

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Crop Disaster Program 5-DAP (Revision 1)	Amendment 10
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Parts 15 and 16 have been added to provide policy and system instructions for the following 2005 Section 32 hurricane programs:

- HIP
- TIP.

Page Control Chart		
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12 (add)	15-1 through 15-76 (add)	page 3
13, 14 (add)	15-77 (add)	2, pages 1-6
	16-1 through 16-106	50, pages 1-4 (add)
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Section 7 Requesting Authorization for Prior Programs

550 Required Documentation

A County Office Action

County Offices shall submit the following documentation to the State Office when requesting authorization to issue a CDP, SDP, or QLP payment for a prior year.

- Signed application for the applicable program that has been approved for payment by the COC.
- Statement of Calculated Payment Amounts - Producer Summary Report.
- Statement of Calculated Payment Amounts - Detailed Report.
- PPH for the producer and any producer combined with the producer in the applicable county.

Note: If the producer is a joint operation, PPH's shall also be submitted for all members of the joint operation.

- MABDIG for the applicable producer for the year closest to the year the payment is being requested.

Note: If the producer is a joint operation, MABDIG's shall also be submitted for all members of the joint operation.

- Amount being requested for the producer. In most cases, a manual payment calculation form should be completed according to the applicable handbook.
- RMA download report.
- Any other documentation applicable to the case, such as NAD determinations, COC minutes, STC minutes, etc.

B State Office Action

State Offices shall review the submitted documentation to:

- ensure that the case file documentation requirements have been met
- verify the request is valid
- submit valid requests to **PECD, Common Provisions Branch** for review.

551-600 (Reserved)

Part 14 (Reserved)

601-700 (Reserved)

--Part 15 2005 Section 32 Hurricane Provisions for HIP and TIP*Section 1 Basic 2005 Hurricanes HIP and TIP Information****701 General Information****A Purpose**

This part provides instructions for administering the 2005 Hurricane HIP and TIP which are applicable to eligible producers in certain counties of Alabama, Florida, Louisiana, Mississippi, North Carolina, and Texas who experienced certain losses because of Hurricanes Dennis, Katrina, Ophelia, Rita, or Wilma.

2005 Hurricane:

- HIP provides assistance to eligible producers who received either a FCIC crop insurance indemnity or a crop loss payment under NAP for losses that are attributable to the hurricanes listed in Exhibit 50
- TIP provides assistance to eligible producers who suffered fruit tree, including nut tree; bush; and vine losses for the commercial production of an annual fruit crop that are attributable to the hurricanes listed in Exhibit 50.

All other parts of 5-DAP (Rev. 1) do **not** apply to this part.

B Source of Authority

Section 32 of the Agriculture Adjustment Act of August 24, 1935, as amended, authorizes the Secretary of Agriculture to provide assistance to restore farmers' purchasing power.

Hurricanes Dennis, Katrina, Rita, and Wilma significantly impacted the Gulf Coast region and Hurricane Ophelia impacted North Carolina in 2005. Because of the severity and widespread devastation, the Secretary has determined to use the authority under Section 32 to implement HIP and TIP to assist in re-establishing farmers' purchasing power in these areas.

The regulations for 2005 HIP and TIP are provided in 7 CFR Part 760, Subparts B through F.

C Public Information

Follow instructions in 2-INFO for providing information about HIP and TIP. Because eligible losses are based on the physical location of the damage or loss, and some producers may still be displaced, HIP and TIP shall be publicized in **all** counties in the applicable States.--*

--701 General Information (Continued)*D Modifying Provisions**

Provisions in this handbook shall **not** be revised without prior 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.

E 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 HIP and TIP.

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 and Graphics 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 HIP or TIP unless approved by the National Office before use.--*

--702 Provisions Applicable to Both HIP and TIP*A Sign-up**

The signup period for HIP and TIP began May 17, 2006. Producers must file FSA-573 by the sign up deadline when announced. Producers will be allowed 2 additional weeks after the end of sign up (once announced) to provide supporting documentation, i.e. CCC-502, AD-1026, etc.

FSA-573's **must be** filed in the physical location county where the loss occurred.

Notes: Producers must be in SCIMS with a legacy link to the county accepting FSA-573 to apply and receive benefits under these disaster programs.

If a producer is **not** in SCIMS with a legacy link to the county accepting FSA-573, then add the producer to SCIMS, and create the legacy link according to 1-CM.

B Eligible Counties

[§ 760.101] These special disaster programs are available to producers in counties within Alabama, Florida, Louisiana, Mississippi, North Carolina, and Texas which received a Presidential or Secretarial disaster declaration or designation as an eligible disaster county because of Hurricane Dennis, Katrina, Ophelia, Rita, or Wilma.

See Exhibit 50 for a list of approved Presidential-declared and Secretarial-designated eligible disaster counties.

Note: Losses must have been physically located within 1 of the approved Presidential-declared or Secretarial-designated primary counties to be eligible.

C Disaster Period

[§ 760.101] The disaster period is a 60-calendar-day time period in which losses occurred that are considered eligible for the programs. The beginning date is the incident period date on the Presidential Declaration.

Note: See Exhibit 50 for a list of eligible counties and disaster periods.--*

--702 Provisions Applicable to Both HIP and TIP (Continued)*D Eligible Causes of Loss**

[§ 760.201] Eligible causes of loss are those directly related to the hurricanes listed in subparagraph 701 A, and will include the following:

- excessive moisture, precipitation, and/or rain
- flood
- excessive wind
- cyclone
- tornado
- hurricane or tropical depression
- storm surge
- salinity because of salt water intrusion.

E Payment Limitations and AGI Provisions

A factor will not be applied to payments. Therefore, payments may be issued after regulations are published in the Federal Register and software is released to County Offices.

An \$80,000 payment limitation applies to each “person” for benefits received under each program, 2005 HIP and TIP. Determine “persons” according to 1-PL.

If a “person” determination for the applicant has:

- already been made for other 2005 program purposes, then use the same “person” determination for HIP and TIP purposes
- **not** been made for any other 2005 program purpose, then COC shall:
 - obtain CCC-502 from the applicant
 - make a “person” determination and notify applicant according to 1-PL.

Note: Actively engaged and cash-rent tenant provisions do **not** apply.

The AGI provisions of 1-PL are applicable. Individuals and entities exceeding \$2.5 million AGI are not eligible for payment under HIP and TIP.

See 1-PL and 3-PL for AGI policy and software provisions.--*

--702 Provisions Applicable to Both HIP and TIP (Continued)*F Conservation Compliance Provisions**

Program participants are subject to the Conservation Compliance provisions in 6-CP. A signed AD-1026 must be on file covering the program year (2005 for TIP, 2005 and/or 2006 for HIP), 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 upon signing in item 12 of AD-1026 dated "04-20-06". It is **not** necessary to withhold payments pending NRCS HEL or wetland determinations. The continuous certification statement on AD-1026 requires producers to refund program payments if a NRCS determination results in the discovery of a HELC/WC violation.

G Assignments and Offsets

For 2005 HIP and TIP, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.

H Other Criteria

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

- controlled substance provisions
- fraud/FCIC
- equitable relief provisions.

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

--702 Provisions Applicable to Both HIP and TIP (Continued)*I 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 FSA-573, 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 FSA-573 for the producer. Proof of authority includes any of the following:

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

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.--*

***--702 Provisions Applicable to Both HIP and TIP (Continued)**

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

2005 HIP and TIP 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 FSA-573 is signed by an authorized representative of the...	THEN payments shall be issued...
an individual who died before FSA-573 was filed	deceased according to subparagraph I	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 FSA-573 was filed	estate according to subparagraph I	
an entity that dissolved before FSA-573 was filed	dissolved entity according to subparagraph I	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing FSA-573		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

Note: 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.--*

***--703 Handling Nonappealable Issues**

A Nonappealable Determinations

Eligibility criteria, signature requirements, and payment calculations are considered issues not appealable under 1-APP, subparagraph 1 D. In addition, cases that do not have any disputes of fact are not appealable.

B 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.

C Letters to Producers on 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. 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 the FSA determination that an adverse decision is not appealable.--*

--703 Handling Nonappealable Issues (Continued)*D Required Language for Letters to Producers 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 COC or STC made the determination,** then include the following:

“(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.)”

- **If a COC employee made the determination,** then include the following:

“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.)”--*

***--704 Responsibilities**

A STC Responsibilities

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

- direct the administration of HIP and TIP
- ensure FSA State and County Offices follow the HIP and TIP provisions
- thoroughly document all actions taken in STC meeting minutes
- handle appeals according to 1-APP, and paragraph 703
- review all TIP FSA-573's executed by State Office employees, COC members, CED's, County Office employees, and their spouses
- require reviews be conducted by DD according to subparagraph 704 C to ensure programs are being implemented according to HIP and TIP provisions.

Note: STC may establish additional reviews to ensure the program is administered according to these provisions.--*

--704 Responsibilities (Continued)*B SED Responsibilities**

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

- ensure FSA County Offices follow the HIP and TIP provisions
- handle appeals according to 1-APP and paragraph 703
- ensure DD conducts reviews according to subparagraph C

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

- ensure **all** County Offices publicize HIP and TIP provisions according to subparagraph 701 C

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

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

The SED equitable relief authority in 7-CP is applicable to HIP and TIP.

C DD Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760 Subparts B through F, DD's shall ensure that COC's and CED's follow the HIP and TIP provisions.--*

--704 Responsibilities (Continued)*D COC Responsibilities**

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

- fully comply with all HIP and TIP provisions
- ensure that CED fully complies with all HIP and TIP provisions
- handle appeals according to 1-APP and paragraph 703
- 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.
- ensure 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 HIP and TIP 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 FSA-573.--*

--704 Responsibilities (Continued)*E CED Responsibilities**

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

- fully comply with all HIP and TIP provisions
 - ensure County Office employees fully comply with all HIP and TIP provisions
- Note:** CED may delegate approval authority to PT's for approval on routine cases, but PT's shall not disapprove FSA-573 according to subparagraph 734 E.
- handle appeals according to 1-APP and paragraph 703
 - ensure modifications to data provided by the applicant are not made unless the applicant initials and dates the modification
 - ensure producers receive complete and accurate program information
 - immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
 - ensure general provisions and other important items are publicized according to subparagraph 701 C.

F PT Responsibilities

Within the authorities and limitations in this handbook and 7 CFR Part 760 Subparts B through F, PT's shall:

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

705-715 (Reserved)

--Section 2 HIP*716 General HIP Provisions****A Overview**

HIP provides assistance to eligible producers who received either a FCIC crop insurance indemnity payment or a crop loss payment under NAP for losses that are attributable to the hurricanes listed in Exhibit 50. HIP payments are equal to either 30 percent of the:

- crop insurance indemnity
- NAP payment.

B Eligibility Criteria

[§ 760.202] HIP eligibility requires that all of the following must be met:

- the commodity was located in an eligible county and suffered a loss caused by an eligible disaster during the disaster period shown in Exhibit 50
- producer must be able to certify that the production loss was wholly or partially because of an eligible cause of loss as listed in subparagraph 701 D and was the direct result of 1 or more of the eligible hurricanes
- producer must have been paid a 2005 or 2006 FCIC crop insurance indemnity payment or a 2005 or 2006 payment under NAP for eligible production losses.

C Applying for Benefits

To apply for HIP benefits, eligible producers shall file an automated FSA-573 in the physical location county where the loss occurred.

FSA-573's shall be filed by producer by county and will list all eligible insurance indemnities and NAP payments that meet the criteria in subparagraph 716 B for the producer.

Note: FSA-573's are not filed by FSN.--*

***--716 General HIP Provisions (Continued)**

C Applying for Benefits (Continued)

Example: C. J. Wells has the following interests in eligible counties.

- 100 percent interest in Allen County for which an indemnity was received on Unit 00100, and a NAP payment was received on Unit 132.
- 50 percent interest in W&W Farms General Partnership located in Evangeline County for which an insurance indemnity was received for Unit 00200.
- 40 percent interest in Allen County for which a NAP payment was received for Unit 75.
- 60 percent interest in Beauregard County for which an insurance indemnity was received for Unit 00100.

Three applications will be filed according to the following.

- 1 application for W&W Farms General Partnership's Unit 00200 in Evangeline County.
- 1 application for Units 00100, 132, and 75 in Allen County.
- 1 application for Unit 00100 in Beauregard County.--*

--717 Signing FSA-573 for HIP*A Signing and Certifying FSA-573 for 2005 HIP**

A producer must file a 2005 HIP FSA-573 in the physical location county for eligible production losses to be eligible for a HIP payment.

Note: If data is not available for a producer to apply for HIP, then sign up for HIP will be delayed for:

- an insured crop, until the indemnity has been downloaded from RMA
- NAP crops, until after the NAP payment has been issued.

Note: Only those eligible Notices of Loss loaded by April 21, 2006, will be considered.

When signing FSA-573, item 7A, the applicant is:

- certifying **all** of the following:
 - insurance indemnities and/or NAP payments listed on FSA-573 are true and correct
 - production losses for selected crops were because of, in whole or in part, eligible hurricanes or related conditions as listed in subparagraph 702 D
- authorizing FSA officials to:
 - review, verify, and authenticate all information on FSA-573
 - contact other agencies, organizations, or facilities to verify data
- acknowledging that providing a false certification to FSA is cause for disapproval of FSA-573, and is punishable by imprisonment, fines, and other penalties.--*

--717 Signing FSA-573 for HIP (Continued)*B Signature Requirements**

All applicants' signatures must be received by the ending signup date. Neither STC nor COC has authority to approve late-filed FSA-573.

Follow 1-CM for signature requirements.

Important: 1-CM, Part 25, Section 3, provides that all members of general partnerships and joint ventures must sign for the general partnership or joint venture, as applicable, unless an individual is authorized to act on behalf of the general partnership or joint venture.

If the producer applying for 2005 HIP benefits on FSA-573, item 5A, is a general partnership or joint venture which has an individual authorized to act for it, according to 1-CM, then the authorized individual may sign FSA-573, item 7A, on behalf of the general partnership or joint venture.

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.--*

***--717 Signing FSA-573 for HIP (Continued)**

C Acknowledging Receipt of FSA-573 for 2005 HIP

FSA-573 is used for multiple programs and has separate parts for each of the applicable programs. Each part of FSA-573 requires:

- specific information be listed that is associated to the applicant
- the applicant to certify to specific eligibility criteria, by program
- either an acknowledgement of receipt or separate approval or disapproval of each program.

Because the indemnity payment or NAP payment received has been previously approved for payment, approval of FSA-573 for HIP is not required. However, a FSA representative must sign all completed and signed FSA-573's submitted for HIP to:

- acknowledge receipt of FSA-573
- approve the signature as a valid signature.

Follow 1-CM, subparagraph 707 C, for FSA-573's submitted by County Office employees or their spouses.

If the County Office has knowledge that the loss for the indemnity received is not because of an eligible hurricane or related cause of loss according to subparagraph 702 D, then the County Office shall not sign FSA-573, item 8A. The County Office shall immediately submit a referral to RMA according to 4-RM, subparagraph 22 A.

Action shall not be taken on these cases until the concerns identified by the County Office have been validated or addressed by the reinsurance company. If it is determined that the indemnity meets eligibility requirements, then FSA-573 must be signed by COC or CED.--*

***--717 Signing FSA-573 for HIP (Continued)**

D HIP Data Changes After FSA-573 Signed

A number of situations that alter the data used for HIP can occur after a producer has filed a FSA-573 for HIP. In some cases these could affect production losses that the producer has selected for payment or which productions losses are available for selection. The following lists situations that alter HIP data and County Office action.

IF ...	THEN notify the producer that...
new production loss is added to FSA-573 because a production loss record is added to the RMA download or a NAP payment is issued and producer has previously signed FSA-573	a new loss record has been received and that action must be taken to categorize the new record according to subparagraph 838 D.
production loss is removed from FSA-573 because a production loss record was removed from the RMA download or previously issued NAP payment no longer exists	selected production loss is no longer eligible for HIP. Attach the unsigned FSA-573 to the signed FSA-573 and place in the file.
indemnity or NAP payment amount for a selected production loss changes and producer has previously signed FSA-573	that a NAP payment or indemnity has changed. Attach the unsigned to FSA-573 the signed FSA-573 and place in the file.

Notes: If a signed FSA-573 is **not** in the County Office and FSA-573 is printed when producer is not in the County Office, then destroy unsigned FSA-573.

See Part 16 for software operations necessary when a change occurs.--*

--718 Sources of Data for HIP*A Source of Data for NAP Commodities**

For NAP crops, eligible production losses are determined based on data from approved CCC-576, Part B for the commodity. Eligible losses from CCC-576 will be pulled from System 36 files onto FSA-573. County Offices will **not** data load any NAP payment data for the HIP portion of FSA-573.

For a NAP production loss to be eligible, all the following must apply:

- CCC-576 must have been loaded into the System 36 by April 21, 2006, before a 1-time process that will read the Notice of Loss file to find eligible production losses
- the date entered on CCC-576, item 10A must be on or within the disaster period shown in Exhibit 50 for the commodity's physical location county
- entry on CCC-576, item 11 must contain 1 of the eligible causes of loss listed in subparagraph 702 D.

B Source of Data for Insured Commodities

For crop insurance indemnity payments, RMA will determine eligible indemnities based on eligible causes of loss and cause of loss dates, and pass only those records that meet the eligibility criteria to FSA. Data for an insured commodity must be present on the RMA file passed to FSA as the file will be the source for insured production losses on FSA-573. County Offices will **not** data load any indemnity data for the HIP portion of FSA-573.

Note: Producers must contact their insurance agent with any questions about why the commodity for which an indemnity was received does not meet the eligible criteria. A producer will not be able to apply for HIP benefits for any commodity until the RMA data is sent to FSA.--*

***--719 HIP Payments**

A Payment Calculations

[§ 760.203] HIP payments are equal to 30 percent of either of the following, not to exceed a 95 percent cap:

- crop insurance indemnity payments for eligible production losses, excluding replant payments and payments received under a tree loss policy
- payments received for NAP for eligible production losses.

Payments are limited, by the cap, by the system, as outlined in the following.

IF category is...	THEN the 95 percent payment cap is calculated by...	AND the cap limitation will be the smaller of the calculated HIP payment or the result of subtracting both of the following from the 95 percent payment cap...
NAP commodities	FSA as 95 percent of expected value of the commodity in the absence of disaster using the producer's price and yield or inventory	<ul style="list-style-type: none"> • value of production using the producer's price and yield or inventory as used to establish the NAP payment • NAP payment.
insured commodities	RMA as 95 percent of expected value of the commodity in the absence of disaster using information from the crop policy	<ul style="list-style-type: none"> • value of production as counted by RMA to establish the indemnity • indemnity less crop insurance premium.

Note: County Offices will not be making manual payment calculations for HIP.

B Restrictions on Dual Payments

The State Governments have been provided funds to assist aquaculture producers. Producers receiving assistance from the State **cannot** receive a HIP payment for the same production loss. The producer cannot select an aquaculture production loss under HIP, if the producer is receiving assistance from the State for the same aquaculture loss.--*

720-730 (Reserved)

--Section 3 TIP*731 General TIP Provisions****A General Applicability**

TIP provides assistance to eligible producers who suffered fruit tree, including nut trees, bush, and vine losses that are attributable to the hurricanes listed in Exhibit 50. Compensation is based on the geographic location of the stand associated to the established tiers. TIP benefits are related to the cost of replanting, rehabilitation, clean-up, and debris removal. Timber, nursery inventory, and container grown fruit tree, bush, and vine losses are not covered.

Producers are **not** required to replant, rehabilitate, remove debris, or cleanup to receive TIP benefits.

B Eligible Producer

[§ 760.502] To qualify for TIP, an eligible fruit tree, bush, and/or vine producer is 1 who bears financial responsibility and whose stand has incurred damage of at least \$90 per acre for replanting, rehabilitation, cleanup, or debris removal, excluding crop production.

C Eligible Stand

[§ 760.502] Eligible stands must:

- be physically located in an eligible disaster county
- have been impacted by an eligible cause of loss according to subparagraph 702 D during an eligible disaster period listed Exhibit 50
- have been field grown for commercial use
- be fruit bearing
- have suffered at least \$90 per acre of damage.--*

--731 General TIP Provisions (Continued)*D Location Tiers**

The severity of damage is delineated using 4 tiers. The tiers represent the bands of damage generally correlating to the maximum sustained winds of the applicable hurricane. Each tier was established at the National Office level and maps will be provided to each County Office. The delineations on the map shall be used to determine producer benefits and to assist producers during the sign-up period.

Note: A stand that is split by a tier delineation may receive benefits in either tier. The producer must certify to the applicable tier based on the cost of replanting, rehabilitation, removing debris, and cleanup.

Acreage located in:

- Tier I is associated with the most destructive weather and the producers in this tier are eligible to receive \$750 per acre, if the expenses incurred to the stand for replanting, rehabilitation, cleanup, and debris removal are at least \$750
- Tier II is associated with the second most destructive weather and the producers in this tier are eligible to receive \$300 per acre, if the expenses incurred to the stand for replanting, rehabilitation, cleanup, and debris removal are at least \$300
- Tier III is associated with the third most destructive weather and the producers in this tier are eligible to receive \$200 per acre, if the expenses incurred to the stand for replanting, rehabilitation, cleanup, and debris removal are at least \$200
- Tier IV is associated with the least amount of destructive weather and the producers in this tier are eligible to receive \$90 per acre, if the expenses incurred to the stand for replanting, rehabilitation, cleanup, and debris removal are at least \$90.

Exception:COG may approve the stand for losses to the next lower number tier from the designated tier according to paragraph 733.--*

***--731 General TIP Provisions (Continued)**

E Acreage Reports

[§ 760.503] FSA-578 is required for program participation in TIP. The late filing fee is waived for disaster program participants. FSA-578 for TIP must be filed according to 2-CP before FSA-573 can be approved by FSA, but no later than the last day of the announced program signup period.

Attach a map or photocopy to FSA-578 and FSA-573, designating the geographic location and stand number of commercial fruit trees, bushes, and/or vines covered by FSA-573.

Note: The stand number is a number assigned to the County Office to keep the stand uniquely identified.--*

***--732 TIP Payment Calculations, Tiers, and Limitations**

A Payment Calculations

[§ 760.504] Payments are calculated as the total number of acres of eligible fruit trees, bushes, or vines times the payment rate for the specific tier times the producer’s share. The payment rates listed in the table reflect expenses incurred to the stand for replanting, rehabilitation, cleanup, and debris removal of trees, bushes, and/or vines. The same acreage shall not be included in more than 1 tier for payment.

If the actual damage to the stand is:

- greater than the payment rate associated with the designated tier based on the location of the stand, the applicant may submit documentation to request the stand be placed in the next lower number tier which represents a greater level of loss and a higher payment rate
- less than the payment rate associated with the designated tier based on the location of the stand, the applicant shall apply for assistance in the applicable higher number tier which has a payment rate equal to or less than the damage incurred per acre.

Note: See XXX for moving from 1 tier to another.

The following are payment rates per acre for each tier. The producer shall certify to the applicable payment level.

Tier	Payment Rate Per Acre for Fruit Trees, Bushes, and Vines
I	\$750
II	\$300
III	\$200
IV	\$90

Example 1: The producer’s stand is geographically located in Tier I and the expenses incurred per acre to the stand were \$850. The stand was approved for Tier I with payment on 10 acres of trees. Producer’s share is 100 percent.

The payment calculation is 10 acres X \$750 X 100 percent = \$7,500.

Example 2: A producer’s stand consists of 20 acres of blueberry bushes and is geographically located in Tier II. The expenses incurred per acre were \$150. The producer’s share is 100 percent. The producer shall certify to 20 acres of blueberry bushes in Tier IV because the expenses were less than \$200 but more than \$90.

The payment calculation is 20 acres X \$90 (adjusted to Tier IV) X 100 percent = \$1,800.--*

--732 TIP Payment Calculations Tiers, and Limitations (Continued)*B Limitations Because of ECP**

ECP provides assistance for cleanup, debris removal, and fencing, under EC-1 practice (removing debris from farmland). Since the payment rates for TIP also include costs of cleanup and debris removal, producers who received an ECP payment **cannot** receive duplicate benefits for the same practices under both ECP and TIP.

Producers who received benefits under ECP, regardless of the dollar amount, may still be eligible for TIP, if the cost for replanting and rehabilitation under TIP are equal to or greater than Tier IV's payment rate of \$90 per acre. The geographic location of the stand in conjunction with the specific cost for replanting and rehabilitation shall be used to determine the applicable tier payment rate to be used.

Example 1: Producer A has a grove of citrus trees geographically located in Tier II and also received an ECP payment. Producer A is able to provide receipts showing expenses incurred or cost estimates for replanting and rehabilitation alone are equal to \$400 per acre. Even though this producer did receive an ECP payment the grove of citrus trees will remain in Tier II for payment purposes.

Example 2: Producer B has a stand of pecan trees geographically located in Tier I and also received an ECP payment. Producer B is able to provide receipts showing expenses incurred or cost estimates for replanting and rehabilitation alone are equal to or greater than \$100 per acre. Even though this producer received an ECP payment and the stand of pecans are geographically located in Tier I, the stand will be placed in Tier IV since the expenses specific to replanting and rehabilitation were equal to or greater than \$90 per acre.

Example 3: Producer C has a stand of blueberry bushes geographically located in Tier III and also received an ECP payment. Producer C is not able to break down expenses for replanting, rehabilitation, cleanup, or debris removal. Since the producer is unable to provide evidence of expenses or a cost estimate solely for replanting or rehabilitation, the producer is ineligible for TIP.

Example 4: Producer D has a stand of grape vines geographically located in Tier II and also received an ECP payment. Producer D is able to provide receipts showing expenses incurred for replanting and rehabilitation alone are less than \$90 per acre. Since the expenses incurred for replanting or rehabilitation are not equal to or greater than \$90 per acre, Producer D is ineligible for TIP.

C Limitations Because of Insurance

Producers who received benefits under the Florida Fruit Tree Insurance Pilot Program or other private insurance policy that covers the loss of fruit trees, bushes, or vines, are not eligible for TIP. This is to ensure that producer do not receive compensation for replanting, rehabilitation, clean up, and debris removal under an insurance polity making the producer more than whole by receiving insurance benefits and TIP.--*

--733 Loss Level*A COC Adjusted Loss Level**

Tiers of destruction have been determined by DAFP. However, it is recognized that the hurricanes spawned tornadoes and other natural disaster occurrences outside those tiers. COC may accept documentation that substantiates the producer's claim for a higher level of loss than the stand's associated tier. However, COC is only authorized to allow a producer to move 1 lower numbered tier level from the stand's geographical location. This documentation may include, but is not limited to, the following:

- newspaper articles and other media reports
- FEMA documents
- National Guard records
- crop insurance appraisals
- photographs of specific disaster damage
- verification through field visit
- news articles
- production records
- sales records
- COC knowledge of the affected area.

All documentation used for approval to a higher payment tier shall be recorded in the COC minutes. A copy of the documentation shall be attached to FSA-573.

Example 1: A stand is geographically located in an eligible county. However, the geographic location does not fall within any delineated tier. Based upon producer submitted documentation, the expenses incurred, because of an eligible natural disaster, exceeded \$90 per acre for cleanup, debris removal, rehabilitation, and replanting. The producer may certify on FSA-573 to the damage associated with Tier IV and based on the documentation, COC may approve the request.

Example 2: A stand is geographically located in Tier II, and is eligible for Tier II losses, but the producer has documentation indicating the costs for cleanup, debris removal, rehabilitation, and replanting exceed \$750 per acre, because of 1 of the 5 hurricanes. COC may approve FSA-573 for Tier I if the documentation is sufficient for COC.--*

--733 Loss Level (Continued)*A COC-Adjusted Loss Level (Continued)**

Example 3: A stand is geographically located in Tier I, but the producer cannot certify that the costs for cleanup, debris removal, rehabilitation, and replanting exceed \$750 per acre. The producer certified that the costs are \$400. Therefore, the stand shall be placed in Tier II for payment purposes.

Example 4: A stand is geographically located in Tier IV, and is eligible for Tier IV losses, but the producer has documentation indicating the costs for cleanup, debris removal, replanting, and rehabilitation exceed \$300 per acre, because of conditions relating to 1 of the 5 hurricanes. COC may approve FSA-573 for Tier III if documentation is sufficient for COC.

Note: Even though the producer incurred expenses in excess of \$300 per acre, which is the payment rate for Tier II, the stand can be authorized to move up only 1 tier.

734 Filing FSA-573 for TIP Benefits**A Applying for Benefits**

[§ 760.503] To apply for 2005 TIP benefits, eligible producers shall file an automated FSA-573 in the county where the claimed fruit tree, bush, and vine losses physically occurred during the applicable disaster period as provided in Exhibit 50.

FSA-573's shall be filed by producer and county. Each eligible producer with a share in the stand must complete and sign a separate FSA-573 for their share of the benefits.

Important: FSA-573's are **not** filed by operation or FSN.--*

*--734 Filing FSA-573 for TIP Benefits (Continued)

A Applying for Benefits (Continued)

Example: John Brown incurred eligible fruit tree losses and has the following interests in eligible counties.

- 50-50 share with Bob Brown in the B and B General Partnership; the general partnership has a permanent tax ID number, and owns citrus groves in Jefferson County.
- 100 percent owner of pecan trees in Jefferson County.
- 25-75 share owner of an orange grove with Jane Brown in Jefferson County; John Brown and Jane Brown jointly own the orange grove on a 25-75 percent share.
- 100 percent of a stand of citrus trees in Desoto County.

The following 4 applications would be submitted, assuming all producers file an application, and none of the producers have any other fruit tree interests.

- 1 application for B and B General Partnership for 100 percent share of the citrus trees in Jefferson County.
- 1 application for John Brown that includes **both** the following:
 - 100 percent interest in the pecan stand in Jefferson County for 100 percent share
 - 25 percent interest in the orange grove operation in Jefferson County he shares with Jane Brown.
- 1 application for Jane Brown for 75 percent share of the orange grove in Jefferson County she shares with John Brown.
- 1 application for John Brown for 100 percent share of the citrus grove he owns in Desoto County.--*

--734 Applying for TIP Benefits (Continued)*B Signing and Certifying FSA-573 for 2005 TIP**

When signing FSA-573, item 30A, the applicant is:

- applying for 2005 TIP benefits for the producer listed on FSA-573, item 5
- certifying **all** of the following:
 - information provided on FSA-573 is true and correct
 - losses for commercial fruit trees, bushes, and vines were wholly because of eligible hurricanes or hurricane related natural disaster
 - costs for replanting, rehabilitation, cleanup, and debris removal are in an amount equal to or greater than the payment per acre for the claimed tier
 - all supporting documentation provided are true and correct copies of the transaction reported
- authorizing FSA officials to:
 - enter upon, inspect, and verify all applicable acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
 - review, verify, and authenticate all information provided on FSA-573 and supporting documents
 - contact other agencies, organizations, or facilities to verify data provided by an applicant from these agencies, organizations, or facilities
- acknowledging that:
 - failure to provide information requested by FSA is cause for disapproval of FSA-573
 - providing a false certification to FSA is cause for disapproval of FSA-573, and is punishable by imprisonment, fines, and other penalties.--*

--734 Applying for TIP Benefits (Continued)*C Signature Requirements**

All applicants' signatures must be received by the ending signup date. Neither STC nor COC has authority to approve late-filed FSA-573.

Follow 1-CM for signature requirements.

Important: 1-CM, Part 25, Section 3, provides that all members of general partnerships and joint ventures must sign for the general partnership or joint venture, as applicable, unless an individual is authorized to act on behalf of the general partnership or joint venture.

If the producer applying for 2005 TIP benefits on FSA-573, item 5, is a general partnership or joint venture which has an individual authorized to act for it, according to 1-CM, the authorized individual may sign FSA-573, item 30, on behalf of the general partnership or joint venture.

Notes: 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.

D Deleting FSA-573 for 2005 TIP

County Office shall not delete any signed FSA-573 for 2005 TIP unless the applicant withdraws FSA-573 before being selected for end of sign-up period.

If an applicant wishes to withdraw a signed FSA-573, then the applicant must write "WITHDRAWN" on the hardcopy FSA-573 and initial and date next to "WITHDRAWN."

E Acting on FSA-573 for 2005 TIP

COC must act on all requests to receive payments based on the next higher paying tier and EC-1. COC or CED must act on all other completed FSA-573's submitted.

Note: CED may delegate approval authority to PT's for routine cases. PT's shall **not** be delegated authority to disapprove any FSA-573's.--*

--734 Applying for TIP Benefits (Continued)*F Acting on FSA-573 for 2005 TIP (Continued)**

FSA-573 is used for multiple programs, and has separate parts for each of the applicable programs. Each part of FSA-573 requires:

- specific information be provided by the applicant
- applicant to certify to specific eligibility criteria, by program
- separate approval or disapproval of each program.

FSA-573 for 2005 TIP shall be approved or disapproved as certified by the applicant. When more than 1 stand is claimed on FSA-573, FSA-573 shall be approved or disapproved based on all stands claimed. Certain stands cannot be approved and other stands disapproved on the same FSA-573.

Before approving FSA-573 for 2005 TIP, the approving official must ensure that **all** eligibility requirements are met, and be satisfied with **all** of the following:

- stand is eligible according to subparagraph 731 C
- applicant incurred expenses equal to or greater than the applicable payment rate associated to the tier
- reasonableness of the acres claimed
- all signature requirements are met.

If all program eligibility requirements are **not** met, or it is determined that the information on FSA-573 for 2005 TIP, or any additional supporting documentation provided by applicant, is **not** accurate or reasonable, the following actions shall be taken:

- disapprove FSA-573
- notify applicant of disapproval
- provide applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in COC minutes, if disapproved by COC.--*

735-800 (Reserved)

***--Part 16 2005 Section 32 Hurricane Payment Automation Provisions for HIP and TIP**

Section 1 TIP Application Processing

801 Accessing TIP Indemnity Program Menu

A Accessing Program Menu

From Menu FAX250, access TIP software according to the following.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, 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 "14", "Hurricane Disaster Programs", and PRESS "Enter".
6	MHNOYR	ENTER "4", "Tree Indemnity Program", and PRESS "Enter". The TIP Indemnity Program Menu will be displayed.

B Example of TIP Indemnity Program Menu MHAW00

The following is an example of the Menu MHAW00.

```

COMMAND                                MENU: MHAW00                                H2
TIP Indemnity Program Menu
-----
      1. Application Process
      2. Payment Process
    * 3. spot check selection Process

      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".
    
```

--*

***--802 Accessing TIP Application Processing**

A TIP Application Menu MHAWW0

To process applications for TIP, select option 1 on the Menu MHAW00. Menu MHAWW0 will be displayed. The following is an example of the Menu MHAWW0.

```

COMMAND                                MENU: MHAWW0                                H2
TIP Application Menu
-----
1. Loss Application                        4. Unsigned Applications Report
2. Signature/Approval Dates              5. Unapproved Applications Report
3. Print Producer Application             6. Approved Applications Report
                                           7. Disapproved Applications Report
                                           8. Deleted Applications Report

                                           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 Available Options on Menu MHAWW0

The following table provides an explanation of the options available on Menu MHAWW0.

Action	Result	Option Is Used For...
ENTER "1", "Loss Application", and PRESS "Enter".	Producer Selection Screen MHAWWA01 will be displayed.	loading loss data for TIP.
ENTER "2", "Signature/Approval Dates", and PRESS "Enter".		loading signature/approval dates for TIP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".	Printer Selection Screen MHAWRP01 will be displayed.	printing producer FSA-573.
ENTER "4", "Unsigned Applications Report", and PRESS "Enter".		printing the report the Unsigned TIP Applications Report.
ENTER "5", "Unapproved Applications Report", and PRESS "Enter".		printing the Unapproved TIP Applications Report.
ENTER "6", "Approved Applications Report", and PRESS "Enter".		printing the Approved TIP Applications Report.
ENTER "7", "Disapproved Applications Report", and PRESS "Enter".		printing the Disapproved TIP Applications Report.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the Deleted TIP Applications Report.

--*

***--803 TIP Producer Selection Screen MHA WWA01**

A Overview

Access to TIP software requires entry of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

B Example of Screen MHA WWA01

The following is an example of Screen MHA WWA01.

```

TIP                                027-COAHOMA                Selection      MHA WWA01
Producer selection screen          Version: AF36 03/14/2006 11:07 Term H2
-----
                                     Enter Last Four Digits of ID: . . . .
                                     or
                                     Producer ID Number: . . . . . and Type:
                                     or
                                     Last Name: . . . . .
                                     (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

C Producer Not Active in SCIMS

Producers must be in SCIMS with a legacy link to the county completing the application to apply for TIP benefits. If the selected producer is not active in SCIMS with a legacy link to the county completing the application, then add the producer to SCIMS and create a legacy link according to 1-CM.

D Producer Not Active on a Farm

Producers must be active on a 2005 or 2006 farm in the county completing the application to apply for TIP benefits. If the selected producer is not active on a 2005 or 2006 farm in the county completing the application, add the producer to an existing farm or add a new farm according to 3-CM.--*

***--804 TIP Stand Selection Screen MHA WWD01**

A Overview

Once a valid producer has been selected, Screen MHA WWD01 will be displayed. Screen MHA WWD01 will be used to enter new stands or select previously entered stands. The stand numbers are assigned by the County Office by each specific producer ID. For example, producer A can have stands 1, 2, and 3. Producer B can also have stands 1, 2, and 3.

B Example of Screen MHA WWD01

The following is an example of Screen MHA WWD01 when **no** stands have been previously entered.

```

TIP                027-COAHOMA      Selection      MHA WWD01
Stand selection screen          Version: AF36 03/14/2006 12:38 Term H2
-----
Producer ALISON GROENWOLDT              Enter Stand number: .....

Enter=Continue  Cmd4=Previous screen  Cmd7=End
    
```

The following is an example of Screen MHA WWD01 after stands have been previously entered for the producer.

```

TIP                027-COAHOMA      Selection      MHA WWD01
Stand selection screen          Version: AF36 03/14/2006 12:46 Term H2
-----
Producer ALISON GROENWOLDT              Enter Stand number: .....

    or select from one of the following previously recorded stands:

                                ..  1
                                ..  2

Enter=Continue  Cmd4=Previous screen  Cmd7=End
    
```

C Action

County Offices shall:

- enter sequential stand number and PRESS “Enter” when entering information for a new stand
- select a previously entered stand and PRESS “Enter” if stand data needs to be modified or reviewed.--*

***--805 TIP Load Stand Screen MHAWWH01**

A Overview

Screen MHAWWH01 will be displayed once a new stand number has been entered or a previously entered stand number is selected on Screen MHAWWD01. Screen MHAWWH01 will be used to capture the following:

- producer’s share of the stand
- acres in the stand
- applicable tier associated to the stand.

B Example of Screen MHAWWH01

The following is an example of Screen MHAWWH01.

```

TIP                               027-COAHOMA           Entry           MHAWWH01
Load stand screen                  version: AF36    03/14/2006 12:52 Term H2
-----
Producer ALISON GROENWOLDT                               stand      3

  Share      Acres      select one of the following disaster tiers:
  .....      .....      .. Tier I  .. Tier II  .. Tier III  .. Tier IV

cmd4=Previous screen  cmd5=update  cmd7=End  cmd24=Delete
    
```

C County Office Action

County Offices shall:

- enter producer’s share of stand
- enter total number of acres in the stand
- select the applicable tier
- PRESS “Cmd5” to update.

Record More Data Question Screen MHAWWH1A will be displayed.--*

*--805 TIP Load Stand Screen MHAWWH01 (Continued)

D Action

The following describes the options available on Screen MHAWWH01.

Option	Result
Cmd4	Stand Selection Screen MHAWWD01 will be displayed.
Cmd5	Record More Data Question Screen MHAWWH1A will be displayed.
Cmd7	TIP Application Menu MHAWW0 will be displayed.
Cmd24	The line item where the cursor is located will be deleted and Record More Data Question Screen MHAWWH1A will be displayed.

--*

***--806 Record More TIP Data Question Screen MHAWWH1A**

A Overview

Screen MHAWWH1A provides the opportunity for the user to load additional stands for the producer without exiting and re-entering the TIP process.

B Example of Screen MHAWWH1A

The following is an example of Screen MHAWWH1A.

```

TIP                               027-COAHOMA                Entry      MHAWWH01
Load stand screen                  Version: AF36 03/14/2006 12:52 Term H2
-----
Producer ALISON GROENWOLDT                stand      3
Share
1.0 Record More Data Question Screen      MHAWWH1A

      Do you want to record data on another:
      -          stand for this producer?  (Y/N)
                                          Y

      Enter=Continue  cmd4=Previous screen
      IM: Loss data has been recorded.

cmd4=Previous screen  cmd5=update  cmd7=End  cmd24=Delete
    
```

C Action

The question, “Do you want to record data on another stand for this producer?”, will be displayed. County Offices shall ENTER:

- “Y” if additional stands need to be loaded for the selected producer and Screen MHAWWD01 will be displayed
- “N” if additional stands do not need to be loaded for the selected producer and Printer Selection Screen MHAWRP01 will be displayed. FSA-573 will be printed.--*

***--807 TIP Signature/Approval Dates**

A Overview

Signature and approval date must be entered into the automated system before TIP payments can be issued. Signature/approval dates will be entered by selecting:

- option 2, "Signature/Approval Dates" from Menu MHAWW0
- applicable producer on Screen MHAWAA01.

B Example of Signature/Approval Screen MHAWAC01

The following is an example of Screen MHAWAC01.

```

TIP              027-COAHOMA          Entry      MHAWAC01
Signature/Approval screen          version: AF36 03/14/2006 13:11 Term H2
-----
Producer ALISON GROENWOLDT          ID/Type XXXXXXXXXX S

          signature          Approval          Disapproval
          Date              Date or          Date
          (MM/DD/CCYY)      (MM/DD/CCYY) (MM/DD/CCYY)
          .....           .....           .....

Cmd4=Previous screen  Cmd5=Update  Cmd7=End
Cmd12=Print Statement of Projected Payment Amounts

```

--*

***--807 TIP Signature/Approval Dates (Continued)**

C Action

County Offices shall:

- enter producer signature date
- enter approval or disapproval date as applicable
- PRESS “Cmd5” to update.

Note: The approval/disapproval process is by producer ID, not by stand. Either the application is approved or disapproved.

The signature and approval or disapproval date will be removed if any changes are made to the application after the signature/approval dates are entered.

808 Print Producer TIP Application

A Overview

FSA-573 will be generated:

- when option 3, “Print Producer Application” is selected from Menu MHAWW0 and applicable producer ID is entered
- during application process when user entered “N” on Screen MHAWWH1A.--*

***--809 Unsigned TIP Applications Report**

A Overview

The Unsigned Applications Report is a computer-generated report that lists all applications that have been initiated in the system but do not have a producer signature date entered.

B Unsigned Applications Report Option Screen MHAWRD1A

Once a valid printer ID has been entered, Screen MHAWRD1A will be displayed. The following is an example of Screen MHAWRD1A.

```
TIP                027-COAHOMA                Entry      MHAWRP01
Printer selection screen                Version: AF36 03/14/2006 15:03 Term H2
-----
                unsigned Applications report option screen                MHAWRD1A

                select the order you wish to print the report:

                - alphabetically by producer last name/business ... ..
                - by update date with the most recent first ..... ..

Enter=Continue  Cmd7=End
```

--*

***--809 Unsigned TIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by update date with the most recent first” is selected, then the report will print by the date that the application was updated, most recent update date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print update dates prior to”, then the report will only print applications that were updated on or after the date entered
- “do not print update dates after”, then the report will only print applications that were updated on or before the date entered
- both “do not print update dates prior to” and “do not print update dates after”, then the report will only print applications that were updated on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

*--810 Unapproved TIP Applications Report

A Overview

The Unapproved Applications Report is a computer-generated report that lists all applications that have a producer signature date entered into the system but do **not** have an approval or disapproval date entered.

B Unapproved Applications Report Option Screen MHAWRE1A

Once a valid printer ID has been entered, Screen MHAWRE1A will be displayed. The following is an example of Screen MHAWRE1A.

```
TIP                027-COAHOMA                Entry      MHAWRP01
Printer Selection Screen          Version: AF36 03/14/2006 15:03 Term H2
-----
Unapproved Applications Report option screen          MHAWRE1A

select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by signature date with the most recent first .... ..

Enter=Continue  cmd7=End
```

--*

***--810 Unapproved TIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by signature date with the most recent first” is selected, the report will print by the date that the application was signed, most recent signature date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print signature dates prior to”, then the report will only print applications that were signed on or after the date entered
- “do not print signature dates after”, then the report will only print applications that were signed on or before the date entered
- both “do not print signature dates prior to” and “do not print signature dates after”, then the report will only print applications that were signed on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

*--811 Approved TIP Applications Report

A Overview

The Approved Applications Report is a computer-generated report that lists all applications that have a producer signature date and approval date entered into the system.

B Approved Applications Report Option Screen MHAWRF1A

Once a valid printer ID has been entered, Screen MHAWRF1A will be displayed. The following is an example of Screen MHAWRF1A.

```
TIP                027-COAHOMA                Entry          MHAWRP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
Approved Applications Report option screen          MHAWRF1A

select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by approval date with the most recent first ..... ..

Enter=Continue  Cmd7=End
```

--*

***--811 Approved TIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by approval date with the most recent first” is selected, then the report will print by the date that the application was approved, most recent approval date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print approval dates prior to”, then the report will only print applications that were approved on or after the date entered
- “do not print approval dates after”, then the report will only print applications that were approved on or before the date entered
- both “do not print approval dates prior to” and “do not print approval dates after”, then the report will only print applications that were approved on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

*--812 Disapproved TIP Applications Report

A Overview

The Disapproved Applications Report is a computer-generated report that lists all applications that have been disapproved.

B Disapproved Applications Report Option Screen MHAWRG1A

Once a valid printer ID has been entered, Screen MHAWRG1A will be displayed. The following is an example of Screen MHAWRG1A.

```
TIP                027-COAHOMA          Entry          MHAWRP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
Disapproved Applications Report option screen          MHAWRG1A

select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by disapproval date with the most recent first .. ..

Enter=Continue  Cmd7=End
```

--*

***--812 Disapproved TIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by disapproval date with the most recent first” is selected, then the report will print by the date that the application was disapproved, most recent disapproval date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print disapproval dates prior to”, then the report will only print applications that were disapproved on or after the date entered
- “do not print disapproval dates after”, then the report will only print applications that were disapproved on or before the date entered
- both “do not print disapproval dates prior to” and “do not print disapproval dates after”, then the report will only print applications that were disapproved on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

***--813 Deleted TIP Applications Report**

A Overview

The Deleted Applications Report is a computer-generated report that lists all applications that have been deleted.

B Deleted Applications Report Option Screen MHAWRH1A

Once a valid printer ID has been entered, Screen MHAWRH1A will be displayed. The following is an example of Screen MHAWRH1A.

```
TIP                027-COAHOMA          Entry          MHAWRP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
Deleted Applications Report option screen          MHAWRH1A

select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by deletion date with the most recent first ..... ..

Enter=Continue  Cmd7=End
```

--*

***--813 Deleted TIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by deletion date with the most recent first” is selected, then the report will print by the date that the application was deleted, most recent deletion date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print deletion dates prior to”, then the report will only print applications that were deleted on or after the date entered
- “do not print deletion dates after”, then the report will only print applications that were deleted on or before the date entered
- both “do not print deletion dates prior to” and “do not print deletion dates after”, then the report will only print applications that were deleted on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

***--814 TIP FSA-573E Statement of Projected Payment Amounts Report**

A Introduction

The FSA-573E Statement of Projected Payment Amounts Report is a computer-generated document that prints the calculated payment amount for TIP based on data currently loaded in the TIP application file.

B Information on the FSA-573E Statement of Projected Payment Amounts Report

The following includes a detailed description of the information contained on the FSA-573E Statement of Projected Payment Amounts Report.

Field	Description	FSA-573, Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	5A and 5B
Stand	Stand number.	29A
Tier	The tier applicable to the specified stand.	29B
Acres	Acreage attributable to the stand and tier.	29C
Share	Producer's share for the specified stand and tier.	29D
Calculated Payment	Calculated payment for each stand is computed by multiplying the following: <ul style="list-style-type: none"> • acres, times • share, times • payment rate. 	
Total Calculated Payment	Accumulated calculated payment amount for all stands.	

--*

***--814 TIP FSA-573E Statement of Projected Payment Amounts Report (Continued)**

C Printing the FSA-573A Statement of Projected Payment Amounts Report

The FSA-573A Statement of Projected Payment Amounts Report can be printed for a specific producer or for all producers. Print the FSA-573A Statement of Projected Payment Amounts Report according to the following.

Note: The FSA-573A Statement of Projected Payment Amounts Report can also be printed by pressing "Cmd12" on Screen MHAWAC01.

Step	Menu or Screen	Action	Result
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.	Menu FAX09002 will be displayed.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.	Menu FAX09001 will be displayed.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".	Menu M00000 will be displayed.
4	M00000	ENTER "1", "NAP and Disaster".	Menu MH0000 will be displayed.
5	MH0000	ENTER "14", "Hurricane Disaster Programs".	Menu MHN0YR will be displayed.
6	MHN0YR	ENTER "4", "Tree Indemnity Program".	Menu MHAW00 will be displayed.
7	MHAW00	ENTER "2", "Payment Process".	Menu MHAWN0 will be displayed.
8	MHAWN0	ENTER "5", "Print Producer Statement of Projected Payment Amounts".	Screen MHAWPRT2 will be displayed.
9	MHAWPRT2	Enter the appropriate print ID, and PRESS "Enter".	Screen MHAWN701 will be displayed.

--*

*--814 TIP FSA-573E Statement of Projected Payment Amounts Report (Continued)

C Printing the FSA-573A Statement of Projected Payment Amounts Report (Continued)

Step	Menu or Screen	Action		Result
10	MHAWN701	Screen MHAWN701 provides several options to print the Statement of Projected Payment Amounts. Select either a specific producer or all producers according to the following.		
		Selection	Action	
		Process Statement of Projected Payment Amounts for all producers.	ENTER "All" in the "Enter Producer ID Number" field, and PRESS "Enter". Note: Do not use this option if applications are being updated on other workstations. Wait until all users have exited the TIP application process.	Statements will be generated for all producers that have an application on the application file. Screen MHAWN701 will be redisplayed.
Process Statement of Projected Payment Amounts for a selected producer.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> • producer ID number and ID type in the "Enter Producer ID Number and Type" fields • 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. 	Statement will be generated if the selected producer has an application on the application file. Screen MHAWN701 will be redisplayed.		

--*

815-825 (Reserved)

***--Section 2 HIP Application Processing**

826 Accessing HIP Software

A Accessing Software

From Menu FAX250, access HIP software according to the following.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, 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 "14", "Hurricane Disaster Programs", and PRESS "Enter".
6	MHN0YR	ENTER "2", "Hurricane Indemnity Program", and PRESS "Enter". HIP Menu MHAX00 will be displayed.

B Example of the HIP Menu MHAX00

The following is an example of Menu MHAX00.

```

COMMAND                                MENU: MHAX00                                H2
Hurricane Indemnity Program Menu
-----
      1. Application Process
      2. Payment Process
*  3. Spot check Selection Process

      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".
    
```

--*

***--827 Accessing HIP Application Processing**

A Overview

To process applications for HIP, select option 1, “Application Process”, on Menu MHAX00. HIP Application Menu will be displayed. The following is an example of Menu MHAXW0.

```

COMMAND                                MENU: MHAXW0                                H2
HIP Application Menu
-----
1. Loss Application
2. Signature Dates
3. Print Producer Application
4. Unsigned Applications Report
5. FSA Rep Unsigned Applications Report
6. Signed Applications Report
8. Deleted Applications Report
9. RMA Download Reports
10. RMA Deleted Download Report
11. Application Discrepancy Report
12. NAP Notice of Loss Report

20. Return to Application Primary Menu
21. Return to Application Selection Menu
23. Return to Primary selection screen
24. sign off

Cmd3=Previous Menu
Enter option and press "Enter".
    
```

B Available Options

The following provides an explanation of the options available on Menu MHAXW0.

Action	Result	Option Is Used for...
ENTER “1”, “Loss Application”, and PRESS “Enter”.	Producer Selection Screen MHAXWA01 will be displayed.	selecting eligible payment/indemnities for HIP.
ENTER “2”, “Signature Dates”, and PRESS “Enter”.		loading signature dates for HIP applications.
ENTER “3”, “Print Producer Application”, and PRESS “Enter”.	Printer Selection Screen MHAXRP01 will be displayed.	printing producer FSA-573.
ENTER “4”, “Unsigned Applications Report”, and PRESS “Enter”.		printing the Unsigned HIP Applications.
ENTER “5”, “FSA Rep Unsigned Applications Report”, and PRESS “Enter”.		printing the FSA Representative Unsigned HIP Applications Report.

--*

***--827 Accessing HIP Application Processing (Continued)**

B Available Options (Continued)

Action	Result	Option Is Used For...
ENTER "6", "Signed Applications Report", and PRESS "Enter".	Printer Selection Screen will be displayed.	printing the Signed HIP Applications Report.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the Deleted HIP Applications.
ENTER "9", "RMA Download Reports", and PRESS "Enter".		printing the HIP RMA download reports.
ENTER "10", "RMA Deleted Download Report", and PRESS "Enter".		printing the RMA Deleted Download Report.
ENTER "11", "Application Discrepancy Report", and PRESS "Enter".		printing the HIP Discrepancy Report.
ENTER "12", "NAP Notice of Loss Report", and PRESS "Enter".		printing the NAP Notice of Loss Report.

--*

***--828 HIP Producer Selection Screen MHAXWA01**

A Overview

Access to HIP software requires entry of 1 of the following:

- producer’s ID number and type
- last 4 digits of producer’s ID
- producer’s last name.

B Example of Screen MHAXWA01

The following is an example of Screen MHAXWA01.

```

HIP                               027-COAHOMA           Selection      MHAXWA01
Producer selection screen          version: AF36  03/14/2006 11:07 Term H2
-----
                                     Enter Last Four Digits of ID: . . . .
                                     or
                                     Producer ID Number: . . . . . and Type:
                                     or
                                     Last Name: . . . . .
                                     (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd7=End

```

C Producer Not Active in SCIMS

Producers must be in SCIMS with a legacy link to the county completing the application to apply for HIP benefits. If the selected producer is not active in SCIMS with a legacy link to the county completing the application, then add the producer to SCIMS and create a legacy link according to 1-CM.--*

***--829 HIP Eligible Payment/Indemnity Selection Screen MHAXWH01**

A Overview

Once a valid producer has been selected, Screen MHAXWH01 will be displayed. Screen MHAXWH01 will be used to select the payment/indemnities to be included on the application.

Note: If the producer has not received a crop insurance indemnity or NAP payment, then the record will not display on the screen. See subparagraph 716 B for the eligibility criteria used to select which crop insurance indemnities and NAP payments will be displayed.

B Example of Screen MHAXWH01

The following is an example of Screen MHAXWH01.

HIP		205-HARTLEY		Entry		MHAXWH01	
Eligible Payment/Indemnity Selection		version: AF37		04/26/2006 09:20		Term H2	

Producer WHITE TAIL FARMS INC							
	Selection	Year	Unit	Crop	Pay Type	Planting Period	Payment/Indemnity
	..	2005	00101	COTTN			5,781.00
	..	2005	00101	SBEAN			14,557.00
	..	2006	00103	COTTN			8,116.00
Cmd4=Previous		Cmd5=Update		Cmd7=End			
Cmd16=select All		Cmd24=Delete Application					

C Action

County Offices have the ability to do 1 or more of the following:

- place an “X” next to each payment/indemnity that the producer wants to select and PRESS “Cmd5” to update
- remove the “X” from previously selected payments/indemnities that the producer no longer wants to select and PRESS “Cmd5” to update
- delete a previously entered application by pressing “Cmd24” to delete.

If there are more than 10 eligible payments/indemnities, the user shall make the appropriate selections and then roll page to make any additional selections/deselections.

Note: County Offices **cannot** make changes to any of the indemnity/payment data displayed on Screen MHAXWH01.--*

***--829 Eligible Payment/Indemnity Selection Screen MHAXWH01 (Continued)**

D New Indemnity/Payment Data

When new RMA downloads are received and additional NAP payments are issued, indemnity/payment data will change. The following provides the actions to be taken when indemnity/payment data changes.

Note: Discrepancy reports can be printed that will outline all changes made to RMA download data. See paragraph 838 for additional information.

IF...	AND the application is...	THEN...
new records are added to the RMA download or new NAP payments are issued	not initiated	no special action is required. Access the application and take action according to subparagraph C.
	initiated	access the application and place an "X" next to any additional indemnities/payments that the producer selects. All previous selections will still be selected. Run payments according to paragraph 853.
records are removed from the RMA download or previously issued NAP payments no longer exist	not initiated	no special action is required. Access the application and take action according to subparagraph C.
	initiated	the removed records will be automatically removed from the application screen. All other selections will still be selected. Run overpayments according to paragraph 901.
records are modified on the RMA download or existing NAP payments are modified	not initiated	no special action is required. Access the application and take action according to subparagraph C.
	initiated	access the application and PRESS "Cmd5" to update. All previous selections will still be selected. Run payments according to paragraph 853 and overpayment according to paragraph 901.

--*

***--830 HIP Signature Dates**

A Overview

Signature dates must be entered into the automated system before HIP payments can be issued. Signature dates will be entered by selecting:

- option 2, “Signature Dates” from Menu MHAXW0
- applicable producer on Producer Selection Screen MHAXWA01.

B Example of Signature Screen MHAXAC01

The following is an example of Screen MHAXAC01.

HIP Signature Screen	027-COAHOMA	Entry version: AF36	MHAXAC01 03/14/2006 13:11 Term H2

Producer ALISON GROENWOLDT		ID/Type	XXXXXXXXX S
		FSA Representative	
	Signature Date (MM/DD/CCYY)	Signature Date (MM/DD/CCYY)	
	
Cmd4=Prev screen Cmd5=Update Cmd7=End Cmd12=Projected Payment Amounts Report			

C Action

County Offices shall:

- enter producer signature date
- enter FSA representative signature date
- PRESS “Cmd5” to update.

The signature dates will be removed if any changes are made to the application after the signature dates are entered.--*

***--831 Print Producer HIP Application**

A Overview

FSA-573 will be generated:

- when option 3, “Print Producer Application”, is selected from Menu MHAXW0, and applicable producer ID is entered
- during application process when user presses “Cmd5” on Screen MHAXWH01.--*

***--832 Unsigned HIP Applications Report**

A Overview

The Unsigned Applications Report is a computer-generated report that lists all applications that have been initiated but do not have a producer signature date entered.

B Unsigned Applications Report Option Screen MHAXRD1A

Once a valid printer ID has been entered, Screen MHAXRD1A will be displayed. The following is an example of Screen MHAXRD1A.

```
HIP              027-COAHOMA      Entry      MHAXRP01
Printer selection screen          Version: AF36 03/14/2006 15:03 Term H2
-----
      unsigned Applications report option screen          MHAWRD1A

      select the order you wish to print the report:

      - alphabetically by producer last name/business ... ..
      - by update date with the most recent first ..... ..

Enter=Continue  Cmd7=End
```

--*

***--832 Unsigned HIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by update date with the most recent first” is selected, then the report will print by the date that the application was updated, most recent update date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print update dates prior to”, then the report will only print applications that were updated on or after the date entered
- “do not print update dates after”, then the report will only print applications that were updated on or before the date entered
- both “do not print update dates prior to” and “do not print update dates after”, then the report will only print applications that were updated on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

***--833 FSA Representative Unsigned HIP Applications Report**

A Overview

The FSA Rep Unsigned Applications Report is a computer-generated report that lists all applications that have a producer signature date entered into the system but do not have an FSA representative signature date entered.

B FSA Rep Unsigned Applications Report Option Screen MHAXRE1A

Once a valid printer ID has been entered, Screen MHAXRE1A will be displayed. The following is an example of Screen MHAXRE1A.

```
HIP              027-COAHOMA          Entry      MHAXRP01
Printer Selection Screen          Version: AF36 03/14/2006 15:03 Term H2
-----
FSA Rep Unsigned Applications Report Option screen  MHAXRE1A

select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by signature date with the most recent first .... ..

Enter=Continue  Cmd7=End
```

--*

***--833 FSA Representative Unsigned HIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by signature date with the most recent first” is selected, then the report will print by the date that the application was signed, most recent signature date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print signature dates prior to”, then the report will only print applications that were signed on or after the date entered
- “do not print signature dates after”, then the report will only print applications that were signed on or before the date entered
- both “do not print signature dates prior to” and “do not print signature dates after”, then the report will only print applications that were signed on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

***--834 Signed HIP Applications Report**

A Overview

The Signed Applications Report is a computer-generated report that lists all applications that have been signed by both the producer and the FSA representative and the dates have been entered into the automated system.

B Signed Applications Report Option Screen MHAXRF1A

Once a valid printer ID has been entered, Screen MHAXRF1A will be displayed. The following is an example of Screen MHAXRF1A.

```
HIP              027-COAHOMA          Entry      MHAXRP01
Printer Selection Screen      Version: AF36  03/14/2006 15:03 Term H2
-----
Signed Applications Report option screen      MHAXRF1A

select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by signature date with the most recent first ..... ..

Enter=Continue  Cmd7=End
```

--*

***--834 Signed HIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by signature date with the most recent first” is selected, then the report will print by the date that the application was signed by the FSA representative, most recent signature date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print signature dates prior to”, then the report will only print applications that were signed by the FSA representative on or after the date entered
- “do not print signature dates after”, then the report will only print applications that were signed by the FSA representative on or before the date entered
- both “do not print signature dates prior to” and “do not print signature dates after”, then the report will only print applications that were signed by the FSA representative on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

***--835 Deleted HIP Applications Report**

A Overview

The Deleted Applications Report is a computer-generated report that lists all applications that have been deleted.

B Deleted Applications Report Option Screen MHAXRH1A

Once a valid printer ID has been entered, Screen MHAXRH1A will be displayed. The following is an example of Screen MHAXRH1A.

```
HIP              027-COAHOMA          Entry      MHAXRP01
Printer selection screen          Version: AF36  03/14/2006 15:03 Term H2
-----
Deleted Applications Report option screen          MHAXRH1A

select the order you wish to print the report:

- alphabetically by producer last name/business ... ..
- by deletion date with the most recent first ..... ..

Enter date restrictions, if you wish:

Enter=Continue  Cmd7=End
```

--*

***--835 Deleted HIP Applications Report (Continued)**

C Action

County Offices are required to select the order in which the report will print. If:

- “alphabetically by producer last name/business” is selected, then the report will print alphabetically by last name/business
- “by deletion date with the most recent first” is selected, then the report will print by the date that the application was deleted, most recent deletion date first.

Only 1 print order can be selected at a time.

County Offices also have the option of entering date restrictions. If a date is entered next to:

- “do not print deletion dates prior to”, then the report will only print applications that were deleted on or after the date entered
- “do not print deletion dates after”, then the report will only print applications that were deleted on or before the date entered
- both “do not print deletion dates prior to” and “do not print deletion dates after”, then the report will only print applications that were deleted on or between the dates entered.

Both a print order and a date restriction can be entered at the same time.--*

--836 HIP RMA Download Reports*A Overview**

To assist County Offices with the administration of HIP, FSA and RMA are providing eligible producer download files to County Offices that will administer HIP for applicable producers.

B HIP RMA File

County Offices received a HIP RMA file containing all producers who received a 2005 and/or 2006 crop insurance indemnity for an eligible cause of loss occurring during the disaster period in an eligible disaster county. See subparagraph 716 B for eligibility criteria.

The HIP RMA file:

- is used to prefill data in the automated system
- will be supplemented weekly because RMA will be continually providing updates of producers' indemnity records to KC-ADC for mainframe processing and download to County Offices.

C Type of HIP RMA Reports

County Offices may receive up to 2 types of HIP RMA Download Reports. Each report will list producers who received a crop insurance indemnity in 2005 and/or 2006. Separate reports will be printed for the following producers.

- Producers who are active in SCIMS with a legacy link to the county that received the RMA download.
- Producers who are not active in SCIMS with a legacy link to the county that received the RMA download. The County Office must load the producer in SCIMS, if applicable, and add a legacy link to the county that received the RMA download.

D Printing HIP RMA Reports

HIP RMA Download Reports will print:

- during start-of-day processing after a RMA download file has been received
- when option 9, "RMA Download Reports", is selected on Menu MHAXW0.

Note: From Screen MHAXRP01, the HIP RMA 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.--*

***--836 HIP RMA Download Reports (Continued)**

E Understanding the HIP RMA Report

All producers in the county, who received a crop insurance indemnity in 2005 and/or 2006 that meet the eligibility criteria in subparagraph 702 D, will be printed on the HIP RMA Download Report. All downloaded records contain the following information provided by RMA:

- ID number and type
- producer's name
- unit number
- crop year
- crop code
- crop name
- modified liability (95 percent cap)
- value of production
- indemnity
- indemnity less premium.

All information on the HIP RMA Download Reports is for information purposes only. When the producer's HIP application is accessed, data from the downloaded files will be automatically loaded in the FSA-573 software.--*

***--837 HIP RMA Deleted Download Report**

A Overview

The HIP RMA Deleted Download Report lists producers whose crop insurance indemnity data has been deleted by RMA.

County Offices shall use the HIP RMA Deleted Download Report to assist in determining whether a producer's application should be deleted.

B Printing HIP RMA Deleted Download Report

The HIP RMA Deleted Download Report:

- will print during start-of-day when the download file is received
- can be printed using option 10, "RMA Deleted Download Report", on Menu MHAXW0.

Note: From Screen MHAXRP01, the RMA Deleted 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.--*

***--838 HIP Discrepancy Report**

A Overview

The HIP Discrepancy Report identifies applications where data downloaded from RMA or the data summarized on the NAP summary file does not match the data on the HIP application. All applications that have been initiated will be included for comparison.

B Printing HIP Discrepancy Report

HIP Discrepancy Report will print when option 11, "Application Discrepancy Report", is selected on Menu MHAXW0.

C Example of Report

The following is an example of the HIP Discrepancy Report.

Florida		USDA-FSA		Prepared: 05-03-2006
County Name		Hurricane Indemnity Program		
Report ID: MHAXRK-R0001	Application Discrepancy Report		Page	45

<u>Business/ Producer Last Name</u>	<u>Business/ Producer First Name</u>	<u>Producer ID</u>		
ABC SOD & LANDSCAPE INC		5555		
<u>Year</u>	<u>Unit</u>	<u>Crop</u>	<u>Download Date</u>	<u>Discrepancy</u>
2005	00100	NRFGC	00.00.0000	This Crop is no longer on the RMA download file.
VALDES	GRICEL	5555		
<u>Year</u>	<u>Unit</u>	<u>Crop</u>	<u>Download Date</u>	<u>Discrepancy</u>
2005	00100	NRFGC	00.00.0000	This Crop is no longer on the RMA download file.
VANDEHEI	DONALD	5555		
<u>Year</u>	<u>Unit</u>	<u>Crop</u>	<u>Download Date</u>	<u>Discrepancy</u>
2005	00100	NRFGC	00.00.0000	Modified Liability has changed: HIP Application has: 38,699 RMA Download has 36,699 Value of Production has changed: HIP Application has: 10,574 RMA Download has10,564 Indemnity amount has changed: HIP Application has: 38,999 RMA Download has16,477 Indemnity Minus Premium has changed HIP Application has: 25,509 RMA Download has15,509
VEGA	MAXIMINO	5555		
<u>Year</u>	<u>Unit</u>	<u>Crop</u>	<u>Download Date</u>	<u>Discrepancy</u>
2005	00100	NRFGC	00.00.0000	This Crop is no longer on the RMA download file.

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***--838 HIP Discrepancy Report (Continued)**

D Handling Discrepancies

The following:

- identifies discrepancies that may be listed on the HIP Discrepancy Report and how County Offices shall handle the discrepancies
- may **not** be all inclusive.

Note: Producers must sign a new FSA-573 if changes are made to data for which the producer is responsible for certifying as being true and correct. See paragraph 717.

Situation	Explanation	Action
The modified liability on the RMA download does not match the modified liability in the application file.	Modified liability is 95 percent of the expected value of the commodity in the absence of a disaster. Modified liability is used to CAP the maximum allowable payment. A change in the modified liability may affect a producer's payment.	Access the HIP application for the producer and PRESS "Cmd5". Re-enter the producer's original signature date and the FSA representative's signature date.
The value of production on the RMA download does not match the value of production in the application file.	Value of production is the production as counted by RMA to establish the indemnity. Value of production is subtracted from modified liability when determining the maximum allowable payment. A change in the value of production may affect a producer's payment.	
The indemnity less premium on the RMA download does not match the indemnity less premium in the application file.	Indemnity less premium is the crop insurance indemnity minus the premium that was paid for the crop insurance policy. Indemnity less premium is subtracted from modified liability when determining the maximum allowable payment. A change in the indemnity less premium may affect a produce's payment.	
The indemnity on the RMA download or the NAP payment in the NAP payment file does not match the indemnity/NAP payment in the application file.	The indemnity/NAP payment is used to calculate the HIP payment. A change in the indemnity/NAP payment will affect a producer's payment.	

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*--838 HIP Discrepancy Report (Continued)

D Handling Discrepancies (Continued)

Situation	Explanation	Action	
The crop data on the RMA download does not match the crop data on the application file.	<ul style="list-style-type: none"> A crop has either been added to or removed from a subsequent download of RMA data. A new NAP payment has been issued. 	Access the HIP application for the producer. Note: If a new crop is added, then the producer must be notified to select any additional crops and sign a new FSA-753.	
A new NAP payment has been issued.	<ul style="list-style-type: none"> A previously issued NAP payment no longer exists. 	IF... a new crop is added	THEN... all previous selections will still be selected. ENTER "X" next to any additional crops that the producer wants to select. PRESS "Cmd5" to update.
A previously issued NAP payment no longer exists.		a crop is removed	crop will be automatically removed from the application. PRESS "Cmd5" to update.

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***--838 HIP Discrepancy Report (Continued)**

E County Office Processing Schedule

County Offices shall print the HIP Discrepancy Report according to the following:

- each time a new RMA download is received
- at a minimum, once a week
- before each payment process.

F DD Review

DD's shall ensure that County Offices are printing the HIP Discrepancy Report according to subparagraph 838 F.

DD's shall review the HIP Discrepancy Report once a month to ensure that County Offices are reviewing the reports and correcting all discrepancies.--*

--839 HIP NAP Notice of Loss Report*A Overview**

To assist County Offices with the administration of HIP, a summary of all 2005 and 2006 NAP notices of loss will be used by County Offices that will administer HIP for applicable producers.

B HIP NAP Notice of Loss File

The NAP notice of loss summary file contains 2005 and 2006 notice of loss records that meet all of the following criteria:

- CCC-576 was filed for a unit that is physically located in an eligible disaster county
- CCC-576 had an active status
- an approval date existed on CCC-576
- CCC-576 had at least 1 eligible cause of loss as outlined in subparagraph 702 D
- the disaster begin date on CCC-576 is within the 60 calendar day time period outlined in Exhibit 50.

C Printing HIP NAP Notice of Loss Report

The HIP NAP Notice of Loss Report will print when option 12, “NAP Notice of Loss Report”, is selected on Menu MHAXW0.

Note: From Screen MHAXRP01, the HIP NAP Notice of Loss Report can be printed:

- by specific producer ID number and type
- for “all producers” by leaving the “Producer ID Number and Type” field blank.--*

***--839 HIP NAP Notice of Loss Report (Continued)**

D Understanding the HIP NAP Notice of Loss Report

All producers who filed an eligible NAP CCC-576 in 2005 and/or 2006 in the county will be printed on the HIP NAP Notice of Loss Report which will contain the following data:

- ID number and type
- producer's name
- unit number
- crop year
- pay crop
- pay type
- planting period
- NAP payment.

Note: If CCC-576 has not been paid, the NAP payment field will be left blank.

All information on the HIP NAP Notice of Loss Report is for information purposes only. When the producer's HIP application is accessed, data from the NAP Notice of Loss file will be automatically loaded in the FSA-573 software.--*

***--840 HIP FSA-573E Statement of Projected Payment Amounts Report**

A Introduction

The HIP FSA-573E Statement of Projected Payment Amounts Report is a computer-generated document that prints the calculated payment amount for HIP based on data currently loaded in the HIP application file.

B Information on the HIP FSA-573E Statement of Projected Payment Amounts Report

The following includes a detailed description of the information contained on the HIP FSA-573E Statement of Projected Payment Amounts Report.

Field	Description	FSA-573, Item
Producer Name, Address, and ID	Producer name, mailing address, and last 4 digits of the ID number.	5A and 5B
Part A – Insured Commodities		
Year	The crop year.	6B
Unit	The unit for which the insurance policy was purchased.	6C
Crop Name	The crop for which the insurance policy was purchased.	6D
Indemnity	The indemnity that was paid for the crop.	6G
Calculated HIP Payment	Calculated HIP payment is computed by multiplying the following: <ul style="list-style-type: none"> • indemnity, times • 30 percent. 	
95% Total Crop Worth	95 percent of expected value of the commodity in the absence of a disaster as determined by RMA using information from the crop insurance policy. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Indemnity Less Premium	Indemnity minus the amount of the crop insurance premium. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Value of Production to Count	Value of production as counted by RMA to establish the indemnity. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Maximum Allowable Payment	Calculated by subtracting the following: <ul style="list-style-type: none"> • 95 percent total crop worth, minus • indemnity less premium, minus • value of production to count. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Net Payment Amount	The lesser of the calculated HIP payment or maximum of allowable payment.	
Total Payment for Insured Commodities	Calculated by adding the net payment amount for each line item.	

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*--840 HIP FSA-573E Statement of Projected Payment Amounts Report (Continued)

B Information on the HIP FSA-573E Statement of Projected Payment Amounts Report (Continued)

Field	Description	FSA-573, Item
Part B – NAP Commodities		
Year	The crop year.	6B
Unit	The unit for which the NAP coverage was purchased.	6C
Crop Name	The pay crop for which the NAP coverage was purchased.	6D
Pay Type	The pay type of the crop.	6E
Planting Period	The planting period of the crop.	6F
NAP Payment	The NAP payment for the crop.	6G
Calculated HIP Payment	Calculated HIP payment is computed by multiplying the following: <ul style="list-style-type: none"> • NAP payment, times • 30 percent. 	
95% Total Crop Worth	95 percent of expected value of the commodity in the absence of a disaster as determined by the FSA using the producer’s price and yield or inventory. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Unit/AUD Payment	The unit or AUD payment that the producer received for NAP. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Value of Production to Count	Value of production using the producer’s price and yield or inventory as used to establish the NAP payment. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Maximum Allowable Payment	Calculated by subtracting the following: <ul style="list-style-type: none"> • 95 percent total crop worth, minus • unit/AUD payment, minus • value of production to count. Will print “N/A” if the calculated HIP payment will not exceed the maximum allowable payment.	
Net Payment Amount	The lesser of the calculated HIP payment or maximum of allowable payment.	
Total Payment for NAP Commodities	Calculated by adding the net payment amount for each line item.	

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***--840 HIP FSA-573E Statement of Projected Payment Amounts Report (Continued)**

C Printing the HIP FSA-573E Statement of Projected Payment Amounts Report

HIP FSA-573E Statement of Projected Payment Amounts Report can be printed for a specific producer or for all producers. Print the HIP FSA-573E Statement of Projected Payment Amounts Report according to the following.

Note: HIP FSA-573E Statement of Projected Payment Amounts Report can also be printed by pressing "Cmd12" on Screen MHAXAC01.

Step	Menu or Screen	Action	Result
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.	Menu FAX09002 will be displayed.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county.	Menu FAX09001 will be displayed.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".	Menu M00000 will be displayed.
4	M00000	ENTER "1", "NAP and Disaster".	Menu MH0000 will be displayed.
5	MH0000	ENTER "14", "Hurricane Disaster Programs".	Menu MHN0YR will be displayed.
6	MHN0YR	ENTER "2", "Hurricane Indemnity Program".	Menu MHAX00 will be displayed.
7	MHAX00	ENTER "2", "Payment Process".	Menu MHAXN0 will be displayed.
8	MHAXN0	ENTER "5", "Print Producer Statement of Projected Payment Amounts".	Screen MHAXPRT2 will be displayed.
9	MHAXPRT2	Enter the appropriate print ID, and PRESS "Enter".	Screen MHAXN701 will be displayed.

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*--840 HIP FSA-573E Statement of Projected Payment Amounts Report (Continued)

C Printing the HIP FSA-573E Statement of Projected Payment Amounts Report (Continued)

Step	Menu or Screen	Action		Result
10	MHAXN701	Screen MHAXN701 provides several options to print the Statement of Projected Payment Amounts. Select either a specific producer or all producers according to the following.		
		Selection	Action	
		Process Statements of Projected Payment Amounts for all producers.	ENTER "All" in the "Enter Producer ID Number" field, and PRESS "Enter". Note: Do not use this option if applications are being updated on other workstations. Wait until all users have exited the HIP application process.	Statements will be generated for all producers that have an application on the application file. Screen MHAXN701 will be redisplayed.
Process Statement of Projected Payment Amounts for a selected producer.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> • producer ID number and ID type in the "Enter Producer ID Number and Type" fields • 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. 	Statement will be generated if the selected producer has an application on the application file. Screen MHAXN701 will be redisplayed.		

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841-850 (Reserved)

--Section 3 HIP and TIP Payment Processing*851 General Provisions for HIP and TIP Payments****A Overview**

This section provides provisions for:

- issuing and canceling HIP and TIP payments
- computing and transferring overpayments to CRS
- canceling overpayments
- printing the following registers or report:
 - pending payment register
 - non-payment register
 - overpayment register
 - PPH Report.

B Obtaining FSA-325

FSA-325 shall be completed according to 1-CM by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for HIP or TIP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number. A revised FSA-573 is not required to be completed when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

C Administrative Offset

HIP and TIP payments are subject to administrative offset provisions.

D Assignments

A producer entitled to a HIP or TIP payment may assign the payment according to 63-FI.

E Bankruptcy

Bankruptcy status does not exclude a producer from requesting HIP or TIP benefits.

Contact the OGC Regional Attorney for guidance on issuing HIP or TIP payments on all bankruptcy cases.--*

***--851 General Provisions for HIP and TIP Payments (Continued)**

F Payment Limitation

The 2005 payment limitation file will be used for maintaining HIP and TIP payment limitation amounts. Payment limitation is:

- \$80,000 for HIP payments
- a separate \$80,000 for TIP payments.

The producer's control County Office is the only county able to make changes to the PLM totals. County Offices should follow procedures in 2-PL, paragraphs 105 and 106 for requesting updates to the PLM set.

Note: The control County Office may not be an eligible HIP or TIP county, however, the control County Office will still be responsible for updating payment limitation for those counties that are eligible.--*

--851 General Provisions for HIP and TIP Payments (Continued)*G Payments Less Than \$1**

The HIP and TIP payment processes will:

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

H Prompt Payment Due Dates

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

- payment software is made available for issuing payments
- date the producer provides a properly completed application and all supporting documentation required to issue the payment.

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

I Funds Control for HIP and TIP Payments

Allotments will be provided to each applicable County Office through the fund control process. Initial allotments will be determined by the National Office.

State Office shall contact the National Office to request additional allotments by sending an e-mail message to **all** of the following:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov.--***

***--851 General Provisions for HIP and TIP Payments (Continued)**

J Determining Payment Eligibility

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

The following identifies:

- eligibility provisions applicable to HIP and TIP
- which flags are used to determine producer eligibility
- flags that reflect producer or member eligibility or ineligibility.

Important Note: 2005 eligibility file information will be used for determining HIP and TIP payment eligibility.

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	

Note: 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.--*

***--851 General Provisions for HIP and TIP Payments (Continued)**

K Action to Be Completed Before Issuing Payments

The following contains actions that **must** be completed before issuing HIP or TIP payments. COC or CED shall ensure that the action is completed.

Step	Action
1	Ensure that FSA-573 for: <ul style="list-style-type: none"> • TIP has been approved by COC and that the approval date has been recorded in the system according to paragraph 807 • HIP has an FSA representative signature date recorded in the system according to paragraph 830.
2	Ensure that AD-1026 is on file for producers seeking benefits.
3	Ensure that “person” determinations are completed according to 1-PL for producers seeking benefits.
4	Ensure AGI flags for producers and/or members not meeting AGI provisions have been updated according to 3-PL.
5	Ensure that all 2005 eligibility flags have been updated according to the determinations made by COC. See 3-PL.
6	Ensure that a 2005 HIP or TIP payment limitation allocation has been received from the producer’s control County Office for multi-county producers.
7	Ensure that the 2005 joint operation and entity files are updated correctly. 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 HIP or TIP.
11	Ensure that the bankruptcy flag is set to “Y” in the name and address file for producers in bankruptcy status. See 58-FI.

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***--851.5 Applying Payment Limitation**

A Rule

The payment limitation for HIP or TIP benefits is \$80,000 for each program per “person”. For additional information on payment limitation provisions, see subparagraph:

- 423 B for HIP
- 723 B for TIP.

B Applying the \$80,000 Payment Limitation

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 an application. The producer’s control County Office is the only county able to make changes to the PLM totals. County Offices should follow procedures in 2-PL, paragraphs 105 and 106 for requesting updates to the PLM set.

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 a HIP or TIP application. 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.

C Calculating the Effective Payment Limitation

The effective payment limitation shall be calculated for HIP or TIP according to the following.

Note: The calculation will be completed separately for TIP or HIP, depending on the payment process being run at the time.

Step	Action
1	Determine the effective payment limitation by multiplying: <ul style="list-style-type: none"> • producer’s available payment limitation for HIP or TIP, times • AGI share for producer or member.
2	Round the result to whole dollars.

--*

***--851.5 Applying Payment Limitation (Continued)**

D 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 933 for additional information on nonpayment register messages.--*

***--852 HIP and TIP Payment Calculation Information**

A TIP Payment Rates and Calculation

The following payment rates per acre are applicable to TIP:

Tier	Payment Rate Per Acre
I	\$750
II	\$300
III	\$200
IV	\$90

TIP payments are computed by multiplying the following:

- acres for the applicable stand, times
- producer share for the applicable stand, times
- payment rate.

Example: Producer A files an application for payment in Tier III with 150 acres and 50 percent share. The payment is computed as follows:

$$150 \text{ acres} \times 50 \text{ percent share} \times \$200 = \$15,000.$$

Note: Producer or member AGI determination of less than 100 percent will result in a reduced payment amount or zero calculated payments. The reduced payment amount will show as an AGI reduction amount on the pending payment register if a payment can be issued, or show on the nonpayment register if the payment is reduced to zero.--*

***--852 HIP and TIP Payment Calculation Information (Continued)**

B HIP Payment Rates and Calculation

There may be 2 different calculations completed to determine the total HIP payment the producer can be issued. The first type is the insured calculation and the second is the NAP calculation. However, producers may only have 1 or the other type of calculation depending on if they were only issued an insured payment or NAP payment.

The following provides the HIP payment calculation.

Step	Description	Action		
		Step	Description	Calculation
1	Calculate the insured indemnity payment.	1	Calculate the insured indemnity for each selected insured crop	<ul style="list-style-type: none"> Insured indemnity, times 30 percent.
		2	Determine the maximum allowable payment for each selected insured crop.	<ul style="list-style-type: none"> 95 percent total crop value from the insured file, minus indemnity less premium from the insured file, minus value of production to count from the insured file.
		3	Determine the insured payment for each selected insured crop.	Determine the lesser amount calculated in step 1 or 2.
		4	Calculate the total insured indemnity.	<ul style="list-style-type: none"> Total of all calculated insured payments determined in step 3, times AGI share. <p>Note: Producer or member AGI determination of less than 100 percent will result in a reduced payment amount or zero calculated payments. The reduced payment amount will show as an AGI reduction amount on the pending payment register if a payment can be issued, or show on the nonpayment register if the payment is reduced to zero.</p>

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*--852 HIP and TIP Payment Calculation Information (Continued)

B HIP Payment Rates and Calculation (Continued)

Step	Description	Action		
		Step	Description	Calculation
2	Calculate the NAP indemnity payment. Determine the NAP payment part of the HIP calculation by completing the following 2 calculations for each selected pay group in the 2005 and/or 2006 NAP payment history file:	1	Calculate the 2005 NAP indemnity for the selected pay group.	<ul style="list-style-type: none"> • Payments issued for the pay group, minus • receivables established for the pay group, times • 30 percent.
		2	Determine the 2005 NAP maximum allowable payment for the selected pay group.	<ul style="list-style-type: none"> • Expected value of the commodity in the absence of a disaster as determined by the FSA using the producer's price and yield or inventory, times • 95 percent.
		3	Determine the 2005 NAP indemnity for each selected pay group.	Determine the lesser amount calculated in step 1 or step 2.
		4	Calculate the 2006 NAP indemnity for the selected pay group.	<ul style="list-style-type: none"> • Payments issued for the pay group, minus • receivables established for the pay group, times • 30 percent.
		5	Determine the 2006 NAP maximum allowable payment for the selected pay group.	<ul style="list-style-type: none"> • Expected value of the commodity in the absence of a disaster as determined by the FSA using the producer's price and yield or inventory, times • 95 percent.
		6	Determine the 2006 NAP indemnity for each selected pay group.	Determine the lesser amount calculated in step 4 or step 5.

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*--852 HIP and TIP Payment Calculation Information (Continued)

B HIP Payment Rates and Calculation (Continued)

Step	Description	Action		
2 (Cntd)		Step	Description	Calculation
		7	Calculate the total NAP indemnity.	<ul style="list-style-type: none"> Total of 2005 NAP indemnities for all selected pay groups determined in step 3, plus total of 2006 NAP indemnities for all selected pay groups determined in step 6, times AGI share. <p>Note: Producer or member AGI determination of less than 100 percent will result in a reduced payment amount or zero calculated payments. The reduced payment amount will show as an AGI reduction amount on the pending payment register if a payment can be issued, or show on the nonpayment register if the payment is reduced to zero.</p>
3	Calculate the gross HIP payment.			<ul style="list-style-type: none"> Result of step 1-4, plus result of step 2-7. <p>Notes: Calculation will be completed at the member level if the producer is joint operation.</p> <p>Round the result to whole dollars.</p>

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***--853 Issuing HIP and TIP Payments**

A Accessing Payment Processing Menus

From Menu FAX250, access HIP and TIP Payment Processing Menus according to the following.

Step	Menu or Screen	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 "14", "Hurricane Disaster Programs", and PRESS "Enter".		
6	MHN0YR	TO access...	THEN ENTER...	Result
		HIP payment processes	"2", Hurricane Indemnity Program", and PRESS "Enter".	The applicable Program Menu will be displayed.
		TIP payment processes	"4", "Tree Indemnity Program", and PRESS "Enter".	
7	MHAXN0 MHAWN0	HIP or HIP payment processing	"2", "Payment Processing", and PRESS "Enter"	The Payment Processing Main Menu will be displayed.

--*

***--853 Issuing HIP and TIP Payments (Continued)**

B Computing Payments

The HIP and TIP payment processes are integrated processes that read a wide range of files to:

- determine whether a payment should be issued
- calculate the amount that should be issued.

The following describes the system processing sequence to calculate a HIP and TIP payment for producers through each of the regular payment processes.

Step	Action Performed by the System
1	Reads the applicable HIP or TIP application file to determine: <ul style="list-style-type: none"> • whether the producer has filed an application • which application(s) have been approved for payment by COC or accepted by a FSA representative, as applicable.
2	Calculates the HIP or TIP payment amount for the selected producer according to paragraph 852. Note: Calculation includes AGI share determination.
3	For joint operations and entities, determines the following from the 2005 permitted entity and joint operation 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.
4	Reads the 2005 eligibility file for the selected producer and members of joint operations, if applicable, to determine whether the producer and members are eligible for payment.
5	Computes the earned payment amount for the producer based on eligibility for the producer and/or members of joint operations for each applicable application filed.
6	Reads the name and address file to obtain the following: <ul style="list-style-type: none"> • name and address for the producer • refuse payment flag • bankruptcy indicator • deceased/missing/incompetent flags • receivable, claim, and agency claim flags • outstanding receivable indicator • assignment and joint payment flags • nonresident flag.
7	Reads the 2005 payment limitation file to determine the effective payment limitation for multi-county producers and members of combinations.

--*

***--853 Issuing HIP and TIP Payments (Continued)**

B Computing Payments

Step	Action Performed by the System
8	Determines prior payments issued to the producer according to the following: <ul style="list-style-type: none"> • payments issued, minus • receivables established.
9	Computes the total payment to be issued to the producer by subtracting: <ul style="list-style-type: none"> • earned payment for the applicable program determined in step 4, minus • prior payments determined in step 8. <p>If the earned payment amount for the applicable program is greater than payments already issued, then the system will determine whether the producer can be paid because of payment limitation. If the producer has not reached payment limitation, then the earned payment amount can be issued to the producer up to the effective payment limitation.</p>
10	Accumulates the earned payment amount computed in step 9 and sends the net payment to the accounting system through the applicable payment batch.

--*

***--853 Issuing HIP and TIP Payments (Continued)**

C Processing HIP and TIP Payments

County Offices shall issue HIP and TIP payments according to the following.

Notes: County Offices **are not authorized** to issue typewritten checks.

If a condition occurs that prevents the payment from being issued through the automated payment software, then:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
 - provide guidance on correcting the condition preventing the payment from being issued
 - contact PECD if additional guidance is needed.

Failure to follow the provisions of this paragraph about typewritten checks could result in disciplinary action.

Step	Action	Result
1	Access the Payment Processing Main Menu according to subparagraph 853 A.	
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.

--*

*--853 Issuing HIP and TIP Payments (Continued)

C Processing HIP and TIP Payments (Continued)

Step	Action	Result
4	The producer Selection Screen provides users with the option to process payments for a specific producer or all producers according to the following.	
	Selection	Action
	<p>Process payments for all producers.</p> <p>Process payments for a selected producer.</p>	<p>ENTER "ALL" in the "Enter Producer ID Number" field and PRESS "Enter".</p> <p>Enter 1 of the following and PRESS "Enter":</p> <ul style="list-style-type: none"> • producer ID number and ID type in the "Enter Producer ID Number and Type" field • 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.
<p>If the application file is on the system for HIP or TIP, as applicable:</p> <ul style="list-style-type: none"> • payments will be computed for the selected producer or all producers with an approved HIP or TIP application. • the nonpayment and pending payment registers, as applicable, will be sent to the printer selected in step 3. <p>If:</p> <ul style="list-style-type: none"> • payments are calculated that can be issued, the Batch Check and Printing Control Screen will be displayed • there are no payments that can be processed: <ul style="list-style-type: none"> • a nonpayment register will be printed • the Payment Processing Main Menu. 		
5	<p>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.</p> <p>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.</p>	

--*

***--853 Issuing HIP and TIP Payments (Continued)**

D Example of Producer Selection Screen

Payments can only be processed by producer, 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 producer ID number and type, the producer's last name, or the last 4 digits of the producer's ID number.

The following is an example of the producer Selection Screen.

```

MHxxxx                      107-TULARE                      SELECTION      MHxxxxxxxx
Selection Screen              Version: AE36  04-10-2006 16:10 Term E0
-----
                                Enter Producer ID Number:      and Type:
                                (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
    
```

--*

***--853 Issuing HIP and TIP Payments (Continued)**

E 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 is not on the HIP or TIP 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 Producer ID and Type or 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 Producer ID Type.”	an ID number was entered, but: <ul style="list-style-type: none"> • an ID type was not entered • the ID type entered does not match the ID type on the name and address file. 	Ensure that the ID type entered matches the ID type for the selected producer ID number or select the producer by entering the producer’s last name.
“Invalid ID Number - Please Try Again.”	an ID number was entered, but: <ul style="list-style-type: none"> • the ID number and type is not on the name and address file • 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 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 Selection.”	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--*

***--854 Batch Check and Printing Control Screen**

A Example of Batch Check and Print 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 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 and Control Screen.

```

MHAXNN                107-Tulare                ENTRY                MHAXXXXXX
XXX Payments                Version: XXXX    04-10-2006    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 or continue 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
  
```

--*

--854 Batch Check and Printing Control Screen (Continued)*B Sorting Payable Records**

For HIP and TIP 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.

These records are sent in batches of 50 or less.

Note: 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.--*

*--854 Batch Check and Printing Control Screen (Continued)

D Batch Print Capability

The following lists the options available on 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.

--*

***--855 HIP or TIP Funds Control Verification**

A Funds Control Verification

HIP and TIP payments use the e-Funds accounting process which controls funding allotments and 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 any payables being sorted into applicable batches
 - a rejected payment report, as described in subparagraph 855 B, will be printed
 - the County Office can process payments individually, or in smaller batches, by producer or farm unless or until an increased funding allotment is obtained
- does not exceed the funding allotment for the County Office, the payables will be sorted into the applicable payment batches in the normal manner.

B Rejected Payment Register

A Rejected Payment Register will be printed from data on the pending payment file when HIP and TIP funding is insufficient for the payment batch being processed.

The following is an example of the Rejected Payment Register that will print when the payment process is aborted on the HIP or TIP program side.

State Name	United States Department of Agriculture		Prepared: 99/99/9999
County Name	Farm Service Agency		Page: XXXX
	Program Name		
	Rejected Payment Register		
Producer Name	Producer ID and Type	Net Payment	
XXXXXXXXXXXXXXXXXXXXX	999-99-9999 X	\$999, 999, 999	
XXXXXXXXXXXXXXXXXXXXX	99-9999999 X	\$999, 999, 999	

--*

***--855 HIP or TIP Funds Control Verification (Continued)**

C 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 program side.

Note: When the user presses "Enter", the HIP or TIP Payment Process Menu will be displayed.

```

                                     107-C TULARE
Payment Informational Screen          Version: AF36 04/10/2006 Term E0  MESSAGE
-----
                                     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
```

--*

856-866 (Reserved)

--Section 4 Canceling Payables*867 Canceling HIP or TIP 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 HIP or TIP application software, as applicable, **only** when original HIP or TIP 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.--*

***--867 Canceling HIP or TIP Payments (Continued)**

D When Not to Cancel Payables Through HIP or TIP Application Software

Payables shall **not** be canceled from the HIP or TIP 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 over overpayment or underpayment situation exists, then complete 1 of the following:

- compute the overpayment according to paragraph 892
- issue additional payment amounts if the producer was underpaid according to paragraph 853.--*

***--867 Canceling HIP or TIP 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-573 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 HIP or TIP 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-573 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 894 and 901.	
CCC-184 was lost, stolen, or destroyed and notification has been received from KC-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.		

--*

***--867 Canceling HIP or TIP 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 Payment Processing Main Menu according to subparagraph 853 A							
2	On the Payment Processing Main Menu, ENTER “2”, “Cancel Payables”, and PRESS “Enter”.	Cancel Screen warning message will be displayed.						
3	<p>The Cancel Screen warning message is an informational warning screen reminding the user that the payable shall not be canceled if:</p> <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. 							
	<table border="1"> <thead> <tr> <th data-bbox="384 1138 594 1205">IF the payable is...</th> <th data-bbox="594 1138 1042 1205">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 1205 594 1281">available</td> <td data-bbox="594 1205 1042 1281">PRESS “Enter” to continue the cancellation process.</td> </tr> <tr> <td data-bbox="384 1281 594 1356">not available</td> <td data-bbox="594 1281 1042 1356">PRESS “Cmd7”.</td> </tr> </tbody> </table>	IF the payable is...	THEN...	available	PRESS “Enter” to continue the cancellation process.	not available	PRESS “Cmd7”.	
IF the payable is...	THEN...							
available	PRESS “Enter” to continue the cancellation process.							
not available	PRESS “Cmd7”.							

--*

*--867 Canceling HIP or TIP Payments (Continued)

F Instructions for Canceling Payments

Step	Action	Result
4	The producer Selection Screen requires the user to enter specific data about the payable to be canceled. See subparagraph 868 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"> • producer’s ID number and type, 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”.	Payment Processing Main Menu will be displayed.
5	The Cancel Payable Selection Screen provides the user with information about the payable being canceled, including: <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. 	

--*

*--867 Canceling HIP or TIP 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>	<p>A verification message will be displayed on the Cancel Payable Selection Screen.</p> <p>If the selections are correct, then PRESS "Cmd5" again and Screen ANK52010 will be displayed.</p> <p>Warning: When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p>
	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>	<p>A verification message will be displayed on Cancel Payable Selection Screen.</p> <p>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. PRESS "Enter" on Screen ABK53005 to print the producer transaction statement.</p> <p>Warning: When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p> <p>Note: Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer's financial institution. Follow 6-FI to establish the receivable.</p>

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*--867 Canceling HIP or TIP 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. Follow 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. Follow 6-FI to properly establish the receivable.

--*

***--868 Cancel Screen for Canceling a Payable**

A Example of Cancel Screen for Canceling a Payable

HIP and TIP payments can only be canceled if both of the following are entered on producer Selection Screen

- producer identification, by entering any of the following:
 - producer ID number and type
 - the producer’s last name
 - 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.

```

MHAXXX                107-TULARE                SELECTION    MHAXXXXX
2005 XXX Cancel Screen                Version: AE36  04-10-2006 16:45 Term E0
-----
                Enter Producer ID Number:                and Type:

                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
    
```

--*

***--868 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 Producer ID & Type or 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. Refer to the PPH Report to determine transaction numbers. Note: See paragraph 927 for additional information on the data printed on PPH Report.

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*--868 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. Refer to the PPH Report to determine transaction numbers. Note: See paragraph 927 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.

--*

***--869 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 is displayed on the Cancel Screen for selecting a payable for cancellation:

- producer name, 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.

```

MHAXXX                107-Tulare                SELECT                MHAXXXX
2005 XXX Cancel Screen                Version: AD67    04-12-2006 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:      123456789 S
Transaction Number: W123456789

SEL      Issue Date      Net Payment
---      -
   X      04-10-2006      $18,235

                Has the payment been mailed or transmitted to the producer?  ___

Cmd5=Update      Cmd7=End
    
```

--*

***--869 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.	
"Has the payment been mailed or transmitted to the producer?" Note: Answering this question may not affect whether receivables are created when the cancellation is complete.	ENTER "Y" or "N".	
	IF...	THEN the...
	"N" was entered Note: This indicates the payment is in the County Office or EFT has not been transmitted.	message, "If selection is correct, PRESS 'CMD5' to verify", will be displayed.
"Y" was entered Note: This indicates the payment has been issued to the producer.	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.	

--*

***--869 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 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.	Do either of the following: <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>

--*

--870 Canceling HIP or TIP Payment Process*A When Not to Cancel a Payable During Batch Processing**

Paragraph 853 provides procedures for the HIP or TIP 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 HIP or TIP payment
- County Offices will require assistance from the National Help Desk if a HIP or TIP 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 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 HIP or TIP payment batch has been erroneously canceled.--*

871-891 (Reserved)

--Section 5 Overpayment Processing*892 HIP or TIP Overpayments****A Overview**

The HIP and TIP payment processes are integrated processes that read a wide range of files to determine whether payments issued to a producer were earned in full or in part.

Overpayments shall be calculated for all producers at least once every 60 calendar day.

B Running the Overpayment Process

Overpayments may be calculated at any time for all producers or a specific producer.

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, then the message, “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.”, will be displayed.

Note: An “ALL” overpayment batch must be completed the first time option 1, “Compute Overpayments”, on the Overpayment Processing Menu.

If this message is received, then overpayments may **not** be processed for a specific producer until the “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.--*

***--892 HIP or TIP Overpayments (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 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 HIP or TIP overpayment registers for 1 year from the date the overpayment register is prepared.--*

--893 Charging Interest*A Introduction**

Program interest shall be charged on all HIP and TIP 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 the program
- misrepresented their interest and subsequently received a HIP or TIP 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.--*

***--894 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.--*

***--894 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 • 19-423 or 19-423 • 10-428 or 19-428 • 10-429 or 19-429.

--*

***--894 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...
<p>any of the following:</p> <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.” 	<p>10-429</p>	<p>cannot be changed.</p>

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 HIP or TIP disbursement, as applicable
- interest rate:
 - must be greater than 0 and less than 25.00
 - should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.--*

895-900 (Reserved)

--901 HIP or TIP Overpayment Processing*A Accessing Overpayment Processing Menus**

HIP or TIP overpayment processing options are accessed from Payment Processing Menu. Access each of the applicable overpayment processes according to subparagraph 853 A.

B Example of Overpayment Processing Menu

The following is an example of the Overpayment Processing Menu.

```
COMMAND                                MHAXXX                                E0
2005 XXX 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".
```

--*

*--901 HIP or TIP Overpayment Processing (Continued)

C Processing Overpayments

County Offices shall compute HIP or TIP overpayments according to the following.

Step	Action		Result
1	Access Payment Processing Menu subparagraph 853 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 Producer ID Number" 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"> • producer ID number and ID type in the "Enter Producer ID Number and Type" fields • 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. 		

--*

***--901 HIP and TIP Overpayment Processing (Continued)**

D Error Messages

The following provides messages that may be displayed while computing overpayments.

Message	Reason for Message	County Office Action	
“Invalid ID Number - Please Try Again.”	The producer selected is not on the payment history file.	IF the...	THEN...
		correct producer was selected	no action is necessary because: <ul style="list-style-type: none"> • the producer has not been issued a payment • the producer is not overpaid.
incorrect producer was selected	re-enter the correct producer selection criteria.		
“Invalid Producer ID Type.”	An ID number was entered, but: <ul style="list-style-type: none"> • an ID type was not entered • the ID type entered does not match the ID type on the name and address file. 	Ensure that the correct ID type was entered or select the producer by entering the producer’s 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.	
“Must enter Producer ID and Type, Last Name, or Last 4.”	“Enter” was pressed without selecting a producer Overpayment Producer Selection Screen.	Select a specific producer or all producers.	

--*

***--901 HIP and TIP Overpayment Processing (Continued)**

D Error Messages (Continued)

Message	Reason for Message	County Office Action
<p>“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.”</p>	<p>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.</p>	<p>An “ALL” overpayment batch must be completed before overpayments can be processed for a specific producer or selected producers.</p>
<p>“The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS “Enter” to terminate this request.”</p>	<p>The overpayment process can only be accessed from one workstation at a time.</p>	<p>Access the overpayment process after the current overpayment job is completed from the other terminal.</p>

--*

***--902 Transferring Overpayments 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. This will 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 Menus to 703.	
2	ENTER "3", "Transfer Overpayments to CRS", and PRESS "Enter".	The Producer Selection Screen will be displayed. Note: The message, "No Overpayments To Be Selected", will be displayed if there are not any calculated overpayments on the overpayment file.

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*--902 Transferring Overpayments 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.	
	Selection	Action
	Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter Producer ID Number" field, and PRESS "Enter". All producers listed on the most recently computed overpayment register will be displayed on the Overpayment Selection Screen.
	Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> • producer ID number and ID type in the "Enter Producer ID Number and Type" fields • 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". 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.

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*--902 Transferring Overpayments to CRS (Continued)

B Transferring Amount to CRS (Continued)

Step	Action	Result				
4	The Overpayment Selection Screen allows users to select which overpayments should be transferred to CRS.					
	<table border="1"> <thead> <tr> <th data-bbox="380 401 716 443">IF the user wants to...</th> <th data-bbox="716 401 1097 443">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 443 716 1234">continue with the transfer process</td> <td data-bbox="716 443 1097 1234"> <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 Overpayment 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 Overpayment Selection Screen, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>	<p>Overpayment 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 Overpayment Transfer Selection 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 Overpayment 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 Overpayment Processing Menu will be redisplayed.				

--*

*--902 Transferring Overpayments to CRS (Continued)

B Transferring Amount to CRS (Continued)

Step	Action	Result		
5	<p>The Overpayment 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 Overpayment Selection according to subparagraph 904 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 Overpayment Selection Screen</p>	<p>THEN...</p> <p>Overpayment 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 Batch Overpayment Printing Control Screen will be displayed.

--*

*--902 Transferring Overpayments to CRS (Continued)

B Transferring Amount to CRS (Continued)

Step	Action		Result	
	IF the user wants to...	THEN...	IF...	THEN...
5 (Cntd)	adjust the data before transferring the overpayment to CRS	<ul style="list-style-type: none"> adjust the data according to subparagraph 904 B PRESS "Enter" to display the next overpayment record. 	there are additional overpayment records that were selected on Overpayment Selection Screen	Overpayment 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 Batch Overpayment Printing Control Screen will be displayed.
	skip the displayed overpayment record	PRESS "Cmd2".	The Overpayment Transfer Confirmation Screen will be redisplayed with data for the next overpayment record.	
	end the process without transferring any overpayments to CRS	PRESS "Cmd7".	Overpayment Processing Menu will be redisplayed.	

--*

*--902 Transferring Overpayments to CRS (Continued)

B Transferring Amount to CRS (Continued)

Step	Action	Result
6	<p>The Batch Overpayment Printing Control Screen will be displayed for the overpayments processed on Overpayment Transfer Selection Screen. Overpayments are sorted into the “B” and “O” overpayment batches. See paragraph 905 for a complete description of the payment batches.</p> <p>On The Batch Overpayment Printing Control Screen, 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>“N” next to any of the overpayment batches.</p> <p>The Overpayment Processing Menu will be redisplayed.</p>

--*

***--902 Transferring Overpayments to CRS (Continued)**

C 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 ID number and type, 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 to:

- compute overpayments
- transfer overpayments to CRS.

```

MHAXXX          107-TULARE          SELECTION          MHAXXXXX
2005 TIP Selection Screen          Version: AE39          04-12-2006          14:56          Term E0
-----
          Enter Producer ID Number:          and Type:
          (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
    
```

--*

***--902 Transferring Overpayments to CRS (Continued)**

D 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 ID and Type, Last Name, or Last 4.”	“Enter” was pressed without selecting a producer on the producer Selection Screen for overpayment.	Select a specific producer or all producers.
“Invalid Producer ID Type.”	An ID number was entered, but the ID type: <ul style="list-style-type: none"> • was not entered • entered does not match the ID type on the name and address file. 	Ensure that the ID type entered matches the ID type for the selected producer ID number.
“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 a Producer ID and Type.” • “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.

--*

***--903 Overpayments Selection Screen**

A Example of Overpayment 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
- insured/NAP (HIP only)
- 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.

```

MHXWXX                107-TULARE                CONTROL                MHAXXXX
2005 XXX Overpayments                Version: AE39 04-120-200 14:59 TERM E0
-----
Enter an 'X' in the SEL column to select producer for overpayment processing

SEL Producer name                Producer ID    Overpayment
                                Overpayment
                                Amount
    A JOHNSON                    123-45-6789 S    $750

Cmd5=Update    Cmd7=End
    
```

B Selecting Overpayments to Be Transferred to CRS

Overpayment amounts computed for selected producers will be displayed on Overpayment 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 Overpayment 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 for can be modified.--*

*--903 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.		

--*

***--904 Transfer Confirmation Overpayments Screen**

A Example of Transfer Confirmation Overpayment Screen

After overpayments have been selected for transfer, the transfer confirmation Overpayment Screen will be displayed for:

- each selected overpayment record
- members of joint operations.

County Offices are allowed to adjust overpayment data on the transfer confirmation Overpayments Screen before transferring the overpayment to CRS. See subparagraph 904 B for additional information on which fields can be adjusted.

Important: Adjust overpayment data on the Overpayment 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 transfer confirmation Overpayment Screen.

```

MHAXXX          107-TULARE          Selection      MHAXXXXX
2005 xxx Overpayments          Version: AE39  04-12-2006 16:02 TERM E0
-----
Producer ID/Name      123-45-6789 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
    
```

--*

***--904 Transfer Confirmation Overpayments Screen (Continued)**

B Fields on Transfer Confirmation Overpayment Screen

The following describes the fields on the transfer confirmation Overpayment 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
Producer ID/Name	The producer's or entity's: <ul style="list-style-type: none"> • 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 894 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.
Overpayment Amount	The amount of the overpayment.	The overpayment amount may be reduced or increased. If the overpayment is changed, a reason code must be entered. 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.
Pay Limit Amount	All amounts will be displayed in the "Overpayment Amount" field except those resulting from a payment limitation overpayment. Note: Only the applicable field will be displayed.	

--*

*--904 Transfer Confirmation Overpayments Screen (Continued)

B Fields on Transfer Confirmation Overpayment Screen (Continued)

Field	Information Displayed	What Can Be Changed
Interest Start Date		<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 HIP or TIP disbursement.</p>
Interest Rate		<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 25.00. • should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.

--*

***--904 Transfer Confirmation Overpayments Screen (Continued)**

C Error Messages

The following describes the error messages that may be displayed on transfer confirmation Overpayment 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 894 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.
“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: <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 Entry - Press Cmd13 for List of Valid Reason Codes.”	An invalid reason code was entered.	

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*--904 Transfer Confirmation Overpayments Screen (Continued)

C Error Messages (Continued)

Error Message	Explanation	Action	
"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".

--*

--905 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.

```

MHAXX                107 TULARE                ENTRY                MHAXXXXX
2005 TIP Overpayments                Version: AE39  04-12-2006 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 HIP or TIP.

- “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.--*

***--905 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.--*

906-911 (Reserved)

***--912 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 Overpayment 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 the correct overpayment is selected for cancellation by printing PPH Report according to paragraph 922.

Cancel erroneous overpayments according to the following.

Step	Action	Result
1	Access the Overpayment Processing Menu according to paragraph 901.	
2	ENTER “4”, “Cancel Overpayments”, and PRESS “Enter”.	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 913 A for additional information on the producer selection Cancel Screen.	

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*--912 Canceling Overpayments (Continued)

B Steps to Cancel Overpayments (Continued)

Step	Action		Result
3	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"> • producer's ID number and type, 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 Overpayment 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 Overpayment Processing Menu will be redisplayed.
4	The overpayment for cancellation Cancel Screen provides users with information about the overpayment being canceled, including: <ul style="list-style-type: none"> • producer name and 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 overpayment for cancellation Cancel Screen...	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 Overpayment Processing Menu will be redisplayed.

--*

***--913 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 any of the following:
 - producer ID number and type
 - the producer’s last name
 - 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.

```

MHAXXX          107-TULARE          SELECTION          MHAXXXXX
2005 XXX Cancel Screen          Version: AE39 04-12-2006 16:20 Term E0
-----
Enter Producer ID Number: _____ and Type: ____

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
    
```

--*

***--913 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.”	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.
“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.

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*--913 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 927 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 927 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>

--*

***--914 Overpayment Cancel Screen**

A Example of Overpayment Cancel Screen

After an overpayment has been selected for cancellation on the Cancel Screen for selecting a producer to cancel an overpayment, the overpayment Cancel 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, 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 overpayment for cancellation Cancel Screen.

To continue with the cancellation process, ENTER "X" next to the overpayment record displayed, and PRESS "Cmd5".

The following is an example of the overpayment for cancellation Cancel Screen.

```

MHAXXX                107 -TULARE                SELECT                MHAXXXXX
2005 XXX Cancel Screen                Version: AE39 04-12-2002 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: 123456789 S
Transaction Number: E009300001

SEL      Transfer Date      Overpayment Amount
-----
   ___    04-12-2006                $750

Cmd5=Update Cmd7=End
    
```

--*

***--914 Overpayment Cancel Screen (Continued)**

B Error Messages

The following describes the error messages displayed on the overpayment for cancellation Cancel Screen, 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.

--*

--915 HIP and TIP 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.

Notes: 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.

The Overpayment Register printed for HIP overpayment processing will have a data field of “insured/NAP” to indicate if the HIP overpayment is for a NAP or insured crop.

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 HIP and TIP 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 Overpayment Processing Menu.--*

***--915 HIP and TIP Overpayment Registers (Continued)**

F Exception Messages on the Overpayment Register

The following lists the 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 due to 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.
“Producer does not meet AGI provisions.”	The producer does not meet AGI provisions.
“Producer is a Member of joint operation 99-9999999 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.

--*

***--915 HIP and TIP Overpayment Registers (Continued)**

F Exception Messages on the Overpayment Register (Continued)

Message	Reason for Message
“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 one or more members that are not eligible for payment.
“Producer is a joint operation.”	The producer has General Partnership or Joint Venture entity type.

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916-921 (Reserved)

***--Section 6 Payment Registers and Reports**

922 HIP and TIP Payment Reports and Registers

A Introduction

There are a variety of reports and registers that have been developed to assist County Offices with processing payments. These include:

- PPH Report
- FSA-573E Statement of Projected Payment Amounts Report

Note: See paragraphs 814 and 840 for information regarding the Statement of Projected Payment Amounts.

- pending payment registers for the “B”, “A”, and “O” payment batches
- nonpayment register for producers that cannot be paid.

B Accessing Payment Processing Main Menu

The PPH Report for HIP or TIP payment processing can be generated from the Payment Processing Main Menu.

Note: The pending and nonpayment registers are automatically generated after a payment batch has completed processing. These reports cannot be regenerated.

Access the Payment Processing Main Menu according to the following.

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 “14”, “Hurricane Disaster Programs”.
6	MHN0YR	<ul style="list-style-type: none"> • ENTER “2”, “Hurricane Indemnity Program” • ENTER “4”, “Tree Indemnity Program”.
7	MHAV00	ENTER, “2”, “Payment Process”.
8	MHAVN0	ENTER “6”, “Print Producer Payment History”.

--*

923-926 (Reserved)

--927 HIP and TIP PPH Reports*A Introduction**

The PPH 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 the PPH Report to verify and ensure that payments are issued properly.

B How the Payment History File Gets Updated

The following 3 types of records written to the payment history file will be printed on the PPH Report:

- producer-level records for payments issued to producers and joint operations
- member-level records for amounts attributable to members of joint operations
- “total” records reflecting the total combined payment issued to the producer.

For payments issued to producers, 1 record is written to the payment history file for each payment category consisting of the insured or NAP indemnity.

If the producer is a joint operation, then a record is also written to the payment history file for each member sharing in the HIP or TIP payment.--*

***--927 HIP and TIP PPH Reports (Continued)**

C Information on the PPH Report

Depending on the type of record printed, data for certain fields will not be printed. The following describes the information on the PPH Report.

Item/Field	Description	
Producer Name, Address, and ID Number		
Payment Date	Date the payable or total record was either issued or canceled from the payment history file.	
Joint Op/Member ID Number	Data will only be printed in this field if PPH Report is for a joint operation or a member of a joint operation.	
	IF PPH Report is for...	THEN...
	joint operation	<ul style="list-style-type: none"> • a record will be printed on the PPH Report 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.	
Insured/NAP Note: This field applies to the HIP PPH Report only.	Indicates if the payment for was an insured or NAP crop.	

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*--927 HIP and TIP PPH Reports (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description	
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. Note: The “CHK/EFT” will only be printed on the “unit total” records. This is the record that is actually sent to the accounting system for checkwriting or EFT processing.
	“CANCEL”	has been canceled through the HIP or TIP payment cancellation process.
	“RECV”	is for an overpayment amount that was sent to CRS.
	“C/RECV”	is for an overpayment amount that was sent to CRS, but has been canceled through the overpayment cancellation process.
	blank	is 1 of the following: <ul style="list-style-type: none"> • crop payable record • for the joint operation • for a member of the joint operation. These records cannot be selected during the payable cancellation process.

--*

*--927 HIP and TIP PPH Reports (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description
Transaction Number	<p>A system-assigned number used to uniquely identify each payable generated through the HIP or TIP 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 the Cancel Screen 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" or "total" record is the only transaction number that can be used. This record represents all payables that have been combined together for the producer. When a payment is canceled for a "total" record, then all records associated with the "total" record are also canceled.</p>
Gross Payment	<p>Amount of the calculated payment before payment limitation has been applied.</p>
Pay Limit Reduction	<p>Amount that cannot be issued to the producer because payment limitation was met on that record.</p> <p>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>Note: 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>
AGI Reduction	<p>Amount of the payment that is subject to an AGI reduction.</p>
Net Payment	<p>Amount of the calculated payment after payment limitation has been applied. This is the amount actually issued to the producer.</p>

--*

***--927 HIP and TIP PPH Reports (Continued)**

D Printing the PPH Report

The PPH Report can be printed for a producer or for members of joint operations. Print the PPH Report according to the following.

Step	Action	Result	
1	Access the Payment Processing Main Menu according to subparagraph 922 B.		
2	On the Payment Processing Main Menu, ENTER "6", "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.	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.
	a selected producer	enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> • producer ID number and ID type in the "Enter Producer ID Number and Type" field • 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 the selected producer if any records are found on the payment history file. The producer Selection Screen will be redisplayed.

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928-931 (Reserved)

*--932 HIP and TIP Pending Payment Registers

A About the Pending Payment Registers

When HIP or TIP 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.

Note: The Pending Register printed for HIP payment processing will have a data field of “insured/NAP” to indicate if the HIP payment or nonpayment is for a NAP or insured crop.

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

These records **require** user intervention.

Note: Pending payment registers will only be printed for the payment batches being processed.--*

***--932 HIP and TIP 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 Statement of Projected Payment Amounts according to paragraph 814 for TIP or paragraph 840 for HIP, 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 HIP and TIP Pending Payment Registers

The following information is printed on the pending payment register.

Field	Contents of Field
Producer ID Number and Type	Producer 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 Name	Name of producer. Note: 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.
Insured/NAP Note: Applies to HIP only.	Payment amount calculated for the insured or NAP part of the HIP payment.
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 livestock kind 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.

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***--933 HIP and TIP Nonpayment Registers**

A About the HIP and TIP 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.

Notes: 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.

The Pending Register printed for HIP payment processing will have a data field of “insured/NAP” to indicate if the HIP payment or nonpayment is for a NAP or insured crop.

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.--*

*--933 HIP and TIP Nonpayment Registers (Continued)

C Nonpayment Register Exception Messages

County Offices shall resolve exception messages printed on the nonpayment register according to the following.

Message	Reason for Message	County Office Action
“Application is not approved for payment.”	COC payment approval date for the application is not recorded in the system.	For TIP, enter the approval date in the system according to paragraph 807. For HIP, enter the FSA Signature Date according to paragraph 830.
“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 2005 TIP or 2005 HIP 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.

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*--933 HIP and TIP Nonpayment Registers (Continued)

C 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 99-9999999.”	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.

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*--933 HIP and TIP Nonpayment Registers (Continued)

C 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.	

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934-939 (Reserved)

--940 Using the Recovery Process*A Introduction**

If the system is interrupted for any reason while processing payments, the recovery program is executed when the option to issue payments is accessed again.

B Recovery Process

When an interruption occurs, the system attempts to automatically recover when either of the following occurs:

- the user selects any option on Menu FAX250 from the workstation that was processing payment before the interruption
- the user selects a payment option on the applicable payment processing menu.

The system recovers to the point of interruption or a report, file listing, or both print to assist in the recovery process.

C If an Interruption Is Detected

An error message screen will be displayed if an interruption is detected. The message, “An interruption in the payment processing has been detected. PRESS ‘Enter’ to attempt the recovery process. PLEASE DO NOT CANCEL”, will be displayed. Canceling the process will damage the payment history file.

D After Recovery Is Completed

After the recovery process has been completed, a message screen will be displayed. The message, “The recovery process has completed. PRESS ‘Enter’ to continue with the options originally selected”, will be displayed. The system then returns to the process that was originally selected on the applicable payment processing menu.

The user may now continue with original processing.--*

***--941 Diagnostic Report**

A When Report Will Print

If intervention is required from the National Help Desk, the Diagnostic Report is placed on the spool file. A message will be displayed instructing the user that the recovery program has printed a report. The report will be on hold. The user must release the report from the spool file.

Do **not** destroy the report. This report contains information that is helpful to the National Help Desk in restoring the system.

B Contacting the Help Desk

If the Diagnostic Report is received, immediately contact the National Help Desk through the appropriate State Office personnel. Ensure that the report is available to assist the National Help Desk.

C State Office Action

The State Office shall:

- immediately contact the National Help Desk
- **not** attempt to correct the County Office system.--*

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		32, 240
AD-1026A	Supplemental to AD-1026		32
CCC-36	Assignment of Payment		35, 851
CCC-37	Joint Payment Authorization		35, 851
CCC-184	CCC Check		1, 854, 867, 893, 932
CCC-458	RMA Compliance Referral Worksheet	278	71, 132, 284
CCC-466-1	Crop Disaster Program Compliance Worksheet	281	282, 287
CCC-467	Crop Disaster Program Second Party Review Worksheet	276	
CCC-468	2003, 2004, and 2005 Crop Disaster Program District Director Review Worksheet	276	
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage		30
CCC-502	Farm Operating Plan for Payment Eligibility Review		34, 240, 702
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		31, 240
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		718, 839
CCC-750	2003, 2004, and 2005 Crop Disaster Program Application	241	Text, Ex. 2
CCC-750A	2003, 2004, and 2005 Crop Disaster Program Payment Calculation Worksheet (Yield Based Single Market Crops)	242	151, 154, 240
CCC-750B	2003, 2004, and 2005 Crop Disaster Program Payment Calculation Worksheet (Yield Based Multiple Market Crops)	243	152, 154, 181, 240
CCC-750C	2003, 2004 and 2005 Crop Disaster Program Payment Calculation Worksheet (Value Loss Crops)	244	240

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-750D	2003, 2004, and 2005 Crop Disaster Program Calculation of 95% Cap and Net Disaster Payment	248	240
CCC-750E	Statement of Calculated Payment Amounts - Producer Summary Report		525
CCC-750E-1	Statement of Calculated Payment Amounts - Single Market Crops		529
CCC-750E-2	Statement of Calculated Payment Amounts - Multiple Market Crops		529
CCC-750E-3	Statement of Calculated Payment Amounts - Value Loss Crops		529
CCC-750M	2003, 2004, and 2005 Crop Disaster Program for Multiple Crop - Same Acreage Certification	247	72, 240, 402
CCC-751	2003, 2004, and 2005 Crop Insurance and/or Noninsured Crop Disaster Assistance Program (NAP) Coverage Agreement	30	240
CCC-760	Worksheet for Tobacco Disaster Payment Determinations By Farm		202, 240, 326
CRP-15	Agreement for Reduction for Bases, Allotments, and Quotas		71
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		702, 851
FSA-570	Waiver of Eligibility for Emergency Assistance		3
FSA-573	2005 Hurricane Disaster Program Application		Part 15, 16
FSA-577	Report of Supervisory Check	276	
FSA-578	Report of Acreage		70-73, 132, 185, 202, 245, 245, 279, 731
FSA-1007	Inspection Certificate and Calculation Worksheet		155
MQ-108-1	Report of Unmarketed Tobacco		202

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

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

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
COC may delegate responsibility to CED or County Office for approving routine applications.	5

Definitions of Terms Used in This Handbook

*--Application

Application means the “2005 Hurricane Disaster Programs Application” form (FSA-573).--*

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 production determined by FSA, RMA, FCIC, a company reinsured by FCIC, or other appraiser acceptable to CCC, that was unharvested, but which reflected the crop's yield potential at the time of appraisal.

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.

Definitions of Terms Used in This Handbook (Continued)***--Bush**

Bush means a thick densely branched woody shrub planted in the ground for the production of an annual fruit crop for commercial market for human consumption.

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.

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.

Definitions of Terms Used in This Handbook (Continued)

Discrepancy

A discrepancy is any error:

- made by a producer that is found in the crop or producer record
- found on CCC-750 that was certified by a producer, **except** if the error was made by a County Office employee, the discrepancy shall not be counted as a discrepancy for the review.

Notes: Provide a description of the error on CCC-466-1, item 15. See subparagraph 281 D for an example of CCC-466-1.

Screen MHADSR001, “2003-2005 Disaster Spot Check Register, Disc.” column, shall be identified by 1 of the following:

- “**Y**” for a discrepancy discovery
- “**N**” for no discrepancy found
- “**E**” for Exempt (not required).

Examples: An unaffected employee who is a required spot check.

When a crop is selected for both years, but is not required to be spot-checked in both years.

*--Farming Operation

Farming operation is a business enterprise engaged in the production of agricultural products.

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.--*

Definitions of Terms Used in This Handbook (Continued)

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.

Historic Yield

Historic yield for:

- insured crops is the higher of the crops APH, or the county average yield
- uninsured crops is the county average yield because no APH exists
- noninsurable crops with an approved applicable crop years NAP yield is the higher of the approved NAP yield established according to 1-NAP (Rev. 1) or the county average yield
- noninsurable crops with no approved NAP yield, the county average yield
- insured crops which are treated as noninsurable is the higher of APH or county average yield.

Definitions of Terms Used in This Handbook (Continued)

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.

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.

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.

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.

Definitions of Terms Used in This Handbook (Continued)

Salvage Value

Salvage value is the dollar amount or equivalent received by the producer for the quantity of the commodity that cannot be marketed or sold in any recognized market for the crop.

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.

*--Stand

Stand is a contiguous acreage of the same crop of field-grown trees, bushes, or vines, used for commercial production of an annual fruit crop for human consumption and excludes container-grown crops.

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.

*--Vine

Vine is a field grown plant from which an annual fruit crop is produced for commercial market for human consumption, such as grape, kiwi, or passion fruit, that has a flexible stem supported by climbing, twining, or creeping along a surface.--*

***--Counties Declared or Designated for HIP or TIP Because of an Eligible Hurricane**

[§ 760.101] The following provides approved Presidential-declared or Secretarial-designated primary counties for HIP and TIP.

Hurricane Wilma			
Disaster Period of October 23 through December 22, 2005			
State	Eligible Counties		
Florida	Brevard	Hendry	Monroe
	Broward	Highlands	Okeechobee
	Charlotte	Indian River	Palm Beach
	Collier	Lee	St. Lucie
	Glades	Martin	Sarasota
	Hardee	Miami-Dade	

Hurricane Ophelia			
Disaster Period of September 11 through November 10, 2005			
State	Eligible Counties		
North Carolina	Brunswick	Hyde	Onslow
	Carteret	Jones	Pamlico
	Craven	New Hanover	Pender
	Dare		

Hurricane Dennis			
Disaster Period of July 10 through September 8, 2005			
State	Eligible Counties		
Alabama	Autauga	Crenshaw	Marengo
	Baldwin	Dallas	Mobile
	Butler	Escambia	Monroe
	Chambers	Geneva	Perry
	Choctaw	Greene	Pike
	Clarke	Hale	Randolph
	Clay	Henry	Sumter
	Cleburne	Houston	Tuscaloosa
	Coffee	Lowndes	Washington
	Conecuh	Macon	Wilcox
	Covington		
Florida	Bay	Holmes	Okaloosa
	Calhoun	Jackson	Santa Rosa
	Dixie	Jefferson	Taylor
	Escambia	Leon	Wakulla
	Franklin	Levy	Walton
	Gadsden	Liberty	Washington
	Gulf	Monroe	

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***--Counties Declared or Designated for HIP or TIP Because of an Eligible Hurricane (Continued)**

Hurricane Rita				
Disaster Period of September 23 through November 22, 2005				
State	Eligible Counties			
Louisiana	Acadia	Franklin	Red River	
	Allen	Grant	Richland	
	Ascension	Iberia	Sabine	
	Avoyelles	Jackson	St. Landry	
	Beauregard	Jefferson	St. Martin	
	Bienville	Jefferson Davis	St. Mary	
	Bossier	Lafayette	St. Tammany	
	Caddo	La Salle	Tensas	
	Calcasieu	Lincoln	Terrebonne	
	Caldwell	Livingston	Union	
	Cameron	Madison	Vermilion	
	Catahoula	Morehouse	Vernon	
	Claiborne	Natchitoches	Webster	
	Concordia	Ouachita	West Baton Rouge	
	De Soto	Plaquemines	West Carroll	
	East Carroll	Rapides	Winn	
	Evangeline			
	Mississippi	Adams	Issaquena	Pearl River
		Alcorn	Itawamba	Perry
		Amite	Jackson	Pike
Attala		Jasper	Prentiss	
Benton		Jefferson	Quitman	
Bolivar		Jefferson Davis	Rankin	
Calhoun		Jones	Scott	
Carroll		Kemper	Sharkey	
Chickasaw		Lafayette	Simpson	
Choctaw		Lamar	Smith	
Claiborne		Lauderdale	Stone	
Clarke		Lawrence	Sunflower	
Clay		Leake	Tallahatchie	
Coahoma		Lee	Tate	
Copiah		Leflore	Tippah	
Covington		Lincoln	Tishomingo	
De Soto		Lowndes	Tunica	
Forrest		Madison	Walthall	
Franklin		Marion	Warren	
George		Marshall	Washington	
Greene		Monroe	Wayne	
Grenada		Montgomery Neshoba	Webster	
Hancock		Newton	Wilkinson	
Harrison		Noxubee	Winston	
Hinds		Oktibbeha	Yalobusha	
Holmes		Panola	Yazoo	
Humphreys				

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***--Counties Declared or Designated for HIP or TIP Because of an Eligible Hurricane (Continued)**

Hurricane Rita (Continued)			
Disaster Period of September 23 through November 22, 2005			
State	Eligible Counties		
Texas	Angelina	Houston	Polk
	Brazoria	Jasper	Rusk
	Chambers	Jefferson	Sabine
	Cherokee	Liberty	San Augustine
	Fort Bend	Marion	San Jacinto
	Galveston	Montgomery	Shelby
	Gregg	Nacogdoches	Trinity
	Hardin	Newton	Tyler
	Harris	Orange	Walker
	Harrison	Panola	

Hurricane Katrina			
Disaster Period of August 24 through October 23, 2005			
State	Eligible Counties		
Florida	Bay	Franklin	Okaloosa
	Broward	Gulf	Santa Rosa
	Collier	Miami-Dade	Walton
	Escambia	Monroe	

Hurricane Katrina			
Disaster Period of August 29 through October 28, 2005			
State	Eligible Counties		
Alabama	Baldwin	Jefferson	Perry
	Bibb	Lamar	Pickens
	Choctaw	Lauderdale	Sumter
	Clarke	Marengo	Tuscaloosa
	Colbert	Marion	Washington
	Cullman	Mobile	Wilcox
	Greene	Monroe	Winston
	Hale		

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*--Counties Declared or Designated for HIP or TIP Because of an Eligible Hurricane (Continued)

Hurricane Katrina (Continued)				
Disaster Period of August 29 through October 28, 2005				
State	Eligible Counties			
Louisiana	Acadia	Iberia	St. Bernard	
	Allen	Iberville	St. Charles	
	Ascension	Jackson	St. Helena	
	Assumption	Jefferson	St. James	
	Avoyelles	Jefferson Davis	St. John the Baptist	
	Beauregard	Lafayette	St. Landry	
	Bienville	Lafourche	St. Martin	
	Bossier	La Salle	St. Mary	
	Caddo	Lincoln	St. Tammany	
	Calcasieu	Livingston	Tangipahoa	
	Caldwell	Madison	Tensas	
	Cameron	Morehouse	Terrebonne	
	Catahoula	Natchitoches	Union	
	Claiborne	Orleans	Vermilion	
	Concordia	Ouachita	Vernon	
	De Soto	Plaquemines	Washington	
	East Baton Rouge	Pointe Coupee	Webster	
	East Carroll	Rapides	West Baton Rouge	
	East Feliciana	Red River	West Carroll	
	Evangeline	Richland	West Feliciana	
	Franklin	Sabine	Winn	
	Grant			
	Mississippi	Adams	Itawamba	Perry
		Alcorn	Jackson	Pike
		Amite	Jasper	Pontotoc
		Attala	Jefferson	Prentiss
		Benton	Jefferson Davis	Quitman
		Bolivar	Jones	Rankin
Calhoun		Kemper	Scott	
Carroll		Lafayette	Sharkey	
Chickasaw		Lamar	Simpson	
Choctaw		Lauderdale	Smith	
Claiborne		Lawrence	Stone	
Clarke		Leake	Sunflower	
Clay		Lee	Tallahatchie	
Coahoma		Leflore	Tate	
Copiah		Lincoln	Tippah	
Covington		Lowndes	Tishomingo	
De Soto		Madison	Tunica	
Forrest		Marion	Union	
Franklin		Marshall	Walthall	
George		Monroe	Warren	
Greene		Montgomery	Washington	
Grenada		Neshoba	Wayne	
Hancock		Newton	Webster	
Harrison		Noxubee	Wilkinson	
Hinds		Oktibbeha	Winston	
Holmes		Panola	Yalobusha	
Humphreys		Pearl River	Yazoo	
Issaquena				

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