

For: State and County Offices

Tree Indemnity Program (TIP) and Hurricane Indemnity Program (HIP) Application Software

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

TIP and HIP application software will be included in County Release No. 588 with the processing menus disabled. Menus to open software will be transmitted by COB May 16, 2006. Applications can be loaded in the automated system beginning May 17, 2006.

B Purpose

This notice provides procedure for:

- completing TIP and HIP applications in the automated system
- printing TIP and HIP status reports.

C Contact

If transmission problems occur, contact Sandy Bryant by e-mail at sandy.bryant@wdc.usda.gov.

Disposal Date	Distribution
December 1, 2006	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

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3 Accessing TIP Software

A Accessing Software

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". Tree Indemnity Program Menu MHAW00 will be displayed.

B Example of Menu MHAW00

The following is an example of Menu MHAW00.

COMMAND	MENU: MHAW00	H2
Tree 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".		

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4 Accessing TIP Application Processing

A Overview

To process applications for TIP, on Menu MHAW00, ENTER "1". TIP Application Menu MHAWW0 will be displayed. The following is an example of Menu MHAWW0.

COMMAND TIP Application Menu	MENU: MHAWW0	H2

<ul style="list-style-type: none"> 1. Loss Application 2. Signature/Approval Dates 3. Print Producer Application 	<ul style="list-style-type: none"> 4. Unsigned Applications Report 5. Unapproved Applications Report 6. Approved Applications Report 7. Disapproved Applications Report 8. Deleted Applications Report 	
<ul style="list-style-type: none"> 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 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 of unsigned applications.
ENTER "5", "Unapproved Applications Report", and PRESS "Enter".		printing the report of unapproved applications.
ENTER "6", "Approved Applications Report", and PRESS "Enter".		printing the report of approved applications.
ENTER "7", "Disapproved Applications Report", and PRESS "Enter".		printing the report of disapproved applications.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the report of deleted applications.

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5 TIP Producer Selection Screen MHAWWA01

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 Producer Selection Screen MHAWWA01

The following is an example of Screen MHAWWA01.

```
TIP                      027-COAHOMA                      Selection  MHAWWA01
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, then add the producer to an existing farm or add a new farm according to 3-CM.

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6 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 Stand Selection Screen MHA WWD01

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

```
TIP                               027-COAHOMA           Selecti on   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           Selecti on   MHA WWD01
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.

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7 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:

- 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.

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7 TIP Load Stand Screen MHAWWH01 (Continued)

D Action

The following describes the options available on Screen MHAWWH01.

Option	Result
Cmd4	Screen MHAWWD01 will be displayed.
Cmd5	Record More Data Question Screen MHAWWH1A will be displayed.
Cmd7	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.

8 TIP Record More 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

  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
    
```

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8 TIP Record More Data Question Screen MHAWWH1A (Continued)

C Action

For the question, “Do you want to record data on another stand for this producer?”, 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 Screen MHAWRP01 will be displayed. FSA-573E will be printed.

9 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	XXXXXXXX S
Signature Date (MM/DD/CCYY)	Approval Date (MM/DD/CCYY)	or	Disapproval Date (MM/DD/CCYY)
.....
Cmd4=Previous Screen Cmd5=Update Cmd7=End Cmd12=Print Statement of Projected Payment Amounts			

9 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.

10 Print Producer TIP Application

A Overview

FSA-573E 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.

11 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

Once a valid printer ID has been entered, Unsigned Applications Report Option 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 date restrictions, if you wish:                                (MM/DD/CCYY)
- do not print update dates prior to . . . . .
- do not print update dates after . . . . .

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End
```

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.

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11 Unsigned TIP Applications Report (Continued)

C Action (Continued)

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”, 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.

12 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 date restrictions, if you wish: (MM/DD/CCYY)
- do not print signature dates prior to .. ..
- do not print signature dates after .....

Enter=Continue Cmd4=Previous Screen Cmd7=End

Enter=Continue Cmd7=End
```

12 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, 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.

13 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.

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13 Approved TIP Applications Report (Continued)

B Approved Applications Report Option Screen MHAWRP1A

Once a valid printer ID has been entered, Screen MHAWRP1A will be displayed. The following is an example of Screen MHAWRP1A.

```
TIP                027-COAHOMA          Entry          MHAWRP01
Printer Selection Screen          Version: AF36   03/14/2006 15:03 Term H2
-----
Approved Applications Report Option Screen          MHAWRP1A

Select the order you wish to print the report:

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

Enter date restrictions, if you wish:
                                     (MM/DD/CCYY)
- do not print approval dates prior to ... ..
- do not print approval dates after .....

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End
```

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.

14 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          Versi on: AF36   03/14/2006 15:03 Term H2
-----
Di sapproved 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 date restrictions, if you wish:
- do not print disapproval dates prior to (MM/DD/CCYY) .....
- do not print disapproval dates after ... ..
Enter=Conti nue  Cmd4=Previ ous Screen  Cmd7=End
Enter=Conti nue  Cmd7=End
```

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.

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14 Disapproved TIP Applications Report (Continued)

C Action (Continued)

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.

15 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 date restrictions, if you wish:                (MM/DD/CCYY)
- do not print deletion dates prior to ... ..
- do not print deletion dates after .....

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Enter=Continue  Cmd7=End
```

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15 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.

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16 TIP FSA-573E Statement of Projected Payment Amounts

A Introduction

FSA-573E 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 Report

The following includes a detailed description of the information contained on FSA-573E.

Field	Description	FSA-573E 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.	

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16 TIP FSA-573E Statement of Projected Payment Amounts (Continued)

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

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

Note: The FSA-573E 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.

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16 TIP FSA-573E Statement of Projected Payment Amounts (Continued)

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

Step	Menu or Screen	Action		Result
10	MHAWN701	Screen MHAWN701 provides several options to print the FSA-573E Statement of Projected Payment Amounts Report. 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.

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17 Accessing HIP Software

A Accessing Software

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". Hurricane Indemnity Program Menu MHAX00 will be displayed.

B Example of Menu MHAX00

The following is an example of the Menu MHAX00.

COMMAND	MENU: MHAX00	H2
Hurricane Indemnity Program Menu		

<ul style="list-style-type: none"> 1. Application Process 2. Payment Process * 3. Spot Check Selection Process 		
<ul style="list-style-type: none"> 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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18 Accessing HIP Application Processing

A Overview

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

COMMAND HIP Application Menu	MENU: MHAXW0	H2																				

<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Loss Application</td> <td style="width: 50%;">8. Deleted Applications Report</td> </tr> <tr> <td>2. Signature Dates</td> <td>9. RMA Download Reports</td> </tr> <tr> <td>3. Print Producer Application</td> <td>10. RMA Deleted Download Report</td> </tr> <tr> <td>4. Unsigned Applications Report</td> <td>11. Application Discrepancy Report</td> </tr> <tr> <td>5. FSA Rep Unsigned Applications Report</td> <td>12. NAP Notice of Loss Report</td> </tr> <tr> <td>6. Signed Applications Report</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">20. Return to Application Primary Menu</td> </tr> <tr> <td colspan="2" style="text-align: center;">21. Return to Application Selection Menu</td> </tr> <tr> <td colspan="2" style="text-align: center;">23. Return to Primary Selection Screen</td> </tr> <tr> <td colspan="2" style="text-align: center;">24. Sign Off</td> </tr> </table>			1. Loss Application	8. Deleted Applications Report	2. Signature Dates	9. RMA Download Reports	3. Print Producer Application	10. RMA Deleted Download Report	4. Unsigned Applications Report	11. Application Discrepancy Report	5. FSA Rep Unsigned Applications Report	12. NAP Notice of Loss Report	6. Signed Applications Report		20. Return to Application Primary Menu		21. Return to Application Selection Menu		23. Return to Primary Selection Screen		24. Sign Off	
1. Loss Application	8. Deleted Applications Report																					
2. Signature Dates	9. RMA Download Reports																					
3. Print Producer Application	10. RMA Deleted Download Report																					
4. Unsigned Applications Report	11. Application Discrepancy Report																					
5. FSA Rep Unsigned Applications Report	12. NAP Notice of Loss Report																					
6. Signed 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																						
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 report of unsigned applications.
ENTER "5", "FSA Rep Unsigned Applications Report", and PRESS "Enter".		printing the report of applications that have not been signed by an FSA representative.
ENTER "6", "Signed Applications Report", and PRESS "Enter".		printing the report of applications that have been signed by the producer and the FSA representative.
ENTER "8", "Deleted Applications Report", and PRESS "Enter".		printing the report of deleted applications.
ENTER "9", "RMA Download Reports", and PRESS "Enter".		Printing the 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 discrepancy reports.
ENTER "12", "NAP Notice of Loss Report", and PRESS "Enter".		Printing the NAP notice of loss report.

Notice DAP-243

19 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          Selecti on      MHAXWA01
Producer Selection Screen          Versi on: AF36  03/14/2006 11:07 Term H2
-----
                                     .
Enter Last Four Digi ts 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.

Notice DAP-243

20 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 Screen MHAXWH01. See Notice DAP-241 for the eligibility criteria used to select which crop insurance indemnities and NAP payments will be displayed.

B Example of Eligible Payment/Indemnity Selection Screen MHAXWH01

The following is an example of Screen MHAXWH01.

HI P	205-HARTLEY	Entry	MHAXWH01			
El igi bl e Payment/Indemni ty Selection	Version:	AF37	04/26/2006 09: 20 Term H2			

Producer WHITE TAIL FARMS INC						
Selecti on	Year	Uni t	Crop	Pay Type	Pl anti ng Peri od	Payment/ Indemni ty
..	2005	00101	COTTN			5, 781. 00
..	2005	00101	SBEAN			14, 557. 00
..	2006	00103	COTTN			8, 116. 00
Cmd4=Previ ous				Cmd5=Update		Cmd7=End
Cmd16=Sel ect All				Cmd24=Del ete Appl icati on		

C Action

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

- ENTER “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
- to delete a previously entered application, PRESS “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 can **not** make changes to any of the indemnity/payment data displayed on Screen MHAXWH01.

Notice DAP-243

20 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 30 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 ENTER "X" next to any additional indemnities/payments that the producer selects. All previous selections will still be selected. Run payments.
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.
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 and overpayments.

Notice DAP-243

21 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 Screen MHAXWA01.

B Example of Signature Screen MHAXAC01

The following is an example of Screen MHAXAC01.

HIP Signature Screen	027-COAHOMA	Entry Version: AF36	03/14/2006 13:11	MHAXAC01 Term H2
-----		-----		
Producer ALI SON GROENWOLDT	ID/Type XXXXXXXX S			
	Signature Date (MM/DD/CCYY)	FSA Representative 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.

22 Print Producer HIP Application

A Overview

FSA-573E 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.

23 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 date restrictions, if you wish: (MM/DD/CCYY)
- do not print update dates prior to .....
- do not print update dates after .....

Enter=Continue Cmd4=Previous Screen Cmd7=End

Enter=Continue Cmd7=End
```

Notice DAP-243

23 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.

24 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.

Notice DAP-243

24 FSA Representative Unsigned HIP Applications Report (Continued)

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 date restrictions, if you wish: (MM/DD/CCYY)
- do not print signature dates prior to .. ..
- do not print signature dates after .....

Enter=Continue Cmd4=Previous Screen Cmd7=End

Enter=Continue Cmd7=End
```

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.

25 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 date restrictions, if you wish: (MM/DD/CCYY)
- do not print signature dates prior to .. .....
- do not print signature dates after .....

Enter=Continue Cmd4=Previous Screen Cmd7=End

Enter=Continue Cmd7=End
```

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.

25 Signed HIP Applications Report (Continued)

C Action (Continued)

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”, 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.

26 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: (MM/DD/CCYY)
- do not print deletion dates prior to ... ..
- do not print deletion dates after .....

Enter=Continue Cmd4=Previous Screen Cmd7=End

Enter=Continue Cmd7=End
```

Notice DAP-243

26 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.

27 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 Notice DAP-241 for eligibility criteria.

The HIP RMA file:

- is used to pre-fill 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.

27 **HIP RMA Download Reports (Continued)**

C Type of HIP RMA Download 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

The 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.

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 Notice DAP-241, 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 Report 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-573E software.

Notice DAP-243

28 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:

- the notice of loss was filed for a unit that is physically located in an eligible disaster county
- the notice of loss had an active status
- an approval date existed on the notice of loss
- the notice of loss had at least 1 eligible cause of loss as outlined in Notice DAP-241
- the disaster begin date on the notice of loss is within the 60 day time period outlined in Notice DAP-241.

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.

28 HIP NAP Notice of Loss Report (Continued)

D Understanding the HIP NAP Notice of Loss Report

All producers who filed an eligible NAP notice of loss in 2005 and/or 2006 in the county will be printed on the HIP NAP Notice of Loss Report. The report 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 the notice of loss has not been paid, then 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-573E software.

29 HIP RMA Deleted Download

A HIP RMA Deleted Download Report

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 producers application should be deleted.

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.

Notice DAP-243

30 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

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

C Example of HIP Discrepancy Report

The following is an example of the HIP Discrepancy Report.

FLORIDA B. MIAMI-DADE (HDP) Report ID: MHAXRK-R001		USDA-FSA Hurricane Indemnity Program Application Discrepancy Report		Prepared: 05-03-2006	
				Page: 58	
Business / Producer Last Name		Producer First Name		Business / Producer ID	
USA SOD & LANDSCAPE INC				8198	
Year	Unit	Crop	Download Date	Discrepancy	
2005	00100	NRFGC	00/00/0000	This crop is no longer on the RMA download file.	
VALDES		GRICEL		9702	
Year	Unit	Crop	Download Date	Discrepancy	
2005	00100	NRFGC	00/00/0000	This crop is no longer on the RMA download file.	
VALDEZ		YAIMA		2282	
Year	Unit	Crop	Download Date	Discrepancy	
2005	00100	NRFGC	00/00/0000	This crop is no longer on the RMA download file.	
2006	00100	NRFGC	00/00/0000	This crop is no longer on the RMA download file.	
VALLIN		EDUARDO		8716	
Year	Unit	Crop	Download Date	Discrepancy	
2005	00100	NRFGC	00/00/0000	This crop is no longer on the RMA download file.	
VANDEHEL		DONALD		1794	
Year	Unit	Crop	Download Date	Discrepancy	
2005	00100	AVCAD	03/29/2006	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 has: 10,564 Indemnity amount has changed; HIP application has: 38,999; RMA download has: 36,477 Indemnity Minus Premium has changed; HIP application has: 29,509; RMA download has: 15,509	
VEBER'S JUNGLE GARDEN INC				1859	
Year	Unit	Crop	Type	Planting	Discrepancy
2006	55	BEANS	001	01	This crop is no longer eligible for a HIP payment.
VEGA		MÁXIMINO		4569	
Year	Unit	Crop	Download Date	Discrepancy	
2005	00100	NRFGC	00/00/0000	This crop is no longer on the RMA download file.	
2006	00100	NRFGC	00/00/0000	This crop is no longer on the RMA download file.	

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30 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.

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".
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.	

30 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.	A crop has either been added to or removed from a subsequent download of RMA data.	Access the HIP application for the producer.	
		IF...	THEN...
		a new crop is added	all previous selections will still be selected. Place an “X” next to any additional crops that the producer wants to select. PRESS “Cmd5” to update.
a crop is removed	crop will be automatically removed from the application. PRESS “Cmd5” to update.		

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 E
- review the HIP Discrepancy Report once a month to ensure that County Offices are reviewing the reports and correcting all discrepancies.

Notice DAP-243

31 HIP FSA-573E Statement of Projected Payment Amounts

A Introduction

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

The following includes a detailed description of the information contained on FSA-573E.

Field	Description	FSA-573E 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 according to 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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31 HIP FSA-573E Statement of Projected Payment Amounts (Continued)

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

Field	Description	FSA-573E 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 according to 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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31 FSA-573E Statement of Projected Payment Amounts (Continued)

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

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

Note: The Statement of Projected Payment Amounts 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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C Printing the 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 FSA-573E Statement of Projected Payment Amounts Report. 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.		