

For: Florida State Office and Service Centers

**Loading Florida Vegetable and Tropical Fruit Disaster Program (FVDP)
Applications Into the Automated System**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

FVDP application software was transmitted to County Offices on or about October 19, 2004. Applications can be loaded in the automated system beginning on October 20, 2004.

B Purpose

This notice provides procedure for:

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

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

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2 Accessing FVDP Software

A Accessing Software

From Menu FAX250, access FVDP 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, 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 "3", "Florida Vegetable and Tropical Fruit Disaster Program", and PRESS "Enter". Florida Vegetable and Tropical Fruit Disaster Program Menu MHAV00 will be displayed.

B Example of Menu MHAV00

Following is an example of Menu MHAV00.

COMMAND	MENU: MHAV00	F5
Florida Vegetable and Tropical Fruit 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 FVDP, on Menu MHAV00, ENTER "1". FVDP Application Menu MHAVW0 will be displayed. Following is an example of Menu MHAVW0.

```
COMMAND                                MENU: MHAVW0                                F5
FVDP 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 MHAVW0.

Action	Result	Option Is Used For
ENTER "1", "Loss Application", and PRESS "Enter".	Producer Selection Screen MHAVWA01 will be displayed.	To load loss data for FVDP.
ENTER "2", "Enrollment/Approval Dates", and PRESS "Enter".		Load enrollment/approval dates for FVDP applications.
ENTER "3", "Print Producer Application", and PRESS "Enter".		Print producer FSA-440.

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4 Producer Selection Screen MHAVWA01

A Overview

Access to FVDP 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 MHAVWA01

Following is an example of Screen MHAVWA01.

```
FVDP              107-A TULARE              Selection      MHAVWA01
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 FVDP benefits. If the selected producer is **not** active, add the producer to SCIMS according 1-CM.

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5 Insurance Coverage Screen MHAVWA1A

A Overview

Once a valid producer has been selected, Screen MHAVWA1A will be displayed. Screen MHAVWA1A will be used to determine the level (either 95 or 100 percent) the producer will be paid at. The question, "Does this producer have insurance or NAP coverage on any vegetable or tropical fruit crops in this county? Note: This question relates to the producer as a whole, not by individual area", will be displayed.

B Example of Screen MHAVWA1A

Following is an example of Screen MHAVWA1A

```
FVDP                107-A TULARE                Selection      MHAVWA01
Producer Selection Screen                Version: AF05 09/21/2004 11:28 Term F5
-----
Insurance Coverage Screen                MHAVWA1A

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

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

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 vegetable or tropical fruit crops in the county
- "N" if the producer does **not** have insurance or NAP coverage on any vegetable or tropical fruit crops in the county.

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

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6 Area Selection Screen MHAVWC01

A Overview

Screen MHAVWC01 will be used to enter new areas or select previously entered areas. Area numbers are assigned by the County Office by each specific producer ID.

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

B Example of Screen MHAVWC01

Following is an example of Screen MHAVWC01 when **no** areas have been previously entered.

```
FVDP          107-A TULARE          MHAVWC01
Area Selection Screen          Version: AF05 09/21/2004 13:27 Term F5
-----
Producer RAY VARGAS          Enter a new area: .....

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

Following is an example of Screen MHAVWC01 after areas have been previously entered for the producer.

```
FVDP          107-A TULARE          MHAVWC01
Area Selection Screen          Version: AF05 09/22/2004 07:10 Term F5
-----
Producer JOE VARGAS          Enter a new area: .....

          Or select from an Area previously entered:

                Area
                .      1
                .      2

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

C Action

County Offices shall:

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

7 Load Area Screen MHAVWH01

A Overview

Screen MHAVWH01 will be displayed once a new area has been entered or a previously entered area is selected on Area Selection Screen MHAVWC01. Screen MHAVWH01 will be used to capture the following:

- producer’s share of the area
- acres in area
- applicable practice.

B Example of Screen MHAVWH01

Following is an example of Screen MHAVWH01.

```

FVDP                107-A TULARE                Entry          MHAVWH01
Load Area Screen    Version: AF07  10/15/2004 12:18 Term F5
-----
Producer JOE VARGAS                Area          3
Share .....                Acres .....

Select one of the following Practices:

. Practice I   = Plasti-culture vegetable crop loss
                  (first crop use only)
. Practice II  = Plasti-culture vegetable prevented planted
                  (first crop use only)
. Practice III = Plasti-culture vegetable "Double cropped"
                  (second or later crop use loss
                  or prevent planted crop loss )
. Practice IV  = Nonplasti-culture vegetables crop loss
. Practice V   = Tropical fruit crop loss

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

C County Office Action

County Offices shall:

- enter producer’s share of area
- enter acres in area
- select applicable practice
- PRESS “Cmd5” to update.

Record More Data Question Screen MHAVWH1A will be displayed.

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8 Record More Data Questions Screen MHAVWH1A

A Overview

Screen MHAVWH1A provides the opportunity for the user to load additional areas for the producer without exiting and re-entering the FVDP process.

B Example of Screen MHAVWH1A

Following is an example of Screen MHAVWH1A.

```
FVDP              107-A TULARE              Entry              MHAVWH01
Load Area Screen              Version: AF06  10/05/2004 09:09 Term F6
-----
Producer JOE VARGAS              Area      3

Record More Data Question Screen              MHAVWH1A

Do you want to record data on another
area 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

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

- “Y” if additional areas need to be loaded for the selected producer; Screen MHAVWC01 will be displayed
- “N” if additional areas do **not** need to be loaded for the selected producer; Printer Selection Screen MHAVPS01 will be displayed. FSA-440 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 FVDP payments can be issued. Enrollment/approval dates will be entered by selecting:

- option 2, “Enrollment/Approval Dates”, from Menu MHAVW0
- applicable producer on Screen MHAVWA01.

Enrollment/Approval Screen MHAVAC01 will be displayed.

B Example of Screen MHAVAC01

Following is an example of Screen MHAVAC01.

```
FVDP          107-A TULARE          Entry          MHAVAC01
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 area. The application is either approved or disapproved.

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

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

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10 Print Producer Application

A Overview

FSA-440 will be generated:

- when option 3, “Print Producer Application”, from Menu MHAVW0, and applicable producer ID is entered
- during application process when user enters “N” on Record More Data Questions Screen MHAVWH1A.

11 Producer Summary Report

A Introduction

FSA-440E is a computer-generated document that prints the calculated payment amount for Florida vegetable and tropical fruit losses based on data currently loaded in the application file. FSA-440E includes the detailed payment calculations for:

- plant 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 FSA-440E.

Field	Description	FSA-440 Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	4A through 4C and 5
Area	Area number.	7A
Practice	Practice applicable to the specified area.	7C
Insured Status	Indicates whether the vegetable or tropical fruit crop is considered insured or uninsured. Note: Since the insured status applies to all areas in the county, all areas should have the same insured status.	6
Acres	Acreage attributable to the area.	7B
Share	Producer’s share for the specified area.	7D

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11 Producer Summary Report (Continued)

B Information on the Report (Continued)

Field	Description	FSA-440 Item
Calculated Payment	<p>Calculated payment for each area is computed by multiplying the following:</p> <ul style="list-style-type: none"> • acres, times • share, times • plant loss and cleanup payment rates for the insured status. <p>The calculated plant loss and cleanup amounts are added together and the result is rounded to whole dollars.</p>	
Total Calculated Payment	Accumulated calculated payment amount for all areas, including plant loss and cleanup.	
Total Calculated Payment for Plant Loss	<p>Accumulated calculated payment amount for all areas for plant losses only. 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>	
Total Calculated Payment for Cleanup	Accumulated calculated payment amount for all areas for cleanup 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 MHAVAC01.

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 “3”, “Florida Vegetable and Tropical Fruit Disaster Program”.	Menu MHAV00 will be displayed.
7	MHAV00	ENTER “2”, “Payment Process”.	Menu MHAVN0 will be displayed.
8	MHAVN0	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 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. 	Report will be generated if the selected producer has an application on the worksheet file. Screen MHAWN701 will be redisplayed.	