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

Notice DAP-23

For: State and County Offices

Receiving Updated Crop Loss Disaster Assistance Program (CLDAP) Download Files

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

Notice DAP-18, and 1-DAP, paragraph 1093 provided County Offices with instructions on receiving, printing, and using CLDAP download records containing RMA data.

Until now, CLDAP download files have been full file downloads, replacing the file resident on the county's system. Files discussed in this notice will contain only new, updated, or deleted records, providing County Offices with a better tool for administering CLDAP.

A modification to the download and print process is necessary to ensure that these records are received and processed correctly by County Offices.

B Purpose

This notice:

- explains the purpose of the CLDAP RMA download files
- provides instructions for the use of CLDAP RMA download reports that accompany these files.

C State Office Action

State Offices shall immediately FAX this notice to County Offices.

Disposal Date	Distribution
October 1, 1999	State Offices; State Offices relay to County Offices

2 Single Year CLDAP RMA Download Reports

A
Overview

Single year CLDAP RMA download reports have been revised to no longer contain all records on the mainframe file. Instead, only new, revised, or deleted records will be printed on the download reports.

Single year CLDAP RMA download reports will **only print once**, during start-of- day processing. County Offices should not discard this report, as it will not print again.

Note: Users needing a printout of **all** single year CLDAP RMA records, including updates, should print a single year report from the menu option in 1-DAP, paragraph 1096.

B
Modifications to Single Year CLDAP RMA Download Reports

Single year CLDAP RMA download reports in 1-DAP, paragraph 1093 have been modified to:

- contain new records, such as a new loss record for a producer
- contain revised records, such as a change in acreage or production to count
- include the date each record was processed by KCMO.

Note: Deleted records will be provided in a separate report, according to subparagraph D.

Revised records have been updated with changes to 1 or more of the following fields on the report:

- APH yield
- production to count
- acres
- share.

Note: Three (3) types of reports still may be printed for producers, depending on the producer's status in county files. See 1-DAP, paragraph 1093, for additional information.

Continued on the next page

2 Single Year CLDAP RMA Download Reports (Continued)

C Example of Single Year CLDAP RMA Download Report

This is an example of the new single year CLDAP RMA download report.

```
MISSOURI                                    USDA-FSA                          DATE: 3/19/1999
CASS                                     SINGLE YEAR CLDAP
REPORT: MHAD30-001                         PRODUCER LIST                        PAGE:        1

This report lists all producers who purchased insurance on a 1998 insurable crop in this county.

They may be eligible for a 1998 single year CLDAP payment and may need to be added to a farm in 1998
if they apply for CLDAP benefits.

ID/Type    Producer Name                                                                Update Date
_________  __________________                                                          __________

222222222  TOM TURNER                                                                    03-03-1999

Unit Crop Name    Type Prac Share  Yield Reported Acres  Stage   Production Cnt  Determined Acres
____ ______________ ____ _____ ______ _______________ ____    _____________ _________________

0100 COTTON       997   002 1.0000 572.0           23.10
0200 COTTON       997   002  .5000 510.7          181.50
```

D Single Year Deleted Policy Report

The single year CLDAP RMA deleted policy report lists producers whose RMA insurance policies have been deleted because of an incorrect:

- ID number on the policy
- unit structure on the policy.

County Offices shall use this report to assist in determining whether a producer should be removed from a worksheet and/or application.

Note: Deleted records will appear on the single year report printed from the menu option. County Office should confirm deleted records on report by comparing to deleted policy report.

Continued on the next page

2 Single Year CLDAP RMA Download Reports (Continued)

E
Example of Single Year Deleted Policy Report

This is an example of the new single year deleted policy report.

```
010311                          USDA/FSA                        PAGE      1
                   RMA POLICIES THAT HAVE BEEN DELETED                03-03-1999


 ID/TYPE         PRODUCER NAME         UNIT       CROP NAME          REC TYPE

444444444S  ROBINS              MIKE     00100  PEANUTS                  A
555555555S  JARVISSE           JAMES     00100  PEANUTS                  A
                                         00200  PEANUTS                  A
                                         00300  PEANUTS                  A
                                         00400  PEANUTS                  A
                                         00800  PEANUTS                  A
                                         00800  PEANUTS                  L

THE PRODUCERS LISTED ABOVE HAVE HAD THEIR RMA INSURANCE POLICIES
CANCELED FOR THE APPLICABLE UNIT(S).  USE THIS REPORT TO DETERMINE IF AN
INSURED APPLICATION AND/OR WORKSHEET MUST BE DELETED.
```

F
Data on the Single Year Deleted Policy Report

The following table provides the field and remarks for the data on the single year deleted policy report.

Field	Description
ID/TYPE	ID number and type of producer with deleted policy
PRODUCER NAME	name of producer with deleted policy
UNIT	units associated with deleted policy
CROP NAME	crops on the unit associated with deleted policy
UPDATE DATE	date record was updated
RECORD TYPE	RMA record type of deleted record (acreage or loss)

Continued on the next page

2 Single Year CLDAP RMA Download Reports (Continued)

G
Using Single Year Reports

County Offices shall use single year CLDAP RMA download reports to assist in determining if a producer was added to a worksheet or application with an erroneous ID number. This table provides instructions on report usage.

IF producer has applied for CLDAP, has been entered into the automated system, AND appears on...	**THEN...**	
both the single year deleted policy report and the single year added/changed producer report	Compare the 2 reports to determine what caused the deletion.	
	IF the ID number...	**THEN...**
	was corrected	access the Name and Address file to determine if the producer's ID number must be corrected. If so, delete the producer with the erroneous ID number from the automated system and re-enter with the correct ID number.
	was not corrected	do nothing.
the deleted policy report only	delete the producer's worksheet/application.	
the added/changed producer report only	• modify the producer's automated worksheet to reflect the report changes **Exception:** If County Office has already added producer using Cmd16 option, and record reflects data on the report, worksheet need not be modified. • print a new CCC-540A for the producer • obtain producer signature on the revised CCC-540A.	

Note: Producer worksheet/applications **not** currently in the automated worksheet/applications process will **not** need to be modified. No report comparison is necessary. When producer applications/worksheet **is** entered into the automated worksheet/applications process, data will be automatically pulled into the worksheet.

2 Single Year CLDAP RMA Download Reports (Continued)

H
Printing the Deleted Policy Reports

Print the deleted policy reports according to 1-DAP, paragraph 1088. A future amendment will revise paragraph 1088 to include instructions for the deleted policy report. Both the single and multiyear deleted policy reports will print.

Note: If County Offices have not yet deleted the insurable crop table and list of GRP producers, these reports will print along with the deleted policy report.

3 Multiyear CLDAP RMA Download Reports

A
Overview

Multiyear CLDAP RMA download reports have been revised to no longer contain all records on the mainframe file. Instead, only new, revised, or deleted records will be printed on the download reports.

Multiyear CLDAP RMA download reports will **only print once**, during start-of- day processing. County Offices should not discard this report, as it will not print again.

Note: Users needing a printout of **all** multiyear CLDAP RMA records, including updates, should print a multiyear report from the menu option in 1-DAP, paragraph 1096.

B
Modifications to Multiyear CLDAP RMA Download Reports

Multiyear CLDAP RMA download reports in 1-DAP, paragraph 1093 have been modified to:

- contain new records, such as a newly eligible producer
- contain revised records, such as a change in indemnity amounts
- include the date each record was processed by KCMO.

Note: Deleted records will be contained in a separate report, according to subparagraph D.

Continued on the next page

3 Multiyear CLDAP RMA Download Reports (Continued)

B Modifications to Multiyear CLDAP RMA Download Reports (Continued)

Revised records have been updated with changes to:

- indemnity amount
- years of eligibility.

Note: Three (3) types of reports still may be printed for producers, depending on the producer's status in county files. See 1-DAP, paragraph 1093, for additional information.

C Example, Multiyear CLDAP RMA Download Report

This is an example of the new multiyear CLDAP RMA download report.

```
MISSOURI                                    USDA-FSA                          Prepared:3/19/1999
CASS                                     Multiyear CLDAP RMA
REPORT ID: MHADR5-R001                     Producer List                           PAGE:        1

The following producers are not active in Name and Address in this county. They may be eligible for
multiyear CLDAP payment and should be added to a farm in 1998 if they apply for CLDAP benefits.

                                                                                    Total
                                                                                  Producer Update
ST/CTY ID/Type    Producer Name         Crop Name      1994 1995 1996 1997 1998 Indemnity Date
------ ---------- -------------------- ---------      ---- ---- ---- ---- ---- --------- -----

46/065 333333333S GAMBRILL DUANE        CORN             N    N    N    Y    N    225.91 02021999
46/119                                  CORN             N    Y    N    N    N           02021999
46/065                                  SUNFLOWERS       N    N    Y    N    Y           02021999
```

D Multiyear Deleted Policy Report

The multiyear CLDAP RMA deleted policy report lists producers whose RMA insurance policies have been deleted because of an incorrect ID number on the policy.

County Offices shall use this report to assist in determining whether a producer should be removed from an automated worksheet/application.

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3 Multiyear CLDAP RMA Download Reports (Continued)

E Example of Multiyear Deleted Policy Report

This is an example of the new multiyear deleted policy report.

```
                                  USDA/FSA                          PAGE      1
19193              MULTI-YEAR PRODUCERS NO LONGER ELIGIBLE          03/26/1999


ST/CTY    ID/TYPE            PRODUCER NAME                CROP NAME

19193    666666666S   GREENE              FRED       CORN
19193                                                 SOYBEANS
19133    777777777S   CAMBER              MIKE       CORN
19133                                                 SOYBEANS
19193                                                 CORN
19193                                                 SOYBEANS
19133    888888888S   TILLEN              TONY       CORN
19133                                                 SOYBEANS
19193                                                 CORN
19193                                                 SOYBEANS
19133    999999999S   TOPS                MICHAEL    CORN
19133                                                 REVENUE COVERAGE CORN
19133                                                 SOYBEANS
19193                                                 CORN
19193                                                 SOYBEANS
```

F Data on the Multiyear Deleted Policy Reports

The following table provides the field and remarks for the data on the multiyear deleted policy report.

Field	Description
ID/TYPE	ID number and type of producer with deleted policy
PRODUCER NAME	name of producer with deleted policy
CROP NAME	crops on the unit associated with deleted policy
UPDATE DATE	date record was updated
INDEMNITY AMT	gross indemnity amount for the producer

Note: See subparagraph G for instructions on printing the multiyear deleted policy report.

Continued on the next page

3 Multiyear CLDAP RMA Download Reports (Continued)

G
Using Multiyear Year Reports

County Offices must use multiyear CLDAP RMA download reports to assist in determining if a producer was added to an automated worksheet/application with an erroneous ID number. This table provides instructions on report usage.

IF producer has applied for CLDAP, has been entered into the automated system, AND appears on...	**THEN...**	
both the multiyear deleted policy report and the multiyear added/changed producer report	Compare the 2 reports to determine what caused the deletion.	
	IF the ID number...	**THEN...**
	was corrected	access the Name and Address file to determine if the producer's ID number must be corrected. If so, delete the producer with the erroneous ID number from the automated system and reenter with the correct ID number.
	was not corrected	do nothing.
producer appears on the deleted policy report only	delete the producer's automated worksheet/application.	
producer appears on the added/changed producer report only	modify the producer's automated worksheet/application to reflect the report changes. **Note:** If indemnity amounts have decreased, determine if producer had eligible 1994 losses. If the answer is: • "YES", update the indemnity amount to reflect the decrease • "NO", contact RSO to determine reason for reduction.	

Note: Producer worksheet/applications **not** currently in the automated worksheet/applications process will **not** need to be modified. No report comparison is necessary. When producer applications/worksheet **is** entered into the automated worksheet/applications process, data will be automatically pulled into the worksheet.