

For: State and County Offices

2008 NAP and Catastrophic Risk Protection (CAT) Buy-In Software

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), Pub. L. 110-246, was enacted **June 18, 2008**. The 2008 Farm Bill created several new disaster programs. To be eligible for these programs, producers must purchase at least the CAT level of crop insurance for all insurable crops and obtain NAP coverage for noninsurable crops. Sales closing dates for CAT and application closing deadlines for NAP have passed for the 2008 crop year for nearly all insurable and noninsurable crops. A waiver has been authorized in the 2008 Farm Bill to allow producers to pay, within 90 calendar days of enactment, a buy-in fee to be eligible for Supplemental Agricultural Disaster Assistance for those crops for which they did not purchase crop insurance or obtain NAP coverage for 2008.

Software has been developed to allow producers to apply for the 2008 NAP and CAT Buy-In.

B Purpose

This notice provides instructions for accessing and using 2008:

- NAP Buy-In software
- CAT Buy-In software.

Disposal Date	Distribution
June 1, 2009	State Office; State Office relay to County Offices

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2 Accessing 2008 NAP and CAT Buy-In Software

A Accessing Software

From Menu FAX250, access 2008 NAP and CAT Buy-In 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, 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 "2", "Non-Insured Assistance Program", and PRESS "Enter".
7	MHODYR	Select "2008 Crop Year" and PRESS "Enter". The 2008 NAP Menu MHB000 will be displayed.

B Example of 2008 NAP Menu MHB000

Following is an example of Menu MHB000.

COMMAND 2008 NAP Menu	MENU: MHB000	H2

	<ol style="list-style-type: none"> 1. Application for Coverage 2. Unit Maintenance 3. Approved Yield Maintenance 4. Notice of Loss and Application for Payment * 5. Record Gross Revenue for Ineligible Members 6. Payment Processing 7. Reports * 8. Spot Check Selection Process 9. CAT Buy-In 10. NAP Buy-In 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".		

C Options on Menu MHB000

The following provides the options that are applicable to the 2008 NAP and CAT Buy-In on Menu MHB000.

Action	Result	Options is Used For
ENTER "9", "CAT Buy-In", and PRESS "Enter".	Producer Selection Screen MHAEAA01 will be displayed.	Taking the producer's 2008 CAT Buy-In fees.
ENTER "10", "NAP Buy-In", and PRESS "Enter".		Taking the producer's 2008 NAP Buy-In fees.

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3 Informational Screen

A Overview

The Informational Screen will:

- be displayed after option 9, “CAT Buy-In”, or option 10, “NAP Buy-In”, has been selected on Menu MHB000, if there is more than 1 county data set on the system
- allow the user to verify that the correct county has been selected before entering the 2008 NAP and CAT Buy-In software.

Note: This screen will **not** be displayed if there is only 1 county on the system.

B Example of Informational Screen

Following is an example of the Informational Screen.

2008 Buy-In	107-A TULARE	Message	MHA?A013
Informational Screen		Version: AF77	06-25-2008 10:09 Term H2

There is more than one county on your system. Please verify that this is the county that you want to continue processing.			
A TULARE			
Enter (Y) to continue processing or Enter (N) to return to FAX250.			
Enter (Y) or (N)			
Enter=Continue			

C Action

County Offices shall ensure that the correct set of county files has been accessed.

IF the displayed county is the...	THEN...
county that the application shall be processed in, ENTER “Y”	NAP Producer Selection Screen will be displayed.
incorrect county, ENTER “N”	Menu FAX250 will be displayed.

4 NAP Producer Selection Screen

A Selecting Producer

Access to the 2008 NAP and CAT Buy-In software requires entry of 1 of the following on the NAP Producer Selection Screen:

- producer's ID number and type
- last 4 digits of producer's ID
- producer's last name.

B Example of NAP Producer Selection Screen

Following is an example of the NAP Producer Selection Screen.

```
2008 Buy-In          107-A TULARE          SELECTION          MHA?AA01
NAP Producer Selection Screen      Version: AF77 06/25/2008 10:10 Term H2
-----
                          Producer Selection Screen

                          Last Four of ID      .....
                              OR
                          Producer ID      .....      Type ..
                              OR
                          Last Name      .....
```

Enter=Continue Cmd7=End

C Producer Not Active in SCIMS

If the selected producer is not active in SCIMS, the County Office shall add the producer to SCIMS according to 1-CM.

D Producer Not Active on a 2008 Farm

If the selected producer is not active on a 2008 farm in the farm producer file, the County Office shall add the producer to a farm according to 3-CM.

E Producer Has Temporary ID Number

If the selected producer has a temporary ID number, 2008 CAT and NAP Buy-In fees **cannot** be taken.

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4 NAP Producer Selection Screen (Continued)

F Eligibility

Before buy-in fees are taken for the selected producer, the producer's eligibility determinations will be checked to ensure that the producer does not have adverse determinations. If a producer does have adverse determinations, a message will be displayed indicating the invalid determination. In these situations, the County Office shall update the determinations according to 2-PL. If the producer truly has adverse determinations, the application shall only be taken after the producer has been notified that fees are nonrefundable. If the producer still wishes to file CCC-752 or CCC-753, the application shall be taken and applicable fees collected. CCC-752 or CCC-753 will be generated indicating that the producer has adverse determinations.

The following provides the determinations that will be checked and the message that will be displayed if the determination is adverse.

Flag	Message
Person Determination	"Person Determination Flag is Invalid."
AD-1026	"AD-1026 Flag is Invalid."
NAP Gross Income	"NAP Gross Income Flag is Invalid."
6-CP	"6-CP Flag is Invalid."
Controlled Substance	"Controlled Substance Flag is Invalid."
Multiple Bad Flags	"Multiple Invalid Eligibility Flags."
NAP Non-Compliance	"NAP NON COM Flag is Invalid."

5 Verification Screen

A Overview

The Verification Screen:

- has been provided in an effort to reduce errors
- will be displayed once a valid producer has been selected on NAP Producer Selection Screen according to paragraph 4
- prompts the user to confirm that the correct producer has been selected.

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5 Verification Screen (Continued)

B Example of Verification Screen

Following is an example of the Verification Screen.

2008 Buy-In	107-A TULARE	SELECTION	MHA?AA01
NAP Producer Selection Screen	Version: AF77	06/25/2008	10:10 Term H2

Producer Selection Screen			
Veri f i c a t i o n S c r e e n			MHA?AA02
You Have Selected:		Is This Correct?	
1234-12-1234 S			
JOE VARGAS 123 MAIN ST ANYTOWN, MT 12345-0001			
			(Y or N)
Enter=Continue Cmd4=Previous Screen			
Enter=Continue Cmd7=End			

C Action

On the Verification Screen, the message, “You have selected (producer number/type, producer name, and producer mailing address), Is This Correct?”, will be displayed. The field is defaulted to blank. ENTER “Y” if this is the correct producer or “N” if this is **not** the correct producer.

County Offices shall ensure that the correct producer has been selected before proceeding.

The following provides which screens that will be displayed based on how the question is answered on the Verification Screen.

IF the question is answered...	THEN...
“Y”	the Crop Selection Screen or Coverage Screen will be displayed, as applicable.
“N”	NAP Crop Year Selection Menu MHB0YR will be displayed and user will begin the buy-in process again.

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6 Processing 2008 NAP and CAT Buy-In Applications

A Overview

An automated buy-in application will be processed when option 9, "CAT Buy-In", or option 10, "NAP Buy-In", is selected on Menu MHB000 according to paragraph 2. The NAP Producer Selection Screen will be displayed according to paragraph 4. Once a valid producer has been selected, the Crop Selection Screen will be displayed.

B Taking Buy-In Applications

Buy-In Applications must be taken according to Notice DAP-285. The system date is automatically entered into the file identifying the date the application was loaded into the system. Applications taken manually shall be loaded in the automated system as soon as practical.

7 Crop Selection Screen

A Overview

Crop Selection Screen will display all crops on the National Crop Table File.

Note: For 2008 CAT Buy-In, the Crop Selection Screen will also display tobacco crops from the Compliance Validation System File.

Since each crop, type, intended use, pay crop, pay type, and planting period must be selected separately; all crop entries will be displayed on the Crop Selection Screen. More than 1 crop can be selected at a time. All crops within a pay grouping will be selected if 1 crop within the pay grouping is selected.

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7 Crop Selection Screen (Continued)

B Example of Crop Selection Screen

The following is an example of the Crop Selection Screen.

2008 Buy-In	107-A TULARE	Entry	MHA?AB01
Crop Selection Screen	Version: AF77	06/26/2008	08:31 Term H2

Producer JOE VARGAS			
Place an 'X' before desired crop(s) for processing			
Crop	Closing Date	Type Use	Planting Period Pay Crop Pay Type
.. ALFALFA	03/01/2008	FG	01 0027 001
.. ALFALFA	02/28/2008	GZ	01 0102 002
.. ALFALFA	03/15/2008	SD	01 0027 001
.. APPLES	02/28/2008	COM FH	01 0054 001
.. APPLES	02/28/2008	COM PR	01 0054 001
.. APPLES	02/28/2008	SPC FH	01 0054 002
.. APPLES	02/28/2008	SPC PR	01 0054 002
.. APRI COTS	03/01/2008	PR	01 0326 001
.. APRI COTS	03/01/2008	RS	01 0326 001
.. ASPARAGUS	02/28/2008	FH	01 0104 001
Enter Letter for Crop Selection			
Enter=Continue Cmd4=Previous Screen Roll=Page			

C Action

Select the crops for which the producer is applying for buy-in by placing an “X” in front of the applicable crop records. Multiple crop records can be selected at the same time. PRESS “Enter” to continue. The Coverage Screen will be displayed.

Note: According to Notice DAP-285, in the event State Offices adopt the policy of **not** requiring all crops to be listed individually, County Offices shall manually notate on CCC-752 or CCC-753, as applicable, “Additional Crops Included for Buy-In”.

The Crop Selection Screen will **not** be displayed after entering the ID number of a producer that has a buy-in application already on file.

Note: The Coverage Screen will be displayed showing the crops that were previously selected. Additional crops can be selected by pressing “Cmd16=Add”, which will display the Crop Selection Screen.

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8 Coverage Screen

A Overview

The Coverage Screen will be displayed with the crop names, application closing date, crop types, intended uses, planting periods, pay crops, and pay types that were selected on the Crop Selection Screen.

Notes: If 1 crop within a pay grouping is selected, all crops within that pay grouping will be displayed on the Coverage Screen. An “S” indicator will be displayed in front of the crop records that were actually selected on the Crop Selection Screen. The producer’s fee covers all crops within the pay grouping.

The Coverage Screen will be displayed after entering the ID number of a producer that has previously filed a buy-in application. Additional crops can be selected by pressing “Cmd16=Add”, which will display the Crop Selection Screen.

B Example of Coverage Screen

The following is an example of the Coverage Screen.

2008 Buy-In	107-A TULARE	Entry	MHA?AC01
Coverage Screen		Version: AF77	06/26/2008 08:54 Term H2

Producer	JOE VARGAS	ID/Type	1234 S
		Closing Date	Planting Period
S	Crop	Type Use	Pay Crop Pay Type
	ALFALFA	FG	01 0027 001
	ALFALFA	SD	01 0027 001
	BARLEY	SPR FG	01 0091 002
	BARLEY	SPR GZ	01 0091 002
	BARLEY	WTR FG	01 0091 002
	BARLEY	WTR GZ	01 0091 002
	CLOVER	CRM FG	01 0102 001
	CUCUMBERS	ENG FH	01 0132 002
	CUCUMBERS	PKL FH	01 0132 002
S	CUCUMBERS	PKL PR	01 0132 002
		More Crops	
Enter=Continue Cmd4=Prev Cmd7=End Cmd16=Add Cmd24=Delete Roll=Page			

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8 Coverage Screen (Continued)

C Action

County Offices shall review the crops listed on the Coverage Screen, paying close attention to the types, intended uses, planting periods, pay crops, and pay types that were selected.

The following provides the commands and functions that are available on the Coverage Screen.

Action	Result
Enter	Determination Screen will be displayed. See paragraph 9.
Cmd4	<p>Either of the following screens will be displayed:</p> <ul style="list-style-type: none"> • Crop Selection Screen • NAP Producer Selection Screen.
Cmd7	Menu MHB000 will be displayed.
Cmd16	The Crop Selection Screen will be displayed. This option will allow counties to add additional crops to a producer's buy-in application.
Cmd24	<p>Selected pay group will be deleted from the buy-in application. To delete a pay group, place the cursor in front of a crop record in the pay group to be deleted, and PRESS "Cmd24". User must confirm the delete by pressing "Cmd24" a second time. Crops shall only be deleted if selected in error. Fees are not refundable.</p> <p>Note: Deleting crops will not remove fees from CCC-257. Applications entered in error, such as wrong ID or wrong year, shall be canceled according to paragraph 13.</p> <p>Example 1: Producer A files a buy-in application on cucumbers and lettuce and pays the applicable \$200 fee. Ten days later the producer decides that he wants to plant cabbage instead of lettuce. The County Office shall:</p> <ul style="list-style-type: none"> • not delete the lettuce crop • add cabbage to the producer's application • collect the applicable fee of \$100. <p>Example 2: Producer A is in the County Office filing a buy-in application for several crops. The County Office completes the application and collects the applicable fee. The buy-in application is generated and when the producer reviews the application for signature, the producer discovers that an incorrect planting number for a crop has been selected. In this situation, the County Office shall delete the incorrect record and add the correct record. No additional fee would be collected.</p>
Roll	If more than 10 "crops" have been selected, the additional crops will be displayed.

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9 Determination Screen

A Overview

The Determination Screen is a pop-up screen that:

- will be displayed when “Enter” is pressed on the Coverage Screen
- is used to enter certification for producers who are considered socially disadvantaged, limited resource, or beginning farmer or rancher

Note: The question displayed on the Determination Screen only refers to a limited resource producer; however, the question applies to socially disadvantaged, beginning farmer or rancher, or limited resource producer.

- is used to enter fee amounts collected in other counties.

B Example of Determination Screen

Following is an example of the Determination Screen.

2008 Buy-In Coverage Screen	107-A TULARE	Entry Version: AF77	MHA?AC01 06/26/2008 09:34	Term H2

Producer	JOE VARGAS	ID/Type	1234 S	
S	Crop	Determination Screen	MHA?AC1A	Pay Type
	ALFA			001
	ALFA			001
	BARL	Is this a Limited Resource Producer?	N (Y or N)	002
	BARL	Enter Fee Amount Paid in Other Counties.	600	002
	BARL			002
	BARL			002
	CLOV			001
	CUCU			002
S	CUCU	Enter=Continue	Cmd4=Previous Screen	002
				002
Enter=Continue Cmd4=Prev Cmd7=End Cmd16=Add Cmd24=Delete Roll=Page				

C Action

The Determination Screen will be used to certify whether a producer is considered socially disadvantaged, limited resource, or beginning farmer or rancher. Software is defaulted to “N”. County Offices shall change the “N” flag to a “Y” flag if the producer certifies to being socially disadvantaged, limited resource, or beginning farmer or rancher.

The Determination Screen will also be used to enter fee amounts paid in another county. Entries must be made in hundred dollar increments, from \$100 to \$900. If no fees have been paid in other counties, this field shall be left blank.

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9 Determination Screen (Continued)

C Action (Continued)

For 2008 NAP Buy-In, fee amounts paid in other counties shall include the total for all counties of:

- 2008 NAP Buy-In fees
- 2008 NAP application for coverage fees.

For 2008 CAT Buy-In, the fee amounts paid in other counties shall include the total for all counties of:

- 2008 CAT buy-in fees
- CAT coverage fees
- \$100 per crop insured at a level other than CAT.

Note: The producer must provide the County Office with a copy of the other counties buy-in applications signed and dated by the CCC representative, NAP applications for coverage signed and dated by the CCC representative, and/or CAT coverage documentation before any fee amounts paid to other counties are entered into this field.

When Enter is pressed, the Fees Screen will be displayed.

10 Fees Screen

A Overview

The Fees Screen is a pop-up screen that:

- calculates the total fees and the fees paid in other counties
- allows the user to enter the total fee previously paid in this county and the fee amount owed.

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10 Fees Screen (Continued)

B Example of Fees Screen

Following is an example of the Fees Screen.

2008 Buy-In Coverage Screen	107-A TULARE	Entry Version: AF77	MHA?AC01 06/26/2008 09:34	Term H2

Producer	JOE VARGAS	ID/Type	1234 S	
	Fees Screen			MHA?AC1B
S	Crop	Total Fee:	\$ 200	Pay Type
	ALFA	Total Fee Previously Paid in this County:	\$ 200	001
	ALFA	Fees Paid in Other Counties:	\$ 600	001
	BARL	Fee Amount Owed:	\$ 100	002
	BARL			002
	BARL			002
	BARL	FEE MUST BE PAID AT THE TIME THE APPLICATION IS		002
	CLOV	SUBMITTED. HAVE YOU COLLECTED THE FEE AMOUNT OWED FROM		001
	CUCU	THE PRODUCER? (Y OR N)		002
	CUCU			002
S	CUCU	Enter=Continue	Cmd4=Previous Screen	002
Enter=Continue Cmd4=Prev Cmd7=End Cmd16=Add Cmd24=Delete Roll=Page				

C Action

The following provides an explanation of the fields on the Fees Screen.

Fields	Description
Total Fee	Fee amount as calculated for the producer from the crops selected in the administrative county. This field is a display only field.
Total Fee Previously Paid in this County	Total of fees already paid in this county is a manual entry field. Entry cannot exceed \$300. If no fees have already been paid in this county, this field shall be left blank. For 2008 NAP Buy-In, the “Total Fee Previously Paid in this County” shall include all fees paid in the county for: <ul style="list-style-type: none"> • 2008 NAP Buy-In • 2008 NAP application for coverage. For 2008 CAT Buy-In, the “Total Fee Previously Paid in this County” shall include all fees paid in the county for: <ul style="list-style-type: none"> • 2008 CAT Buy-In • 2008 CAT coverage • \$100 per crop insured at a level other than CAT.
Fees Paid in Other Counties	This will display the amount of fees paid in other counties as entered on the Determination Screen according to paragraph 9. This is a display only field.

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10 Fees Screen (Continued)

C Action (Continued)

Fields	Description							
Fee Amount Owed	Total fee amount owed is a manual entry field. Entries cannot exceed \$300. County Offices shall manually calculate the fee amount owed according to the following.							
	Step	Action						
	1	Add: <ul style="list-style-type: none"> • “Total Fee Previously Paid in this County”, plus • “Fees Paid in Other Counties”. 						
	2	<table border="1"> <thead> <tr> <th align="center">IF the result of step 1 is...</th> <th align="center">THEN...</th> </tr> </thead> <tbody> <tr> <td>equal to or greater than \$900</td> <td>the “Fee Amount Owed” is equal to \$0.</td> </tr> <tr> <td>less than \$900</td> <td>continue to step 3.</td> </tr> </tbody> </table>	IF the result of step 1 is...	THEN...	equal to or greater than \$900	the “Fee Amount Owed” is equal to \$0.	less than \$900	continue to step 3.
	IF the result of step 1 is...	THEN...						
	equal to or greater than \$900	the “Fee Amount Owed” is equal to \$0.						
	less than \$900	continue to step 3.						
	3	Subtract: <ul style="list-style-type: none"> • \$900, minus • result of step 1. 						
	4	Compare the result of step 3 to the “Total Fee.” <table border="1"> <thead> <tr> <th align="center">IF the result of step 3 is...</th> <th align="center">THEN...</th> </tr> </thead> <tbody> <tr> <td>greater than or equal to the “Total Fee”</td> <td>the “Fee Amount Owed” is equal to the result of: <ul style="list-style-type: none"> • \$300, minus • “Total Fee Previously Paid in this County.” </td> </tr> <tr> <td>less than the “Total Fee”</td> <td>the “Fee Amount Owed” is equal to the result of step 3.</td> </tr> </tbody> </table>	IF the result of step 3 is...	THEN...	greater than or equal to the “Total Fee”	the “Fee Amount Owed” is equal to the result of: <ul style="list-style-type: none"> • \$300, minus • “Total Fee Previously Paid in this County.” 	less than the “Total Fee”	the “Fee Amount Owed” is equal to the result of step 3.
	IF the result of step 3 is...	THEN...						
greater than or equal to the “Total Fee”	the “Fee Amount Owed” is equal to the result of: <ul style="list-style-type: none"> • \$300, minus • “Total Fee Previously Paid in this County.” 							
less than the “Total Fee”	the “Fee Amount Owed” is equal to the result of step 3.							

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10 Fees Screen (Continued)

C Action (Continued)

County Offices **shall** collect the fee amount owed at the time the producer files the buy-in application. Selected crop records can be established as pending records if the producer does not have the money to pay the fee at the time of application. The Fees Screen will provide County Offices the opportunity to either establish the records as pending or to proceed to the Collection Screen by answering the question, **“FEE’S MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED. HAVE YOU COLLECTED THE FEE AMOUNT OWED FROM THE PRODUCER? (Y OR N)”**.

Note: This statement will **not** appear on the screen if a producer has already met the buy-in fee requirements.

IF...	THEN...
“Y”	the Collection Screen will be displayed. Enter “Y” if the County Office has collected the fee amount owed from the producer.
“N”	The crop records will be established as pending. At such time the producer returns to the County Office to pay the fee amount owed, the Coverage Screen will be displayed, with “P” status on the crop records, after the producer is selected on the NAP Producer Selection Screen. Records can now be updated and fees collected according to current procedure.
fee requirements have been previously met	Fee amount owed will be \$000. When “Enter” is pressed, the message, “Records have been updated, press enter to continue”, will be displayed. When “Enter” is pressed, the Printer Selection Screen will be displayed. CCC-752 or CCC-753, as applicable, will be generated.

11 Collection Screen

A Overview

The Collection Screen is a pop-up screen that will be:

- displayed if a “Y” is entered on the Fees Screen to answer the collection of fees question
- used to enter the fee amount collected from the producer.

In addition, if a manual application was taken, the fee collection date can be entered.

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11 Collection Screen (Continued)

B Example of Collection Screen

Following is an example of the Collection Screen.

2008 Buy-In Coverage Screen	107-A TULARE	Entry Version: AF77	MHA?AC01 06/26/2008 09:34	Term H2

Producer	JOE VARGAS	ID/Type	1234 S	
Collection Screen				MHA?AC1C
S	Crop	Fee Amount Owed:	\$ 100	Pay Type
	ALFA	Enter Fee Amount Collected From Producer:	\$ 100	001
	ALFA	Is this a Manual Fee Collection? N (Y or N)		001
	BARL	If yes, enter date of collection (MM/DD/YYYY)		002
	BARL			002
	BARL	Pressing Cmd5 on this screen will update the fee amount		002
	BARL	to accounting. Cmd5 shall not be pressed if the fee		001
	CLOV	amount owed has not been collected from the producer.		002
	CUCU			002
	CUCU	Cmd4=Previous Screen Cmd5=Update		002
S	CUCU			002
Enter=Continue Cmd4=Prev Cmd7=End Cmd16=Add Cmd24=Delete Roll=Page				

C Action

The following provides an explanation of the fields on the Collection Screen.

Field/Command	Description
Fee Amount Owed	This field provides the fee amount owed from the producer. This is a display only field. Note: Producer must pay the entire amount owed to complete their application.
Enter Fee Amount Collected	County Office shall enter the dollar amount received from the producer. Note: County Office must collect the entire fee amount owed from the producer to complete the buy-in application.
Is this a Manual Fee Collection? (Y or N)	This field will be used in the situation in which a manual application was taken and the fee was deposited on a manual CCC-257. Field is defaulted to an "N". The flag shall be set to "Y" if the application and fee were taken manually on a previous day and the fee was deposited on a manual CCC-257. Applications taken manually on the current day can be loaded in the system, and the flag shall remain defaulted to "N". If this flag is set to "Y", the buy-in application must be printed through NAP Reports Menu MHACR0 option 14, "CCC-752 (s) – CAT Buy-In", or option 17, "CCC-753 (s) – NAP Buy-In", as applicable. The application will not automatically be generated.

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11 Collection Screen (Continued)

C Action (Continued)

Field/Command	Description
If yes, enter date of collection (MM/DD/YYYY)	If the buy-in application and fee were taken manually and the fee was deposited on a manual CCC-257, the date of the manual application shall be entered. A date shall not be entered if the Manual Fee Collection Flag is set to "N".
Cmd4	The Fees Screen will be displayed.
Cmd5	Record will be updated and fee data will be transferred to accounting. Accounting Schedule of Deposit Screen AGK00500 will be displayed. See 3-FI. Once records have been updated through accounting, the Printer Selection Screen will be displayed. Buy-in application will be generated. Note: The record shall not be updated if the applicable fee has not been collected from the producer.

12 Print Process

A Application Print Process

A system generated application will be printed each time a buy-in application is entered into the system. All crop data entered on a single day will be printed on the same application. A different application will be printed for crop data entered on different days.

Note: If crop data is modified after an application is taken, subsequent versions of the application print may contain different fee information than the original application; therefore, County Offices shall maintain all versions of the printed application.

If 1 crop within a pay grouping is selected, all crops within that pay grouping will be printed on the application. The producer's fee covers all crops within the pay grouping. An "S" indicator will print in front of the crop records that were actually selected on the Crop Selection Screen. All crops printed on an application are covered with the fees that were collected.

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12 Print Process (Continued)

A Application Print Process (Continued)

An application will not be printed during the application process if:

- crop records are updated as pending (application must be printed through NAP Reports Menu MHACR0, option 15, “CCC-752 (s) – Pending CAT Buy-In”, or option 18, “CCC-753 (s) – Pending NAP Buy-In”, as applicable)
- “Y” is entered on Collection Screen to answer the question, “Is this a manual fee collection?” The application must be printed through NAP Reports Menu MHACR0, option 14, “CCC-752 (s) – CAT Buy-In”, or option 17, “CCC-753 (s) – NAP Buy-In”, as applicable.

B Menu Option Print Process

Applications can be reprinted through NAP Reports Menu MHACR0 by taking option 14, “CCC-752 (s) – CAT Buy-In”, or option 17, “CCC-753 (s) – NAP Buy-In”, as applicable. All applications entered for the selected producer will print. The application date (date original application was filed) will print in the upper right corner.