

For: Florida State Office and Service Centers

Loading Florida Citrus Disaster Program (FCDP) Applications into the Automated System

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Florida Citrus Disaster Program (FCDP) application software will be transmitted to County Offices on October 4, 2004. Applications can be loaded in the automated system beginning on October 5. If transmission problems occur, contact Sandy Bryant by e-mail at **Sandy.Bryant@wdc.usda.gov**.

B Purpose

This notice provides procedure for:

- completing FCDP applications in the automated system
- printing FCDP Producer Summary Reports.

Disposal Date	Distribution
June 1, 2005	Florida State Office; State Office relay to Service Centers

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2 Accessing FCDP Software

A Accessing Software

From Menu FAX250, access FCDP software according to the following table:

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county of 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 "13", "Florida Disaster Programs".
6	MHM04R	ENTER "1", Florida Citrus Disaster Program", and PRESS "Enter". Florida Citrus Disaster Program Menu MHAW00 will be displayed.

B Example of Menu MHAW00

Following is an example of the Florida Citrus Disaster Program Menu MHAW00.

```
COMMAND                                MENU: MHAW00                                F5
Florida Citrus Disaster Program Menu
-----
      1. Application Process
      2. Payment Process
    * 3. Spot Check Selection

      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".
```

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3 Application Processing

A Overview

To process applications for FCDP, select option 1, on Menu MHAW00. FCDP Application Menu will be displayed. Following is an example of Menu MHAWW0.

```

COMMAND                                MENU: MHAWW0                                F5
FCDP Application Menu
-----
          1. Loss Application
          2. Enrollment/Approval Dates
          3. Print Producer Application

          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

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 will be displayed.	To load loss data for FCDP.
ENTER "2", "Enrollment/Approval Dates", and PRESS "Enter".		Load enrollment/approval dates for FCDP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".		Print producer FSA-439.

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4 Producer Selection Screen MHAWAA01

A Overview

Access to FCDP 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 MHAWAA01

Following is an example of Producer Selection Screen MHAWAA01.

```
FCDP          107-A TULARE          Selection      MHAWAA01
Producer Selection Screen          Version: AF05  09/21/2004 11:11 Term F5
-----
Enter Producer ID Number: ..... and Type: .

      or

Last Four Digits of ID: ....

      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 to apply for FCDP benefits. If the selected producer is **not** active, add the producer to SCIMS according 1-CM.

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5 Insurance Coverage Screen MHAWWA1A

A Overview

Once a valid producer has been selected, Insurance Coverage Screen MHAWWA1A will be displayed. Screen MHAWWA1A will be used to determine the level (either 95 or 100 percent) the producer will be paid at. The question that is asked is “Does this producer have insurance or NAP coverage on any citrus acreage in this county? Note: This question relates to the producer as a whole, not by individual grove.”

B Example of Screen MHAWWA1A

Following is an example of Insurance Coverage Screen MHAWWA1A

```
FCDP                107-A TULARE                Selection      MHAWWA01
Producer Selection Screen                Version: AF05 09/21/2004 11:28 Term F5
-----
Insurance Coverage Screen                MHAWWA1A

Does this producer have insurance or NAP      (Y/N)
coverage on any citrus acreage in this county?

NOTE: This question relates to the producer
      as a whole, not by individual grove.

Enter=Continue  Cmd4=Previous Screen

Enter=Continue  Cmd7=End
```

C Action

County Offices shall enter:

- “Y” if the producer has insurance or NAP coverage on any citrus acreage in the county
- “N” if the producer does **not** have insurance or NAP coverage on any citrus acreage in the county.

This question applies to all land in the county and is not by individual grove. If the producer has crop insurance or NAP coverage on any citrus acreage in the county, the producer will be paid at the 100 percent level. If the producer is completely uninsured in the entire county (no NAP coverage, no insurance for citrus), then the producer will be paid at the 95 percent level.

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6 Grove Selection Screen MHAWWC01

A Overview

Grove Selection Screen MHAWWC01 will be used to enter new groves or select previously entered groves. The grove numbers are assigned by the County Office by each specific producer ID. For example, producer A can have groves 1, 2, and 3. Producer B can also have groves 1, 2, and 3.

B Example of Screen MHAWWC01

Following is an example of Grove Selection Screen MHAWWC01 when no groves have been previously entered.

```
FCDP          107-A TULARE          MHAWWC01
Grove Selection Screen          Version: AF05 09/21/2004 13:27 Term F5
-----
Producer RAY VARGAS          Enter a new Grove: .....

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

Following is an example of Grove Selection Screen MHAWWC01 after groves have been previously entered for the producer.

```
FCDP          107-A TULARE          MHAWWC01
Grove Selection Screen          Version: AF05 09/22/2004 07:10 Term F5
-----
Producer JOE VARGAS          Enter a new Grove: .....

          Or select from a Grove previously entered:

                  Grove
                  :      1
                  :      2

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

C Action

County Offices shall:

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

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7 Load Grove Screen MHAWWH01

A Overview

Load Grove Screen MHAWWH01 will be displayed once a new grove number has been entered or a previously entered grove number is selected on Grove Selection Screen MHAWWC01. Load Grove Screen will be used to capture:

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

B Example of Screen MHAWWH01

Following is an example of Load Grove Screen MHAWWH01.

```

FCDP          107-A TULARE          Entry      MHAWWH01
Load Grove Screen          Version: AF05  09/22/2004 08:17 Term F5
-----
Producer RAY VARGAS          Grove          1
Share .....          Acres .....

Select one of the following Tiers:

. Tier I   = 75% or greater crop loss and associated tree damage
. Tier II  = 50 - 74% crop loss and associated tree damage
. Tier III = 35 - 49% crop loss and associated tree damage
. Tier IV  = 15% and greater associated tree damage

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete

```

C County Office Action

County Offices shall:

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

Record More Data Questions Screen MHAWWH1A will be displayed.

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8 Record More Data Questions Screen MHAWWH1A

A Overview

Record More Data Question Screen MHAWWH1A provides the opportunity for the user to load additional groves for the producer without exiting and reentering the FCDP process.

B Example of Screen MHAWWH1A

Following is an example of Screen MHAWWH1A.

```
FCDP          107-A TULARE          Entry      MHAWWH01
Load Grove Screen          Version: AF05  09/22/2004 08:17 Term F5
-----
Producer RAY VARGAS          Grove          2
Select
X      Record More Data Question Screen          MHAWWH1A
      Do you want to record data on another
      grove for this producer?          Y (Y/N)
      Enter=Continue  Cmd4=Previous Screen
      IM: Loss data has been recorded.
Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd24=Delete
```

C Action

For question, “Do you want to record data on another grove for this producer”, County Offices shall answer:

- “Y” if additional groves need to be loaded for the selected producer, Grove Selection Screen MHAWWC01 will be displayed
- “N” if additional groves do **not** need to be loaded for the selected producer, Printer Selection Screen MHAWPS01 will be displayed. FSA-439 will be printed.

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9 Enrollment/Approval Dates

A Overview

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

- selecting option 2, “Enrollment/Approval Dates” from Menu MHAWW0
- selecting applicable producer on Producer Selection Screen MHAWAA01.

Enrollment/Approval Screen MHAWAC01 will be displayed.

B Example of Screen MHAWAC01

Following is an example of Enrollment/Approval Screen MHAWAC01.

```
FCDP          107-A TULARE          Entry          MHAWAC01
Enrollment/Approval Screen          Version: AF05  09/22/2004 09:39 Term F5
-----
Producer RAY VARGAS                      ID/Type xxxxxxxxxx S

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

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Cmd12=Print Entitlement Report
```

C Action

County Offices shall:

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

Note: The Approval/Disapproval process is by producer ID, not by grove. Either the application is approved or disapproved.

The enrollment and approval dates will be removed if additional groves are added after the enrollment/approval dates are entered.

The approval date will be removed if an exiting grove is updated after the approval date has been entered.

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10 Print Producer Application

A Overview

FSA-439 will be generated:

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

11 Producer Summary Report

A Introduction

CCC-439E is a computer-generated document that prints the calculated payment amount for Florida citrus losses based on data currently loaded in the FCDP application file. CCC-439E includes the detailed payment calculations for:

- production losses that are attributable to payment limitation
- rehabilitation costs that are not attributable to payment limitation.

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11 Producer Summary Report (Continued)

B Information on the Report

This table includes a detailed description of the information contained on CCC-439E.

Field	Description	CCC-439 Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	4A - 4C, and 5
Grove	Grove number.	7A
Tier	The tier applicable to the specified grove.	7C
Insured Status	Indicates whether any of the crop is considered insured or uninsured. Note: Since the insured status applies to all groves in the county, all groves should have the same insured status.	6
Acres	Acreage attributable to the grove and tier.	7B
Share	Producer's share for the specified grove and tier.	7D
Calculated Payment	Calculated payment for each grove is computed by multiplying the following: <ul style="list-style-type: none"> • acres, times • share, times • applicable payment rate for the insured status, times • production loss payment percentage, and/or • rehabilitation cost payment percentage. <p>The calculated production loss and rehabilitation amounts are added together and the result is rounded to whole dollars.</p>	
Total Calculated Payment	Accumulated calculated payment amount for all groves, including production loss and rehabilitation.	
Total Calculated Payment for Production Loss	Accumulated calculated payment amount for all groves for production losses only. This is the amount of the calculated payment that is subject to the \$80,000 payment limitation. Note: The amount reflected does not include application of the \$80,000 payment limitation. The payment limitation reduction will be applied during the payment process.	
Total Calculated Payment for Rehabilitation	Accumulated calculated payment amount for all groves for rehabilitation only. This is the amount of the calculated payment that is not subject to the \$80,000 payment limitation.	

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11 Producer Summary Report (Continued)

C Printing the Producer Summary Report

The Producer Summary Report can be printed for a specific producer or for all producers. Follow the steps in this table to print the report.

Note: The Producer Summary Report can also be printed by pressing “Cmd12” on Screen MHAWAC01, “Enrollment/Approval Screen”.

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 FAX07001 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 “13”, “Florida Disaster Programs”.	Menu MHM0YR will be displayed.
6	MHM0YR	ENTER “1”, “Florida Citrus Disaster Program”.	Menu MHAW00 will be displayed.
7	MHAW00	ENTER “2”, “Payment Process”.	Menu MHAWN0 will be displayed.
8	MHAWN0	ENTER “5”, “Print Producer Summary Report”.	Screen MHAWPRT2 will be displayed.
9	MHAWPRT2	Enter the appropriate printer ID, and PRESS “Enter”.	Screen MHAWN701 will be displayed.
10	MHAWN701	Screen MHAWN701 provides several options to print the calculated payment reports. Select either a specific producer or all producers according to the following.	
		Selection	Action
		Process calculated payment reports for all producers.	ENTER “All” in the “Enter Producer ID Number” field, and PRESS “Enter”. Note: Do not use this option if worksheets are being updated on other workstations. Wait until all users have exited the FCDP worksheet process.
		Process calculated payment reports 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.
			Reports will be generated for all producers that have an application on the worksheet file. Screen MHAWN701 will be redisplayed.
			Report will be generated if the selected producer has any applications on the worksheet file. Screen MHAWN701 will be redisplayed.