

For: Florida State Office and Service Centers

Loading Florida Nursery Disaster Program (FNDP) Applications Into the Automated System

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

FNDP application software was transmitted to County Offices on October 12, 2004. Applications can be loaded in the automated system beginning on October 13, 2004. If transmission problems occur, contact Sandy Bryant by e-mail at sandy.bryant@wdc.usda.gov.

B Purpose

This notice provides procedure for:

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

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

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2 Accessing FNDP Software

A Accessing Software

From Menu FAX250, access FNDP 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 "2", "Florida Nursery Disaster Program", and PRESS "Enter". Florida Nursery Disaster Program Menu MHAU00 will be displayed.

B Example of Menu MHAU00

Following is an example of Menu MHAU00.

```
COMMAND                                MENU: MHAU00                                F5
Florida Nursery 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 FNDP, select option 1 on Menu MHAU00. FNDP Application Menu MHAUW0 will be displayed. Following is an example of Menu MHAUW0.

```
COMMAND                                MENU: MHAUW0                                F5
FNDP 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 MHAUW0.

Action	Result	Option Is Used For
ENTER "1", "Loss Application", and PRESS "Enter".	Producer Selection Screen MHAUWA01 will be displayed.	To load loss data for FNDP.
ENTER "2", "Enrollment/Approval Dates", and PRESS "Enter".		Load enrollment/approval dates for FNDP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".		Print producer FSA-434.

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4 Producer Selection Screen MHAUWA01

A Overview

Access to FNDP 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 MHAUWA01

Following is an example of Screen MHAUWA01.

```
FNDP          107-A TULARE          Selection          MHAUWA01
Producer Selection Screen          Version: AF06 10/05/2004 08:54 Term F6
-----

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

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5 Insurance Coverage Screen MHAUWA1A

A Overview

Once a valid producer has been selected, Screen MHAUWA1A will be displayed. Screen MHAUWA1A 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 nursery crops in this county? Note: This question relates to the producer as a whole, not by individual nursery.”

B Example of Screen MHAUWA1A

Following is an example of Screen MHAUWA1A

```
FNDP          107-A TULARE          Selection      MHAUWA01
Producer Selection Screen          Version: AF05 09/21/2004 11:28 Term F5
-----
Insurance Coverage Screen          MHAUWA1A

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

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

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 nursery crops in the county
- “N” if the producer does **not** have insurance or NAP coverage on any nursery crops in the county.

This question applies to all land in the county and is not by individual nursery. If the producer has crop insurance or NAP coverage on any nursery crop 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 nursery crops), then the producer will be paid at the 95 percent level.

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6 Nursery Selection Screen MHAUWC01

A Overview

Screen MHAUWC01 will be used to enter new nurseries or select previously entered nurseries. Nursery numbers are assigned by the County Office by each specific producer ID.

Example: Producer A can have nurseries 1, 2, and 3. Producer B can also have nurseries 1, 2, and 3.

B Example of Screen MHAUWC01

Following is an example of Screen MHAUWC01 when no nurseries have been previously entered.

```
FNDP          107-A TULARE          MHAUWC01
Nursery Selection Screen          Version: AF05  09/21/2004 13:27 Term F5
-----
Producer RAY VARGAS                Enter a new Nursery No.: .....

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

Following is an example of Screen MHAUWC01 after nurseries have been previously entered for the producer.

```
FNDP          107-A TULARE          MHAUWC01
Nursery Selection Screen          Version: AF05  09/22/2004 07:10 Term F5
-----
Producer JOE VARGAS                Enter a new Nursery No.: .....

Or select from a Nursery previously entered:

Nursery No.
.          1
.          2

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

C Action

County Offices shall:

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

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7 Load Nursery Screen MHAUWH01

A Overview

Screen MHAUWH01 will be displayed once a new nursery number has been entered or a previously entered nursery number is selected on Nursery Selection Screen MHAUWC01. Screen MHAUWH01 will be used to capture:

- producer’s share of the nursery
- beginning inventory
- ending inventory
- acres in the nursery that are eligible for cleanup assistance.

B Example of Screen MHAUWH01

Following is an example of Screen MHAUWH01.

```
FNDP          107-A TULARE          Entry          MHAUWH01
Load Nursery Screen          Version: AF06  10/05/2004 09:09 Term F6
-----
Producer JOE VARGAS          Nursery No.      3      Share .....

  Inventory Value Loss Information

                Beginning          Ending
                Inventory          Inventory
                $ .....          $ .....

Cleanup Assistance Information

                        Acres
                        .....

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

C County Office Action

County Offices shall:

- enter producer’s share of nursery
- enter producer’s beginning inventory
- enter producer’s ending inventory
- enter number of acres in nursery that are eligible for cleanup assistance
- PRESS “Cmd5” to update.

Record More Data Question Screen MHAUWH1A will be displayed.

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8 Record More Data Questions Screen MHAUWH1A

A Overview

Screen MHAUWH1A provides the opportunity for the user to load additional nurseries for the producer without exiting and re-entering the FNDP process.

B Example of Screen MHAUWH1A

Following is an example of Screen MHAUWH1A.

```
FNDP          107-A TULARE          Entry          MHAUWH01
Load Nursery Screen          Version: AF06  10/05/2004 09:09 Term F6
-----
Producer JOE VARGAS          Nursery No.      3      Share 1.0000

Inve          Record More Data Question Screen          MHAUWH1A

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

Clea

          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 nursery for this producer”, County Offices shall answer:

- “Y” if additional nurseries need to be loaded for the selected producer; Screen MHAUWC01 will be displayed
- “N” if additional nurseries do **not** need to be loaded for the selected producer; Printer Selection Screen MHAUPS01 will be displayed. FSA-434 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 FNDP payments can be issued. Enrollment/approval dates will be entered by selecting:

- option 2, “Enrollment/Approval Dates”, from Menu MHAUW0
- applicable producer on Screen MHAUWA01.

Enrollment/Approval Screen MHAUAC01 will be displayed.

B Example of Screen MHAUAC01

Following is an example of Screen MHAUAC01.

```
FNDP          107-A TULARE          Entry          MHAUAC01
Enrollment/Approval Screen          Version: AF05  09/22/2004 09:39 Term F5
-----
Producer RAY VARGAS                      ID/Type XXXXXXXXX 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 nursery. The application is either approved or disapproved.

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

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

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10 Print Producer Application

A Overview

FSA-434 will be generated:

- when option 3, “Print Producer Application”, from Menu MHAUW0, and applicable producer ID is entered
- during application process when user enters “N” on Record More Data Questions Screen MHAUWH1A.

11 Producer Summary Report

A Introduction

CCC-434E is a computer-generated document that prints the calculated payment amount for Florida nursery losses based on data currently loaded in the application file. CCC-434E includes the detailed payment calculations for:

- inventory losses that are attributable to payment limitation
- cleanup assistance that is not attributable to payment limitation.

B Information on the Report

This table includes a detailed description of the information contained on CCC-434E.

Field	Description	CCC-434 Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	4A - 4C and 5
Nursery	Nursery number.	7A and/or 8A
Insured Status	Indicates whether the nursery is considered insured or uninsured. Note: Since the insured status applies to all nurseries in the county, all nurseries should have the same insured status.	6
Beginning Inventory	Beginning inventory attributable to the nursery.	7B
Ending Inventory	Ending inventory attributable to the nursery.	7C

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11 Producer Summary Report (Continued)

B Information on the Report (Continued)

Field	Description	CCC-434 Item
Inventory for Payment	<p>Calculated inventory for payment is computed by subtracting:</p> <ul style="list-style-type: none"> • beginning inventory, minus • ending inventory. 	
Share	Producer's share for the specified nursery.	7D
Calculated Payment	<p>Calculated payment for each nursery is computed by multiplying the following:</p> <ul style="list-style-type: none"> • inventory for payment, times • share, times • applicable payment factor for the insured status. <p>The result is rounded to whole dollars.</p>	
Total Calculated Payment for Inventory Loss	<p>Accumulated calculated inventory loss payment amount for all nurseries. This is the amount of the calculated payment that is subject to the \$80,000 payment limitation.</p> <p>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.</p>	
Acres	Acreage attributable to the nursery.	8B
Share	Producer's share for the specified nursery.	8C
Calculated Payment	<p>Calculated payment for each nursery is computed by multiplying the following:</p> <ul style="list-style-type: none"> • acres, times • share, times • applicable payment rate for the insured status. <p>The result is rounded to whole dollars.</p>	
Total Calculated Payment for Cleanup	Accumulated calculated cleanup payment amount for all nurseries. This is the amount of the calculated payment that is not subject to the \$80,000 payment limitation.	
Total Calculated Payment	Accumulated calculated payment amount for all nurseries, including inventory losses and cleanup assistance.	

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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 MHAUAC01.

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 “2”, “Florida Nursery Disaster Program”.	Menu MHAU00 will be displayed.
7	MHAU00	ENTER “2”, “Payment Process”.	Menu MHAUN0 will be displayed.
8	MHAUN0	ENTER “5”, “Print Producer Summary Report”.	Screen MHAUPRT2 will be displayed.
9	MHAUPRT2	Enter the appropriate printer ID and PRESS “Enter”.	Screen MHAUN701 will be displayed.
10	MHAUN701	Screen MHAUN701 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 MHAUN701 will be redisplayed. Report will be generated if the selected producer has any applications on the worksheet file. Screen MHAUN701 will be redisplayed.