Disa Begin .....
Unit 702 Crop CHRUT Type BAL          Loss Appar .....
                                          Coverage NAP Covered

Price Beginning Ending Ineligible
Code Inventory Inventory Cause of Loss
SED .....
001 .....
002 .....
004 .....
005 ..... --- Unharv Pymt Fctr ---
                                          0.5000 (ex. 0.7500)
                                          ---- Salvage Values ----
                                          County
                                          Producer Established
                                          $ ..... $ .....

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

331 Value Loss Screen MHADWG01 (Continued)

B Example of Screen MHADWG01 (Continued)

Following is an example of Screen MHADWG01, applicable to crops without graduated price codes.

```

2006 CDP          107-A TULARE          Entry          MHADWG01
Value Loss Screen          Version: AF65  09/18/2007 11:53 Term H2
-----
Producer JAMES A ATWELL          Share ..... Disa Begin .....
Unit 702 Crop MUSHR Type COM Int Use FH          Loss Appar .....
                                          Coverage NAP Covered
Field Market Value of Inventory Dollar Value of
Value A      After Disaster  Ineligible Causes
$ .....    $ .....        $ .....

                                          --- Unharv Pymt Fctr ---
                                          0.7300 (ex. 0.7500)
                                          ---- Salvage Values ----
                                          County
Producer     Established
$ .....    $ .....

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

331 Value Loss Screen MHADWG01 (Continued)

C Field Descriptions

The following table describes the fields on Screen MHADWG01.

Note: For crops selected from NAP Loss Selection Screen MHADWN01, the data on Screen MHADWG01 will be pre-filled with the data that was loaded on the NAP application for payment file.

Field	Description	Action
Producer	Producer who was selected on the producer selection screen will be displayed.	
Unit	Unit number that was selected on Unit Selection Screen MHADWC01 will be displayed.	
Crop	Crop that was selected on Crop Selection Screen MHADWD01.	
Type	Crop type that was selected on Crop Type Selection Screen MHADWE01 will be displayed.	
Int Use	Intended use that was selected on Crop Intended Use Selection Screen MHADWF01 will be displayed.	
Share	Manual entry field or pre-filled if crop was selected from Screen MHADWN01.	<p>If the crop was selected from Screen MHADWN01, the share will be pre-filled with the share used on the NAP application for payment file.</p> <p>Enter the producer's share for the unit selected.</p> <p>Note: If the producer has multiple shares for the same unit, enter each share separately.</p>
Disaster Begin Date	Date is used to keep records separate in the event that there were multiple losses for the same crop during the crop year.	Enter the date the disaster began.
Loss Apparent Date	Date is used to keep records separate in the event that there were multiple losses for the same crop during the crop year.	Enter the date the loss became apparent.
Unharvested Payment Factor	The unharvested payment factor from the crop table.	Adjust the payment factor, if applicable, according to paragraph 131. The factor can only be adjusted downward.
Salvage Value	Manual entry field.	Enter the appropriate dollar amount as described in paragraph 97.
County Established Salvage Value	Manual entry field.	Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value received for crops sold for which an established market is not available according to paragraph 97.

331 Value Loss Screen MHADWG01 (Continued)

C Field Descriptions (Continued)

Field	Description	Action
The following fields are applicable to ginseng, finfish, mollusk, crustacean, and Christmas trees.		
Price Code	Graduated price codes applicable to the selected crop. All price codes that are on the County Office crop table will be displayed.	
Beginning Inventory	<p>Manual entry field. The actual ending inventory rather than the total dollar amount shall be entered. The system will calculate the value of beginning inventory based on the actual inventory amounts that are entered.</p> <p>This field will be pre-filled if the crop was selected from Screen MHADWN01.</p>	<p>If the crop was selected from Screen MHADWN01, the beginning inventory will be pre-filled with the beginning inventory used on the NAP application for payment file.</p> <p>Enter the actual beginning inventory of the crop applicable to each graduated price code.</p> <p>Example: Before the disaster, Producer A has 10,000 large crabs (LAR/CRB) on hand. 10,000 would be entered in the “LAR” price code field in the “Beginning Inventory” field.</p>
Ending Inventory	<p>Manual entry field. The actual ending inventory rather than the total dollar amount shall be entered. The system will calculate the value of the ending inventory based on the actual inventory amounts that are entered.</p> <p>This field will be pre-filled if the crop was selected from Screen MHADWN01.</p>	<p>If the crop was selected from Screen MHADWN01, the ending inventory will be pre-filled with the ending inventory used on the NAP application for payment file.</p> <p>Enter the actual ending inventory of the crop applicable to each graduated price codes.</p> <p>Example: After the disaster occurred, Producer A has 2,245 LAR/CRB on hand. 2,245 would be entered in the “LAR” price code field in the “Ending Inventory” field.</p>
Ineligible Cause of Loss	<p>Manual entry field. The actual inventory rather than the total dollar amount shall be entered. The system will calculate the value of ineligible cause of loss based on the actual inventory amounts that are entered.</p> <p>This field will be pre-filled if the crop was selected from Screen MHADWN01.</p>	<p>If the crop was selected from Screen MHADWN01, the ineligible cause of loss will be pre-filled with the ineligible cause of loss used on the NAP application for payment file.</p> <p>Enter the actual inventory of the crop applicable to each graduated price code that perished because of an ineligible cause of loss.</p> <p>Example: Producer A lost 56 LAR/CRB because of a non-disaster related condition. 56 would be entered in the “LAR” price code field in the “Ineligible Cause of Loss” field.</p>

331 Value Loss Screen MHADWG01 (Continued)

C Field Descriptions (Continued)

Field	Description	Action
The following fields are applicable to nursery, mushrooms, tropical finfish, floriculture, grass and mixed forage with an intended use of SO, and crops with an intended use of RS or SE.		
Field Market Value A	Manual entry field. This field will be pre-filled if the crop was selected from Screen MHADWN01.	If the crop was selected from Screen MHADWN01, Field Market Value A will be pre-filled with the Field Market Value A used on the NAP application for payment file. Enter the Field Market Value A as determined according to Part 8 for value loss crops.
Value of Inventory After Disaster	Manual entry field. This field will be pre-filled if the crop was selected from Screen MHADWN01.	If the crop was selected from Screen MHADWN01, dollar value of inventory after disaster will be pre-filled with the dollar value of inventory after disaster used on the NAP application file. Enter the dollar value after disaster. Determine the dollar value according to Part 8. Follow the same instructions provided in calculating Field Market Value A to determine value.
Dollar Value of Ineligible Causes	Manual entry field. This field will be pre-filled if the crop was selected from Screen MHADWN01.	If the crop was selected from Screen MHADWN01, dollar value of ineligible causes will be pre-filled with the dollar value of ineligible causes used on the NAP application for payment file. Enter the dollar value for losses stemming from ineligible cause of loss.

D Action

Enter data according to subparagraph C. PRESS:

- “Cmd5” to update the record
- “Cmd24” to delete the record that has been previously updated.

Screen MHADWH1A will be displayed. See paragraph 329.

332-339 (Reserved)

Section 3 Insured Crop Losses

340 Insured FSA-840

A Action

To process applications for insured crops, select option 2, “Insured Losses”, on Notice of Loss/Production Application Selection Menu MHADW0 according to paragraph 318.

The CDP RMA File is used to prefill data on FSA-840 to provide automated support to the CDP application process. County Offices shall refer to the CDP RMA Producer Report, according to paragraph 418, when inputting data into the system for insured crops, if additional data must be entered into FSA-840.

After selecting option 2 on Menu MHADW0, the Producer Selection Screen will be displayed according to paragraph 317.

B RMA-Downloaded Data

County Offices shall take the following items into consideration when working with the CDP RMA Download Report:

- producers’ records are downloaded to the County Office where the land is physically located
- a single unit could have multiple acreage records
- a single unit may have multiple acreage records for the unit, but only 1 loss record will be provided

Note: The loss record will always be attached to the last acreage record.

- when accessing Load Acres/Production Screen MHADIH01, the data from the first acreage record is pre-filled on Screen MHADIH01
- once an insured record is accessed, even if the accessed record is not updated, the software will **never** read the download file again; therefore, if subsequent changes are made by RMA and downloaded, County Offices must manually update the application

Note: This may require the producer to sign a new FSA-840.

- records insured by written agreements will be identified on the RMA Download Report

Note: Special rules apply. See paragraph 351 for special information about written agreements.

341 Unit Selection Screen MHADIC01

A Overview

If the selected producer has multiple units or subunits on the CDP RMA Download Report, Screen MHADIC01 will be displayed with units and subunits associated with the selected producer.

Note: If the selected producer has only 1 unit or subunit, Screen MHADIC01 will be suppressed and Crop Selection Screen MHADIM01 will be displayed. See paragraph 342.

Following is an example of Screen MHADIC01.

```

2005 CDP                      107-A Tulare                      Selection  MHADIC01
Unit Selection Screen          Version: AE72  10/08/2007  09:22 Term F5
-----
Producer  WILMA B JOB

          Place an 'X' before desired Unit for crop selection

                          Unit
                          1.01
                          1.02
                          1.03
                          1.04
                          1.05
                          1.06
                          1.07
                          2.01
                          2.02
                          2.03

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Action

Select the unit or subunit by placing “X” in front of the applicable record and pressing “Enter” to continue. Crop Selection Screen MHADID01 or MHADIM01 will be displayed.

342 Crop Selection Screens MHADID01 and MHADIM01

A Overview

Screen MHADID01 will be displayed with the crops that correspond with the selected unit. The crops displayed are based on the information provided on the CDP RMA Download Report compared to the CDP Crop Table. If a match is not found, the message, “No matching records found on the Disaster Crop Table for this RMA crop”, will be displayed. Crop table data must be downloaded to County Offices before the loss data can be loaded in the disaster application file. Screen MHADID01 will be suppressed if the unit has only 1 crop.

Screen MHADIM01 will be displayed with the crop types and crop uses from the CDP Crop Table. Screen MHADIM01 will be suppressed if the crop selected does not have multiple types or intended uses. The type and intended use will be defaulted to blank or the only type on the CDP Crop Table File.

342 Crop Selection Screens MHADID01 and MHADIM01 (Continued)

B Examples of Screens MHADID01 and MHADIM01

Following is an example of Screen MHADID01.

```

2005 CDP                023-E DIVIDE                Selection MHADID01
Crop Selection Screen                Version:  AE72 10/08/2007  09:50  Term F6
-----
Producer  CARMEN GLASS                                Unit   1.02

                Place an 'X' before desired crop for processing

Crop          Type                Practice
FLAX          No Type Specified    No Practice Specified
WHEAT        Durum                Summerfallow

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Following is an example of Screen MHADIM01.

```

2005 CDP                023-E DIVIDE                Selection MHADIM01
Crop Selection Screen                Version:  AE72 10/08/2007  10:18  Term F6
-----
Producer  D & L RAAUM INC                                Unit   1.08
RMA Crop  WHEAT                                Type  Spring                Prac Summerfallow

                Place an 'X' before desired crop for processing

Crop          Type  Plnt  Int  Irr  Pay  Pay
              Type  Pd   Use  Prac  Crop  Type
WHEAT        HRS   01   GR   N   WHEAT  011
WHEAT        HWS   01   GR   N   WHEAT  011

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

C Action

On Screen MHADID01, select the crop the producer is applying for by placing “X” in front of the applicable crop record. Only 1 crop can be selected at a time. PRESS “Enter” to continue.

On Screen MHADIM01, select the crop type and crop intended use by placing “X” in front of the applicable record. Only 1 crop type/intended use can be selected at a time. PRESS “Enter” to continue. Load Acres/Production Screen MHADIH01 will be displayed.

Note: If the crop selected is insured by written agreement and no match is found between the RMA Download Report and CDP Crop Table, Screen MHADIN01 will be displayed. See paragraph 351.

343 Check Type of Loss Reported Screen MHADAL1A

A Screen MHADAL1A

Screen MHADAL1A will be displayed after a crop is selected from the Crop Selection Screen according to paragraph 342.

Following is an example of Screen MHADAL1A.

```

2006 CDP                107-A TULARE                Selection  MHADIM01
Crop Selection Screen    Version: AF65  09/20/2007 04:34 Term H2
-----
Producer JAMES A ATWELL                                Unit    4
Crop WHEAT                Type Winter                Prac Non-Irrigated

    Check Type of Loss Reported Screen                MHADAL1A
    Producer JAMES A ATWELL                                NAP Covered
    Unit    4    Pay Crop                Pay Type 001  Plnt Pd 01

    Check the type of loss reported for the selected
    application pay grouping. (Check all that apply)

    .. Prevented Planting (Cert Items 53A and 53B apply)
    .. Damaged Crop/Low Yield (Cert Items 53A and 53B apply)
    .. Quality Loss (All certifications in Item 53 apply)

    Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Action

ENTER “X” next to each applicable type of loss and PRESS “Enter”.

Note: More than 1 type of loss can be selected.

344 Load Acres/Production Screen MHADIH01

A Overview

Screen MHADIH01 will be:

- used to determine a producer’s loss
- either of the following:
 - entirely pre-filled, if the loss record for the selected producer, unit, and crop was downloaded from RMA
 - partially pre-filled, if no loss data was downloaded from RMA.

Note: See paragraph 91 if RMA loss data is not downloaded.

B Example of Screen MHADIH01

Following is an example of Screen MHADIH01. This example has a loss record downloaded from RMA.

2006 CDP	107-A TULARE	Entry	MHADIH01
Load Acres/Production Screen		Version: AF65	09/18/2007 13:46 Term H2

Producer	ROBERT H SMITH	Share	1.0000
Unit	1 Plant Pd 01	RMA Crop	0215
Crop	ORANG Int Use FH	RMA Type	997
Type	NAV Irr Prac I	RMA Prac	002 Coverage Insured
	Acres	RMA	Actual
	Irrigated	Production	Production
Stage	(002)	(CTN)	(CTN)
			Adjusted or Assigned
			Production Flag
			(O or A) RMA
			Indemnity
H47.00 \$
UH \$
	Yield550 (CTN)	Unharvested Payment Factor 0.6700 (ex. 0.7500)
Producer	Producer	County Established	County Established
Salvage Value	Marketing Percentage	Salvage Value	Marketing Percentage
\$%	\$%
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete			
IM: Associated RMA data has been retrieved - select Cmd5 to update.			

344 Load Acres/Production Screen MHADIH01 (Continued)

C Field Descriptions

The following table describes the fields on Screen MHADIH01.

Field	Description	Action
Producer	Producer who was selected on the Producer Selection Screen will be displayed.	
Unit	Unit number that was selected on Unit Selection Screen MHADIC01 will be displayed.	
Crop	Crop that was selected on Crop Selection Screen MHADID01 will be displayed.	
Type	Crop type will be displayed.	
Plnt Pd	Planting period will be displayed.	
Int Use	Intended use will be displayed.	
“Insurance” Status	“Insured” will be displayed.	
Share	Producer’s share associated with the selected unit will be displayed.	
RMA Crop	RMA crop code will be displayed.	
RMA Type	RMA crop type will be displayed.	
RMA Practice	RMA practice will be displayed.	
Stage	Harvested, unharvested, and prevented stages will be displayed. Note: Stage codes 1 through 4 are always pre-filled as “unharvested”. County Office shall move acres to “harvested” if the producer harvested the crop.	
Acres	Pre-filled field, by stage and practice for the selected unit . The lesser of the reported acres or the determined acres will be pre-filled in the “Harvested” field. See Exhibit 39 for practice conversions.	Producer must certify to the acreage amounts that were provided by RMA. See paragraph 132.
RMA Production	Pre-filled with production to count, if an RMA loss record was received. The following types of insurance coverage will be pre-filled with “0” production: <ul style="list-style-type: none">• crops having GRP or GRIP coverage• crops having dollar amount of insurance• revenue insurance products.	Producer must certify to the production amounts that were provided by RMA. See Part 5. For crops that did not have an RMA loss record, enter the actual, appraised, or certified production for the unit (not by producer share) by stage and practice. See paragraph 91. RMA production must be loaded to calculate the quantity loss.

344 Load Acres/Production Screen MHADIH01 (Continued)

C Field Descriptions (Continued)

Field	Description	Action
Actual Production	<p>Manual entry field.</p> <p>This field is only used if the producer is applying for additional quality benefits.</p>	<p>Enter actual production provided by the producer. This field is not a required entry; however, actual production must be provided if the producer is requesting additional quality benefits. Only enter actual production in this field. If the producer does not provide actual production, this field shall remain blank.</p>
Adjusted or Assigned Production	<p>Manual entry field for adjustments made by COC.</p>	<p>Enter COC-adjusted or -assigned production, as applicable, according to Part 6.</p>
Adjusted or Assigned Flag (“O” or “A”)	<p>Manual entry field identifying the type of adjustment made by COC.</p>	<p>Enter an:</p> <ul style="list-style-type: none"> • “A” flag if the assigned production is to be added to actual production according to paragraph 130 • “O” flag if the assigned production is to override the production according to paragraph 130.
RMA Indemnity	<p>Pre-filled if RMA provided a loss record. RMA indemnity can be manually loaded if RMA did not provide it on the download.</p> <p>Notes: If RMA indemnity amount is negative, the negative amount is used to determine the total crop value.</p> <p>RMA indemnity is specific to the producer’s share. RMA downloads the actual net indemnity the specific producer received. If adjustments are required because of share differences, the indemnity shall be specific to the share the producer received or would have received if insurance was purchased based on actual shares.</p>	<p>If applicable, load net RMA indemnity for the producer. The field shall be left blank if RMA did not pay an indemnity on the crop.</p> <p>Note: For malting barley units, see subparagraph 132 I. The net indemnity for these records shall be the sum of the nonmalting record and the malting record.</p>
Payment Factor (unharvested stage only)	<p>The unharvested payment factor from the crop table.</p>	<p>Adjust the unharvested payment factor, if applicable, according to paragraph 131. The unharvested payment factor can only be adjusted downward.</p>
Yield	<p>Displays the higher of the producer’s approved yield or the county average yield.</p>	<p>Yield may be adjusted if paragraph 135 or 227 applies.</p>

344 Load Acres/Production Screen MHADIH01 (Continued)

C Field Descriptions (Continued)

Field	Description	Action
Producer Salvage Value	Manual entry field identifying the crop's salvage value provided by the producer.	Enter the producer's actual dollar value for crops sold for which an established market is not available according to paragraph 97.
County Established Salvage Value	Manual entry field identifying the crop's salvage value provided by COC.	Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value for crops sold for which an established market is not available according to paragraph 97.
Producer Marketing Percentage	Manual entry field for crops that are marketed as fresh and processed. This field is suppressed if the crop's intended use is something other than fresh, processed, or juice.	Enter the producer's historical record of marketing as a percentage by use. This is a required entry if the intended use is fresh, processed, or juice. An entry of zero or greater is required. Ensure that an automated application is completed for fresh, processed, and juice intended uses, if the marketing percentage is not 100 percent of the primary use.
County Established Marketing Percentage	Manual entry field for COC adjustment. This field is suppressed if the crop's intended use is something other than fresh, processed, or juice.	Enter the COC-established normal marketing percentages for the county if the producer did not provide historical marketings or only certified their normal marketings.

D Action

Enter data according to subparagraph C. PRESS:

- "Cmd5" to update the record
- "Cmd24" to delete a record that has been previously updated.

Record More Data Questions Screen MHADIH1A will be displayed.

345 Record More Data Questions Screen MHADIH1A

A Overview

Screen MHADIH1A has been designed as a tool for entering additional data for the selected producer. The software process requires that each crop, crop type, and intended use be loaded separately to ensure accurate records. Users shall ensure that all applications are completed according to program policy, such as all crops with the same pay type being grouped together to determine a producer's loss.

Example: Producer A has unit 1 and grows Hard Amber Durum Wheat with intended uses of grain (GR) and seed (SD). Both crops have been assigned the pay type of "011", which means that both crops have been grouped together for loss eligibility and payment purposes. Producer A had a complete loss on Hard Amber Durum for SD, but did yield a normal return on Hard Amber Durum for GR. Producer A wants to apply for disaster benefits for Hard Amber Durum for SD. Both crops, Hard Amber Durum for SD and Hard Amber Durum for GR, must be loaded in the system since the total unit production of both crops is used for loss eligibility purposes.

Following is an example of Screen MHADIH1A.

```

2005 CDP                023-E DIVIDE                Entry      MHADIH01
Load Acres/Production Screen                Version:  AE72 10/08/2007  10:42  Term F6
-----
Producer D & L RAAUM INC                Share  1.0000                Unit  1.01
Crop  APPLE                Type  COM                Plnt Rd  01                Int Use  FH                Irr Prac  I                Coverage  Insured
Stage
U                Record More Data Questions Screen                MHADIH1A
UH                Do you want to record data on another:                RMA
                (Y/N)                mnity
Y                share for this crop/type/use/practice?...  N                6895
                intended use/practice for this crop/type?  N
                type/planting number for this unit?..... N
Prod                crop for this unit?.....  N                lished
Salvage                unit for this producer?.....  N                centage
                Enter=Continue  Cmd4=Previous Screen
$                IM:  Previous share record has been updated.
                Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
    
```

345 Record More Data Questions Screen MHADIH1A (Continued)

B Question Description

The following table provides an explanation of Screen MHADIH1A. Only 1 question at a time may be answered with “Y”.

IF...	THEN select “Y” for...	Result
the producer has multiple shares for the same crop/type/use/practice for this unit.	“Do you want to record data on another share for this crop/type/use/practice?”	Load Acres/Production Screen MHADIH01 will be displayed.
several uses or multiple practices need to be recorded for this crop type. Note: For insured crops, the same acreage data will be pre-filled for all intended uses. The acreage data must be adjusted to reflect the correct data.	“Do you want to record data on another intended use/practice for this crop/type?”	Crop Intended Use Selection Screen MHADWF01 will be displayed.
several types or multiple planting numbers need to be recorded for this crop.	“Do you want to record data on another type/planting number for this unit?”	Crop Type Selection Screen MHADWE01 will be displayed.
the producer is applying for benefits on several crops. Note: As a new crop is selected, FSA-840, for the previous crop data that was entered, will print.	“Do you want to record data on another crop for this unit?”	Crop Selection Screen MHADID01 will be displayed.
the producer has multiple units. Note: As a new unit is selected, FSA-840, for the previous crop data that was entered, will print.	“Do you want to record data on another unit for this producer?”	Unit Selection Screen MHADIC01 will be displayed.

C Action

Complete all applications according to subparagraph B. Record Signature Date Screen MHADIH1B will be displayed according to paragraph 346.

346 Record Signature Date Screen MHADIH1B

A Overview

Screen MHADIH1B will be displayed when the producer’s insured loss record is updated. The producer’s signature date can be entered on Screen MHADIH1B or by accessing option 3, “Update Signature/Approval Dates”, on Menu MHADW0.

Following is an example of Screen MHADIH1B.

2005 CDP	023-E DIVIDE	Entry	MHADIH01
Load Acres/Production Screen		Version: AE72 10/08/2007 10:42	Term F6

Producer	D & L RAAUM INC	Share	1.0000
Crop	APPLE	Type	COM
	Plnt Rd	01	Int Use
		FH	Irr Prac
		I	Coverage
			Insured
Stage	Record Signature Date Screen		MHADIH1B
U			RMA
UH			mnity
Y	Signature Date:	00/00/0000	(MM/DD/CCYY)
			6895
Prod			lished
Salvag			centage
\$	Enter=Continue		Cmd4=Previous Screen
	Dmc5=Update		%
	Cmd4=Previous Screen		Cmd5=Update
	Cmd7=End		Cmd24=Delete

B Action

PRESS:

- “Enter” to continue **without entering or updating a signature date**
- “Cmd4” to return to Screen MHADIH1A
- “Cmd5” to update the signature date.

Note: “Cmd5” must be pressed to update the signature date. Pressing “Enter” will advance to Printer Selection Screen MHADPS01. No dates will be updated.

Screen MHADPS01 will be displayed. FSA-840 will print.

Note: FSA-840 shall be printed on a laser printer because of form design.

347 Value Loss Screen MHADIG01

A Overview

Screen MHADIG01 is used to determine the total loss for a crop that is dollar rather than yield based.

If a crop identified as a value loss crop was selected on Screen MHADID01, Screen MHADIG01 will be displayed.

Following is an example of Screen MHADIG01.

```

2006 CDP          107-A TULARE          Entry          MHADIG01
Value Loss Screen          Version: AF65 09/19/2007 12:32 Term H2
-----
Producer JAMES A ATWELL          Share ..... Disa Begin .....
Unit 1          Crop NRSRY          Type CON          Loss Appar .....
          RMA Crop 0073          RMA Type 997          RMA Prac 008          Coverage Insured
Field Market Value of Inventory Dollar Value of
Value A          After Disaster          Ineligible Causes
$ .....          $ .....          $ ..... ---- RMA Indemnity ----
                                     $ .....
                                     --- Unharv Pymt Fctr ---
                                     1.0000 (ex. 0.7500)
                                     ---- Salvage Values ----
                                     County
Producer          Established
$ .....          $ .....

Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd24=Delete
    
```

Note: Graduated price codes will **not** be read for insured crops.

B Field Descriptions

The following table describes the fields on Screen MHADIG01.

Field	Description	Action
Producer	Producer who was selected on the Producer Selection Screen will be displayed.	
Unit	Unit number that was selected on Unit Selection Screen MHADIC01 will be displayed.	
Crop	Crop that was selected on Crop Selection Screen MHADID01 will be displayed.	
“Insurance” Status	“Insured” will be displayed.	
Share	Producer’s share will be displayed.	
RMA Crop	RMA crop code will be displayed.	
RMA Type	RMA crop type will be displayed.	
RMA Practice	RMA practice will be displayed.	
Disaster Begin Date	Date is used to keep records separate in the event that there were multiple losses for the same crop during the crop year.	Enter the date the disaster began.

347 Value Loss Screen MHADIG01 (Continued)

B Field Descriptions (Continued)

The following table describes the fields on Screen MHADIG01.

Field	Description	Action
Loss Apparent Date	Date is used to keep records separate in the event that there were multiple losses for the same crop during the crop year.	Enter the date the loss became apparent.
Field Market Value A	Manual entry field.	Enter the Field Market Value A, as determined according to Part 8, for value loss crops.
Dollar Value of Inventory After Disaster	Manual entry field.	Enter the dollar value after disaster, according to Part 8, for the value loss crops.
Dollar Value of Ineligible Causes	Manual entry field.	Enter the dollar value for losses stemming from ineligible cause of loss.
RMA Indemnity	Pre-filled if provided by RMA. Manual entry if RMA paid an indemnity and did not provide the net indemnity on the RMA download. Note: If RMA indemnity amount is negative, the negative amount is used to determine the total crop value.	If applicable, load net RMA indemnity. The field shall be left blank if RMA did not pay an indemnity on the crop.
Unharvested Payment Factor	The unharvested payment factor from the crop table.	Adjust the unharvested payment factor, if applicable, according to paragraph 131. The unharvested payment factor can only be adjusted downward.
Producer Salvage Value	Manual entry field.	Enter actual dollar value for crops for which an established market is not available according to paragraph 97.
County Established Salvage Value	Manual entry field.	Enter the value, as determined by COC, if the producer did not provide documentation of the actual dollar value for crops for which an established market is not available according to paragraph 97.

C Action

Enter data according to subparagraph B. PRESS:

- “Cmd5” to update the record
- “Cmd24” to delete a record that has been previously updated.

Screen MHADIH1A will be displayed. See paragraph 345.

348 Adding Records for Insured Producers Using “Cmd16”

A Introduction

Data for insured producers is provided by RMA through a download process developed on the mainframe in ADC. There are a variety of situations where it is known that the RMA data:

- was downloaded to the wrong County Office
- does not match the county name and address file
- may be revised under specific limited situations as described in subparagraph B.

Note: “Cmd16”, “Cmd17”, and “Cmd18” shall not be used for any other adjustments.

“Cmd16”:

- shall be used for all crop records that meet the criteria in this paragraph
- are **not** written agreements.

“Cmd17”:

- shall be used for all crop records that meet the criteria in this paragraph
- are insured under an AGR or AGR Lite policy.

“Cmd18”:

- shall be used for all crop records that meet the criteria in this paragraph
- are written agreements.

B Authority to Add RMA Data for Insured Producers

An option has been developed for insured FSA-840 applications that provides County Offices with the capability to add data for insured producers under limited situations. The following table describes the situations that have been identified and provides specific examples. However, the option to add data for insured producers **shall only** be used for the situations described in the following table.

348 Adding Records for Insured Producers Using “Cmd16” (Continued)

B Authority to Add RMA Data for Insured Producers (Continued)

Situation	Description	Example
1	<p>The ADC mainframe process that determines where RMA data should be sent is based on several variables. In most cases, the data will be downloaded to the County Office where the land is physically located. However, in some instances, the County Office where the land is physically located is not the administrative County Office for the producer’s unit. In this case, RMA data for these producers may be sent to a County Office that does not administer the producer’s unit.</p> <p>If it is determined that the RMA insurance data was downloaded to the wrong County Office, the affected County Offices shall carefully coordinate to ensure that the application is taken in the administrative County Office. Failure to do so will result in duplicate applications being accepted and approved for the producer.</p> <p>In cases where the RMA download was transmitted to a County Office other than the administrative County Office, the administrative County Office shall:</p> <ul style="list-style-type: none"> • obtain a copy of the CDP RMA Download Report from the County Office where the land is physically located • dataload the information from the CDP RMA Download Report according to subparagraph C. 	<p>Producer A has FSN 100 that was administered in County X in 2004. In 2005, FSN 100 was transferred to County Y and Producer A no longer has a farming interest in County X, but is still active on the name and address file.</p> <p>The RMA download is subsequently transmitted to County X, because the producer is still active on County X’s name and address file.</p> <p>County Y is the administrative county for Producer A, and the insurance data must be data loaded in County Y’s system using the “Cmd16” option because the RMA download was not sent to County Y.</p>
2	<p>The producer ID number provided by RMA does not match the ID number on file in the FSA County Office. In this case, County Offices shall:</p> <ul style="list-style-type: none"> • verify the FSA ID number is correct • if the FSA ID number is correct, use the “Cmd16” option to dataload the RMA data using the correct producer ID number • dataload the information from the CDP RMA Download Report according to subparagraph C. 	<p>The RMA-downloaded data is downloaded to the correct County Office because of the land location; however, the last 4 digits of the ID number listed on the CDP RMA Download Report is 6789.</p> <p>This producer is listed on the County Office’s records with the last 4 digits of the ID number 6879.</p>

348 Adding Records for Insured Producers Using “Cmd16” (Continued)

B Authority to Add RMA Data for Insured Producers (Continued)

Situation	Description	Example
3	Insurance information provided by RMA is 100 percent under 1 name and ID number. COC has determined that shares should be changed.	<p>The RMA-downloaded data shows Fred Smith receiving 100 percent share for the unit. FSA records show the farming operation is:</p> <ul style="list-style-type: none"> • 50 percent under Fred Smith • 50 percent under Wilma Smith. <p>To correct Fred Smith’s application data, the County Office shall:</p> <ul style="list-style-type: none"> • access the information downloaded for Fred Smith and PRESS “Cmd24” to delete the record reflecting 100 percent of the acreage and loss records • answer the question, “Do you have another share for this producer”, with “Y” and PRESS “Enter” • load the data for Fred Smith to reflect his 50 percent share of the operation. <p>For Wilma Smith, the County Office shall add the producer data using the “Cmd16” option according to subparagraph C to reflect her share of the acreage and loss records.</p>
4	In certain situations, RMA only provides a record with the intended use of FH for some insurable crops. To apply quality, a PR or JU record needs to be added.	<p>In the Pacific Northwest, RMA only provides an insured record for apples with the intended use of FH. To apply quality, and in some cases quantity, a PR or JU record must be added. The crop table in these areas have apple records with an intended use of PR or JU with the RMA established PR and/or JU price so that quality and quantity can be accounted for correctly.</p> <p>County Offices shall load the apple record with the FH intended use in the system. Then the county shall load a record using the “Cmd16” option for either the PR or JU intended uses.</p> <p>Note: Ensure that the same unit number is used.</p>

348 Adding Records for Insured Producers Using “Cmd16” (Continued)

C Adding RMA Data When a Download Was Not Received

Follow the steps in this table to add CDP data for a producer if it is determined that the RMA data was downloaded to a County Office other than the producer’s administrative county.

Step	Menu or Screen	Action	Result
1		Access Crop Disaster Program Main Menu MHAD00 according to paragraph 316.	Menu MHAD00 will be displayed.
2	MHAD00	ENTER “1”, “Notice of Loss/Production Application”, and PRESS “Enter”.	Menu MHADW0 will be displayed.
3	MHADW0	ENTER “2”, “Insured Losses”, and PRESS “Enter”.	Screen MHADIA01 will be displayed.
4	MHADIA01	<ul style="list-style-type: none"> • Enter any of the following to identify the appropriate producer: <ul style="list-style-type: none"> • ID number and ID type • last 4 digits of the ID number • producer’s last name • PRESS “Cmd16”. 	Screen MHADIK01 will be displayed.
5	MHADIK01	<p>Screen MHADIK01 will be displayed with all the State and county codes found on the disaster crop table.</p> <ul style="list-style-type: none"> • ENTER “X” next to the State and county code where the land is physically located. <p>Note: It is imperative that the correct State and county be selected where the land is physically located. Failure to select the correct State and county could result in the wrong yield and/or price being used in the payment calculations.</p> <ul style="list-style-type: none"> • PRESS “Enter”. <p>Note: Screen MHADIK01 is only applicable to insured applications loaded using the “Cmd16” options. All other applications use the administrative county crop table.</p>	Screen MHADIL01 will be displayed.

348 Adding Records for Insured Producers Using “Cmd16” (Continued)

C Adding RMA Data When a Download Was Not Received (Continued)

Step	Menu or Screen	Action	Result
6	MHADIL01	<p>Screen MHADIL01 will be displayed with all the crops on the disaster crop table for the selected State and county code.</p> <ul style="list-style-type: none"> • Enter the producer’s unit and subunit listed on the RMA Download Report for the corresponding crop. <p>Example: RMA unit 00101 should be entered as 1.01.</p> <ul style="list-style-type: none"> • ENTER “X” next to the crop name on Screen MHADIL01 that corresponds to the crop name on the RMA Download Report for the insured data. • PRESS “Enter”. 	Screen MHADIH01 will be displayed.
7	MHADIH01	<p>Screen MHADIH01 will be displayed without any pre-filled data, since the RMA Download Report is not available in the administrative County Office.</p> <ul style="list-style-type: none"> • Enter the following from the RMA Download Report: <ul style="list-style-type: none"> • producer share • harvested, unharvested, and/or prevented acres <p>Note: Enter lesser of determined acres, if provided, or reported acres.</p> • RMA production • if applicable, enter actual production if producer is applying for additional quality benefits • producer’s APH if larger than the county average yield. • If applicable, enter COC-assigned or -adjusted production. 	Screen MHADIH1A will be displayed.

348 Adding Records for Insured Producers Using “Cmd16” (Continued)

C Adding RMA Data When a Download Was Not Received (Continued)

Step	Menu or Screen	Action	Result
7 (Cntd)	MHADIH01	<ul style="list-style-type: none"> • If applicable, enter RMA net indemnity. • If the crop is harvested with a fresh or processed intended use, enter the historical marketing percentage. • If applicable, enter salvage value. • When all data has been dataloaded, PRESS “Cmd5” to update the record. 	Screen MHADIH1A will be displayed.
8	MHADIH1A	<p>Screen MHADIH1A allows users to enter another:</p> <ul style="list-style-type: none"> • share for the selected crop/type/use • intended use for this crop/type • type/planting period for the crop • crop for this unit • unit for this producer. <p>Enter the appropriate response and PRESS “Enter”.</p>	Screen MHADIH1B will be displayed.
9	MHADIH1B	<p>Do either of the following:</p> <ul style="list-style-type: none"> • enter the signature date and PRESS “Cmd5” to update • PRESS “Enter” to bypass entering the signature date. 	When all records have been processed and there is no additional data to add, Screen MHADPS01 will be displayed.
10	MHADPS01	Enter the appropriate printer ID and PRESS “Enter”.	FSA-840 will be sent to the selected printer and Menu MHADW0 will be redisplayed.

Note: Applications entered through the “Cmd16” option shall be modified or deleted through regular processing.

349 Crops Insured With AGR or AGR Lite Policy

A Overview

“Cmd17” has been added to the insured Producer Selection Screen MHADIA01 to load AGR and AGR Lite policy records into the system. “Cmd17” is being used in place of “Cmd16” and “Cmd18” for crops covered by AGR and AGR Lite policies. AGR and AGR Lite policies will not be included on the RMA download report. See paragraphs 348 and 350.

B Loading AGR and AGR Lite Records Into the Automated System

Users shall select to load an insured record for producers covered by AGR and AGR Lite policies. After entering the producer’s ID, PRESS “Cmd17” to load the application.

Screen MHADIT01 will be displayed for AGR and AGR Lite policies. Screen MHADIT01 displays all the insurable and NAP crop table records from the CDP crop table. The following is an example of Screen MHADIT01.

```

2006 CDP                107-A TULARE                Selection    MHADIT01
Crop Selection Screen    Version: AF65  09/19/2007 13:24 Term H2
-----
                                AGR/AGR Lite Policy
Producer JAMES A ATWELL                                Unit    1

                                Place an 'X' before desired crop for processing

Crop                                Crop
ALFALFA                            BARLEY
ALMONDS                             BEANS
ALOE VERA                          BEETS
AMARANTH GRAIN                     BIRDSFOOT FORAGE
APRICOTS                           BLUEBERRIES
ARTICHOKES                         BREADFRUIT
ASPARAGUS                          BROCCOFLOWER
ATEMOYA                            BROCCOLI
AVOCADOS                            BRUSSEL SPROUTS
BANANAS                             BUCKWHEAT

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
    
```

350 Adding Records for Insured Producers Using “Cmd17”

A Overview

The authority to add records using “Cmd17” is provided in paragraph 349. “Cmd17” shall be used for all crop records that meet the criteria in paragraph 349 and are AGR or AGR Lite policies.

B Adding RMA Data Using “Cmd17”

Add CDP data for a producer according to the following if it is determined that the criteria in paragraph 349 is met and it is an AGR or AGR Lite policy.

Step	Menu or Screen	Action	Result
1		Access Crop Disaster Program Main Menu MHAD00 according to paragraph 316.	Menu MHAD00 will be displayed.
2	MHAD00	ENTER “1”, “Notice of Loss/Production Application”, and PRESS “Enter”.	Menu MHADW0 will be displayed.
3	MHADW0	ENTER “2”, “Insured Losses”, and PRESS “Enter”.	Screen MHADIA01 will be displayed.
4	MHADIA01	Enter any of the following to identify the appropriate producer: <ul style="list-style-type: none"> • ID number and ID type • last 4-digits of the ID number • producer’s last or business name. PRESS “Cmd17”.	Screen MHADIS01 will be displayed.
5	MHADIS01	Screen MHADIS01 will be displayed with all the State and county codes found on the disaster crop table. <ul style="list-style-type: none"> • ENTER “X” next to the State and county code where the land is physically located. <p>Note: It is imperative that the correct State and county be selected where the land is physically located. Failure to select the correct State and county could result in the wrong yield and/or price being used in the payment calculations.</p> <ul style="list-style-type: none"> • PRESS “Enter”. <p>Note: Screen MHADIS01 is only applicable to insured applications loaded using the “Cmd17” option. All other applications use the administrative county crop table.</p>	Screen MHADIT01 will be displayed.

350 Adding Records for Insured Producers Using “Cmd17” (Continued)

B Adding RMA Data Using “Cmd17” (Continued)

Step	Menu or Screen	Action	Result
6	MHADIT01	<p>Screen MHADIT01 will be displayed with all the insurable and NAP crops on the CDP crop table for the selected State and county code.</p> <p>ENTER “X” next to the crop name on Screen MHADIT01 that corresponds to the crop name of the crop covered by an AGR or AGR Lite policy and PRESS “Enter”.</p>	Screen MHADIH01 will be displayed.
7	MHADIU01	<p>Screen MHADIU01 will be displayed with the crop types of the crop selected on Screen MHADIT01.</p> <p>ENTER “X” next to the crop type and PRESS “Enter”.</p>	Screen MHADIV01 will be displayed.
8	MHADIV01	<p>Screen MHADIV01 will be displayed with the crop intended uses of the crop selected on Screen MHADIT01.</p> <p>ENTER “X” next to the intended use and PRESS “Enter”.</p>	Screen MHADIV1A will be displayed.
9	MHADIV1A	<p>Screen MHADIV1A will be displayed.</p> <ul style="list-style-type: none"> • Enter the RMA crop code. • Enter the RMA crop type code. • Enter the RMA practice code. <p>PRESS “Enter”.</p>	Screen MHADAL01 will be displayed.
10	MHADAL01	<p>Screen MHADAL01 will be displayed.</p> <p>ENTER “X” next to type of loss reported and PRESS “Enter”.</p>	Screen MHADIH01 will be displayed.

350 Adding Records for Insured Producers Using “Cmd17” (Continued)

B Adding RMA Data Using “Cmd17” (Continued)

Step	Menu or Screen	Action	Result
11	MHADIH01	<p>Screen MHADIH01 will be displayed without any pre-filled data since the RMA Download Report is not available.</p> <p>Enter the following data:</p> <ul style="list-style-type: none"> • producer share • harvested, unharvested, and/or prevented acres <p>Note: Enter the lesser of determined acres, if provided, or reported acres.</p> <ul style="list-style-type: none"> • RMA production • actual production if producer is applying for additional quality benefits, if applicable • producer’s APH if it is larger than the county average yield. <ul style="list-style-type: none"> • RMA net indemnity, if applicable • COC-assigned or adjusted production, if applicable • the historical marketing percentage, if the crop is harvested with a fresh, process, or juice intended use • salvage value, if applicable. <p>When all data has been data loaded, PRESS “Cmd5” to update the record.</p>	Screen MHADIH1A will be displayed.

350 Adding Records for Insured Producers Using “Cmd17” (Continued)

B Adding RMA Data Using “Cmd17” (Continued)

Step	Menu or Screen	Action	Result
12	MHADIH1A	Screen MHADIH1A allows users to enter another: <ul style="list-style-type: none"> • share for the selected crop/type/use • intended use for this crop/type • type/planting period for the crop • crop for this unit • unit for this producer. Enter the appropriate response and PRESS “Enter”.	Screen MHADIH1B will be displayed.
13	MHADIH1B	Do either of the following: <ul style="list-style-type: none"> • enter signature date and PRESS “Cmd5” to update • PRESS “Enter” to bypass entering the signature date. 	When all records have been processed and there is no additional data to add, Screen MHADPS01 will be displayed.
14	MHADPS01	Enter the appropriate printer ID and PRESS “Enter”.	FSA-840 will be sent to the selected printer. Menu MHADW0 will be redisplayed.

Note: Applications entered through “Cmd17” option shall be modified or deleted through the regular process. After the unit is selected, the user will be required to select the applicable crop as selected in step 6.

351 Crops Insured by Written Agreement

A Overview

Software recognizes when a crop is insured by written agreement. All insured crops shall be loaded through the insured software option. When a crop is selected from Crop Selection Screen MHADIN01, the CDP crop table will be read. If there is a crop table record on the CDP crop table file that matches the RMA download file, that crop table record will be read and the application can be updated as a normal insured crop. If an exact match between the RMA download file and CDP crop table is not found, users will be prompted to select the applicable crop through a selection process.

“Cmd18” has been added to the insured Producer Selection Screen MHADIA01 to load written agreement records into the system. “Cmd18” is being used in place of “Cmd16” for crops covered by written agreement. See paragraphs 348 and 352.

B Loading Written Agreement Records Into the Automated System

Users shall follow the normal process for loading insured records for producers covered by written agreements. The automated system will recognize that the crop is a written agreement and will determine how the record shall be loaded.

Screen MHADIN01 will be displayed if an exact match between the RMA download and CDP crop table is not found. Screen MHADIN01 displays all the NAP crop table records from the CDP crop table. The following is an example of Screen MHADIN01.

```

2005 CDP          107-A TULARE          Selection      MHADIN01
Crop Selection Screen          Version: AF14  10/12/2007 08:52 Term F6
-----
Producer SARJIT MALLI          Unit      1
RMA Crop TABLE GRAPES          Type Autumn Royal          Prac Irrigated
                                   Written Agreement
This RMA crop/type/practice was not found on the CDP crop table.
Select the associated NAP crop for the loss to be processed.
      Crop          Type Pd  Use  Irr          Crush
0318 EGGPLANT      ORN 01  FH  I          Dist
0030 GRAPEFRUIT    SRJ 01  FH  I
0053 GRAPES        CAL 01  PR  I
0053 GRAPES        MUA 01  PR  I
0053 GRAPES        RIE 01  PR  I
0053 GRAPES        RRS 01  FH  I
0053 GRAPES        TGA 01  FH  I
0053 GRAPES        TGB 01  FH  I
0102 GRASS         SUD 01  HY  I
1190 HONEY         01  TB  I

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
    
```

351 Crops Insured by Written Agreement (Continued)

C Action

Select the applicable NAP crop record to process. Load Acres Production Screen MHADIH01 will be displayed. The data will be pre-filled with the data from the RMA download.

Records updated through this process will have to be accessed the exact same way if a correction to the application data needs to be made.

352 Adding Records for Insured Producers Using “Cmd18”

A Overview

The authority to add records using “Cmd18” is provided in subparagraph 348 B. “Cmd18” shall be used for all crop records that meet the criteria in subparagraph 348 B and are written agreements.

B Adding RMA Data Using “Cmd18”

Add CDP data for a producer according to the following if it is determined that the criteria in subparagraph 348 B is met and the record is not identified on the RMA Download Report.

Step	Menu or Screen	Action	Result
1		Access Crop Disaster Program Main Menu MHAD00 according to paragraph 316.	Menu MHAD00 will be displayed.
2	MHAD00	ENTER “1”, “Notice of Loss/Production Application”, and PRESS “Enter”.	Menu MHADW0 will be displayed.
3	MHADW0	ENTER “2”, “Insured Losses”, and PRESS “Enter”.	Screen MHADIA01 will be displayed.
4	MHADIA01	Enter any of the following to identify the appropriate producer: <ul style="list-style-type: none"> • ID number and ID type • last 4-digits of the ID number • producer’s last or business name. PRESS “Cmd18”.	Screen MHADIO01 will be displayed.
5	MHADIO01	Screen MHADIO01 will be displayed with all the State and county codes found on the disaster crop table. <ul style="list-style-type: none"> • ENTER “X” next to the State and county code where the land is physically located. <p>Note: It is imperative that the correct State and county be selected where the land is physically located. Failure to select the correct State and county could result in the wrong yield and/or price being used in the payment calculations.</p> <ul style="list-style-type: none"> • PRESS “Enter”. <p>Note: Screen MHADIO01 is only applicable to insured applications loaded using the “Cmd18” option. All other applications use the administrative county crop table.</p>	Screen MHADIP01 will be displayed.

352 Adding Records for Insured Producers Using “Cmd18” (Continued)

B Adding RMA Data Using “Cmd18” (Continued)

Step	Menu or Screen	Action	Result
6	MHADIP01	<p>Screen MHDIP01 will be displayed with all the NAP-covered crops on the CDP crop table for the selected State and county code.</p> <ul style="list-style-type: none"> • Enter the producer’s unit and subunit listed on the RMA Download Report for the corresponding crop. <p style="padding-left: 40px;">Example: RMA unit 00101 should be entered as “1.01”.</p> <ul style="list-style-type: none"> • Enter the RMA crop code listed on the RMA Download Report for the corresponding crop. • Enter the RMA crop type code listed on the RMA Download Report for the corresponding crop. • Enter the RMA practice code listed on the RMA Download Report for the corresponding crop. • ENTER “X” next to the crop name on Screen MHADIP01 that corresponds to the crop name on the RMA Download Report for the insured data. <p>PRESS “Enter”.</p>	Screen MHADIH01 will be displayed.
7	MHADIH01	<p>Screen MHADIH01 will be displayed without any pre-filled data since the RMA Download Report is not available.</p> <p>Enter the following data from the RMA Download Report:</p> <ul style="list-style-type: none"> • producer share • harvested, unharvested, and/or prevented acres <p style="padding-left: 40px;">Note: Enter the lesser of determined acres, if provided, or reported acres.</p> <ul style="list-style-type: none"> • RMA production • if applicable, enter actual production if producer is applying for additional quality benefits • producer’s APH if it is larger than the county average yield. 	Screen MHADIH1A will be displayed.

352 Adding Records for Insured Producers Using “Cmd18” (Continued)

B Adding RMA Data Using “Cmd18” (Continued)

Step	Menu or Screen	Action	Result
7 (Cntd)	MHADIH01	<p>If applicable, enter RMA net indemnity.</p> <p>If applicable, enter COC-assigned or adjusted production</p> <p>If the crop is harvested with a fresh, process, or juice intended use, enter the historical marketing percentage.</p> <p>If applicable, enter salvage value.</p> <p>When all data has been data loaded, PRESS “Cmd5” to update the record.</p>	Screen MHADIH1A will be displayed.
8	MHADIH1A	<p>Screen MHADIH1A allows users to enter another:</p> <ul style="list-style-type: none"> • share for the selected crop/type/use • intended use for this crop/type • type/planting period for the crop • crop for this unit • unit for this producer. <p>Enter the appropriate response and PRESS “Enter”.</p>	Screen MHADIH1B will be displayed.
9	MHADIH1B	<p>Do either of the following:</p> <ul style="list-style-type: none"> • enter signature date and PRESS “Cmd5” to update • PRESS “Enter” to bypass entering the signature date. 	When all records have been processed and there is no additional data to add, Screen MHADPS01 will be displayed.
10	MHADPS01	Enter the appropriate printer ID and PRESS “Enter”.	<p>FSA-840 will be sent to the selected printer.</p> <p>Menu MHADW0 will be redisplayed.</p>

Note: Applications entered through “Cmd18” option shall be modified or deleted through the regular process. After the unit is selected, the user will be required to select the applicable crop as selected in step 6.

353-400 (Reserved)

Section 4 Updating Signature and FSA-840 Approval/Disapproval

401 Printing FSA-840's

A Automatic Print

FSA-840 will print when a producer's loss data has been entered into the system. An automatic print will be generated from Record More Data Questions Screen MHADWH1A or MHADIH1A based on the way the questions are answered on that screen. See paragraphs 329 and 345. The prints will be grouped according to unit, crop, crop payment type, and planting period.

Example: Hard Red Winter Wheat intended for grain and Hard Red Winter Wheat intended for seed have been grouped as pay type of "1". Hard Red Winter Wheat intended for forage is pay type of "2". User enters loss data for Hard Red Winter Wheat for grain and then answers "Y" to the question, "Do you want to record data on another intended use for this crop?", on Screen MHADWH1A. User then enters the loss data for the Hard Red Winter Wheat for seed and repeats the process again for Hard Red Winter Wheat for forage. User has no other wheat losses to record, but does have additional crops for this unit, so "Y" is entered for the question, "Do you want to record data on another crop for this unit?", on Screen MHADWH1A. At this point, two FSA-840's will print, the first one containing the loss data for the Hard Red Winter Wheat for grain and seed, and the second for the Hard Red Winter Wheat for forage.

Note: FSA-840 shall be printed on a laser printer because of form design.

B Print Explanation and Required Entries

The following table explains the automated print of FSA-840 after loss data has been entered in the system. Some entries on FSA-840 still require manual entries.

Item	Description
1A	Pre-filled with the selected producer's name and address.
2	Pre-filled with the last 4 digits of the selected producer's ID number.
3	Pre-filled with the selected producer's State and county codes.
4	Applicable year will be marked (2005, 2006, or 2007) based on the year selected.
5	Pre-filled with the selected crop and payment type code.
6	Pre-filled with the planting period.
7	Pre-filled with the selected unit number.
8	Field is left blank.

401 Printing FSA-840's (Continued)

B Print Explanation and Required Entries (Continued)

Item	Description
9	Field is left blank. The producer must manually complete this information.
10	Pre-filled with the coverage level.
11 through 12	Fields are left blank. The producer must manually provide this information.
13	Pre-filled with the selected type(s) of loss reported.
14 through 19	Fields are left blank. The producer must manually provide this information.
20 through 30	Pre-filled according to the data that was entered on Value Loss Screens MHADWG01 and MHADIG01, according to paragraphs 331 and 347. These fields will be suppressed if the selected crop is a yield based crop.
31 through 45	These fields are for yield based crops only. Pre-filled according to loss data as entered on Load Acres/Production Screens MHADWH01 and MHADIH01, according to paragraphs 328 and 344. Crops will be summarized on FSA-840 by unit number, payment crop, payment type, and planting period. These fields will be suppressed if the selected crop is a value loss crop.
46 through 50	Pre-filled if information has been entered in the system before printing. If COC approves after FSA-840 has been printed, data shall be manually entered on FSA-840 by COC and then entered into the system by the County Office. FSA-840 can be reprinted with COC data.
51 and 52	These fields are for quality purposes only.
54A and 54B	The producer shall sign and date each FSA-840. Only 1 member having authority to sign for the partnership is required to sign. Note: If the producer has signed a manual application before the data is loaded in the system, the producer is not required to sign the computer-generated FSA-840 unless data, such as acreage or production, has changed. Attach the manual FSA-840 to the computer-generated FSA-840.
55A, 55B, and 55C	The COC representative shall sign and date the application and indicate in the box provided whether approved or disapproved. Note: If the COC representative has signed, dated, and approved or disapproved a manual application, a signature is not required on the system-generated FSA-840 unless data, such as acreage or production, has changed. Attach the manual FSA-840 to the computer-generated FSA-840.
56A and 56B	Pre-filled with the County Office's name, address, and telephone number.

402 Updating Signature/Approval/Disapproval Dates

A Overview

Applications for CDP will be enrolled and approved or disapproved for program benefits by crop year, unit number, pay crop, pay type, and planting number. This will provide COC's with the flexibility to approve applications on a pay crop/pay type basis by unit.

To update signature/approval/disapproval dates, select option 3, "Update Signature/Approval Dates", on Notice of Loss/Production Application Selection Menu MHADW0 according to paragraph 318. Signature/Approval Screen MHADAC01 will be displayed.

Following is an example of Screen MHADAC01.

2006 CDP		107-A TULARE		Entry	MHADAC01	
Signature/Approval Screen				Version: AF65	09/19/2007 19:27 Term H2	

Producer JAMES A ATWELL				ID/Type 6477 S		
	Pay	Planting		Signature	Approval	Disapproval
Unit	Crop/Type	Period	Coverage	Date	Date	Date
				(MMDDCCYY)	(MMDDCCYY)	(MMDDCCYY)
701	BEETS/001	01	Insured
701	WHEAT/001	01	Insured
702	BEANS/002	01	NAP Covered
702	BARLY/001	01	NAP Covered
702	CHRUT/001	01	NAP Covered
Cmd4=Prev Screen Cmd5=Update Cmd7=End Cmd12=Print Payment Report						

402 Updating Signature/Approval/Disapproval Dates (Continued)**B Action**

County Offices shall:

- enter the signature date, if not previously entered on Record Signature Date Screen MHADWG1B, MHADWH1B, or MHADIH1B
- enter the approval date, if COC approved the application
- enter the disapproval date, if COC disapproved the application
- PRESS “Cmd4” to return to the Producer Selection Screen
- PRESS “Cmd5” to update dates

Notes: “Cmd5” must be pressed to update records before the “roll-page” option is selected. Any data entered and not updated before using the “roll-page” option will not be kept in the system.

To remove a date previously updated, “Field Exit” through the date and PRESS “Cmd5”. The record will be updated without a date.

- PRESS “Cmd7” to end

Note: Records will not be updated.

- PRESS “Cmd12” to print the Summary Estimated Calculated Payment Report
- “roll-page” to view additional unit/pay crop/pay type records.

C Updating or Adding Applications After Approval Date Is Entered

Since applications are being approved on a unit/pay crop/pay type/planting number basis, the approval date will be removed from all records in the unit/pay crop/pay type/planting number if any record in that unit/pay crop/pay type/planting number is modified or added.

Upon COC approval, County Offices shall enter the revised COC approval date into the system.

D FSA-840M

If a producer declines an entire crop on FSA-840M, enter the date the producer signed FSA-840M in the “Disapproval Date” field.

403-415 (Reserved)

Section 5 CDP Reports

416 Crop Disaster Program Reports Menu MHADRM

A Overview

This section provides procedure for printing various reports relating to CDP. Menu MHADRM will be displayed when option 2, "Reports", is selected on Crop Disaster Program Main Menu MHAD00 according to paragraph 316.

B Example of Menu MHADRM

Following is an example of Menu MHADRM.

```

COMMAND                                MENU: MHADRM                                H2
Crop Disaster Program Reports Menu
-----
      1. Crop Loss Disaster Table
      2. Reconciliation Report
      3. CDP RMA Download Reports

      5. Producer FSA-840(s)

      7. CDP RMA Deleted Download Reports
      8. CDP Production Discrepancy Report
*     9. Linkage Noncompliance Report

     21. Return to Application Selection Menu
     23. Return to Primary Selection Screen
     24. Sign Off

Cmd3=Previous Menu
Enter option and press "Enter".

```

417 Reconciliation Report

A Printing the Reconciliation Report

Follow this table to print the reconciliation report from Menu MHADRM.

Step	Menu or Screen	Action	Result
1		Access Menu MHAD00 according to subparagraph 316 A.	Menu MHAD00 will be displayed.
2	MHAD00	ENTER “2”, “Reports”, and PRESS “Enter”.	Menu MHADRM will be displayed.
3	MHADRM	ENTER “2”, “Reconciliation Report”, and PRESS “Enter”.	Screen MHADPS01 will be displayed.
4	MHADPS01	Enter the appropriate printer ID and PRESS “Enter”.	Menu MHADRM will be redisplayed.

B Reconciliation Report Messages

Use the messages on the reconciliation report to identify corrective action that needs to be taken. The following table identifies the error messages on the reconciliation report.

Message	Reason for Message	County Office Action
“No Eligibility Record on File”		Ensure that the subsidiary files have been updated properly for the producer for the applicable year.
“Person Determination Flag is Invalid”	Person determination flag in the specified county is invalid.	Determine whether the flag is correct in the specified county and update, if necessary.
“AD-1026 Flag is Invalid”	AD-1026 flag in the specified county is invalid.	Determine whether the flag is correct in the specified county and update, if necessary.
“6-CP Flag is Invalid”	6-CP flag in the specified county is invalid.	Determine whether the flag is correct in the specified county and update, if necessary.
“Controlled Substance Flag is Invalid”	Controlled substance flag in the specified county is invalid.	Determine whether the flag is correct in the specified county and update, if necessary.
“Multiple Invalid Eligibility Flags”	The individual or entity being paid has multiple invalid eligibility flags.	Print Report MABDIG to determine the invalid flags.
“FSA-840 Has Not Been Signed or Approved”	FSA-840 has not been signed or approved according to paragraph 402.	Enter the FSA-840 signature date according to paragraph 402, if applicable.
“Member Does Not Meet AGI Provisions”	Member of a joint operation does not meet AGI provisions.	Ensure that determination is correct and update if necessary.
“Producer Does Not Meet AGI Provisions”	Producer does not meet AGI provisions.	Ensure that determination is correct and update if necessary.

417 Reconciliation Report (Continued)

B Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
“FSA-840 Has Not Been Approved”	FSA-840 signature date has been entered according to paragraph 402, but a COC approval date has not been entered according to paragraph 402.	Approve FSA-840 according to paragraph 402, if applicable. Note: The approval date shall not be entered until COC approval has been obtained.
“Unharvested Payment Factor Has Been Manually Adjusted for (crop)”	The County Office has manually adjusted the unharvested payment factor that was provided on the disaster crop table.	Ensure that the correct unharvested payment factor has been used and updated, if necessary.
“Unharvested Payment Factor is Greater Than STC Established Payment Factor for (crop)”	The adjusted, unharvested payment factor is greater than the STC-established payment factor on the disaster crop table. Note: This will only occur if the STC-established unharvested payment factor on the disaster crop table is changed to a value lower than the adjusted, unharvested payment factor that was entered on FSA-840.	Access and update FSA-840 with the applicable unharvested payment factor.
“Unit of Measure Does Not Match the Unit of Measure on the Crop Table for (crop)”	The County Office has adjusted the unit of measure that was provided on the CDP crop table.	Access and update FSA-840 with the unit of measure from the CDP crop table.
“County Assigned Marketing Percentages Do Not Equal 100 Percent”	County-assigned marketing percentages were entered into the system for a crop with the intended use of “FH”, “PR”, or “JU”, and the total marketing percentages for the use do not equal 100 percent.	Ensure that the marketing percentages have been entered correctly according to paragraphs 328 and 344.
“Producers Historical Marketing Percentages Do Not Equal 100 Percent”	Producer’s historical marketing percentages were entered into the system for a crop with the intended use of “FH”, “PR”, or “JU”, and the total marketing percentages for the use do not equal 100 percent.	Ensure that the marketing percentages have been entered correctly according to paragraphs 328 and 344.
“Acres for Primary, Secondary, and/or Tertiary Uses Do Not Match”	The acres entered on FSA-840 for “FH”, “PR”, and/or “JU” intended uses do not match. The acres entered for all uses shall be the same.	Ensure that the acres for “FH”, “PR”, and/or “JU” have been entered correctly.

417 Reconciliation Report (Continued)

B Reconciliation Report Messages (Continued)

Message	Reason for Message	County Office Action
“Yield has been Manually Adjusted for (crop)”	The County Office has adjusted the historical yield that was provided.	Situations in which yields can be adjusted are very limited. Ensure that the correct policy was followed for adjusting the yield. If the yield was not adjusted according to policy, correct the yield to reflect the higher of the producer’s APH or the county average yield.
“Selected Producer Not Loaded on the Joint Operation File”	The producer is loaded as an “02” or “03” in the name and address file, but is not active in the applicable year entity file.	The joint operation shall be loaded in the applicable year entity file according to 2-PL.
“Historical Yield Does Not Match County Average Yield on the Crop Table for (crop)”	FSA-840 is on file for an uninsured crop. A yield, other than the county average yield, was used and should not have been used.	Access and update FSA-840 with the county average yield from the CDP crop table.
“Historical Yield is Not the Greater of County Average/Producer APH for (crop)”	The yield being used on the producer’s record does not match the greater of the county average yield or the producer’s APH. This will only occur if the producer’s APH has been updated.	Access and update FSA-840 for the crop. Note: If current policy provides for yield adjustment, no action is necessary.
“Producer has Temporary ID Number, CDP Payments Cannot be Issued”	The producer is loaded in AS/400 with a temporary ID number.	The producer must have a permanent ID number to receive CDP payments.
“A FSA-840 Record Has Been Deleted”	The County Office has deleted FSA-840 after the record was updated.	Determine whether FSA-840 was deleted in error, if so, update the record. If FSA-840 should have been deleted, no action is necessary.
“Pay Crop/Pay Type Does Not Match the Pay Crop/Pay Type on the Crop Table for (crop name)”	The pay crop/pay type has changed since the producer’s FSA-840 was updated.	Access and update FSA-840 to ensure that the correct pay crop/pay type is used.
“FSA-840 Has Been Disapproved”	FSA-840 has been disapproved according to paragraph 402.	Determine whether FSA-840 was disapproved in error, if so, update the record. If FSA-840 should have been disapproved, no action is necessary.

418 CDP RMA Download Reports**A Overview**

FSA and RMA, to assist County Offices with the administration of CDP, are providing eligible producer download files to County Offices that will administer CDP for applicable producers.

B CDP RMA File

County Offices received a CDP RMA file containing all producers who purchased insurance on a 2005/2006/2007 insurable crop in that county.

The CDP RMA file:

- is used to prefill data on FSA-840 to provide automated support to the CDP application process
- will be supplemented weekly because RMA will be continually providing updates of producers' loss records to ADC for mainframe processing and download to County Offices.

C Types of CDP RMA Reports

County Offices may receive up to 3 types of CDP RMA reports. Each report will list producers who purchased insurance on a 2005/2006/2007 insurable crop. Separate reports will be printed for each year for the following producers.

- Producers who are active in the County Office name and address and the applicable year farm producer files.
- The County Office has a record of the producer in the name and address file, but the producer is not on the applicable year farm in the county. The County Office must add the producer to a farm in the applicable year farm files, if the producer applies for CDP benefits in the county.

418 CDP RMA Download Reports (Continued)

C Types of CDP RMA Reports (Continued)

- The County Office has no record of the producer on file. The County Office must add the producer to the County Office's files, if the producer applies for CDP benefits in the county.

Exception: Producers, who suffered a loss on land in this county but whose farm records are administered in an adjacent county, may appear on the report. If the producer applies for CDP benefits in this county, the County Office where the land is physically located must send the producer, as well as a copy of the report about the producer, to the County Office that administers the farm records.

When the producer applies for benefits in the administrative County Office, that County Office must manually add the producer's CDP RMA data to the worksheet application.

D Printing CDP RMA Reports

CDP RMA reports will print:

- during start-of-day processing after a RMA download file has been received
- when option 3, "CDP RMA Download Reports", is selected on Menu MHADRM.

Note: From Printer Selection Screen MHADDR01, the CDP RMA Download Report can be printed:

- by specific producer ID number and type
- for "all producers" by leaving the "Producer ID Number and Type" field blank.

418 CDP RMA Download Reports (Continued)**E Understanding the CDP RMA Report**

All producers who purchased insurance on a 2005/2006/2007 insurable crop in the county will be printed on the CDP RMA report. All downloaded records contain the following information provided by RMA:

- last 4 digits of the ID number and type
- producer's name
- unit number
- farm number
- crop name
- plan code
- crop type
- practice
- producer's share
- crop yield
- reported acres
- written agreement indicator.

A producer receiving an indemnity payment on a 2005/2006/2007 insurable crop will have additional information printed on the CDP RMA report. The producer's records with a loss amount will also show the following:

- stage
- production to count
- determined acres (loss acres)
- net indemnity.

All information on the CDP RMA report is for informational purposes only. When the producer's insured unit and crop are accessed, data from the downloaded files will be automatically loaded into the FSA-840 software.

Any producer covered under GRP, GRIP, dollar, or revenue insurance will have a production to count of "0".

F Malting Barley

The RMA download provides 2 units for producers that have malt barley endorsements. The original unit provides the production loss data and the "duplicate" unit has data for the malt endorsement. In this case, CDP payments shall only be issued on the original unit. The indemnities for both units shall be used in the net indemnity. COC shall correct the net indemnity for the original unit to include the net indemnity for the duplicate unit.

418 CDP RMA Download Reports (Continued)

G Stage Code Definitions

The following table provides the stage code definitions displayed on the CDP RMA Download Report. The stage codes designated as not eligible appear on the report, but the loss record does not prefill and shall not be added by the user.

Stage	Definition
UH	unharvested
H	harvested
P	uninsured loss, not eligible
NR	not replanted (not available for CAT coverage), not eligible
OO	stage code not applicable
NC	not certified due to insured causes (not available for CAT coverage), not eligible
C	certified for seed (not available for CAT coverage), not eligible
HD	harvested dry
1	stage 1 or I
2	stage 2 or II
3	stage 3 or III
4	stage 4 or IV
FL	final loss - GRP/GRIP crops only
PB	bypassed because of uninsured cause of loss
UB	bypassed because of insured cause of loss
P2	prevented planting - unplanted acreage
PF	prevented planting - unplanted acreage with 5 percent buy up option
PT	prevented planting - unplanted acreage with 10 percent buy up option
RR	raisin reconditioning, not eligible
RS	replanted seed
RT	replanted transplants
S	spring-seeded acreage with 56 to 74 percent stand
R	replanted (not available for CAT coverage)
1G	stage that acreage was gleaned
2G	stage that acreage was gleaned
3G	stage that acreage was gleaned
4G	stage that acreage was gleaned
HG	harvested gleaned acreage
W1	acreage to be paid under Winter Coverage Option (Not available for CAT)

418 CDP RMA Download Reports (Continued)

H RMA Plan Codes

RMA plan codes are displayed on the download reports to provide information on the type of insurance plan the producer purchased for the crop. For certain plan codes, production evidence is not provided in the download report. As a result, producers are required to provide additional production evidence to support the loss claim. A list of plan codes where additional production evidence may be required is shown in the following table.

Note: See paragraph 252 for further information on types of insurance requiring additional production evidence.

Plan Code	Policy Type	Crop Code(s)
12	GRP	0011, 0021, 0033, 0041, 0048, 0051, 0075, 0081, 0091
40	Tree Based Dollar Amount of Insurance	0207, 0208, 0209, 0210, 0211, 0212, 0213, 0214
41	Pecans	0020
43	Aquaculture Dollar	0116
46	Avocados	0019
50	Dollar Crops	0024, 0032, 0044, 0057, 0065, 0073, 0083, 0086, 0105, 0240, 0241, 0242, 0243, 0244, 0245, 0246, 0247, 0248, 0249, 0250, 0251
51	Fixed Dollar Amount of Insurance	0128, 0132
55	Yield-Based Dollar Amount of Insurance	0050, 0062
73	GRIP	0041, 0081

419 RMA Identified/Probable Data (Download) Deficiencies for CDP

A Reports of Probable and Determined Program Deficiencies and Policyholder Alerts

RMA may provide States with Reports of Probable and Determined Program Deficiencies and Policyholder Alerts identifying producers and associated counties with coding to identify RMA areas of deficiency and/or policyholder alert concerns.

Although the wording “sections” and “parts” may be used interchangeably when referring to codes, the following are code definitions with required County Office action.

Code	Description	Action
1	<p>Provides details on policies with final determinations by RMA but without corrections to the database.</p> <p>There is still an opportunity for appeal and further review although RMA Compliance has determined with some certainty that there is a problem with the policy.</p>	<p>FSA shall carefully review and compare policy information with producer information. To ensure the CDP payment is correct, additional producer information may be required.</p>
2	<p>Contains information on RMA programs that RMA Compliance has identified as having potential problems that could cause downloaded data to be in questions.</p>	<p>Counties shall review producer applications and request supporting documentation as deemed necessary.</p>
3	<p>Lists producers for whom preliminary information at face value for these producers and shall verify the accuracy of each producer’s application and certification.</p>	<p>When notified of a deficiency, State Offices shall inform County Office of the following:</p> <ul style="list-style-type: none"> • RMA program deficiency • program impact • corrective action required.

Note: County Offices shall ensure corrective action is carried out.

420 CDP RMA Deleted Download**A CDP RMA Deleted Download Reports**

The CDP RMA Deleted Download Report lists producers whose RMA insurance policies have been deleted by RMA because of an incorrect:

- ID number on the policy
- unit structure on the policy.

County Offices shall use the CDP RMA Deleted Download Report to assist in determining whether a producer should be removed from an application.

The CDP RMA Deleted Download Report:

- will print during start-of-day when the download file is received
- can be printed using option 7, “CDP RMA Deleted Download Reports”, on Menu MHADRM according to paragraph 416.

Note: From Printer Selection Screen MHADDR01, CDP RMA Deleted Download Reports can be printed:

- by specific producer ID number and type
- for “all producers” by leaving the “Producer ID Number and Type” field blank.

421 Crop Disaster Program Production Discrepancy Report MHADR8-R001**A Overview**

2005/2006/2007 Report MHADR8-R001 identifies insured applications where production downloaded from RMA does not match the production loaded on the CDP application. All insured applications with an signature date will be included for comparison, except those where production was assigned using “A” or “O”.

Note: Production only applies to harvested and unharvested production. Prevented planting does not have production associated to that acreage.

To compensate for possible rounding errors, a tolerance:

- equal to or less than .10 will be followed for crops measured in hundredweight or tons
- of 1 will be followed for all other units of measure.

B Printing Report MHADR8-R001

2005/2006/2007 Report MHADR8-R001 will print when option 8, “CDP Production Discrepancy Report”, is selected on Menu MHADRM. See paragraph 416 for additional information.

421 Crop Disaster Program Production Discrepancy Report MHADR8-R001 (Continued)

C Example of Report MHADR8-R001

Following is an example of Report MHADR8-R001.

TEXAS		USDA-FSA		Prepared: 10-19-2007	
I. MEDINA (COMPL)		2005 Crop Disaster Program			
Report ID: MHADR8-R001		Production Discrepancy Report		Page: 1	
This report identifies the producers whose production on their CDP application does not match the production that was downloaded from RMA. County Offices shall ensure the correct production has been used on the producers CDP application.					
<u>Producer ID</u>	<u>Name</u>				<u>RMA Download Date</u>
<u>Unit</u>	<u>RMA Crop</u>	<u>RMA Type</u>	<u>RMA Prac</u>	<u>Stage</u>	<u>Meas</u>
					<u>CDP Production</u>
					<u>RMA Production</u>
6789 S	No download data for this producer.				00-00-0000
1	0033	351	002	H	TON
1	0215	997	002	H	CON
1	WHEAT	011	002	H	BU
1.01	WHEAT	997	005	U	BU
1.03	WHEAT	997	005	H	BU
					200.00
					50
					100
					30
					5
End of Report					

D Handling Discrepancies

This subparagraph identifies discrepancies that may be listed on Report MHADR8-R001 and how County Offices shall handle the discrepancies. This subparagraph may not be all inclusive.

Note: Producers must sign a new FSA-840 if changes are made to data for which the producer is responsible for certifying as being true and correct.

Situation	Explanation	Action
No loss record is provided by RMA.	The "RMA Production" field will be blank on Report MHADR8-R001 because RMA did not download any production data.	The production data provided by the producer must be used to determine the loss because it is the only data available to FSA. If the CDP application has been approved by COC, no further action is required by the County Office.
A loss record was not available when the application was taken.	RMA had not processed a producer's claim before the producer applied for CDP and, as a result, a loss record was not provided on the CDP RMA Download Report. Subparagraph 91 A instructs County Offices to accept production evidence from FCIC or reinsured companies when loss records are not downloaded. County Offices may have subsequently received the loss record by using an RMA download. The data received by using the RMA download may differ from the data received from FCIC or the reinsured company.	<ul style="list-style-type: none"> Use the production from the loss record provided on the CDP RMA Download Report or, if applicable, assign production according to paragraph 130. Access the application and manually update the production to reflect what is displayed in the "RMA Production" field on Report MHADR8-R001.

421 Crop Disaster Program Production Discrepancy Report MHADR8-R001 (Continued)

D Handling Discrepancies (Continued)

Situation	Explanation	Action
<p>“Cmd16”, “Cmd17”, or “Cmd18” is used to load an application.</p> <p>Note: “Cmd16” should only be used in very limited cases.</p>	<p>There will be no associated RMA download record to match the application record. The “Producer Name” field on Report MHADR8-R001 will display “No download data for this producer.”</p>	<ul style="list-style-type: none"> • Review the source documents used when loading the application to ensure that the data was loaded correctly. • Notate on Report MHADR8-R001 that the producer’s record is not in error if the data was loaded correctly. • Manually correct the data in the system to match the source document if the data loaded in the application software was entered in error.

422-450 (Reserved)

Part 13 Payment Processing**Section 1 Disaster Payment Provisions****451 General Provisions****A Introduction**

This part contains CDP provisions for:

- issuing and canceling payments
- computing and transferring overpayments to CRS
- canceling overpayments
- printing the following:
 - pending payment register
 - nonpayment register
 - overpayment register
 - PPH report
 - FSA-840E, FSA-840E-1, FSA-840E-2, and FSA-840E-3
 - NASS Season Average Crop Table.

B Issuing Payments

Funding is not limited for 2005-2007 CDP. Therefore, 100 percent of the payment for the most beneficial crop year shall be issued as soon as all of the following conditions exist:

- producer has provided all required program documentation
- COC approves the producer's FSA-840
- program regulations are published.

Even though funding is not limited, the funds control process will be used to allocate funds to each County Office through State Offices. Initial amounts will be set for each State and County Office by the National Office.

C CDP Payment Factor

Funding has been provided for emergency financial assistance for producers who incurred losses in the 2005, 2006, and 2007 crop years because of a disaster. Because a specific funding allocation has not been provided, a National payment factor will **not** be applied to final CDP payments.

451 General Provisions (Continued)

D Determining Most Beneficial Year

The U.S. Troop Readiness, Veterans' Care, Katrina Recovery and Iraq Accountability Appropriations Act, 2007 provides that assistance be provided to producers that have incurred qualifying crop or quality losses for the 2005, 2006, or 2007 crop (as elected by the producer), but limited to **only** 1 of the crop years listed.

For producers who apply for the 2005, 2006, and/or 2007 crop losses, the regular payment process compares the net payment amounts computed for each year and issues the payment for the most beneficial year if all eligibility requirements have been met. To ensure that the system computes the most beneficial payment for the producer, County Offices shall ensure that:

- all application data is recorded accurately in the system according to Part 12
- eligibility determinations are updated properly in the system according to 3-PL, Part 3
- combined producer information is updated properly in the system for each applicable year
- joint operation information is updated properly in the system for each applicable year.

Note: Failure to update the system properly may result in producers being overpaid or underpaid.

E CDP Payment Levels

CDP payments are calculated at 42 percent of the county payment rate for insured and NAP-covered commodities.

F Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payments **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for disaster benefit. Payments shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

Note: If FSA-840 has been filed by the producer, a revised FSA-840 is not required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

451 General Provisions (Continued)**G Administrative Offset**

2005, 2006, and 2007 CDP payments are subject to administrative offsets.

H Assignments

A producer entitled to a 2005, 2006, or 2007 CDP payment may assign payments according to 63-FI.

I Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting a 2005, 2006, or 2007 CDP program benefit.

Contact the OGC Regional Attorney for guidance on issuing 2005-2007 CDP payments on all bankruptcy cases.

J Payments Less Than \$1

The 2005-2007 CDP payment processes will:

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

K Prompt Payment Due Dates

2005-2007 CDP payments are subject to the Prompt Payment Act. A prompt payment interest penalty payment is due if the payment is not issued within 60 calendar days from 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.

L Funds Control for 2005-2007 CDP Payments

Allotments will be provided to each applicable County Office through the funds control process. Initial allotments will be determined by the National Office, based upon the application data uploaded from local offices.

State Office shall contact the National Office to request additional allotments by sending an e-mail to **all** of the following:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov**.

451 General Provisions (Continued)

M Determining Payment Eligibility

The payment process reads the eligibility and multi-county files, **for the year associated with FSA-840**, to determine whether a producer or member of a joint operation is eligible to be paid for that year.

If the producer or member is ineligible to be paid, the individual or entity will be listed on the nonpayment register with the applicable message. County Offices shall ensure that eligibility flags are updated properly to ensure that the producer receives the most beneficial payment.

Reminder: Eligibility flags should accurately reflect COC determinations.

The following table identifies:

- eligibility provisions applicable to 2005, 2006, and 2007 CDP
- which flags are used to determine producer eligibility
- flags that reflect producer or member eligibility or ineligibility.

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

Notes: A “B” flag in the 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.

451 General Provisions (Continued)

N Determining AGI Eligibility

For programs affected by AGI provisions, the percentage of the payment that can be issued is determined by reading the AGI determination for:

- individual producers
- members of joint operations
- entities and all members of the entity to the individual member level.

For joint operations and entities, payments are reduced by the percentage of the interest of an ineligible member based on the member's actual share in the entity file. See 3-PL, subparagraph 31 H for additional information on determining AGI payment shares.

452, 453 (Reserved)

454 CDP Payment Groupings

A Introduction

To identify the crop definition for payment purposes, 3 variables are included in the disaster crop table for each crop that is downloaded from ADC. All payment processes use these variables to “group” all the calculated loss data by producer and unit to determine the disaster payment for the unit. These variables are described in greater detail in the remainder of this paragraph.

B Planting Period

For those crops that have multiple plantings within the same crop year, the planting period identifies these plantings as separate crops.

Example: Lettuce has 4 plantings during the crop year. A separate record is loaded in the disaster crop table for each planting, which will ensure that the production from the different plantings will not be grouped together.

Crops with the same planting period will be grouped together unless they have different pay crop and pay type codes.

C Payment Crop Code

The payment crop code is the code that identifies the “crop” for the specified crop, crop type, and/or intended use for payment purposes. In most cases, the payment crop code is the same as the 2-CP crop code.

Example: The 2-CP crop code for timothy hay is “0266”. For CDP payment purposes, timothy hay will actually be paid as grass with a payment crop code of “0102”.

454 CDP Payment Groupings (Continued)

D Payment Type Code

The payment type code is the code that identifies how the types and intended uses for a specified crop will be grouped.

Example: White and yellow corn have a payment type code of “011”. However, sweet corn has a payment crop type code of “013” and is treated as a separate crop. The data on the disaster crop table is downloaded as follows.

Crop Type	Planting Number	Payment Crop Code	Payment Type Code
SWT	01	0041	013
WHE	01	0041	011
YEL	01	0041	011

In this example, white and yellow corn are treated as a same crop for payment purposes because the planting number, payment crop code, and payment type code are all the same. Sweet corn is treated as a separate crop because the payment type code is “013”.

E Example 1

Producer A has the following loss data.

Unit	Crop	Type	Pay Crop Code	Pay Type Code	Planting Period	Int Use	Disaster Level	Production	Net Production for Payment	Calculated Payment
1.00	Lettuce (0140)	Bos	0140	002	01	FH	13,000	20,000	-7,000	(\$819)
			0140	002	02	FH	1,222	0	1,222	\$7,339

In this example, there are 2 different planting periods for Boston Lettuce. This means that there are 2 different pay groupings for lettuce and having 2 different pay groupings means that offset will not apply between the 2 calculated payment amounts.

Producer A is:

- not eligible for a CDP payment on the first planting because the calculated payment amount is negative
- eligible for a \$7,339 CDP payment on the second planting.

454 CDP Payment Groupings (Continued)

F Example 2

Producer B has the following loss data.

Unit	Crop	Type	Pay Crop Code	Pay Type Code	Planting Period	Int Use	Disaster Level	Production	Net Production for Payment	Calculated Payment
1.00	Lentils (0401)		0067	011	01	DE	8209.50	10,000.00	-1,790.50	(\$191)
	Peas (0067)	SNA	0067	011	01	DE	16.80	0	16.80	\$7,310

In this example:

- Lentils has a “0401” 2-CP crop code
- Snap Peas has a “0067” 2-CP crop code.

For CDP payment purposes, both crops have a “0067” payment crop code. As a result, Producer B’s loss on Snap Peas will be reduced by \$191 because of the high yield on Lentils.

G Example 3

Producer C has the following loss data.

Unit	Crop	Type	Pay Crop Code	Pay Type Code	Planting Period	Int Use	Disaster Level	Production	Net Production for Payment	Calculated Payment
1.00	Wheat (0011)	HRS	0011	011	01	GR	40.76	100.0	-59.24	(\$106)
		HAD	0011	011	01	GR	904.80	880.0	24.8	\$889

In this example, the Hard Red Spring and Hard Amber Durum Wheat have the same pay crop (0011) and pay type (011) on the disaster crop table. As a result, Producer C’s Hard Amber Durum Wheat loss will be reduced by \$106 because of the high yield on the Hard Red Spring Wheat.

454 CDP Payment Groupings (Continued)

H Example 4

Same as example 3, except that the intended use for Hard Red Spring Wheat is loaded as “HY”. As a result, the payment type codes are established as follows:

- Hard Red Spring for Forage is “002”
- Hard Amber Durum for Grain is “011”.

The calculated payment amounts will not be added together for payment purposes because the pay type is different. As a result, Producer C is:

- not eligible for a CDP payment on Hard Red Spring Wheat because the calculated payment amount is negative
- eligible for an \$889 CDP payment on Hard Amber Durum Wheat.

455 Manual Payment Calculations

A Introduction

County Offices shall use the following table for applicable policy and procedure for calculating manual disaster payments.

IF calculating a payment for a...	THEN use...	THEN use the following related policy references...
single-market crop	FSA-840A-1 according to paragraph 242	<ul style="list-style-type: none"> • Part 5 • Part 6 • paragraph 184 for turfgrass • paragraph 185 for ginseng root • paragraph 187 for honey • paragraph 188 for maple sap • Part 10.
multiple-market crop	FSA-840B-1 according to paragraph 244	<ul style="list-style-type: none"> • Part 5 • Part 6 • Part 10.
value loss crop	FSA-840C according to paragraph 246	<ul style="list-style-type: none"> • paragraph 181 for aquaculture • paragraph 182 for nursery • paragraph 183 for Christmas trees • paragraph 185 for ginseng root.

455 Manual Payment Calculations (Continued)

B When to Manually Calculate Payments

County Offices are **not** required to manually calculate payments for each producer who applies for disaster benefits. However, it is recommended that at least some payments are verified before:

- CCC-184's are issued to producers
- EFT's are transmitted to the producer's financial instructions.

Manual payment calculation worksheets are provided to assist County Offices in reconciling system-calculated payment amounts. County Offices shall use the applicable manual payment calculation form, as described in subparagraph A, to manually calculate disaster payments, as needed.

456-470 (Reserved)

Section 2 Issuing CDP Payments**471 Overview****A Supporting Files for Integrated Payment Processing**

The CDP payment process is an integrated process that reads a wide range of files to determine whether a payment should be issued and how much should be issued. For payments to be calculated correctly, all supporting files must be updated correctly, including:

- FSA-840 file containing the producer's application data for all units and crops filed in the county
- disaster crop table to determine the CDP payment rate and unharvested and prevented payment factors, as applicable
- 2005, 2006, and 2007 eligibility files to determine whether the producer is eligible for payment for the year in which an application was filed
- SCIMS file to determine:
 - producer's name and address
 - whether a producer has a receivable, claim, or other agency claim
 - whether the producer has refused program payments
 - whether a producer is in bankruptcy status
- financial services to determine:
 - whether a producer has elected to receive payment via direct deposit
 - whether a producer has an assignment or joint payee
- 2005, 2006, and 2007 entity files for joint operations to determine the members of the joint operation and each member's share of the joint operation for the year in which an application was filed
- 2005, 2006, and 2007 combined entity files for members of a combination
- 2007 payment limitation file for multi-county and combined producers to determine the effective payment limitation amount for the producer in the county issuing the payment.

472 Prerequisites for Issuing Payments

A Introduction

Before issuing any 2005-2007 CDP payments, certain actions must be completed to ensure that the producer is eligible for payment.

B Action To Be Completed Before Issuing Payments

This table contains actions that must be completed **before** issuing 2005-2007 CDP payments. COC, CED, or designee shall ensure that the action is completed.

Step	Action
1	Run the CDP reconciliation report and rectify errors according to paragraph 417.
2	Ensure that FSA-840 has been approved by COC and that the approval date has been recorded in the system according to paragraph 402.
3	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits.
4	Ensure that the “person” and “foreign person” determinations are completed according to 1-PL for the applicable year for producers seeking benefits.
5	Ensure that all eligibility determinations have been updated according to the determinations made by COC. See 3-PL.
6	Ensure that a 2007 CDP payment limitation allocation has been received from the producer’s control county for multi-county producers.
7	Ensure that the joint operation files are updated correctly for the applicable year. See 2-PL.
8	Ensure that the system has been updated properly for producers with direct deposit. See 1-FI.
9	Ensure that the receivable, claim, or other agency claim flag is set to “Y” in the name and address file for producers with outstanding debts.
10	Ensure that all assignments and joint payees have been updated in the system if CCC-36, CCC-37, or both were filed for CDP.
11	Ensure that the bankruptcy flag is set to “Y” in the name and address file for producers in bankruptcy status. See 58-FI.

473 Payment Limitation**A Rule**

The payment limitation for 2005-2007 CDP benefits is \$80,000 per “person”. For additional information on payment limitation provisions, see paragraph 34.

B Initial Payment Limitation Download

The \$80,000 payment limitation amount for multi-county and multi-county combined producers will be divided equally among all counties where the producer is active.

Reminder: The producer’s control county is the only county that can revise PLM allocations. County Offices shall follow procedures in 2-PL, paragraph 107 for requesting updates to the PLM set.

The 2007 payment limitation file will be used for maintaining the 2005/2006/2007 CDP payment limitation amount.

C Applying the \$80,000 Payment Limitation

CDP payment limitation allocation amounts will be downloaded for the 2007 crop year only. CDP payment process will read the 2007 payment limitation file to determine the “person’s” available allocations regardless of whether the payment is issued for 2005, 2006, or 2007. See 2-PL, Part 4 for additional information.

Payments issued to multi-county producers shall be limited to the amount allocated to each County Office for counties in which the producer has filed FSA-840. The payment process will limit the payment to effective limitation in the payment limitation file. See 2-PL for additional information on payment limitation allocations.

Control County Offices shall refer to 2-PL, paragraph 180 for additional information on updating payment limitation allocations.

473 Payment Limitation (Continued)

D Calculating the Effective Payment Limitation

The effective payment limitation shall be calculated for 2005-2007 CDP according to the following.

Step	Action
1	Determine the effective payment limitation by multiplying: <ul style="list-style-type: none"> • producer’s available payment limitation for 2005-2007 CDP, times • AGI share for producer or member.
2	Round the result to whole dollars.

E When Payment Limitation Is Reached

When the sum of payments in the payment history file or pending payment file exceeds the effective payment limitation for the “person”, the following messages will be printed on the nonpayment register:

- “Producer Has Reached Payment Limitation”
- “Payment Limitation Has Been Exceeded”.

See paragraph 534 for additional information on nonpayment register messages.

F Problems Affecting the 2005-2007 CDP

For 2005-2007 CDP, producers are considered multi-county if they participated in more than 1 county for **any** of the 3 years. Further, producers are eligible to apply for program benefits in multiple counties for all years, however:

- the System 36 CDP payment software makes a determination as to which year is most beneficial for the producer on a county-by-county basis
- only one \$80,000 limitation is applicable per “person”.

Based on these provisions, the payment limitation allocation was created in the 2007 PLM file only and the CDP payment software is programmed to read this file regardless of the year for which the producer is receiving payment.

473 Payment Limitation (Continued)

F Problems Affecting the 2005-2007 CDP (Continued)

In some cases, producers were multi-county for 2005 and/or 2006, but not 2007. As a result, the producer is not considered “active” in more than 1 county for 2007 and a PLM set:

- has not been created for the producer in the 2007 payment limitation files
- exists but does not include all counties where the producer participated for 2005, 2006, and/or 2007.

This condition is causing producers to be listed on nonpayment and overpayment registers with the message, “Payment Limitation Allocated to Zero”. To rectify the problem, a PLM set must be created that includes all counties where the producer:

- is active for 2007
- was active for 2005 and/or 2006.

Note: This provision could also apply to other programs being implemented after-the-fact, but the primary effect is on 2005-2007 CDP.

G Procedure for Changing a Producer From “Inactive” to “Active”

If a situation is found that matches the situations addressed in this paragraph, County Offices shall take the following action to change the producer’s status from “inactive” to “active”.

Note: In situations where County Offices are attempting to create a PLM set that includes a county where the producer no longer participates, **the county that has been dropped is the county that must make the update.**

Example: Producer participates in County A and County B in 2005 and 2006. In 2007, the producer drops all farming interest in County B. The producer applies for 2005 and 2006 program benefits in both counties. County B must update their files to change the producer from “inactive” to “active” for 2007 to create the PLM set for the producer.

Step	Action	Result
1	<p>Access the name and address file on the System 36 according to 1-CM, paragraph 142.</p> <p>Note: The producer must be linked to the applicable County Office in SCIMS before the name and address record is updated. If the producer is not linked, access SCIMS and link the producer.</p>	

473 Payment Limitation (Continued)

G Procedure for Changing a Producer From “Inactive” to “Active” (Continued)

Step	Action	Result
2	On Menu MAC100, ENTER “1”, “Change or View”.	Screen MACI1001 will be displayed.
3	On Screen MACI1001, select the applicable producer.	Screen MACI2001 will be displayed.
4	PRESS “Enter” 3 times until Screen MACI3501 is displayed.	
5	<p>Screen MACI3501 includes fields that indicate whether the producer is “active” or “inactive” for:</p> <ul style="list-style-type: none"> • current year (2008) • previous year (2007) • current year - 2 (2006). <p>The cursor on this screen is defaulted to the “Assigned Payment” field. However, if the user needs to change the active producer flag from “N” to “Y”:</p> <ul style="list-style-type: none"> • move the cursor to the applicable field • ENTER “Y”. <p>Once “Y” is entered for each applicable active producer flag, move the cursor to the “Update” field, ENTER “U”, and PRESS “Enter”.</p> <p>Note: The 2005-2007 CDP is controlled in the “Previous Year” field (2007). For CDP purposes, this should be the year that should be updated.</p>	Screen MACI6001 will be displayed indicating the name and address record has been updated.
6	Unlink the producer in SCIMS if the producer was linked in step 1.	

473 Payment Limitation (Continued)

H Restrictions for Changing Producers From “Inactive” to “Active”

This process was developed in the System 36 name and address process that allows users to change a producer from “inactive” to “active”. However, the following restrictions apply to using this process.

- County Offices **shall never** use this process to change a producer from “Active” to “Inactive”. If a producer is truly inactive in the county, County Offices shall ensure that the producer is either of the following:
 - removed from all farms
 - deleted from the joint operation or entity file.
- County Offices **shall not** use this process to circumvent the proper constitution of a farm.
- County Offices shall continue to follow all the provisions of 3-CM and 2-PL. This option is strictly for limited use based on the situations specifically identified in this handbook.

474 Accessing the 2005-2007 Payment Processing Software

A Accessing Payment Processing Main Menu

All options for 2005-2007 regular CDP payment processing are available on 2005-2007 CDP Payment Processing Main Menu. Access the CDP Payment Processing Main Menu according to the following table.

Reminder: The 2005-2007 CDP payment process determines the most beneficial year based on all applications filed and approved for payment for 2005, 2006, and 2007 crop losses. As a result, all CDP payments are issued through the same process regardless of the year being paid.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER “11”, “PFC/DCP/Compliance”.
4	M00000	ENTER “1”, “NAP and Disaster”.
5	MH0000	ENTER “15”, “2005-2007 Disaster Programs”.
6	MHA000	ENTER “8”, “Crop Disaster Program - Payment Processing”.

475 Regular Payment Processing

A Computing Payments

The automated 2005-2007 CDP payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued
- determine which year is the most beneficial for the producer in the county
- calculate the amount that should be issued.

This table describes the system processing sequence to calculate a CDP payment for producers through the regular payment process.

Step	Action Performed by the System
1	Reads the CDP application file to determine: <ul style="list-style-type: none"> • whether the producer has filed an application, and if so, the year associated with each application • which application(s) have been approved for payment by COC.
2	Reads the disaster crop table to determine the payment rate and the unharvested and prevented payment factors for each crop for the selected producer.
3	Calculates the insured and NAP-covered loss amounts for each crop for the selected producer. The loss amounts are “totaled” for all units and crops by the payment crop grouping and by year. The following forms can be used to verify gross payment amounts: <ul style="list-style-type: none"> • FSA-840A-1 according to paragraph 242 • FSA-840B-1 according to paragraph 244 • FSA-840C according to paragraph 246.
4	For joint operations and entities, determines the following from the 2005, 2006, and/or 2007 joint operation and entity file: <ul style="list-style-type: none"> • members of the joint operation or entity • each member’s actual share of the joint operation or entity.
5	Reads the eligibility file for 2005, 2006, and/or 2007 for the selected producer and members of joint operations, if applicable, to determine whether the producer and members are eligible for payment.
6	Computes the earned payment amount for the producer based on eligibility for the producer and/or members of joint operations for each year in which applications were filed. <p>Example: Producer files an application for both 2005 and 2006. The producer is eligible for payment in 2005, but not 2006. The calculated payment for 2006 is reduced to zero because of ineligibility and 2005 is the producer’s most beneficial year.</p>

475 Regular Payment Processing (Continued)

A Computing Payments (Continued)

Step	Action Performed by the System
7	Reads the name and address file to obtain: <ul style="list-style-type: none"> • name and address for the producer • refuse payment flag • receivable, claim, and other agency claim flags • assignment and joint payee flags • bankruptcy flag • nonresident alien flag.
8	Reads the combined entity file for 2005, 2006, and 2007 to determine whether the producer was combined for any year. If the producer was combined for 1 or more years, all members of the combination are determined.
9	Reads the 2007 payment limitation file to determine the effective payment limitation for multi-county producers and producers that are considered multi-county because of a combination with other producers.
10	Determines prior payments issued to the producer and any producer combined with the producer for 2005, 2006, and/or 2007 according to the following: <ul style="list-style-type: none"> • payments issued, minus • receivables established.
11	Computes the total payment to be issued to the producer by subtracting: <ul style="list-style-type: none"> • earned payment for the most beneficial year determined in step 6, minus • prior payments determined in step 10. <p>If the earned payment amount for the most beneficial year is greater than payments already issued, the system will then determine whether the producer can be paid because of payment limitation. If the producer has not reached payment limitation, the earned payment amount can be issued to the producer up to the effective payment limitation.</p>
12	Accumulates the earned payment amount computed in step 10 and sends the net payment to the accounting system through the applicable payment batch.

476-480 (Reserved)

481 Issuing Payments

A Processing 2005-2007 CDP Payments

County Offices shall follow the steps in this table to issue 2005-2007 CDP payments.

Step	Action	Result						
1	Access the Payment Processing Main Menu according to paragraph 474.							
2	ENTER "1", "Issue Payments", and PRESS "Enter".	The Printer Selection Screen will be displayed.						
3	The Printer Selection Screen allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed. Enter the printer ID number and PRESS "Enter".	The Producer Selection Screen will be displayed.						
4	The Producer Selection Screen provides users with the option to process payments for a specific producer or all producers according to the following.							
	<table border="1"> <thead> <tr> <th>Selection</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Process payments for all producers.</td> <td>ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".</td> </tr> <tr> <td>Process payments for a selected producer.</td> <td> Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field producer's last name in the "Producer Last Name" field. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer. </td> </tr> </tbody> </table>	Selection	Action	Process payments for all producers.	ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".	Process payments for a selected producer.	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field producer's last name in the "Producer Last Name" field. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.	If the CDP application file is on the system: <ul style="list-style-type: none"> payments will be computed for the selected producer or all producers with an approved CDP application the nonpayment and pending payment registers, as applicable, will be sent to the printer selected in step 3 if payments are calculated that can be issued, Screen MHADNN01, "Batch Check and Printing Control", will be displayed if there are no payments that can be processed: <ul style="list-style-type: none"> a nonpayment register will be printed Payment Processing Main Menu will be redisplayed.
	Selection	Action						
Process payments for all producers.	ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".							
Process payments for a selected producer.	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field producer's last name in the "Producer Last Name" field. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.							

481 Issuing Payments (Continued)

A Processing 2005-2007 CDP Payments (Continued)

Step	Action		Result
5	Batch Check and Printing Control Screen will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the “B”, “A”, and “O” payment batches. On the Batch Check and Printing Control Screen, ENTER “Y” next to the applicable payment batch and PRESS “Enter” to continue the batch payment process.		
	IF the user wants to...	THEN ENTER...	
	process any of the payment batches	“Y” next to the payment batch to be processed. Note: The entire batch must be completed before the next payment batch can be processed.	The payables are passed through the accounting interface for processing. Complete the payment process and print the transaction statements according to 6-FI.
	suspend the payment batch for later processing	“N” next to any of the payment batches.	Payment Processing Main Menu will be redisplayed.

482 Producer Selection Screen**A Example of Producer Selection Screen**

2005-2007 CDP payments can only be processed by producer. Payments cannot be processed by unit number or crop. However, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering the last 4 digits of the producer's ID number or the producer's last name.

The following is an example of the Producer Selection Screen.

```
MHADNA          000-COUNTY          SELECTION      MHADNA01
2005-2007 CDP Selection Screen      Version: AF66  10-12-2007 16:10 Term E0
-----
                Enter "ALL" for all Producers:

                OR   Producer Last Four Digits of ID:

                OR   Producer Last Name
                    (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd3=Previous Menu
```

482 **Producer Selection Screen (Continued)**

B Error Messages on Producer Selection Screen

The following describes the error messages that may be displayed on the Producer Selection Screen.

IF the following message is displayed...	THEN...	Action
"Producer Does Not have a CDP Application on file."	A valid producer was selected, but the producer does not have an approved application on file for the applicable program.	Ensure that the producer has application on file with a valid approval date.
"Producer is not on the CDP Application File."	an ID number was entered, but a match was not found on the application file.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Selected Producer ID or range of Producer ID's conflicts with the Producer ID or range of Producer ID's on Workstation XX."	payment for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.
"Must enter Last Name or Last 4."	"Enter" was pressed without selecting a producer on the Producer Selection Screen.	Select a specific producer, or all producers.
"Invalid ID Number - Please Try Again."	the last 4 digits of the producer ID number does not match any active ID number on the name and address file.	Ensure that the correct last 4 digits are entered or, select the producer by entering the producer's last name.
"More Than 1 Method Used for Producer Selection Field."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

483 Batch Check and Printing Control Screen

A Example of Batch Check and Printing Control Screen

After all payment records for selected producers have been processed and the payment amounts have been calculated, the Batch Check and Printing Control Screen will be displayed if payments can be issued to at least 1 producer that was selected on the Producer Selection Screen.

The Batch Check and Printing Control Screen will be displayed with the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

Note: The number of work records listed **does not** always match the number of CCC-184's to be printed or the number of EFT's to be processed.

Example: If the producer has an assignment and part of the payment is being used to fulfill the assignment, then two CCC-184's will be printed, but only 1 work record will be displayed for processing.

The following is an example of the Batch Check and Printing Control Screen.

```

MHADNN          000-County          ENTRY          MHADNN01
2005-2007 CDP Payments          Version: AF66  10-12-2007  16:21  Term E0
-----
          BATCH CHECK and PRINTING CONTROL

Warning  Record count does not accurately reflect check
          count especially when 'A' or 'O' batches are processed.

          28 Check records to be processed
           0 Have been processed
          28 Records remain to be processed

Enter (Y)es to start a Batch Print Processing.

Only one "Y" entry will be accepted.

          17 "B" (regular payments) work records to be processed
           3 "A" (assignments) work records to be processed
           8 "O" (claims/receivables) work records to be processed

                                          Enter-Continue
    
```

483 Batch Check and Printing Control Screen (Continued)**B Sorting Payable Records**

For 2005-2007 CDP payments, payables are sorted into the following 3 categories.

- “B” - batch payments have no special circumstances. These records are sent in batches of 200 or less.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These records are sent in batches of 100 or less.
- “O” - online payments marked in the name and address file as having 1 of the following flags set to “Y”:
 - receivable
 - claim
 - other agency claim
 - bankruptcy
 - deceased
 - missing
 - incompetent.

Notes: These records are sent in batches of 50 or less.

The “O” batch of payments requires user intervention. See 6-FI.

C Selecting Batches to Print or Suspend

Batches of payments may be selected for processing in several different ways. The following provisions apply to batch payment processing.

- When a batch of payments is selected, that entire batch must be completed before selecting another batch to be printed.
- Batches may be selected in any order.
- After a batch of payments completes printing, the option to select that batch is no longer available.

483 Batch Check and Printing Control Screen (Continued)

D Batch Print Capability

The following lists the options available on the Batch Check and Printing Control Screen.

Selection	Action	Result
Start batch print processing on either of the following batches: <ul style="list-style-type: none"> • “B” • “A”. 	ENTER “Y” in the field before either of the following batches: <ul style="list-style-type: none"> • “B” • “A”. 	Accounting-Checkwriting Screen ANK00201 will be displayed to enter CCC-184 information. See 6-FI.
Start batch print processing on batch “O”.	ENTER “Y” in the field before batch “O”.	Screen ABK10001 will be displayed. See 6-FI. Notes: Screen ABK10001 allows the user to enter amounts in the “Other Payees” field. This field can be used to process payments for producers with name and address flags set to “Y” for: <ul style="list-style-type: none"> • receivable • claim • other agency claim • bankruptcy • deceased • missing • incompetent • nonresident alien. The amount of the setoff and the payee should be known before accessing this batch.

484 2005-2007 CDP Funds Control Verification

A Funds Control Verification

2005-2007 CDP payments use the e-Funds accounting process which controls funding allotments, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The payment process will function in the normal manner up to the point of sorting the payables into the applicable payment batches.

A check will be performed to ensure that adequate funds are available to process all pending payments in the county.

If the accumulated net payment amount for all pending payments:

- exceeds the funding allotment for the County Office, then:
 - the payment process will be aborted without being issued
 - a Funds Control Exception Report from the Accounting Process will be printed
 - the County Office can process payments individually, or in smaller batches, by producer unless or until an increased funding allotment is obtained
- does not exceed the funding allotment for the County Office, then the payables will be processed in the normal manner. See 6-FI.

484 2005-2007 CDP Funds Control Verification (Continued)

B Payment Informational Screen

The following is an example of the Payment Informational Screen that will be displayed when the funds control verification process fails on the Accounting side.

Note: When the user presses “Enter”, the CDP Payment Process Menu will be displayed.

```
000 County
                                MESSAGE
Payment Informational Screen      Version: AF36 08/14/2007 Term E0
-----
      This is a funds controlled program.

      The payments being processed did not pass the accounting
      verification process. It is possible that the total amount
      of the payments being processed exceeds the available funding
      allocation for the county.

      A verification or exception report should print on the system
      printer or is held on the spool file.

      Refer to the applicable program handbook for additional information."

                                Press 'Enter' to Exit

Enter=Continue
```

485-490 (Reserved)

Section 3 Canceling Payables

491 Canceling Erroneous 2005-2007 CDP Payments

A Overview

After payment processing has been completed, County Offices shall review transaction statements to ensure that the correct disbursements have been generated. If an error is determined, the payable **shall** be canceled. To cancel the payment, on the Payment Processing Main Menu, ENTER “2”, “Cancel Payables”.

B When to Cancel Payables

Payables **shall be** canceled using the 2005-2007 CDP payment software, as applicable, **only** when original payable amounts are incorrect and the following apply:

- CCC-184 is available (County Office has physical possession of CCC-184)
- direct deposit records have not been queued or transmitted.

C When to Correct Payable Through the Accounting Application

In some situations, data in the accounting application needs to be corrected and a substitute CCC-184 issued. Use the accounting cancel/issue substitute option according to 1-FI when any of these situations apply:

- payee on an original CCC-184 is incorrect but payable amount is correct
- 1 or more CCC-184's in a printed batch needs to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

Note: If the computer-generated CCC-184 numbers on CCC-184's do **not** match the preprinted CCC-184 numbers, see 1-FI, paragraph 233.

491 Canceling Erroneous 2005-2007 CDP Payments (Continued)**D When Not to Cancel Payables Through the CDP Application Software**

Payables shall **not** be canceled from the 2005-2007 CDP application software when either of the following situations applies:

- CCC-184 is **not** available (County Office does **not** have physical possession of CCC-184)
- direct deposit record has been queued or transmitted.

Once CCC-184 has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation exists if the payable was incorrect.

If an overpayment or underpayment situation exists, then complete either of the following:

- compute the overpayment according to paragraph 506
- issue additional payment amounts if the producer was underpaid according to paragraph 475.

491 Canceling Erroneous 2005-2007 CDP Payments (Continued)

E Examples of Payable Cancellation Situations

The following provides examples of when payables shall be canceled and which application should be used for the cancellation.

Situation	Action	
Something on FSA-840 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> • was generated for the incorrect amount • has not been issued to the producer. 	Cancel the payable through the 2005-2007 CDP application by: <ul style="list-style-type: none"> • canceling all payables associated with CCC-184 • correcting the situation that caused the incorrect payment to be issued • reissuing the payment through payment processing. 	
Something on FSA-840 was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> • was generated for the incorrect amount • has been issued and mailed to the producer. 	Do not cancel the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	IF the original CCC-184 resulted in the producer being...	THEN...
	underpaid	issue an additional payment to the producer.
overpaid	compute and transfer the overpayment to CRS according to paragraphs 506 and 507.	
CCC-184 was lost, stolen, or destroyed and notification has been received from ADC that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the accounting cancel/issue substitute option according to 1-FI.	
CCC-184 has expired, but the statute of limitations has not elapsed.		

491 Canceling Erroneous 2005-2007 CDP Payments (Continued)

F Instructions for Canceling Payments

Extra caution **shall** be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184 is in the County Office or the direct deposit records have not been queued or transmitted to the producer’s financial institution are being canceled
- payables are being canceled through the proper application.

Step	Action	Result
1	Access the Payment Processing Main Menu according to paragraph 474.	
2	On the Payment Processing Main Menu, ENTER “2”, “Cancel Payables”, and PRESS “Enter”.	The Cancel Screen warning message will be displayed.
3	The Cancel Screen warning message is an informational warning screen reminding the user that the payable shall not be canceled if: <ul style="list-style-type: none"> • CCC-184 has been mailed to the producer and is not available in the County Office • EFT has been transmitted to the producer’s financial institution. 	
	IF the payable is...	THEN...
	available	PRESS “Enter” to continue the cancellation process. The Producer Selection Screen will be displayed. Go to step 4.
	not available	PRESS “Cmd7”. The Payment Processing Main Menu will be displayed.

491 Canceling Erroneous 2005-2007 CDP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action	Result
4	The Producer Selection Screen requires the user to enter specific data about the payable to be canceled. See subparagraph 493 A for additional information on the Cancel Screen for canceling a payable.	
	IF the user wants to...	THEN on the Producer Selection Screen...
	continue with the payable cancellation	<ul style="list-style-type: none"> • enter all of the following data: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number, or partial name to do an inquiry • transaction number for the payable to be canceled • PRESS “Enter”.
end processing without canceling a payable	PRESS “Cmd3”.	The Payment Processing Main Menu will be displayed.
5	The Cancel Payable Selection Screen provides the user with information about the payable being canceled, including the following: <ul style="list-style-type: none"> • producer name and ID number and type • transaction number for the payable being canceled • date the payable was issued • applicable program • net payment amount. 	

491 Canceling Erroneous 2005-2007 CDP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
5 (Cntd)	IF the user wants to...	THEN on the Cancel Payable Selection Screen...	
	cancel a payable associated with CCC-184	<ul style="list-style-type: none"> • ENTER "X" in the "SEL" field next to the payable for cancellation • ENTER "N" to the question, "Has the payment been mailed or transmitted to the producer?" • PRESS "Cmd5" to cancel the payable. <p>Reminder: The payable shall not be canceled if the check is not available in the County Office.</p>	A verification message will be displayed on the Cancel Payable Selection Screen. If the selections are correct, then PRESS "Cmd5" again and Screen ANK52010 will be displayed. Warning: When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.
cancel an EFT payable	<ul style="list-style-type: none"> • ENTER "X" in the "SEL" field next to the payable for cancellation • ENTER "N" to the question, "Has the payment been mailed or transmitted to the producer?" • PRESS "Cmd5" to cancel the payable. <p>Reminder: The payable shall not be canceled if the EFT record has been transmitted.</p>	A verification message will be displayed on Cancel Payable Selection Screen. If the selection is correct, PRESS "Cmd5" again and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. On Screen ABK53005, PRESS "Enter" to print the producer transaction statement. Warning: When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable. Note: Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer's financial institution. See 6-FI for instructions on establishing the receivable.	

491 Canceling Erroneous 2005-2007 CDP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
5 (Cntd)	IF the user wants to...	THEN on the Cancel Payable Selection Screen...	
	end without canceling	PRESS "Cmd7".	Payment Processing Main Menu will be displayed.
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very important that this question be answered accurately.		
	IF CCC-184 is...	THEN on Screen ANK52010...	
	available in the County Office and has not been cashed by the producer	<ul style="list-style-type: none"> • ENTER "Y" to the question, "Is the check to be canceled available?" • PRESS "Enter". 	Screen ANK53005 will be displayed. See 6-FI to complete the cancellation process.
not available	<ul style="list-style-type: none"> • ENTER "N" to the question, "Is the check to be canceled available?" • PRESS "Enter". 	Screen ANK52020 will be displayed. See 6-FI to properly establish the receivable.	

492 Cancel Screen for Canceling a Payable

A Example of Cancel Screen for Canceling a Payable

2005-2007 CDP payments can only be canceled if both of the following are entered on the Producer Selection Screen:

- producer identification, by entering the last 4 digits of the producer’s ID number
- transaction number associated with the payable issued to the selected producer.

The payment cancellation process has been developed to restrict the number of payables displayed on the Cancel Screen for canceling a payable. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable will be canceled accidentally.

The following is an example of the Cancel Screen for canceling a payable.

```

MHADNA                000-COUNTY                SELECTION    MHADNA02
2005-2007 CDP Cancel Screen                Version: AF66  10-12-2007 16:45 Term E0
-----
                                Producer Last Four Digits of ID:

                                OR   Producer Last Name
                                       (Enter Partial Name To Do An Inquiry)

                                and   Transaction Number

Cmd3=Previous Menu                Enter=Continue
    
```

492 Cancel Screen for Canceling a Payable (Continued)

B Error Messages

The following describes error messages that may be displayed on the Cancel Screen for canceling a payable.

Recommendation: The PPH Report includes all payables issued to the producer with the transaction number for each payable. It is recommended that the County Office use the PPH Report to verify the payable to be canceled.

IF the following message is displayed...	THEN...	Action
"Enter Last 4 of ID or Last Name and Transaction Num."	"Enter" was pressed without selecting both a producer and transaction number on the Producer Selection Screen.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
"Invalid ID number - Please Try Again."	either of the following were entered: <ul style="list-style-type: none"> • an ID number and ID type that is not on the name and address file • last 4 digits of the producer ID number do not match any active ID number on the name and address file. 	Ensure that the correct ID number and type, or last 4 digits are entered or, select the producer by entering the producer's last name.
"Entry must be Blank when entering a Producer ID and Type."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
"Invalid Transaction Number. Please Reenter."	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the total payable. See the PPH Report to determine transaction numbers. Note: See paragraph 522 for additional information on the data printed on PPH Report.

492 Cancel Screen for Canceling a Payable (Continued)

B Error Messages (Continued)

IF the following message is displayed...	THEN...	Action
"Total Record NOT Found on Payment History for Selected Transaction Number."	a valid transaction number was entered for a payable associated with the producer, however, the transaction number entered is not for the "total" record.	Enter the transaction number associated with the record for the payable to be canceled. See the PPH Report to determine transaction numbers. Note: See paragraph 522 for additional information on the data printed on the PPH Report.
"Producer Does Not Have an Active Record on the Payment History File."	a valid producer was selected, but there are no records on the payment history file associated with the selected producer.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Selected Producer ID conflicts with the Producer ID on Workstation XX."	a cancellation for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.

493 Cancel Screen for Selecting a Payable for Cancellation

A Example of Cancel Screen for Selecting a Payable for Cancellation

After a payable has been selected on the Cancel Screen for canceling a payable, the Cancel Screen for selecting a payable for cancellation will be displayed with data from the payment history file to allow the user to verify the correct payable has been selected.

The following information will be displayed on the Cancel Screen for selecting a payable for cancellation:

- producer name, 4 digit ID number, and ID type
- transaction number for the “total” record
- payment issue date
- net payment amount.

Note: Since the payable was selected by entering the transaction number on the Cancel Screen for canceling a payable, only 1 payable will be displayed on the Cancel Screen for selecting a payable for cancellation.

The following is an example of the Cancel Screen for selecting a payable for cancellation.

```

MHADNS                107-Tulare                SELECT                MHADNS01
2005-2007 CDP Cancel Screen                Version: AF66    10-12-2007 12:51    Term E0
-----
                SELECT PAYABLE FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name:      John Doe                Producer ID:      6789 S
Transaction Number: W123456789

SEL      Issue Date      Net Payment
---      10-12-2007      $18,235

                Has the payment been mailed or transmitted to the producer?  ___

Cmd5=Update      Cmd7=End
    
```

493 Cancel Screen for Selecting a Payable for Cancellation (Continued)

B Required Fields on the Cancel Screen for Selecting a Payable for Cancellation

The following fields require entry on the Cancel Screen for selecting a payable for cancellation.

Field	Description/Action	
SEL	Allows the user to select the payable to be canceled. ENTER "X" next to the payable to be canceled.	
<p data-bbox="305 516 735 579">"Has the payment been mailed or transmitted to the producer?"</p> <p data-bbox="305 621 719 800">Note: Answering this question may not affect whether receivables are created when the cancellation is complete.</p>	ENTER "Y" or "N".	
	IF...	THEN the...
	<p data-bbox="751 594 1101 632">"N" was entered</p> <p data-bbox="751 663 1084 842">Note: This indicates the payment is in the County Office or EFT has not been transmitted.</p>	<p data-bbox="1117 594 1474 695">message, "If selection is correct, PRESS 'CMD5' to verify", will be displayed.</p>
<p data-bbox="751 852 1101 890">"Y" was entered</p> <p data-bbox="751 921 1084 1062">Note: This indicates the payment has been issued to the producer.</p>	<p data-bbox="1117 852 1458 1094">informational message, "Receivables may be created if the user presses 'Cmd5' to continue", will be displayed. This is the last opportunity to exit without canceling.</p>	

493 Cancel Screen for Selecting a Payable for Cancellation (Continued)

C Error Messages on the Cancel Screen for Selecting a Payable for Cancellation

The following describes the error messages that may be displayed on the Cancel Screen for selecting a payable for cancellation and the action that shall be taken.

IF the following message is displayed...	THEN...	Action
"Invalid Response"	something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
	something other than "Y" or "N" was entered in the "Has the payment been mailed or transmitted to the producer?" field.	ENTER "Y" or "N".
"If Selection is correct, PRESS 'Cmd5' to verify"	the payable was selected for cancellation and required field entries have been entered.	<p>Do either of the following:</p> <ul style="list-style-type: none"> • if the selected payable is correct, PRESS "Cmd5" again to complete the cancellation • if the selected payable is not correct, PRESS "Cmd7" to end processing. <p>Warning: After "Cmd5" is pressed, user will not have another opportunity to end processing without canceling the payable.</p>

494 Canceling 2005/2006/2007 CDP Payment Process**A When Not to Cancel a Payable During Batch Processing**

Paragraph 475 provides procedures for the CDP payment process and steps to be taken during system processing. A problem will result if a user cancels the payment process from the system console. The payment process should **not** be canceled once processing has begun. As a result of canceling the payment process:

- the payment data for all “B”, “A”, and “O” batches is left behind on the system in such a way that the data can no longer go through the accounting process
- there is no way to complete issuing payments to producers in those payment batches as the system is designed to continue processing a properly suspended payment batch only
- producers will **not** be issued a 2005-2007 CDP payment
- County Offices will require assistance from the National Help Desk if a 2005-2007 CDP payment process has been erroneously canceled.

B Identifying an Erroneously Canceled Payment Process

County Offices can recognize the problem in 1 of 2 ways.

- A single producer is selected for processing on the Producer Selection Screen. If that producer was involved in a previously canceled payment batch, then the payment screens will display as if a payment is being calculated, but will return the user to Payment Processing Main Menu without displaying the Batch Check and Printing Control Screen.
- After running a payment batch, any producer involved in the previously canceled payment batch will not be listed on either the pending or nonpayment register.

The National Help Desk should be contacted if a 2005-2007 CDP payment batch has been erroneously canceled.

495-500 (Reserved)

Section 4 Overpayment Processing

501 General Overpayment Provisions

A Introduction

The automated CDP overpayment process is an integrated process that reads a wide range of files to determine whether payments issued to a producer were earned in full or in part.

The process for determining overpayments is similar to that used for computing payments. See paragraph 472 for additional information on the process for computing payment amounts.

B Running the Overpayment Process

Overpayments may be calculated at any time by 1 of the following methods:

- specific producer
- all producers.

However, the system will force an “ALL” process to be run every 60 calendar days. If it has been 60 calendar days since the last “ALL” overpayment batch has been run, the following message will be displayed, “The Overpayment File is more than 60 calendar days old. All overpayments must be run, do you want to run an “ALL” overpayment cycle at this time? ENTER “Y” to run the all cycle or “N” to end this process.”

Note: An “ALL” overpayment batch will automatically be executed the first time option 1, “Compute Overpayments”, on Menu MHADO2 is accessed.

If this message is received, overpayments may not be processed for a specific producer until this “ALL” batch has been completed.

Note: Each time the overpayment process is run, the previous overpayment file will be deleted.

C Required Processing

Overpayments shall be calculated for **all** producers at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

501 General Overpayment Provisions (Continued)**D Collecting Overpayments**

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify that the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

E Overpayment Less Than \$100

See 58-FI for small balance write-offs or debts of \$25 to \$100.

F DD Review

DD's shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

G Register Retention

County Offices shall retain copies of 2005-2007 CDP overpayment registers for 1 year from the date the overpayment register is prepared.

502 Charging Interest

A Introduction

Program interest shall be charged on all 2005-2007 CDP overpayments to producers when the:

- producer becomes ineligible after payments have been issued
- COC has determined fraud, scheme, or device for the producer.

B When Program Interest Applies

A producer will be charged program interest if COC determines that the producer is ineligible for payment. Reasons for ineligibility include, but are not limited to, the following:

- erroneously or fraudulently represented any fact affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of 2005-2007 CDP
- misrepresented their interest and subsequently received a 2005-2007 CDP payment
- did **not** meet commensurate contribution requirements for “person”
- does **not** meet AGI requirements
- does **not** meet conservation compliance provisions
- does **not** meet controlled substance provisions.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to CRS.

C When Not to Charge Interest

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
- returns CCC-184 without being cashed
- refunds the payment voluntarily.

503 Debt Basis Codes**A Introduction**

The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. Under certain conditions, the displayed debt basis code may be changed. However, it is important that the debt basis code transferred to CRS is correct to track all overpayments.

B Overpayments Found as Result of Audits

If an overpayment is discovered as the result of an audit, the first 2 digits of the debt basis code **must** be changed to “19”. The system will then require that the audit number that identified the overpayment be entered in the “Audit No.” field.

503 Debt Basis Codes (Continued)

C Allowable Basis Codes

The appropriate debt basis code will be displayed based on the condition that caused the overpayment, however, in some cases the code displayed should be changed to:

- “10-421” if the producer did not comply with program requirements
- “10-423” for fraud, scheme, or device.

The following identifies the system-displayed debt basis codes and specifies whether the code can be changed.

IF the overpayment message is...	THEN the system will default the basis code to...	And the debt basis code...
“Producer has exceeded effective payment limitation.”	“10-426”	cannot be changed.
“Producer is not eligible due to person determination status.”	“10-427”	can be changed to: <ul style="list-style-type: none"> • “10-421” or “19-421” • “19-423” or “19-423” • “10-428” or “19-428” • “10-429” or “19-429”.
“Producer is not eligible due to AD-1026 certification status.”		
“Producer is not eligible due to conservation compliance violation.”		
“Producer is not eligible due to controlled substance violation.”		
“Producer is not eligible due to Fraud, including FCIC, violation.”		
“Producer does not meet AGI provisions.”		
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	“10-428”	can be changed to: <ul style="list-style-type: none"> • “10-421” or “19-421” • “10-423” or “19-423” • “10-428” or “19-428” • “10-429” or “19-429”.

503 Debt Basis Codes (Continued)

C Allowable Basis Codes (Continued)

IF the overpayment message is...	THEN the system will default the basis code to...	and the debt basis code...
any of the following: <ul style="list-style-type: none"> • “Application is not approved for payment.” • “Producer is a federal entity and not eligible for program benefits.” • “Member information not found for the joint operation.” • “Application is approved, but producer ID number and/or business type is not valid for payment purposes.” 	“10-429”	cannot be changed.

D Interest Information

The following interest information must be recorded if the debt basis code is “10-421”, “10-423”, “10-427”, “19-421”, “19-423”, or “19-427”:

- interest start date should be the date of the original 2005/2006/2007
- CDP disbursement, as applicable
- interest rate:
 - must be greater than 0 and less than 25
 - should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.

504 (Reserved)

505 Accessing the Overpayment Software

A Accessing Overpayment Processing Menu

2005-2007 CDP overpayment processing options are accessed from the Payment Processing Main Menu. Access each of the overpayment processes according to paragraph 474.

Reminder: The 2005-2007 CDP overpayment process determines the most beneficial year based on all applications filed and approved for payment for 2005, 2006, and 2007 crop losses. As a result, all CDP overpayments are computed through the same process regardless of the year of the overpayment.

B Example of Overpayment Processing Menu

The following is an example of the Overpayment Processing Menu.

```

Command                                MHAXXX                                E0
2005 CDP Overpayment Processing Menu
-----
      1. Compute Overpayments
      2. Reprint Overpayment Register
      3. Transfer Overpayments to CRS
      4. Cancel Overpayments

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      22. Return to Office Selection Screen
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".

```

506 Computing Overpayments

A Processing Overpayments

County Offices shall compute 2005-2007 CDP overpayments according to the following.

Step	Action	Result	
1	Access the Overpayment Processing Menu according to subparagraph 505 A.		
2	ENTER "1", "Compute Overpayments", and PRESS "Enter".	The Printer Selection Screen will be displayed.	
3	The Printer Selection Screen allows the user the select the printer where the overpayment register should be sent after overpayments have been computed. <ul style="list-style-type: none"> • Enter the printer ID number. • PRESS "Enter". 	The producer overpayment Selection Screen will be displayed.	
4	The producer overpayment Selection Screen provides users with several options for processing overpayments. Select either a specific producer or all producers according to the following.		
	Selection	Action	Result
	Process overpayments for all producers.	ENTER "ALL" in the "Enter all for all Producers" field, and PRESS "Enter".	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
Process overpayments for a selected producer.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. 	If the selected producer is on the payment history file, then the overpayment process will run for the selected producer to determine whether the producer is overpaid. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.	
5	After the overpayment computation process has completed: <ul style="list-style-type: none"> • the Overpayment Processing Menu will be redisplayed • the overpayment register will be sent to the printer selected in step 3. 		

506 Computing Overpayments (Continued)

B Error Messages

The following provides messages that may be displayed while computing overpayments.

Message	Reason for Message	County Office Action	
		IF the...	THEN...
“Invalid ID Number - Please Try Again.”	The producer selected is not on the payment history file.	correct producer was selected	no action is necessary because the producer: <ul style="list-style-type: none"> • has not been issued a payment • is not overpaid.
		incorrect producer was selected	re-enter the correct producer selection criteria.
“More Than 1 Method Used for Producer Selection.”	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.	
“Must enter Last 4 of Producer ID or Name.”	“Enter” was pressed without selecting a producer on the producer overpayment Selection Screen.	Select a specific producer or all producers.	
“The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the cycle or ‘N’ to end this process.”	An “ALL” overpayment batch has not been run in the last 60 calendar days, and the user is trying to process a producer or selected producers.	An “ALL” overpayment batch must be completed before overpayments can be processed for a specific producer or selected producers.	
“The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS “Enter” to terminate this request.”	The overpayment process can only be accessed from 1 workstation at a time.	Access the overpayment process after the current overpayment job is completed from the other terminal.	

507 Transferring Overpayment Amounts to CRS

A Action Required Before Establishing Receivables

Before any overpayment is transferred to CRS, County Offices shall verify that the overpayment amount listed on the overpayment register is actually a debt due by the producer. If it is determined that the overpayment is **not** a legitimate overpayment, County Offices shall correct conditions causing the producer to be erroneously listed on the overpayment register to ensure that the overpayment is not inadvertently transferred to CRS.

B Transferring Amounts to CRS

Once it has been determined that the producer is actually overpaid and that a receivable should be established, County Offices shall transfer the overpayment to CRS according to the following.

Step	Action	Result
1	Access the Overpayment Processing Menu according to subparagraph 505 A.	
2	ENTER "3", "Transfer Overpayments to CRS", and PRESS "Enter".	<p>The Producer Selection Screen will be displayed.</p> <p>Note: The message, "No Overpayments To Be Selected", will be displayed if there are not any calculated overpayments on the overpayment file.</p>

507 Transferring Overpayment Amounts to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result								
3	The Producer Selection Screen provides users with several options for selecting which overpayment amounts listed on the overpayment register should be transferred to CRS. Select either a specific producer or all producers according to the following.									
	<table border="1"> <thead> <tr> <th data-bbox="378 436 630 474">Selection</th> <th data-bbox="630 436 1049 474">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 474 630 657">Display all producers listed on the overpayment register.</td> <td data-bbox="630 474 1049 657">ENTER "ALL" in the "Enter "ALL" for all producers" field, and PRESS "Enter".</td> </tr> <tr> <td data-bbox="378 657 630 1171">Display a selected producer listed on the overpayment register.</td> <td data-bbox="630 657 1049 1171"> Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. PRESS "Enter". </td> </tr> </tbody> </table>	Selection	Action	Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter "ALL" for all producers" field, and PRESS "Enter".	Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. PRESS "Enter".	<table border="1"> <tbody> <tr> <td data-bbox="1049 474 1485 657">All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.</td> </tr> <tr> <td data-bbox="1049 657 1485 1171"> The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer. </td> </tr> </tbody> </table>	All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.	The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.
Selection	Action									
Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter "ALL" for all producers" field, and PRESS "Enter".									
Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. PRESS "Enter".									
All producers listed on the most recently computed overpayment register will be displayed on the Overpayments Selection Screen.										
The Overpayments Selection Screen will be displayed with general information about all overpayments for the selected producer. Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed to allow the user to select the desired producer.										

507 Transferring Overpayment Amounts to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result				
4	The Overpayments Selection Screen allows users to select which overpayments should be transferred to CRS.					
	<table border="1"> <thead> <tr> <th data-bbox="378 394 716 432">IF the user wants to...</th> <th data-bbox="716 394 1096 432">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="378 432 716 1209">continue with the transfer process</td> <td data-bbox="716 432 1096 1209"> <ul style="list-style-type: none"> • ENTER “X” in the “Sel” column next to each overpayment that should be transferred to CRS • PRESS “Cmd5”. <p>Note: If more than 9 overpayment records exist for the producers selected on the Overpayments Selection Screen, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p> </td> </tr> </tbody> </table>	IF the user wants to...	THEN...	continue with the transfer process	<ul style="list-style-type: none"> • ENTER “X” in the “Sel” column next to each overpayment that should be transferred to CRS • PRESS “Cmd5”. <p>Note: If more than 9 overpayment records exist for the producers selected on the Overpayments Selection Screen, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>	<p>The Overpayments Transfer Confirmation Screen will be displayed for each overpayment amount selected for transfer to CRS.</p> <p>Note: If the producer is a joint operation, the Overpayments Transfer Confirmation Screen will be displayed for:</p> <ul style="list-style-type: none"> • each member of the joint operation that has an overpayment condition • the joint operation.
IF the user wants to...	THEN...					
continue with the transfer process	<ul style="list-style-type: none"> • ENTER “X” in the “Sel” column next to each overpayment that should be transferred to CRS • PRESS “Cmd5”. <p>Note: If more than 9 overpayment records exist for the producers selected on the Overpayments Selection Screen, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>					
	end the process without transferring the overpayment to CRS	PRESS “Cmd7”. The Overpayments Processing Menu will be redisplayed.				

507 Transferring Overpayment Amounts to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result		
5	<p>The Overpayments Transfer Confirmation Screen will be displayed for each selected overpayment. Users have the option of:</p> <ul style="list-style-type: none"> • skipping the overpayment without transferring it to CRS • transferring the calculated data to CRS as is • adjusting the data displayed for the overpayment before the data is transferred to CRS. <p>Note: Depending on the type of overpayment, County Offices can adjust some of the data displayed on the Overpayments Transfer Confirmation Screen according to subparagraph 510 B.</p>			
	IF the user wants to...	THEN...		
	transfer the data to CRS as it is displayed	PRESS "Enter" to display the next overpayment record.	<p>IF...</p> <p>there are additional overpayment records that were selected on the Overpayments Selection Screen</p>	<p>THEN...</p> <p>the Overpayments Transfer Confirmation Screen will be redisplayed each time "Enter" is pressed.</p>
			all overpayment records have been processed	<ul style="list-style-type: none"> • PRESS "Cmd5" to transfer the overpayment to CRS • The Overpayments Screen for batch overpayment printing control will be displayed.

507 Transferring Overpayment Amounts to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action		Result	
5 (Cntd)	IF the user wants to...	THEN...	IF...	THEN...
	adjust the data before transferring the overpayment to CRS	<ul style="list-style-type: none"> • adjust the data according to subparagraph 510 B • PRESS “Enter” to display the next overpayment record. 	there are additional overpayment records that were selected on the Overpayments Selection Screen	the Overpayments Transfer Confirmation Screen will be redisplayed each time “Enter” is pressed.
			all overpayment records have been processed	<ul style="list-style-type: none"> • PRESS “Cmd5” to transfer the overpayment to CRS • the Overpayments Screen for batch overpayment printing control will be displayed.
	skip the displayed overpayment record	PRESS “Cmd2”.	The Overpayments Transfer Confirmation Screen will be redisplayed with data for the next overpayment record.	
end the process without transferring any overpayments to CRS	PRESS “Cmd7”.	The Overpayments Processing Menu will be redisplayed.		

507 Transferring Overpayment Amounts to CRS (Continued)

B Transferring Amounts to CRS (Continued)

Step	Action	Result
6	<p>The Overpayments Screen for batch overpayment printing control will be displayed for the overpayments processed on Transfer Overpayments Selection Screen. Overpayments are sorted into the “B” and “O” overpayment batches. See paragraph 511 for a complete description of the payment batches.</p> <p>On the Overpayments Screen for batch overpayment printing control, do either of the following.</p>	
	<p>IF the user wants to...</p>	<p>THEN ENTER...</p>
	<p>complete the overpayment transfer process for either of the payment batches</p>	<p>“Y” next to the overpayment batch to be processed.</p> <p>Note: The entire batch must be completed before the next payment batch can be processed.</p>
	<p>suspend the overpayment batch for later processing</p>	<p>The payables are passed through the accounting interface for processing. Complete the overpayment process and print the notification letter according to 67-FI.</p> <p>The Overpayments Processing Menu will be redisplayed.</p>

508 Producer Selection Screen for Overpayments

A Example of Producer Selection Screen for Overpayments

The following is an example of the Producer Selection Screen for overpayments. Overpayments can only be processed by producer. However, a variety of options have been developed to provide flexibility in overpayment processing. Overpayments can be processed for:

- all producers
- a specific producer by entering the producer’s last name or the last 4 digits of the producer’s ID number.

Note: The Producer Selection Screen for overpayments is used in processing the following:

- compute overpayments
- transfer overpayments to CRS.

```

MHADXX          000-County          SELECTION      MHADXXXX
2005-2007 CDP Selection Screen      Version: AF66   10-12-2007   14:56  Term E0
-----
Enter "ALL" for all Producers      _____
OR   Producer Last Four Digits of ID:  _____
OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry)  _____

Enter=Continue  Cmd3=Previous Menu
    
```

508 Producer Selection Screen for Overpayments (Continued)

B Error Messages on Producer Selection Screen for Overpayments

The following describes the error messages that may be displayed on the Producer Selection Screen for overpayments.

Error Message	Explanation	Action
“Must Enter Producer’s Last Name, or Last 4 digit ID.”	“Enter” was pressed without selecting a producer on the Producer Selection Screen for overpayments.	Select a specific producer or all producers.
“Invalid ID number - Please Try Again.”	An ID number was entered that is not on the name and address file.	Ensure the correct ID number is entered or select the producer by entering the producer’s last name.
“No Producer Selected - Please Try Again.”	The last 4 digits of an ID number were entered, but a match was not found on the name and address file.	Ensure that the correct last 4 digits of the ID number are entered or select the producer by entering the producer’s last name.
<ul style="list-style-type: none"> • “Entry Must Be Blank When Entering Last 4 of Producer ID.” • “Entry Must Be Blank When Entering a Producer Last Name.” 	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

509 Overpayments Selection Screen

A Example of Overpayments Selection Screen

After producers with overpayments have been selected on the Producer Selection Screen for overpayments, all overpayment records for the selected producers will be displayed on the Overpayments Selection Screen. General data applicable to the overpayment will be displayed, including:

- producers name, ID number, and ID type
- net overpayment amount.

Note: If a member of a joint operation is listed on the overpayment register, then the joint operation will be listed on the Overpayments Selection Screen. The overpayment data for the member will not be displayed until the Overpayments Transfer Confirmation Screen is displayed.

```

MHADXX          107-XXXXXX          CONTROL          MHADXXXX
2005-2007 CDP Overpayments          Version: AF66  10-12-2007 14:59 TERM E0
-----
Enter an 'X' in the SEL column to select producer for overpayment processing

SEL Producer name          Producer ID          Overpayment
                          Amount
      A JOHNSON          6789 S          $750

Cmd5=Update  Cmd7=End
    
```

B Selecting Overpayments To Be Transferred to CRS

Overpayment amounts computed for selected producers will be displayed on Overpayments Selection Screen. Select each overpayment record that should be transferred to CRS by entering “X” in the “SEL” field.

Note: Only select overpayment records that have been verified as a true debt. Do **not** select any overpayment record that should not be sent to CRS.

If there are more than 9 overpayment records for producers selected on the Overpayments Selection Screen, use the roll keys to scroll through the producers displayed on the screen to “indicate” the records that should be transferred. ENTER “X” in the “SEL” field next to each overpayment that should be transferred to CRS.

When all overpayments have been “indicated”, PRESS “Cmd5” to continue the CRS transfer process.

Note: None of the data displayed on the Overpayments Selection Screen can be modified.

509 Overpayments Selection Screen (Continued)

C Error Messages

The following describes the error messages that may be displayed on the Overpayments Selection Screen.

Error Message	Explanation	Action	
"Invalid Response - Only Cmd5 and Cmd7 are allowed."	Something other than "Cmd5" or "Cmd7" was pressed.	IF all overpayment records...	THEN...
		have been "marked" for transfer	PRESS "Cmd5" to continue with the transfer process.
		have not been "marked" for transfer	<ul style="list-style-type: none"> • place "X" in the "SEL" field next to each overpayment that should be transferred to CRS • PRESS "Cmd5" to continue with the transfer process.
"Invalid Response - Enter 'X' to Select Overpayment."	Something other than "X" was entered in the "SEL" field.		

510 Overpayments Transfer Confirmation Screen

A Example of Overpayments Transfer Confirmation Screen

After overpayments have been selected for transfer, the Overpayments Transfer Confirmation Screen will be displayed for:

- each selected overpayment record
- members of joint operations.

County Offices are allowed to adjust overpayment data on the Overpayments Transfer Confirmation Screen before transferring the overpayment to CRS. See subparagraph B for additional information on which fields can be adjusted.

Important: Adjust overpayment data on the Overpayments Transfer Confirmation Screen before transferring the overpayment to CRS. The data cannot be adjusted after it is updated in CRS.

The following is an example of the Overpayments Transfer Confirmation Screen.

```

MHADXX          107-TULARE          Selection      MHADXXXX
2005-2007 CDP Overpayments          Version: AF66  10-12-2007 16:02 TERM E0
-----
Producer ID/Name      6789 S      SAM JOHNSON
Member ID/Name

Basis Code 10427

Overpayment Amount:      $750

Interest Start Date      Interest Rate
      _____      _____

Cmd7=End  Cmd5=Transfer Selected Records
Cmd2=Skip this Payment                                Enter=Continue

```

510 Overpayments Transfer Confirmation Screen (Continued)

B Fields on Overpayments Transfer Confirmation Screen

The following describes the fields on the Overpayments Transfer Confirmation Screen and provides an explanation of the information displayed. County Offices are allowed to adjust or modify certain data depending on the type of overpayment that exists.

Field	Information Displayed	What Can Be Changed
Last 4 of Producer ID/ Name	The producer's or entity's: <ul style="list-style-type: none"> • last 4 of ID number and type • name. 	
Member ID/ Name	If the entity is a joint operation, the member's: <ul style="list-style-type: none"> • ID number and type • name. 	
Basis Code	The basis code associated with the overpayment.	The basis code will be displayed based on the reason for the overpayment. Only certain debt basis codes can be changed. See paragraph 503 for additional information on debt basis codes. Note: The debt basis code cannot be changed for members of joint operations. If the debt basis code should be changed, change the debt basis code displayed on the joint operation record.
Audit No.		If the debt basis code is changed to one that begins with "19", the "Audit No." field will be displayed so the audit number that identified the overpayment can be entered.

510 Overpayments Transfer Confirmation Screen (Continued)

B Fields on Overpayments Transfer Confirmation Screen (Continued)

Field	Information Displayed	What Can Be Changed
<p>Overpayment Amount</p> <hr/> <p>Pay Limit Amount</p>	<p>The amount of the overpayment.</p> <p>All amounts will be displayed in the “Overpayment Amount” field except those resulting from a payment limitation overpayment.</p> <p>Note: Only the applicable field will be displayed.</p>	<p>The overpayment amount may be reduced or increased. If the overpayment is changed, a reason code must be entered.</p> <p>Note: The amount cannot be adjusted if the record displayed is for a joint operation. If the overpayment amount should be adjusted, adjust the applicable member’s record.</p>
<p>Interest Start Date</p>		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> • “10-421” or “19-421” • “10-427” or “19-427”. <p>Note: The interest start date should be the date of the original 2005/2006/2007 CDP disbursement.</p>
<p>Interest Rate</p>		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> • “10-421” or “19-421” • “10-427” or “19-427”. <p>Note: The interest rate:</p> <ul style="list-style-type: none"> • must be greater than 0 and less than 25 • should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.

510 Overpayments Transfer Confirmation Screen (Continued)

C Error Messages

The following describes the error messages that may be displayed on the Overpayments Transfer Confirmation Screen.

Error Message	Explanation	Action
“Invalid Entry - Basis Code Must be Entered.”	The displayed debt basis code was removed and a valid debt basis code was not entered.	Enter a valid debt basis code. See paragraph 503 for additional information on valid debt basis codes.
“Invalid Basis Code - Please Re-enter.”	The displayed debt basis code was changed to an invalid debt basis code.	
“Interest Start Date & Interest Rate Required for This Debt Basis Code.”	An interest start date and/or interest rate were not entered.	Enter the following: <ul style="list-style-type: none"> • date the payment was originally issued • interest rate in effect on the date the payment was issued.
“Interest Rate Required for This Debt Basis Code.”	An interest start date was entered, but an interest rate was not entered.	Enter interest rate in effect on the date the payment was issued.
“Invalid Date - Please Re-enter.”	The interest start date entered is a date before the payment was issued.	Enter the date the payment was issued. Print PPH Report to determine the payment issue date.
“Interest Start Date Cannot be Greater than Current Date.”	The interest start date entered is greater than the system date.	
“Invalid Entry - Interest Rate Cannot Exceed 25.00.”	An invalid interest rate was entered.	See 50-FI for interest rates.

510 Overpayments Transfer Confirmation Screen (Continued)

C Error Messages (Continued)

Error Message	Explanation	Action	
"Reason Code Required If Overpayment Amount is Adjusted."	The overpayment amount displayed was either increased or decreased.	Enter 1 of the following reason codes to justify the adjustment:	
"Invalid Entry - Press Cmd13 for List of Valid Reason Codes."	An invalid reason code was entered.	<ul style="list-style-type: none"> • "1" - Eligibility is Incorrect • "2" - Payment Limitation • "3" - Finality Rule • "9" - Other. <p>Note: "Cmd13" can also be pressed to display a pop-up screen with the applicable reason codes.</p>	
"Invalid Response - Only Cmd2, Cmd7, and ENTER are allowed."	Something other than "Cmd2", "Cmd7", or "Enter" was pressed on a screen displaying an overpayment for a member of a joint operation.	IF the displayed overpayment record should be...	THEN...
		transferred to CRS	PRESS "Enter" to continue the transfer process.
		skipped	PRESS "Cmd2".

511 Overpayments Screen for Batch Overpayment Printing Control

A Example of Overpayments Screen for Batch Overpayment Printing Control

After overpayments have been confirmed for transfer to CRS, the Overpayments Screen for batch overpayment printing control will be displayed with the number of overpayment work records:

- to be processed
- that have been processed
- remaining to be processed.

The following is an example of the Overpayments Screen for batch overpayment printing control.

```

MHADXX          000 County          ENTRY          MHADXXXX
2005-2007 CDP Overpayments          Version: AF66  10-12-2007 16:05 Term E0
-----
                                BATCH OVERPAYMENT PRINTING CONTROL

                                5 Records to be processed
                                0 Have been processed
                                5 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

                                5 "B" (regular overpayment) work records to be processed
                                0 "O" (Joint Operation) work records to be processed

                                                                Enter-Continue

```

B Sorting Overpayment Records

Overpayments are sorted into the following 2 categories for 2005-2007 CDP payments.

- “B”atch - regular overpayments that have no special circumstances. These records are sent in batches of 75 or less.
- “O”nline - overpayments records for producers with the following entities types are sent in batches of 10 or less:
 - General Partnership
 - Joint Venture
 - Limited Partnership
 - Trust – Revocable.

511 Overpayments Screen for Batch Overpayment Printing Control (Continued)

C Selecting Batches to Print

Batches of overpayments may be selected to complete the CRS transfer process and print the initial notification letter. The following provisions apply to the batch overpayment processing.

- When an overpayment batch is selected, that entire batch must be completed before selecting the other batch.
- Batches may be selected in either order.
- After an overpayment batch completes printing, the option to select that batch is no longer available.

512 Canceling Overpayments

A Overview

If it is discovered that an overpayment has been transferred to CRS erroneously, then the overpayment **cannot** be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

Note: See 67-FI for additional information about deleting receivable collections.

If an error is determined, then the overpayment shall be canceled by accessing option 4, “Cancel Overpayments” on the Overpayments Processing Menu.

B Steps to Cancel Overpayments

The overpayment cancellation process has been developed to restrict the number of overpayments displayed on the overpayments Cancel Screen. This:

- ensures the correct overpayment is displayed for a requested producer
- reduces the possibility that the wrong overpayment is accidentally canceled.

County Offices shall take extra caution to ensure that the correct overpayment is selected for cancellation by printing PPH Report according to paragraph 522.

Cancel erroneous overpayments according to the following.

Step	Action	Result
1	Access the Overpayments Processing Menu according to paragraph 505.	
2	ENTER “4”, “Cancel Overpayments”, and PRESS “Enter”.	The Cancel Screen to select an overpaid producer will be displayed.
3	The Cancel Screen for selecting a producer to cancel an overpayment requires the user to enter specific data about the payable to be canceled. See subparagraph 513 A for additional information on the producer selection Cancel Screen.	

512 Canceling Overpayments (Continued)

B Steps to Cancel Overpayments (Continued)

Step	Action		Result
3 (Cntd)	IF the user wants to...	THEN...	
	continue with the overpayment cancellation	<ul style="list-style-type: none"> • enter the following data: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number, or the producer’s last name • transaction number for the overpayment to be canceled <p>Notes: These are identified on the PPH Report with “RECV” as the payment type.</p> <p>If the overpayment was established for a joint operation, the transaction number for the joint operation must be entered.</p> <ul style="list-style-type: none"> • PRESS “Enter”. 	If there is a receivable record on the payment history file that matches the criteria entered, the Overpayments Cancellation Screen will be displayed. <p>Note: If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed allowing the user to select the desired producer.</p>
	end processing without accessing the overpayment	PRESS “Cmd7”.	The Overpayments Processing Menu will be redisplayed.
4	The Cancel Screen for selecting overpayment for cancellation provides users with information about the overpayment being canceled, including: <ul style="list-style-type: none"> • producer name, last 4 digits of the ID number, and type • transaction number for the overpayment being canceled • date the receivable was established • net overpayment amount. 		
	IF the user wants to...	THEN, on the Cancel Screen for selecting overpayment for cancellation...	Result
	cancel a displayed overpayment	ENTER “X” in the “SEL” field next to the overpayment for cancellation.	A verification message will be displayed.
	end without processing	PRESS “Cmd7”.	The Overpayments Processing Menu will be redisplayed.

513 Cancel Screen for Selecting a Producer to Cancel an Overpayment

A Example of Cancel Screen for Selecting a Producer to Cancel an Overpayment

Overpayments can only be canceled if both of the following are entered on the Cancel Screen for selecting a producer to cancel an overpayment:

- producer identification by entering last 4 digits of the producer’s ID number
- transaction number associated with the overpayment for the identified producer.

The following is an example of the Cancel Screen for selecting a producer to cancel an overpayment.

```
MHADXX          107-TULARE          SELECTION          MHADXXXX
2005-2007 CDP Cancel Screen          Version: AF66 10-12-2007 16:20 Term E0
-----
Enter "ALL" for all Producers_____
OR   Producer Last Four Digits of ID:      _____
OR   Producer Last Name                    _____
      (Enter Partial Name To Do An Inquiry)
and  Transaction Number                    _____
Cmd3=Previous Menu                          Enter=Continue
```

513 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

B Error Messages

This following describes the error messages that may be displayed on the Cancel Screen for selecting a producer to cancel an overpayment.

Recommendation: The PPH Report includes all transactions associated with the producer along with the transaction number for each transaction. It is recommended that County Offices use the PPH Report to verify the overpayment to be canceled.

IF the following message is displayed...	THEN...	Action
"Must Enter a Producer and Transaction Number."	"Enter" was pressed without selecting both a producer and transaction number on the Cancel Screen for selecting a producer to cancel an overpayment.	Select a specific producer and enter the associated transaction number for the overpayment to be canceled.
"Invalid ID number - Please Try Again."	the last 4 digits of the producer ID number does not match any active ID number on the Name and Address file.	Ensure that the correct last 4 digits are entered or select the producer by entering the last name.
"More Than 1 Method Used for Producer Selection."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

513 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

B Error Messages (Continued)

IF the following message is displayed...	THEN...	Action
<p>“Invalid Transaction Number. Please Reenter.”</p>	<p>a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.</p>	<p>Enter the transaction number associated with the record for the total payable. Refer to the PPH Report to determine transaction numbers.</p> <p>Note: See paragraph 522 for additional information on the data printed on the PPH Report.</p>
	<p>a valid transaction number was entered for an overpayment associated with the producer; however, the transaction number entered is for a member of a joint operation.</p>	<p>Cancel the overpayment using the joint operation’s ID number and transaction number. See PPH Report to determine the transaction number.</p> <p>Note: See paragraph 522 for additional information on the data printed on the PPH Report.</p>
<p>“Selected Producer ID conflicts with the Producer ID or Range of Producer’s ID on Workstation XX.”</p>	<p>cancellation for the producer is being processed on another workstation.</p>	<p>PRESS “Enter” to terminate the request.</p>

514 Cancel Screen for Selecting Overpayment for Cancellation

A Example of Cancel Screen for Selecting Overpayment for Cancellation

After an overpayment has been selected for cancellation on the Producer Selection Screen for Canceling an Overpayment, the Overpayment Cancellation Screen will be displayed with data from the payment history file to allow the user to verify that the correct overpayment has been selected. The following information will be displayed:

- producer name, last 4 digits of the ID number, and ID type
- transaction number for the overpayment record
- date the receivable was established
- net overpayment amount.

Note: Since the transaction number is a required entry on the Cancel Screen for selecting a producer to cancel an overpayment, only 1 overpayment will be displayed for cancellation on the Cancel Screen for selecting overpayment for cancellation.

To continue with the cancellation process, ENTER “X” next to the overpayment record displayed, and PRESS “Cmd5”.

The following is an example of the Cancel Screen for selecting overpayment for cancellation.

```

MHADXX                107 -TULARE                SELECT                MHADXXXX
2005-2007 CDP Cancel Screen                Version: AF66 10-12-2007 16:25 Term E0
-----
                SELECT OVERPAYMENT FOR CANCELLATION

Enter 'X' in the SEL column to select an overpayment for cancellation

Producer Name: SAM JOHNSON                Producer ID: 6789 S
Transaction Number: E009300001

SEL      Transfer Date      Overpayment Amount

   _     08-14-2007          $750

Cmd5=Update Cmd7=End
    
```

514 Cancel Screen for Selecting Overpayment for Cancellation (Continued)

B Error Messages

The following describes the error messages displayed on the Cancel Screen for selecting overpayment for cancellation, and the action that shall be taken.

Error Message	Explanation	Action
"Invalid Response."	Something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
"If Selection is correct, PRESS 'Cmd5' to verify."	The overpayment was selected for cancellation.	Do either of the following: <ul style="list-style-type: none"> • if the selected overpayment should be canceled, PRESS "Cmd5" again to complete the cancellation • if the selected overpayment should not be canceled, PRESS "Cmd7" to end processing.

515 Overpayment Registers

A About the Overpayment Register

When overpayments are computed, an overpayment register will be printed that includes information for each selected producer that is overpaid. This register informs County Offices of the reason the overpayment has been calculated and the amount of the overpayment.

Note: An overpayment register will be printed even if none of the producers in the selected batch are overpaid. The message, “No Exceptions for Selected Producers”, will be printed on the overpayment register.

B Reviewing the Overpayment Register

The overpayment register is automatically printed after all selected overpayments have been computed. County Offices shall review the overpayment register to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

C DD Review

DD’s shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

D Register Retention

County Offices shall retain copies of 2005-2007 CDP overpayment registers for 1 year from the date the overpayment register is prepared.

E Reprinting the Overpayment Register

The overpayment register for the most recent computations can be reprinted by accessing option “2”, “Reprint Overpayment Register”, on the Overpayments Processing Menu.

515 Overpayment Registers (Continued)

F Exception Messages on the Overpayment Register

The following provides messages that may be displayed on the overpayment register.

Note: The overpayment register will list information for joint operations, as well as, the members of the joint operation. If the overpayment reason is because of the joint operation or member instead of the producer, then the message will print with “Joint Operation” or “Member” in place of “Producer”.

Message	Reason for Message
“Application is not approved for payment.”	The application not approved for payment.
“Application is approved, but producer ID number and/or business type is not valid for payment purposes.”	Invalid ID number and/or business type.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file.
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	The total payments issued to the producer exceed the earned payment amount.
“Payment limitation allocation is zero.”	Payment limitation is allocated to zero.
“Producer has exceeded effective payment limitation.”	The producer’s payments exceed the effective payment limitation.
“Producer has refused ALL payments.”	The refuse payment flag in the name and address file is set to “Y” for the selected producer.
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.

515 Overpayment Registers (Continued)

F Exception Messages on the Overpayment Register (Continued)

Message	Reason for Message
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.
“Producer is a Member of joint operation 9999 X.”	The producer is a member of a joint operation. The joint operation ID number is identified in the message.
“AGI share has been determined to be greater than 100%.”	AGI determination was greater than 100 percent.
“Producer is not recorded on entity file.”	The producer is a joint operation or an entity, but there is not a matching ID number and type on the entity file.
“One or more members of joint operation are not eligible for payment.”	Joint operation has 1 or more members that are not eligible for payment.
“Producer is a joint operation.”	The producer has “General Partnership” or “Joint Venture” entity type.

516-520 (Reserved)

Section 5 Payment Registers and Reports

521 Overview

A Introduction

There are a variety of reports and registers that have been developed to assist County Offices with processing payments. These include the following:

- pending payment registers for the “B”, “A”, and “O” payment batches
- nonpayment register for producers who cannot be paid
- PPH print
- FSA-840E
- FSA-840E-1
- FSA-840E-2
- FSA-840E-3
- NASS Season Average Crop Table.

This section describes all reports that have been developed.

B Accessing 2005-2007 CDP Reports Menu MHAD01

The following reports for CDP payment processing can be generated from Menu MHAD01:

- Print Producer Payment History Report
- Print Detailed Estimated Calculated Payment Report
- Print Producer Summary Estimated Calculated Payment Report
- Print NASS Season Average Crop Table Report.

Note: The pending and nonpayment registers are automatically generated after a payment batch has completed processing. These reports cannot be regenerated.

521 Overview (Continued)

B Accessing 2005-2007 CDP Reports Menu MHAD01 (Continued)

Access Menu **MHAD01** according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "15", "2005-2007 Disaster Programs".
6	MHO000	ENTER "8", "Crop Disaster Program – Payment Processing".
7	MHADN0	ENTER "5", "Reports".

522 PPH Print**A Introduction**

PPH is one of the most important reports generated from the payment system. This report identifies all records that have been written to the payment history file, including:

- all payments issued to producers
- payment amounts attributed to members of joint operations
- all payables that have been canceled
- receivable amounts transferred to CRS
- canceled receivables.

County Offices shall use PPH to verify and ensure that CDP payments are issued properly.

B How the Payment History File Is Updated

There are 2 types of records written to the payment history file that will be printed on PPH.

- producer-level records for payments issued to producers and joint operations
- member-level records for amounts attributable to members of joint operations.

The 2005-2007 payment history file is not updated with specific unit and crop data like previous disaster payment processes. The payment calculation process accumulates the net payment amount for all FSA-840's filed by the producer and approved for payment by COC. The total amount for the most beneficial year is written to the payment history file when the payment is issued.

If the producer is a joint operation, a record is also written to the payment history file for each member sharing in the payment.

522 PPH Print (Continued)

C Information on PPH

Depending on the type of record printed, data for certain fields will not be printed. This table describes the information on PPH.

Item/Field	Description		
Producer Name, Address, and last 4 digits of ID Number			
Payment Date	Date of the last transaction for the record.		
Joint Op/Member ID Number	Data will only be printed in this field if PPH is for a joint operation or a member of a joint operation.		
	IF PPH is for...	THEN...	
	joint operation	<ul style="list-style-type: none"> • a record will be printed on PPH for each member of the joint operation that was eligible for a payment • the member's ID number will be printed in this field. 	
member	the joint operation's ID number will be printed in this field.		
Disaster Year	Disaster year applicable to the payment.		
Payment Type	Identifies the status or type of transaction that has been recorded.		
	IF the payment type is...	THEN the record...	
	CHK/EFT	is for a payment issued to the producer. The record with this indicator represents the total combined payment issued to the producer for the most beneficial year.	
	CANCEL	has been canceled through the CDP payment cancellation process.	
	RECV	is for an overpayment amount that has been transferred to CRS.	
	C/RECV	is for an overpayment amount that was sent to CRS, but has been canceled through the CDP overpayment cancellation process.	
blank	is for a member of the joint operation. These records cannot be selected during the payable cancellation process.		
Debt Basis Code	The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. See paragraph 503 for additional information on the debt basis code.		

522 PPH Print (Continued)

C Information on PPH (Continued)

Item/Field	Description
Transaction Number	<p>A system-assigned number used to uniquely identify each payable generated through the CDP payment process. The transaction number is also sent to the accounting system and printed on the producer transaction statement.</p> <p>The transaction number is very important for payables that need to be canceled. To alleviate potential erroneously canceled payables, the transaction number must be entered on Screen MHADNA02, along with the producer ID number or name. Since the record with "CHK/EFT" is the only record sent to the accounting system, the transaction number for the "CHK/EFT" is the only transaction number that can be used on Screen MHADNA02.</p>
Gross Payment	<p>Amount of the calculated payment for all units and crops for the most beneficial year before payment limitation has been applied.</p>
Payment Reduction	<p>Amount that cannot be issued to the producer because:</p> <ul style="list-style-type: none"> • payment limitation was reached <p>Notes: Amounts listed in the payment limitation reduction field represent the amount of the reduction at the time the payment was computed. A "total" payment limitation reduction is not printed on the PPH Report.</p> <p>Records are only written to the payment history file if a payment was issued. If the entire payable was not issued because of payment limitation reductions, then the record is not printed on the PPH Report. County Offices shall use the nonpayment register to determine which payments are not issued and the exact reason the payment was not issued.</p> <ul style="list-style-type: none"> • payment is subject to an AGI reduction.
RNS	<p>The reason code for the payment reduction is either of the following:</p> <ul style="list-style-type: none"> • A - Payment Limitation • B - AGI.
Net Payment	<p>Amount of the calculated payment after all reductions have been applied.</p> <p>Note: This amount reflects all reductions to the payment including payment limitation and AGI.</p>

522 PPH Print (Continued)

D Printing the PPH Report

The PPH Report can be printed for a producer or for members of joint operations according to the following.

Step	Action	Result
1	Access Menu MHAD01 according to subparagraph 521 B.	
2	On the Reports Main Menu, ENTER “1”, “Print Producer Payment History”, and PRESS “Enter”.	The Printer Selection Screen will be displayed.
3	On the Printer Selection Screen, enter the appropriate printer ID and PRESS “Enter”.	The Producer Selection Screen will be displayed.
4	The Producer Selection Screen provides users with several options for printing PPH Reports.	
	IF the user wants to print the PPH Report for...	THEN...
	all producers	ENTER “ALL” in the “Enter Producer ID Number and Type” field.
	a selected producer	enter either of the following and PRESS “Enter”: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number in the “Producers Last Four Digits of ID” field • producer’s last name in the “Producer Last Name” field.
		The PPH Report will be printed for all producers and members of joint operations that are found on the payment history file. The Producer Selection Screen will be redisplayed.
		The PPH Report will be printed for the selected producer if any records are found on the payment history file. The Producer Selection Screen will be redisplayed.

523-532 (Reserved)

533 Pending Payment Registers

A About the Pending Payment Registers

When 2005-2007 CDP payments are processed, pending payment registers will be printed for each selected producer that is eligible for payment. This register informs County Offices of the following:

- amounts of the payment that has been computed
- the specific payment batch the payment will be processed through.

B Payment Batches

The payment batches are as follows.

- “B” - batch payments that have no special circumstances. These payments require no user intervention.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O” - online payments marked in the name and address file as having a flag set for any of the following:
 - receivable
 - claim
 - other agency claim
 - bankruptcy
 - deceased
 - missing
 - incompetent
 - nonresident alien.

Notes: These records **require** user intervention.

Pending payment registers will only be printed for the payment batches being processed.

533 Pending Payment Registers (Continued)

C Reviewing the Pending Payment Registers

The pending payment register is automatically printed after all selected payments have been computed. County Offices shall review the registers to ensure that payments have been computed properly.

Recommendation: It is recommended that the County Office print the producer’s FSA-840 according to paragraph 541 to verify payment amounts.

If a payable is not computed properly, County Offices shall:

- cancel CCC-184 or EFT **immediately** after it is processed
- correct the condition that caused the payable to be computed improperly
- reprocess the payment.

D Information on the 2005-2007 CDP Pending Payment Registers

The following information is printed on the pending payment register.

Field	Contents of Field
Last 4 Digit ID Number and Type	Last 4 digits of a Producer’s ID number and ID type. Note: If the payment is for a joint operation, the joint operation will be printed. Members will not be printed.
Producer Entity Type	Producer entity type.
Producer/Member Name	Name of producer. Notes: If the producer or entity is a joint operation, the name of the joint operation appears first followed by the names of all the members eligible for payment. The Register will print in Producer Name order.
Payment Year	Disaster year payment was issued for.
Gross Payment	Calculated payment amount before AGI or payment limitation reductions have been applied.
Reduction Amount	Amount the payable is being reduced because of an AGI or payment limitation reduction. Note: An amount will only be printed in this field for the commodity on which the producer reaches payment limitation. If a payable is reduced to zero because of payment limitation, the payable will be printed on the nonpayment register.
RSN	Reason code of “A” indicating a payment limitation reduction or “B” indicating an AGI payment reduction.
Net Payment	Calculated payment amount after AGI or payment limitation reductions have been applied.

534 Nonpayment Registers**A About the 2005-2007 CDP Nonpayment Registers**

When payments are processed, a nonpayment register will be printed for each selected producer that is not eligible for payment. This register informs County Offices of the reason the payment is not being issued.

Note: A nonpayment register will be printed even if all the producers in the selected batch are being paid. The message, “No Exceptions for Selected Producers”, will be printed on the nonpayment register.

B Reviewing the Nonpayment Registers

The nonpayment register is automatically printed after all selected payments have been computed. County Offices shall review the nonpayment register to identify conditions that are preventing payments from being issued and take the appropriate action.

C Using the Reconciliation Report

Since 2005-2007 CDP payments are issued through 1 payment process, some messages that have printed on the nonpayment register for past disaster programs will not be printed on the 2005-2007 nonpayment register. However, these messages are printed on the reconciliation report for the applicable year.

County Offices shall print the reconciliation report regularly to ensure that the maximum payment is issued to the producer. See paragraph 417 for additional information on the reconciliation report.

534 Nonpayment Registers (Continued)

D Nonpayment Register Exception Messages

County Offices shall resolve exception messages printed on the nonpayment register according to this table.

Message	Reason for Message	County Office Action
“Payment computed to zero.”	The payment for the producer calculated to zero.	Ensure that the application data is loaded correctly in the system.
“Payment calculated to less than \$1.00.”	The accumulated payment for the producer does not round to at least \$1.	Ensure that the application data is loaded correctly in the system.
“Producer has refused ALL payments.”	The refuse payment flag in the Name and Address file is set to “Y” for the selected producer.	If the producer has: <ul style="list-style-type: none"> • refused program payments, then disregard the message • not refused program payments, then change the refuse payment flag to “N” in the name and address file.
“AGI share has been determined to be greater than 100%.”	AGI share is not correct in the system.	Re-update the producer/member AGI share in the system.
“Invalid ID number and/or business type.”	Application is approved, but the producer ID and/or business type is not valid for payment purposes.	Correct the producer ID type, business type, or both if they are not loaded correctly in SCIMS.
“Payment limitation allocated to zero.”	Payment limitation allocation has not been received from the control County Office.	Contact the control County Office to request a payment limitation allocation. If an allocation cannot be provided, then the producer is not eligible to receive a payment.
“Producer has reached payment limitation.”	Payments issued to the producer exceed the CDP PLM or the effective PLM.	Contact the control County Office to request an increase in the payment limitation allocation. If the limitation cannot be increased, then the producer is not eligible to receive any additional payments.

534 Nonpayment Registers (Continued)

D Nonpayment Register Exception Messages (Continued)

Message	Reason for Message	County Office Action
“One or more members of joint operation are not eligible for payment.”	Joint operation has 1 or more members that are not eligible for payment.	This is an informational message.
“Producer is a member of joint operation 9999 X.”	Member of joint operation is eligible for payment, but joint operation is not eligible	This is an informational message to tie the member back to the joint operation.
“Producer is a Joint Operation.”	The producer has an entity code of “02” or “03”.	This is an informational message and no action is required.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file	Update the joint operation member information in the permitted entity file.
“Producer is not recorded on entity file.”	The producer is a joint operation or entity and is not loaded in the joint operation or entity file according to 2-PL.	Ensure that the joint operation or entity information is loaded correctly in the joint operation or entity file according to 2-PL.
“Producer has a temporary ID number.”	The ID number for the selected producer has an ID type on the name and address file of “T” and the producer’s entity type is not “15”.	Producers with temporary ID numbers are not eligible for payment. Obtain the producer’s ID number and record the information on the application.
“Producer is a federal entity and not eligible for program benefits.”	Producer has a Federal tax ID number.	Do not issue a payment to a Federal entity.

534 Nonpayment Registers (Continued)

D Nonpayment Register Exception Messages (Continued)

Message	Reason for Message	County Office Action
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.	Update the producer eligibility according to COC determinations according to 3-PL. Note: Print Report MABDIG from the System 36 or the web-based Subsidiary Print to determine producer eligibility flag settings.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.	
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.	
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.	
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.	
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.	

535-539 (Reserved)

540 FSA-840E, Estimated Calculated Payment Report - Producer Summary Report

A Introduction

For 2005-2007 CDP, the loss level payment calculations and the 95 percent cap calculations have been incorporated into the detailed calculated payment reports. As a result, the number of pages required to print the detailed calculated payment reports could be numerous.

FSA-840E is a computer-generated document that summarizes the net payment amounts for each unit and crop for each applicable crop year.

B Information on FSA-840E

FSA-840E:

- summarizes the payment data by unit and payment crop groupings
- computes a projected payment for each FSA-840 that has been enrolled and/or approved for payment.

This table describes all the information printed on FSA-840E.

Field	Description
Producer Name and Address	Producer name and mailing address. FSA-840E is producer specific; therefore, only one FSA-840E will be generated for each producer.
Location St-Cty	State and county codes where the land in the unit is physically located.
Unit	The unit number for the crop that was either of the following: <ul style="list-style-type: none"> • downloaded by RMA for insured crops • obtained from the NAP unit file for NAP-covered crops.
Insured Status	Indicator to designate if the unit and crop is insured or NAP-covered.
Crop Name	Crop name corresponding to the payment crop code for the unit.
Pay Type	Payment crop type code assigned for the specified crop, crop type, and intended use.
Planting Period	The applicable planting period for the specified crop.
2005 Calculated Payment	The net-calculated payment amount for the applicable year for all crop type, intended use, practice, and share records for the specified unit and payment grouping.
2006 Calculated Payment	
2007 Calculated Payment	

540 FSA-840E, Estimated Calculated Payment Report - Producer Summary Report (Continued)

B Information on FSA-840E (Continued)

Field	Description
Total Calculated Payment by Year for Enrolled Applications	Total calculated payment for all pay groups for the year of the application when a signature date is present in the system.
Total Calculated Payment by Year for Approved Applications	Total calculated payment for all pay groups for the year of the application when an approval date is present in the system.
Prior Disaster Program Reduction	Amount issued to the producer for a previous HIP or HDP payment.
Total Calculated Payment by Year	Total calculated payment for the year of the application after the Prior Disaster Program Reduction has been applied.

541 Printing FSA-840E

A Printing FSA-840E From Menu MHAD01

FSA-840E can be printed for a specific producer or for all producers. Follow this table to print FSA-840E from Menu **MHAD01**.

Step	Menu or Screen	Action	Result
1		Access Menu MHAD01 according to subparagraph 521 B.	
2	MHAD01	ENTER “3”, “Print Producer Summary Estimated Calculated Payment Report”, and PRESS “Enter”.	Screen MHADRT2 will be displayed.
3	MHADPRT2	Enter the appropriate printer ID and PRESS “Enter”.	Screen MHADN701 will be displayed.
4	MHADN701	Enter either of the following and PRESS “Enter”: <ul style="list-style-type: none"> • “ALL” in the “Enter Producer ID Number and Type” field to print FSA-840E for all producers • select a specific producer by entering any of the following: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number in the “Producer Last Four Digits of ID” field • producer’s last name in the “Producer Last Name” field. 	Menu MHAD01 will be redisplayed.

541 Printing FSA-840E (Continued)**B Printing FSA-840E From the Application Process**

FSA-840E can also be printed from the application worksheet process by pressing “Cmd12” on the Application Approval Screen. When this option is selected, FSA-840E will be printed with the accumulated payment amounts for 2005, 2006, and 2007.

C Distributing FSA-840E

County Offices **shall** provide producers with a copy of FSA-840E.

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops**A Introduction**

FSA-840E-1 is a computer-generated document that prints the calculated payment amount for single-market crops based on the data currently loaded in the CDP application file. FSA-840E-1 includes the detailed payment calculations for:

- production losses
- 95 percent cap reductions for insured and NAP-covered crops.

Reminder: Crops are grouped for payment purposes by unit, planting period, payment crop code, and payment type code. All matching payment crop codes and payment type codes are considered 1 crop for payment purposes.

B Information on the Report

FSA-840E-1:

- contains information for all single-market crop types, intended uses, and practices for the payment grouping

Note: A separate report is printed for each unit and payment crop.

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops (Continued)

B Information on the Report (Continued)

- is organized according to the following:
 - Part A includes detailed payment calculation data production losses including COC adjustments
 - Part B (Reserved for quality)
 - Part C includes detailed 95 percent cap payment reduction data
 - Part D includes the total projected payment amount for the unit and crop.

This table describes all the information printed on FSA-840E-1.

Field	Description	Reference FSA-840
Producer Name, Address, and ID Number	Producer name, mailing address and last 4 digits of the ID number.	Items 1A and 2
Crop Name	Crop name for the unit.	Item 5
Planting Period	The applicable planting period for the specified crop.	Item 6
Unit Number	The unit number for the crop.	Item 7
Location State	State and county code where the crop is located.	Item 3
Location County		
Insured Status	Insured status for the crop and payment level of 42 percent.	Item 10
Part A - Production Loss Payment Calculation		
Part A contains the detailed payment calculation data for production losses for yield-based single-market crops that have been loaded in CDP application file. The calculated payment amount in this part may also include quality, if production was adjusted by RMA or COC. The following information is printed for each crop type, intended use, and practice for the specified unit and crop definition.		
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 31
Stage	Harvest stage for the specified crop type.	Item 40
Int Use	Intended or actual use for the specified crop and crop type.	Item 33
Prac	Practice for the specified crop and crop type. For insured data, the RMA practice will be converted when the application is loaded to either: <ul style="list-style-type: none"> • “T” for irrigated acreage • “N” for nonirrigated acreage. Note: A separate line entry will be printed if the producer has both irrigated and nonirrigated acres.	Item 34

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference
		FSA-840
Share	Producer's share for the specified crop and crop type.	Item 35
RMA Crop Code	RMA crop code for the specified crop and crop type.	Item 36
RMA Type Code	RMA crop type code for the specified crop and crop type.	Item 37
RMA Practice Code	RMA practice code for the specified crop and crop type.	Item 38
Producer Acres	<p>Calculated acreage attributable to the producer is the result of multiplying:</p> <ul style="list-style-type: none"> • acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times • producer share. 	
Historic Yield	<p>Historical yield is the greater of the following:</p> <ul style="list-style-type: none"> • producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. <p>Note: If COC adjusted the historic yield, the adjusted yield will be printed.</p>	
Disaster Level	<p>Calculated disaster level for the producer is the result of multiplying:</p> <ul style="list-style-type: none"> • producer acres, times • historic yield, times • 65 percent. 	

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description		Reference FSA-840
Net Production	Net production for the specified crop, crop type, intended use, and harvest stage is determined according to the following.		
	IF COC has...	THEN the producer's net production is the result of...	
	adjusted the producer's production Note: Adjusted production is indicated with an "O" in FSA-840, item 47	<ul style="list-style-type: none"> • COC-adjusted production for the unit from FSA-840, item 46 times • producer's share in the unit. 	
	assigned production Note: Assigned production is indicated with an "A" in FSA-840, item 47.	<ul style="list-style-type: none"> • COC-assigned production for the unit from, FSA-840, item 46, plus • RMA or NAP-covered production for the unit from FSA-840, item 46, times • producer's share in the unit. 	
	not adjusted or assigned production	<ul style="list-style-type: none"> • RMA or NAP-covered production for the unit from FSA-840, item 42, times • producer's share in the unit. 	
Net Production for Payment	Net production for payment is determined by subtracting the following: <ul style="list-style-type: none"> • disaster level, minus • net production. 		
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		
Payment Factor	Either of the following: <ul style="list-style-type: none"> • the approved payment factor from the disaster crop table for the specified crop and for the crop's harvest stage • adjusted, unharvested payment factor approved by STC, if applicable. Note: If the crop acreage is unharvested and the producer's net production is greater than the disaster level, then the payment factor is 1.0000.		

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following: <ul style="list-style-type: none"> • total salvage value for the unit for the crop type, times • producer’s share in the unit, times • 42 percent. 	Item 45
Calculated Payment	Calculated payment for each line item is computed by multiplying the following: <ul style="list-style-type: none"> • net production for payment, times • payment rate, times • payment factor, times • payment level. The result is rounded to whole dollars and the salvage value is subtracted. If the result is negative, the negative will be used in the calculated payment for the unit.	
Calculated Disaster Payment for Unit	Calculated disaster payment for the unit is computed according to the following: <ul style="list-style-type: none"> • accumulated calculated payment for harvested and unharvested acreage, plus <p style="margin-left: 40px;">Note: If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> • accumulated calculated payment for prevented planted acreage. 	
Part B - Additional Quality Payment Calculation (Reserved for Quality)		

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840
Part C - Calculation of 95% Cap Reduction		
Part C contains the detailed payment calculation data for the 95 percent cap reduction.		
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 31
St	Harvest stage for the specified crop type.	Item 40
Int Use	Intended or actual use for the specified crop and crop type.	Item 33
Pr	Practice for the specified crop and crop type.	Item 34
Producer Acres	Calculated acreage attributable to the producer is the result of multiplying: <ul style="list-style-type: none"> • acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times • producer share. 	
Historic Yield	Historical yield is the greater of the following: <ul style="list-style-type: none"> • producer’s approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. Note: If COC adjusted the historic yield, the adjusted yield will be printed.	
Price	The higher of the following for the specified crop, crop type, intended use, and planting number: <ul style="list-style-type: none"> • NASS season average price • approved payment rate from the disaster crop table. 	
Expected Production	The expected production is computed by multiplying: <ul style="list-style-type: none"> • producer acres, times • historic yield. 	

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description		Reference
			FSA-840
Production	IF COC...	THEN...	
	adjusted or assigned production	production downloaded by RMA or NAP-covered production including any COC adjustments or assignments.	Items 41, 42, and/or 46
	did not adjust or assign production	production downloaded by RMA or NAP-covered production.	Item 46
Disaster Payment	Calculated payment from Part A for the specified crop, crop type, intended use, practice, share, and harvest stage.		
Indemnity	Indemnity amount downloaded from RMA for the specified crop, crop type, intended use, practice, share, and harvest stage. Note: If RMA indemnity amount is negative, the negative amount is used to determine the total crop value for the line item.		Item 43
Value of Production	IF the producer...	THEN...	
	(reserved for quality)	(reserved for quality)	
	does not apply for quality	compute the value of production by multiplying the following: <ul style="list-style-type: none"> • net production, times • 95 percent cap price. 	
Total Crop Value	Total crop value is the result of adding the following for each line item: <ul style="list-style-type: none"> • disaster payment, plus • indemnity, plus • value of production. 		
95% Cap	The 95 percent cap is computed by multiplying: <ul style="list-style-type: none"> • expected production, times • price, times • 95 percent. 		
Exceeds Cap	The amount that exceeds the cap for each line item is computed by subtracting: <ul style="list-style-type: none"> • total crop value, minus • 95 percent cap. If the result is negative, the negative amount will be used.		
Total 95% Cap Reduction	Accumulated amount that exceeds the cap for all line items.		

542 FSA-840E-1, Detailed Statement of Calculated Payment Amounts for Single-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840
Part D - Net Payment Calculation for Unit and Crop		
Part D includes the total calculated payment amounts from Parts A, B, and C, as applicable. Unless the crop is also a multiple-market or value loss crop, the net unit payment is the net payment amount for the unit and crop.		
Calculated Disaster Payment	Calculated disaster payment for the unit is computed according to the following: <ul style="list-style-type: none"> • accumulated calculated payment for harvested and unharvested acreage from Part A, plus <p>Note: If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> • accumulated calculated payment for prevented planted acreage from Part A. 	
(Reserved for Quality)		
Total 95% Cap Reduction	Total 95 percent cap reduction for all crop types, intended uses, practices, and stages from Part C.	
Net Unit Payment	The net unit payment is computed according to the following: <ul style="list-style-type: none"> • calculated disaster payment, plus • total 95 percent cap reduction. 	

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops**A Introduction**

FSA-840E-2 is a computer-generated document that prints the calculated payment amount for multiple-market crops based on the data currently loaded in the CDP application file.

FSA-840E-2 includes the detailed payment calculations for:

- production losses
- 95 percent cap reductions for insured and NAP-covered crops.

Reminder: Crops are grouped for payment purposes by unit, planting period, payment crop code, and payment type code. All matching payment crop codes and payment type codes are considered 1 crop for payment purposes.

B Information on the Report

FSA-840E-2:

- contains information for all multiple-market crop types, intended uses, and practices for the payment grouping

Note: A separate report is printed for each unit and payment crop.

- is organized according to the following:
 - Part A includes detailed payment calculation data production losses including COC adjustments
 - Part B (Reserved for Quality)
 - Part C includes detailed 95 percent cap payment reduction data
 - Part D includes the total projected payment amount for the unit and crop.

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops (Continued)

B Information on the Report (Continued)

This table describes all the information printed on FSA-840E-2.

Field	Description	Reference
		FSA-840
Producer Name, Address, and ID Number	Producer name, mailing address and last 4 digits of the ID number.	Items 1A and 2
Crop Name	Crop name for the unit.	Item 5
Planting Period	The applicable planting period for the specified crop.	Item 6
Unit Number	The unit number for the crop.	Item 7
Location State	State and county code where the crop is located.	Item 3
Location County		
Insured Status	Insured status for the crop and the payment level of 42%.	Item 10
Part A - Production Loss Payment Calculation		
Part A contains the detailed payment calculation data for production losses for yield-based multiple-market crops that have been loaded in CDP application file. The calculated payment amount in this part may also include quality, if production adjustments were made by RMA or COC. The following information is printed for each crop type, intended use, and practice for the specified unit and crop definition.		
Crop Type	Crop variety/type abbreviation for the specified crop. Note: The crushing district, if applicable, will print immediately following the crop type.	Item 31
Stage	Harvest stage for the specified crop type.	Item 40
Int Use	Intended or actual use for the specified crop and crop type.	Item 33
Prac	Practice for the specified crop and crop type. For insured data, the RMA practice will be converted when the application is loaded to either: <ul style="list-style-type: none"> • “I” for irrigated acreage • “N” for nonirrigated acreage. Note: A separate line entry will be printed if the producer has both irrigated and nonirrigated acres.	Item 34

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference
		FSA-840
Share	Producer's share for the specified crop and crop type.	Item 35
RMA Crop Code	RMA crop code for the specified crop and crop type.	Item 36
RMA Type Code	RMA crop type code for the specified crop and crop type.	Item 37
RMA Practice Code	RMA practice code for the specified crop and crop type.	Item 38
Mkt %	<p>Either of the following for the specified crop type, practice, and intended use:</p> <ul style="list-style-type: none"> • producer's historical marketing percentage • county average marketing percentage. 	Item 48
Producer Acres	<p>Calculated acreage attributable to the producer is the result of multiplying:</p> <ul style="list-style-type: none"> • acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times • historical marketing percentage, times • producer share. 	
Historic Yield	<p>Historical yield is the greater of the following:</p> <ul style="list-style-type: none"> • producer's approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. <p>Note: If COC adjusted the historic yield, the adjusted yield will be printed.</p>	
Disaster Level	<p>Calculated disaster level for the producer is the result of multiplying:</p> <ul style="list-style-type: none"> • producer acres, times • historic yield, times • 65 percent. 	

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840	
Net Production	Net production for the specified crop, crop type, intended use, and harvest stage is determined according to the following.		
	<p>IF COC has...</p>	<p>THEN the producer's net production is the result of...</p>	
	<p>adjusted the producer's production</p> <p>Note: Adjusted production is indicated with an "O" in FSA-840, item 47.</p>	<ul style="list-style-type: none"> • COC-adjusted production for the unit from FSA-840, item 46, times • producer's share in the unit. 	
	<p>assigned production</p> <p>Note: Assigned production is indicated with an "A" in FSA-840, item 47.</p>	<ul style="list-style-type: none"> • COC-assigned production for the unit from, FSA-840, item 46, plus • RMA or NAP-covered production for the unit from FSA-840, item 42, times • producer's share in the unit. 	
	<p>not adjusted or assigned production</p>	<ul style="list-style-type: none"> • RMA or NAP-covered production for the unit from FSA-840, item 42, times • producer's share in the unit. 	
Net Production for Payment	<p>Net production for payment is determined by subtracting the following:</p> <ul style="list-style-type: none"> • disaster level, minus • net production. 		
Payment Rate	The approved payment rate from the disaster crop table for the specified crop, crop type, intended use, and planting number.		
Payment Factor	<p>Either of the following:</p> <ul style="list-style-type: none"> • the approved payment factor from the disaster crop table for the specified crop and for the crop's harvest stage • adjusted, unharvested payment factor approved by STC, if applicable. <p>Note: If the crop acreage is unharvested and the producer's net production is greater than the disaster level, then the payment factor is 1.0000.</p>		

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840
Salvage Value	Salvage value attributable to the producer is determined by multiplying the following: <ul style="list-style-type: none"> • total salvage value for the unit for the crop type, times • producer’s share in the unit, times • 42 percent. 	Item 49
Calculated Payment	Calculated payment for each line item is computed by multiplying the following: <ul style="list-style-type: none"> • net production for payment, times • payment rate, times • payment factor, times • payment level. Round the result to whole dollars, then subtract the salvage value. If the result is negative, the negative will be used in the calculated payment for the unit.	
Calculated Disaster Payment for Unit	Calculated disaster payment for the unit is computed according to the following: <ul style="list-style-type: none"> • accumulated calculated payment for harvested and unharvested acreage, plus <p style="margin-left: 40px;">Note: If the result is negative, then zero is used.</p> <ul style="list-style-type: none"> • accumulated calculated payment for prevented planted acreage. 	
Part B - Additional Quality Payment Calculation (Reserved for Quality)		

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840
Part C - Calculation of 95% Cap Reduction		
Part C contains the detailed payment calculation data for the 95 percent cap reduction.		
Crop Type	Crop variety/type abbreviation for the specified crop. Note: The crushing district, if applicable, will print immediately following the crop type.	Item 31
St	Harvest stage for the specified crop type.	Item 40
Int Use	Intended or actual use for the specified crop and crop type.	Item 33
Pr	Practice for the specified crop and crop type.	Item 34
Mkt %	Either of the following for the specified crop type, practice, and intended use: <ul style="list-style-type: none"> • producer’s historical marketing percentage • county average marketing percentage. 	Item 44
Producer Acres	Calculated acreage attributable to the producer is the result of multiplying: <ul style="list-style-type: none"> • acreage, as applicable, for harvested, unharvested, or prevented planted acreage for the specified crop code, crop variety/type, and intended use for the unit, times • historical marketing percentage, as applicable, times • producer share. 	
Historic Yield	Historical yield is the greater of the following: <ul style="list-style-type: none"> • producer’s approved yield, irrigated or nonirrigated as applicable, for the crop, crop type, and intended use • approved county average yield, irrigated or nonirrigated as applicable, that was downloaded from ADC in the disaster crop table. Note: If COC adjusted the historic yield, the adjusted yield will be printed.	
Price	The higher of the following for the specified crop, crop type, intended use, and planting number: <ul style="list-style-type: none"> • NASS season average price • approved payment rate from the disaster crop table. 	
Expected Production	The expected production is computed by multiplying the following: <ul style="list-style-type: none"> • producer acres, times • historic yield. 	

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description			Reference
				FSA-840
Production	IF production is...	AND COC...	THEN...	
	recorded on the producer's application	adjusted or assigned production	RMA or NAP-covered production including COC adjustment or assignments.	
		did not adjust or assign production	RMA or NAP-covered production.	
	not recorded on the producer's application	adjusted or assigned production	RMA downloaded or NAP-covered production including COC adjustments or assignments.	
did not adjust or assign production		RMA downloaded production or NAP-covered.		
Disaster Payment	Calculated payment from Part A for the specified crop, crop type, intended use, practice, share, and harvest stage.			
Indemnity	Indemnity amount downloaded from RMA for the specified crop, crop type, intended use, practice, share, and harvest stage. Note: If RMA indemnity amount is negative, the negative amount is used to determine the total crop value for the line item.			Item 43
Value of Production	IF the producer...	THEN...		
	(reserved for quality)	(reserved for quality)		
	does not apply for quality	compute the value of production by multiplying the following: <ul style="list-style-type: none">• net production, times• price.		
Total Crop Value	Total crop value is the result of adding the following for each line item: <ul style="list-style-type: none">• disaster payment, plus• indemnity, plus• value of production.			
95% Cap	The 95 percent cap is computed by multiplying the following: <ul style="list-style-type: none">• expected production, times• price, times• 95 percent.			
Exceeds Cap	The amount that exceeds the cap for each line item is computed by subtracting the following: <ul style="list-style-type: none">• total crop value, minus• 95 percent cap. If the result is negative, the negative amount will be used.			
Total 95% Cap Reduction	Accumulated amount that exceeds the cap for all line items.			

543 FSA-840E-2, Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840
Part D - Net Payment Calculation for Unit and Crop		
Part D includes the total calculated payment amounts from Parts A, B, and C, as applicable. Unless the crop is also a single-market or value loss crop, the net unit payment is the net payment amount for the unit and crop.		
Calculated Disaster Payment	Calculated disaster payment for the unit is computed according to the following: <ul style="list-style-type: none"> • accumulated calculated payment for harvested and unharvested acreage from Part A, plus Note: If the result is negative, then zero is used. • accumulated calculated payment for prevented planted acreage from Part A. 	
(Reserved for Quality)		
Total 95% Cap Reduction	Total 95 percent cap reduction for all crop types, intended uses, practices, and stages from Part C.	
Net Unit Payment	The net unit payment is computed according to the following: <ul style="list-style-type: none"> • calculated disaster payment, plus • total 95 percent cap reduction. 	

544 FSA-840E-3, Detailed Statement of Calculated Payment Amounts for Value Loss Crops**A Introduction**

FSA-840E-3 is a computer-generated document that prints the calculated payment amount for value loss crops based on the data currently loaded in the CDP application file.

FSA-840E-3 includes the detailed payment calculations for:

- production losses
- 95 percent cap reductions for insured and NAP-covered crops.

Reminder: Crops are grouped for payment purposes by unit, planting period, payment crop code, and payment type code. All matching payment crop codes and payment type codes are considered 1 crop for payment purposes.

B Information on the Report

FSA-840E-3:

- contains information for all value loss crop types for the payment grouping

Note: A separate report is printed for each unit and payment crop.

- is organized according to the following:
 - Part A includes detailed payment calculation data production losses including COC adjustments
 - Part B includes detailed 95 percent cap payment reduction data
 - Part C includes the total projected payment amount for the unit and crop.

544 FSA-840E-3, Detailed Statement of Calculated Payment Amounts for Value Loss Crops (Continued)

B Information on the Report (Continued)

This table describes all the information printed on FSA-840E-3.

Field	Description	Reference
		FSA-840
Producer Name, Address, and ID Number	Producer name, mailing address and last 4 digits of the ID number.	Items 1A and 2
Crop Name	Crop name for the unit.	Item 5
Planting Period	The applicable planting period for the specified crop.	Item 6
Unit Number	The unit number for the crop.	Item 7
Location State	State and county code where the crop is located.	Item 3
Location County		
Insured Status	Insured status for the crop and the payment level of 42 percent.	Item 10
Part A - Production Loss Payment Calculation		
Part A contains the detailed payment calculation data for production losses for value loss crops that have been loaded in CDP application file. The following information is printed for each crop type, intended use, and practice for the specified unit and crop definition.		
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 20
Share	Producer's share for the specified crop and crop type.	Item 21
RMA Crop Code	RMA crop code for the specified crop and crop type.	Item 22A
RMA Type Code	RMA crop type code for the specified crop and crop type.	Item 22B
RMA Practice Code	RMA practice code for the specified crop and crop type.	Item 22C
Field Market Value A	Field Market Value A for the specified crop and crop type.	Item 23
Disaster Level	Calculated disaster level for the producer is the result of multiplying: <ul style="list-style-type: none"> • Field Market Value A, times • 65 percent. 	
Inventory After Disaster	Value of inventory after the disaster for the specified crop and crop type.	Item 24
Ineligible Cause of Loss	Dollar value of ineligible causes of loss for the specified crop and crop type.	Item 25

544 FSA-840E-3, Detailed Statement of Calculated Payment Amounts for Value Loss Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference						
		FSA-840						
Field Market Value B	Field Market Value B for the specified crop and crop type.	Item 26						
Calculated Dollar Loss	Determining the calculated dollar loss for the producer, crop, and crop type is a 2-step process.							
	<table border="1"> <thead> <tr> <th>Step</th> <th>Calculation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <ul style="list-style-type: none"> computed disaster level, minus Field Market Value B. </td> </tr> <tr> <td>2</td> <td> <ul style="list-style-type: none"> calculated crop loss determined in step 1, times producer share. </td> </tr> </tbody> </table>	Step	Calculation	1	<ul style="list-style-type: none"> computed disaster level, minus Field Market Value B. 	2	<ul style="list-style-type: none"> calculated crop loss determined in step 1, times producer share. 	
	Step	Calculation						
1	<ul style="list-style-type: none"> computed disaster level, minus Field Market Value B. 							
2	<ul style="list-style-type: none"> calculated crop loss determined in step 1, times producer share. 							
Payment Factor	<p>Either of the following:</p> <ul style="list-style-type: none"> the approved unharvested payment factor from the disaster crop table for the specified crop adjusted, unharvested payment factor approved by STC, if applicable. 							
Salvage Value	<p>Salvage value attributable to the producer is determined by multiplying the following:</p> <ul style="list-style-type: none"> total salvage value for the unit for the crop type, times producer's share in the unit, times 42 percent. 	Item 28						
Calculated Payment	<p>Calculated payment for each line item is computed by multiplying the following:</p> <ul style="list-style-type: none"> calculated dollar loss, times unharvested payment factor, times payment level. <p>Round the result to whole dollars, then subtract the salvage value. If the result is negative, the negative will be used in the calculated payment for the unit.</p>							
Part B - Calculation of 95% Cap Reduction								
Part B contains the detailed payment calculation data for the 95 percent cap reduction.								
Crop Type	Crop variety/type abbreviation for the specified crop.	Item 20						
Share	Producer's share for the specified crop and crop type.	Item 21						

544 FSA-840E-3, Detailed Statement of Calculated Payment Amounts for Value Loss Crops (Continued)

B Information on the Report (Continued)

Field	Description	Reference FSA-840
Disaster Payment	Calculated payment from Part A for the specified crop, crop type, intended use, practice, share, and harvest stage.	
Indemnity	Indemnity amount downloaded from RMA for the specified crop and crop type. Note: If RMA indemnity amount is negative, the negative amount is used to determine the total crop value for the line item.	
Value of Production	Field Market Value B for the specified crop and crop type.	
Total Crop Value	Total crop value is the result of adding the following for each line item: <ul style="list-style-type: none"> • disaster payment, plus • indemnity, plus • value of production. 	
95% Cap	The 95 percent cap is computed by multiplying the following: <ul style="list-style-type: none"> • Field Market Value A, times • 95 percent. 	
Exceeds Cap	The amount that exceeds the cap for each line item is computed by subtracting the following: <ul style="list-style-type: none"> • total crop value, minus • 95 percent cap. If the result is negative, the negative amount will be used.	
Total 95% Cap Reduction	Accumulated amount that exceeds the cap for all line items.	
Part C - Net Payment Calculation for Unit and Crop		
Part C includes the total calculated payment amounts from Parts A, B, and C, as applicable. Unless the crop is also a single or multiple-market, the net unit payment is the net payment amount for the unit and crop.		
Field	Description	Reference FSA-840
Calculated Disaster Payment	Calculated disaster payment for the unit from Part A.	
Total 95% Cap Reduction	Total 95 percent cap reduction fro all crop types from Part B.	
Net Unit Payment	The net unit payment is computed according to the following: <ul style="list-style-type: none"> • calculated disaster payment, minus • total 95 percent cap reduction. 	

545 Printing the Producer Detailed Calculated Payment Reports

A Printing the Report From Menu MHAD701

The producer detailed calculated payment reports can be printed for a specific producer or for all producers. Follow the steps in this table to print FSA-840E-1, FSA-840E-2, and FSA-840E-3.

Step	Menu or Screen	Action	Result									
1		Access Menu MHAD01 according to subparagraph 521 B.										
2	MHAD01	ENTER “2”, “Print Detailed Estimated Calculated Payment Report”, and PRESS “Enter”.	Screen MHADPRT2 will be displayed.									
3	MHADPRT2	Enter the appropriate printer ID and PRESS “Enter”.	Screen MHADN701 will be displayed.									
4	MHADN701	Screen MHADN701 provides several options to print the calculated payment reports. Select either a specific producer or all producers according to the following.										
		<table border="1"> <thead> <tr> <th>Selection</th> <th>Action</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>Process calculated payment reports for all producers.</td> <td>ENTER “ALL” in the “Enter Producer ID Number” field and PRESS “Enter”. Note: Do not use this option if worksheets are being updated on other workstations. Wait until all users have exited the CDP worksheet process.</td> <td>Reports will be generated for all producers that have an application on the worksheet file. Screen MHADN701 will be redisplayed.</td> </tr> <tr> <td>Process calculated payment reports for a selected producer.</td> <td>Enter 1 of the following and PRESS “Enter”: <ul style="list-style-type: none"> last 4 digits of producer’s ID number in the “Last Four Digits of ID” field producer’s last name in the “Last Name” field. </td> <td>Report will be generated if the selected producer has any applications on the worksheet file. Screen MHADN701 will be redisplayed.</td> </tr> </tbody> </table>	Selection	Action	Result	Process calculated payment reports for all producers.	ENTER “ALL” in the “Enter Producer ID Number” field and PRESS “Enter”. Note: Do not use this option if worksheets are being updated on other workstations. Wait until all users have exited the CDP worksheet process.	Reports will be generated for all producers that have an application on the worksheet file. Screen MHADN701 will be redisplayed.	Process calculated payment reports for a selected producer.	Enter 1 of the following and PRESS “Enter”: <ul style="list-style-type: none"> last 4 digits of producer’s ID number in the “Last Four Digits of ID” field producer’s last name in the “Last Name” field. 	Report will be generated if the selected producer has any applications on the worksheet file. Screen MHADN701 will be redisplayed.	
		Selection	Action	Result								
Process calculated payment reports for all producers.	ENTER “ALL” in the “Enter Producer ID Number” field and PRESS “Enter”. Note: Do not use this option if worksheets are being updated on other workstations. Wait until all users have exited the CDP worksheet process.	Reports will be generated for all producers that have an application on the worksheet file. Screen MHADN701 will be redisplayed.										
Process calculated payment reports for a selected producer.	Enter 1 of the following and PRESS “Enter”: <ul style="list-style-type: none"> last 4 digits of producer’s ID number in the “Last Four Digits of ID” field producer’s last name in the “Last Name” field. 	Report will be generated if the selected producer has any applications on the worksheet file. Screen MHADN701 will be redisplayed.										

B Distributing FSA-840E-1, FSA-840E-2, and FSA-840E-3

County Offices **shall** provide producers with a copy of all FSA-840E-1’s, FSA-840E-2’s, and FSA-840E-3’s.

546-550 (Reserved)

551 NASS Season Average Crop Table

A Introduction

The 95 percent cap calculation requires that the value of the crop be based on the higher of the following:

- CDP payment rate from the disaster crop table (RMA-insured price)
- NASS season average price for the crop.

B NASS Price Data

Unlike the disaster crop table, State and County Offices are not required to obtain documentation on average price data for the State and county. The NASS season average price for 2005, 2006, and 2007 is a nationwide average price for the crop, crop type, intended use, and unit of measure.

C Information on the NASS Season Average Crop Table Report

The NASS Season Average Crop Table Report includes 2005, 2006, and 2007 prices for all insurable crops. The following table describes all the information printed on NASS Season Average Crop Table Report.

Field	Description		
State	If a price has been established for a specific State, the State name will be printed in this column.		
	IF a State name is...	THEN the NASS season average price...	
	listed	applies to that particular State.	
	not listed	is a national price that applies to all other States.	
Crop Code	FSA crop code from 2-CP.		
Crop Name	Crop name corresponding to the FSA crop code.		
Crop Type	Abbreviated crop type for the specified crop.		
Unit of Measure	Some crops have more than 1 unit of measure, particularly where crops are market differently in other States. To compute the correct value of the crop, the units of measure for the NASS season average price must be the same as those on the disaster crop table.		
	IF the unit of measure is...	AND the NASS unit of measure...	THEN the NASS season average price...
	blank		does not exist for the specified crop, crop type, and intended use. In this case, the CDP disaster crop table price is used to compute the value of production for the 95 percent cap calculation.
	not blank	matches the unit of measure on the CDP disaster crop table	
does not match the unit of measure on the CDP disaster crop table			for the crop, crop type, and intended use has not been included on the NASS crop table. Note: An error message will be printed on the detailed statement of the calculated payment report. See subparagraph D for additional information.

551 NASS Season Average Crop Table (Continued)

C Information on the NASS Season Average Crop Table Report (Continued)

Field	Description
Intended Use	Intended use for the specified crop and crop type.
2005, 2006, and 2007 Price	NASS season average price for the applicable year. Note: If the price is zero, the CDP payment rate from the disaster crop table will be used in the 95 percent cap calculation.

D Additions to the NASS Season Average Crop Table

Because the NASS season average price is a nationwide price, State Offices are not required to submit documentation to add crops to the crop table unless an insurable crop has been omitted from the NASS season average crop table.

The primary reason that crops may need to be added to the NASS season average crop table is that a price has not been established for the correct unit of measure applicable to the crop in the State.

The message, “NASS Season Average Price is not available for this crop”, will be printed on the Detailed Statement of Calculated Payment Report for the applicable producer and crop if a match for the crop is not found on the NASS season average crop table. If this message is printed, County Offices shall notify the State Office that a NASS price is needed for the applicable crop.

When notified that a crop should be added to the NASS season average crop table, State Offices shall submit the following documentation to **PECD, Common Provisions Branch**:

Note: This procedure applies to NASS season average prices only and should not be confused with submitting data for the CDP disaster crop table.

- crop code and crop name
- crop type
- intended use
- unit of measure.

Note: If the unit of measure is in something other than pounds, tons, or hundredweight, an additional explanation is needed for the unit of measure, such as the number of pounds in the box, lug, carton, bushel, etc.

State Offices shall not request additions of prices for a crop in their State simply because the downloaded price may not represent the average price in the State.

551 NASS Season Average Crop Table (Continued)

E Printing the NASS Season Average Crop Table

County Offices shall print the NASS Season Average Crop Table report according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "15", "2005-2007 Crop Disaster Programs".
6	MHA0YR	ENTER "8", "Crop Disaster Program - Payment Processing".
7	MHADN0	ENTER "5", "Reports".
8	MHAD01	ENTER "4", "Print NASS Season Average Crop Table".

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text
CCC-36	Assignment of Payment		35, 472
CCC-37	Joint Payment Authorization		35, 472
CCC-184	CCC Check		Text
CCC-458	RMA Compliance Referral Worksheet		71, 132
CCC-502	Farm Operating Plan for Payment Eligibility Review		10, 34, 240
CCC-509	Direct and Counter-Cyclical Program Contract		10
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		240
CCC-770 Eligibility	Eligibility Checklist		1, 451
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		10, 36, 451
FSA-570	Waiver of Eligibility for Emergency Assistance		3
FSA-578	Report of Acreage		Text

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-840	2005, 2006, and 2007 Crop Disaster Program Application	241	Text
FSA-840A-1	2005, 2006, and 2007 Crop Disaster Program Quantity Payment Calculation Worksheet (Yield Based Single Market and Multiple Market-Single Price Crops)	242	455, 475
FSA-840B-1	2005, 2006, and 2007 Crop Disaster Program Quantity Payment Calculation Worksheet (Yield Based Multiple Market-Multiple Price Crops)	244	455, 475
FSA-840C	2005, 2006, and 2007 Crop Disaster Program Payment Calculation Worksheet (Value Loss Crops)	246	181, 240, 251, 455, 475
FSA-840E	Estimated Calculated Payment Report - Producer Summary Report		451, 521, 540, 541
FSA-840E-1	Detailed Statement of Calculated Payment Amounts for Single-Market Crops		451, 521, 542, 545
FSA-840E-2	Detailed Statement of Calculated Payment Amounts for Multiple-Market Crops		451, 521, 543, 545
FSA-840E-3	Detailed Statement of Calculated Payment Amounts for Value Loss Crops		451, 521, 544, 545
FSA-840M	2005, 2006, and 2007 Crop Disaster Program for Multiple Crop - Same Acreage Certification	253	72, 240, 251, 402
FSA-841	2005, 2006, and 2007 CDP Certification of Duplicate Benefits Under HIP and HDP	254	37, 240, 251, 320

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
ADC	Application Development Center, ITSD	Text
AGI	adjusted gross income	Text
AGR	adjusted gross revenue	8, 348-350
APH	actual production history	Text, Ex. 2
CAT	catastrophic risk protection	50, 418
CDP	Crop Disaster Program	Text, Ex. 2
CRC	crop revenue coverage	8
CRS	Common Receivable System	1, Part 13, Ex. 2
EFT	electronic funds transfer	1, Part 13
FFA	Future Farmers of America	6
FH	fresh	348
FSN	farm serial number	72, 348
GRIP	Group Risk Income Plan	344, 418
GRP	Group Risk Plan	344, 418
HDP	Hurricane Disaster Program	3, 37
HEL	highly erodible land	32, 451
HIP	Hurricane Indemnity Program	3, 37
NAACP	National Association for the Advancement of Colored People	6
PPH	producer payment history	Part 13
SCIMS	Service Center Information Management System	317, 471, 534

Delegations of Authority

This table lists delegations of authority in this handbook.

Delegation	Reference
COC may delegate responsibility to CED or County Office for approving routine applications.	5

Definitions of Terms Used in This Handbook

Actual Production

Actual production is the total amount of harvested and appraised production on a unit.

Affected Price for Multiple Market Crops

The affected price for multiple market crops is the COC-determined value of the quality-reduced crop. For multi-market crops, the affected prices are the secondary or tertiary crop table price and the unmarketable price.

Affected Price for Single Market Crops

The affected price for single market crops is a percent of the primary market price for each quality level.

Level I	75 percent of the Primary Price
Level II	60 percent of the Primary Price
Level III	40 percent of the Primary Price
Level IV	30 percent of the Primary Price
Level V	5 percent of the Primary Price

Affected Production

Affected production is, for quality loss purposes, the amount of an eligible commodity which has incurred a minimum of a 20 percent loss in quality.

Application Period

Application period means the date established by DAFP for producers to apply for program benefits.

Appraised Production

Appraised production is the crop's unharvested yield potential at the time of appraisal, as determined by certified adjuster, FSA-certified employee, RMA, a company reinsured by FCIC, or other appraiser acceptable to CCC.

Definitions of Terms Used in This Handbook (Continued)

Assigned Production

The amount of production assigned by COC that must be attributed to the unit:

- because of ineligible cause of loss
- when producers certify that an acceptable record of harvested production is not available from any source
- if acreage was destroyed without consent and no appraisal exists
- if producer carries out a practice, such as double cropping, that generally results in a lower yield than that established as the historic yield
- because of a guaranteed contract, payment, or similar arrangement.

Basic Unit

A basic unit is all acreage of the eligible crop, in the administrative county, for the crop year, under either of the following criteria:

- the person has 100 percent crop share
- acreage is owned by 1 person and operated by another person on a share basis.

Commercial Use

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by the eligible producer.

Converted Production

Converted production is LDP crop production when the crop is harvested for a use different than intended, such as corn intended for grain but harvested for silage.

Definitions of Terms Used in This Handbook (Continued)

Crop Insurance

Crop insurance is an insurance policy re-insured by FCIC under the provisions of the Federal Crop Insurance Act, as amended.

Crop Year

The crop year for:

- insured and uninsured commodities is the crop year defined according to the applicable crop insurance policy
- noninsurable crops is the year harvest normally begins for the crop

Note: The crop year for commodities that could be harvested in either of 2 calendar years will be the year in which the majority of the harvest would normally occur.

- aquaculture and nursery crops shall mean the period from October 1 through the following September 30
- calculation honey losses shall be the period running from January 1 through the following December 31.

Debt Basis Code

The debt basis code is the code transferred to CRS that identifies the reason for the debt.

Disaster Level

Disaster level is historic production multiplied by 65 percent.

Farming Operation

Farming operation is a business enterprise engaged in the production of agricultural products.

Definitions of Terms Used in This Handbook (Continued)

Fruit Tree

Fruit tree is a woody perennial plant having a single main trunk, commonly exceeding 10 feet in height and usually devoid of branches below, but bearing a head of branches and foliage or crown of leaves at the summit that is field grown for the production of an annual crop, including nuts, for commercial market for human consumption.

Ginseng Root

Ginseng root is a value loss crop and ginseng seed is a yield-based crop. All NAP standards and requirements apply to ginseng according to 1-NAP, paragraph 185.

Harvested

Harvested means:

- for **insured** and **uninsured** crops, harvested as defined according to the applicable crop insurance policy
- for **noninsurable single harvest** crops, that a crop has been removed from the field, either by hand or mechanically, or by grazing of livestock
- for **noninsurable** crops with potential multiple harvests in 1 year or harvested over multiple years, that the producer has, by hand or mechanically, removed at least 1 mature crop from the field during the crop year
- for **mechanically harvested noninsurable** crops, that the crop has been removed from the field and placed in a truck or other conveyance, except hay is considered harvested when in the bale whether removed from the field or not.

Note: Grazed land will not be considered harvested for the purpose of determining an unharvested or prevented planting payment factor.

Harvested Production

Harvested production is all production of the eligible crop from the unit that can be supported by an acceptable record, including, but not limited to, production:

- gathered by hand
- mechanically harvested.

Definitions of Terms Used in This Handbook (Continued)

Historic Production

Historic production is acres multiplied by historic yield.

Historic Yield

Historic yield for:

- insured crops is the higher of the crops APH, or the county average yield
- NAP-covered crops with an approved NAP yield that is the higher of the applicable crop years approved NAP yield established according to 1-NAP or the county average yield
- NAP-covered crops for which production evidence was not provided before May 25, 2007, the county average yield.

Insured Crops

Insured crops are those crops covered by crop insurance and the producer purchased either catastrophic or buy-up crop insurance.

Multiple Cropping

Multiple cropping is the planting of 2 or more different crops on the same acreage for harvest within the same crop year. The specific crops must be approved as eligible multiple-cropping practices and the farm containing the acreage that is planted to multiple crops must have a history of multiple cropping as determined by COC.

Multiple Market Crops

A multiple market crop is:

- a crop listed on the county crop table having an intended use of fresh, processed, juice, or any combination
- not a value loss crop.

Definitions of Terms Used in This Handbook (Continued)**Multiple-Planted Crops**

A multiple-planted crop is a crop planted or prevented from being planted in more than 1 approved planting period in a crop year on different acreage.

Net Production

Net production is the total amount of harvested, appraised, and assigned production on the unit as adjusted for quality, as applicable.

Non-Insurable Crops

Non-insurable crops are those crops for which insurance was not available.

Owner

Owner means 1 who had legal ownership of the trees, bushes, vines, or livestock for which benefits are being requested under 7 CFR Part 760 subparts B through F, on the day such plant or livestock perished or suffered losses because of an eligible hurricane.

Primary Price

A primary price is the price listed on the county crop table for a particular crop and type corresponding to the intended use with the highest price.

Producer

A producer is an owner, landlord, tenant, or sharecropper who:

- shares in the risk of producing the crop
- is entitled to share in the crop available for marketing from the farm or would have shared had the crop been produced.

Definitions of Terms Used in This Handbook (Continued)

Repeat Crop

A repeat crop is a crop planted or prevented from being planted in more than 1 approved planting period in a crop year on the same acreage.

Salvage Value

Salvage value is the dollar amount or equivalent for the quantity of the commodity that cannot be marketed or sold in any market recognized as a market for the crop and prices and yields are not available for use.

Single Market Crops

A single market crop is:

- a crop that has an intended use on the county crop table other than fresh, processed, or juice, such as seed, hay, grain, dry edible, etc.
- not a value loss crop.

Tier

Tier is the bands of damage generally correlating to the maximum sustained winds of the applicable hurricanes.

Unaffected Price

An unaffected price is the primary market price on the county CDP crop table.

Uninsured Crops

Uninsured crops are those crops for which insurance was available, but the producer did not purchase insurance.

Unmarketable Quality Level Price

An unmarketable quality level price for quality loss purposes is 5 percent of the primary price.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Batch Check and Printing Control Screen	483
	Cancel Screen for canceling a payable	492
	Cancel Screen for selecting a payable for cancellation	493
	Payment Informational Screen	484
	Producer Selection Screen	482
MHAD00	Crop Disaster Program Main Menu	316
MHADAC01	Signature/Approval Screen	402
MHADAL1A	Check Type of Loss Reported Screen	327, 343
MHADAR1A	Other Compensation Screen	320
MHADIC01	Unit Selection Screen	341
MHADID01	Crop Selection Screen	342
MHADIG01	Value Loss Screen	347
MHADIH01	Load Acres/Production Screen	344
MHADIH1A	Record More Data Questions Screen	345
MHADIH1B	Record Signature Date Screen	346
MHADIM01	Crop Selection Screen	342
MHADIN01	Crop Selection Screen	351
MHADIT01	Crop Selection Screen	349
MHADRM	Crop Disaster Program Reports Menu	416
MHADW0	Notice of Loss/Production Application Selection Menu	318
MHADWA01	Producer Selection Screen	317
MHADWC01	Unit Selection Screen	321
MHADWD01	Crop Selection Screen	323
MHADWE01	Crop Type Selection Screen	324
MHADWF01	Crop Intended Use Selection Screen	325
MHADWF1A	Insurance Question Screen	326
MHADWG01	Value Loss Screen	331
MHADWH01	Load Acres/Production Screen	328
MHADWH1A	Record More Data Questions Screen	329
MHADWH1B	Record Signature Date Screen	330
MHADWN01	NAP Loss Selection Screen	322
MHADXXXX	Cancel Screen for selecting a producer to cancel an overpayment	513
MHADXXXX	Cancel Screen for selecting overpayment for cancellation	514
MHADXXXX	Overpayments Screen for batch overpayment printing control	511
MHADXXXX	Overpayments Selection Screen	509
MHADXXXX	Overpayments Transfer Confirmation Screen	510
MHADXXXX	Producer Selection Screen for overpayments	508
MHAXXX	Overpayment Processing Menu	505

COC Recommendation of Multiple Cropping Practice

County _____

	Initial Crop	Intended Use	Second Crop	Intended Use	Subsequent Crop	Intended Use
Crop Name						
Normal Ending Planting Date						
Ending Harvest Date						
Moisture in Inches Required to Produce Crop						
Average County Rainfall for Growing Season						
If average rainfall is not sufficient, is irrigation available?						

County Average Annual Rainfall _____

Are there any farms in county with PFC/DCP acres exceeding agricultural use or cropland because of double cropping? Yes ___ No ___

If yes:

what percentage of farms in the county? _____

what are the contract commodities involved? _____

Is the county approved double cropping region for purpose of the PFC/DCP FAV exception?
Yes ___ No ___

Submission of this request constitutes COC's certification that the above initial and subsequent crops can be planted on the same acreage in a crop year with reasonable and realistic possibilities of harvesting each crop within the same crop year and repeating the cycle in the immediately succeeding crop year.

(Attach information from Extension Service or other available sources and a copy of COC Minutes with recommendations.)

COC Signature _____ Date _____

DD Concurrence _____ Date _____

STC Action:

Approved _____ Disapproved _____

STC Signature _____ Date _____

Comments:

**COC-ESTABLISHED MAXIMUM AVERAGE
LOSS LEVELS BASED ON OTHER COUNTY LOSSES**

COUNTY: _____

Disaster Year: _____

CROP	UNIT OF MEASURE	PRACTICE (IR/NI)	INTENDED USE	STC ESTABLISHED COUNTY YIELD	MAXIMUM AVERAGE LOSS LEVEL (Average County Yield Produced Based on Other County or Area Losses)	PERCENT MAXIMUM LOSS 1 Minus (Average County Yield Divided by the STC-Established Yield)
Cause of Loss:				Date(s) of Occurrence:		
Basis for Determination:						

CED Signature

Date:

District Director Signature

Date:

STO Use Below This Line:

Date Received From COF: _____

Date STC Reviewed: _____

STC Concurrence: yes no

Date Returned to COF: _____

FCIC Practice Code Conversions

The following table provides the conversion of RMA practice codes and definitions to FSA practices. The following abbreviations are used in the table:

- FAC - following another crop
- NFAC - not following another crop
- IBR - inter-tilled between rows
- NIBR - not inter-tilled between rows.

RMA Practice Code	RMA Practice Name	Converted FSA Practice
002	Irrigated	Irrigated
003	Non-Irrigated	Non-Irrigated
004	FAC, Continuous Crop	Non-Irrigated
005	NFAC, Summerfallow	Non-Irrigated
006	Water Fallow	Non-Irrigated
007	Inground	Irrigated
008	Container	Irrigated
010	Irrigated Without Cover Crop	Irrigated
011	Non-Irr. Without Cover Crop	Non-Irrigated
012	Irrigated With Cover Crop	Irrigated
012	Spring	Non-Irrigated
013	Non-Irr. With Cover Crop	Non-Irrigated
014	FAC-Non-Irrigated	Non-Irrigated
015	NFAC-Non-Irrigated	Non-Irrigated
019	FAC	Non-Irrigated
022	Fall	Non-Irrigated
026	Irrigated-Spring	Irrigated
027	Irrigated-Fall	Irrigated
032	Irrigated-Tray Dried	Irrigated
036	Non-Irr.- Spring	Non-Irrigated
037	Non-Irr - Fall	Non-Irrigated
042	Irrigated - Natural	Irrigated
043	FAC- Non-Irrigated	Non-Irrigated
053	NFAC- Non-Irrigated	Non-Irrigated
061	Transplanted-Hand Harvest	Non-Irrigated
062	Transplanted-Machine Harvest	Non-Irrigated
063	Direct Seeded-Hand Harvest	Non-Irrigated
064	Direct Seeded-Machine Harvest	Non-Irrigated
065	Transpltd-Hand Harvest-Irr.	Irrigated
066	Transpltd-Machine Harvest-Irr	Irrigated
067	Direct Seeded-Hand Harvest-Irr	Irrigated
068	Direct Seed-Machine Harvest-Irr	Irrigated
069	Transpltd-Hand Harvest-Non-Irr	Non-Irrigated

FCIC Practice Code Conversions (Continued)

RMA Practice Code	RMA Practice Name	Converted FSA Practice
070	Transpltd-Machine Harvest-Non-Irr	Non-Irrigated
071	Direct Seed-Hand Harvest-Non-Irr	Non-Irrigated
072	Direct Seed-Machine Harvest-Non-Irr	Non-Irrigated
080	Fall Seeded	Non-Irrigated
082	Fall Seeded-Irrigated	Irrigated
085	NIBR-Irrigated	Irrigated
086	NIBR-Non-Irrigated	Non-Irrigated
088	FAC/IBR-Non-Irrigated	Non-Irrigated
089	FAC/NIBR-Non-Irrigated	Non-Irrigated
090	East-West Vineyard Rows	Non-Irrigated
090	NFAC/IBR-Non-Irrigated	Non-Irrigated
090	Spring Seeded	Non-Irrigated
091	NFAC/NIBR-Non-Irrigated	Non-Irrigated
091	North-South Vineyard Rows	Non-Irrigated
092	IBR-Irrigated	Irrigated
092	Spring Seeded-Irrigated	Irrigated
093	IBR-Non-Irrigated	Non-Irrigated
093	Spring Seeded-Non-Irrigated	Non-Irrigated
094	NFAC-Irrigated	Irrigated
095	FAC-Irrigated	Irrigated
105	Fall Irrigated-Fresh	Irrigated
106	Fall Non-Irrigated-Fresh	Non-Irrigated
107	Spring Irrigated-Fresh	Irrigated
108	Non-Conventional	Non-Irrigated
108	SPP Non-Irrigated	Non-Irrigated
108	Spring Non-Irrigated-Fresh	Non-Irrigated
109	DPP Non-Irrigated	Non-Irrigated
109	Spring Planted-Fresh	Non-Irrigated
110	SPP-Irrigated	Irrigated
110	Spring Planted-Process	Non-Irrigated
111	DPP Irrigated	Irrigated
111	Spring Planted	Non-Irrigated
112	Early Non-Irrigated	Non-Irrigated
112	Summer Planted	Non-Irrigated
113	Fall Planted	Non-Irrigated
113	Late Non-Irrigated	Non-Irrigated
114	Early Irrigated	Irrigated

FCIC Practice Code Conversions (Continued)

RMA Practice Code	RMA Practice Name	Converted FSA Practice
115	Late Irrigated	Irrigated
115	Spring-Fresh	Non-Irrigated
117	Late/NFAC Irrigated	Irrigated
118	Late/FAC Irrigated	Irrigated
120	Fall Planted Irrigated	Irrigated
121	Summer Planted-Fresh	Non-Irrigated
122	Summer Planted-Process	Non-Irrigated
130	Fall Direct Seeded Irrigated	Irrigated
131	Fall Direct Seeded Irrigated-Staked	Irrigated
140	Fall Transplanted Irrigated	Irrigated
141	Fall Transplanted Irrigated-Staked	Irrigated
143	Fall Transplanted Irr Mulch Staked	Irrigated
144	Fall Transplanted Irr Unmulch Staked	Irrigated
145	Fall Transplanted Non-Irr Mulch Staked	Non-Irrigated
220	Winter Planted Irrigated	Irrigated
230	Winter Direct Seeded Irrigated	Irrigated
231	Winter Direct Seeded Irrigated Staked	Irrigated
240	Winter Transplanted Irrigated	Irrigated
241	Winter Transplanted Irrigated Staked	Irrigated
320	Spring Planted Irrigated	Irrigated
330	Spring Direct Seeded Irrigated	Irrigated
331	Spring Direct Seeded Irrigated Staked	Irrigated
340	Spring Transplanted Irrigated	Irrigated
341	Spring Transplanted Irrigated Staked	Irrigated
343	Spring Transplanted Irr Mulch Staked	Irrigated
344	Spring Transplanted Irr Unmulch Stake	Irrigated
346	Spring Transplanted Non-Irr Mulch Grnd-Cult	Non-Irrigated
347	Spring Transplanted Non-Irr Mulch Stake	Non-Irrigated
420	Summer Planted Irrigated	Irrigated
503	Irrigated Mulch Staked	Irrigated
620	Fall Harvested Irrigated	Irrigated
997	No Practice Specified	Irrigated or Non-Irrigated

