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

Notice DAP-313

For: State and County Offices

2008 NAP and CAT Supplemental Revenue Assistance Payments (SURE) Relief Software

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

1 Overview

A Background

The Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246):

- was enacted June 18, 2008
- provides special consideration to provide equitable relief in 2009 to eligible producers who failed to meet the 2008 Risk Management Purchase Requirement for the SURE Program, TAP, LFP, and Emergency Assistance for Livestock, Honey Bees, and Farm-Raised Fish Program (ELAP) because most sales closing dates for crop insurance and application closing dates for NAP occurred before the enactment.

Note: The American Recovery and Reinvestment Act of 2009 authorized an additional "buy-in" for 2008. Notice DAP-304, paragraph 6 informed State and County Offices that, because of the additional "buy-in" opportunity, equitable relief provisions no longer apply for ELAP, SURE, and TAP for 2008. County Offices shall only follow the provisions of this notice to load manual equitable relief requests filed before February 17, 2009.

Notice DAP-294 provided policy for accepting manual CCC-752's or CCC-753's. Software has now been developed to allow manual applications for 2008 NAP and CAT SURE Relief software to be loaded.

B Purpose

This notice provides instructions for accessing and using 2008:

- NAP SURE Relief software
- CAT SURE Relief software.

C Software

Software for 2008 NAP and CAT SURE Relief will be included in County Release No. 671.

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

2 Accessing 2008 NAP and CAT SURE Relief Software

A Accessing Software

From Menu FAX250, access 2008 NAP and CAT SURE Relief 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”.
6	MHODYR	Select “2008 Crop Year” and PRESS “Enter”. 2008 NAP Menu MHB000 will be displayed.

B Example of 2008 NAP Menu MHB000

Following is an example of Menu MHB000.

```
COMMAND                          MENU: MHB000                                H2
2008 NAP Menu
-------------------------------------------------------------------------------

   1.  Application for Coverage            7.  Reports
   2.  Unit Maintenance                 *  8.  Spot Check Selection Process
   3.  Approved Yield Maintenance          9.  CAT Buy-In
   4.  Notice of Loss and Application     10.  NAP Buy-In
           for Payment                    11.  CAT Buy-In 2
*  5.  Record Gross Revenue for           12.  NAP Buy-In 2
           Ineligible Members             13.  CAT SURE Relief
   6.  Payment Processing                 14.  NAP SURE Relief

     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".
```

2 Accessing 2008 NAP and CAT SURE Relief Software (Continued)

C Options on Menu MHB000

The following provides the options that are applicable to 2008 NAP and CAT SURE Relief on Menu MHB000.

Action	Result	Use
ENTER “13”, “CAT SURE Relief”, and PRESS “Enter”.	Informational Screen MHA?A013 or Producer Selection Screen MHA?AA01 will be displayed.	Taking the producer’s 2008 CAT SURE Relief fees.
ENTER “14”, “NAP SURE Relief”, and PRESS “Enter”.		Taking the producer’s 2008 NAP SURE Relief fees.

3 Informational Screen MHA?A013

A Overview

Screen MHA?A013 will:

- be displayed after option 13, “CAT SURE Relief”, or option 14, “NAP SURE Relief”, 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 SURE Relief software.

Note: Screen MHA?A013 will **not** be displayed if there is only 1 county on the system.

B Example of Informational Screen MHA?A013

Following is an example of Screen MHA?A013.

```
2008 SURE Relief       107-A TULARE                 Message     MHA?A013
Informational Screen                    Version: AF93  04-08-2009 10:04 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
```

3 Informational Screen MHA?A013 (Continued)

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”	Screen MHA?AA01 will be displayed.
incorrect county, ENTER “N”	Menu FAX250 will be displayed.

4 Producer Selection Screen MHA?AA01

A Selecting Producer

Access to the 2008 NAP and CAT SURE Relief software requires entry of 1 of the following on Screen MHA?AA01:

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

B Example of Producer Selection Screen MHA?AA01

Following is an example of Screen MHA?AA01.

```
2008 SURE Relief       107-A TULARE                SELECTION           MHA?AA01
Producer Selection Screen           Version: AF77  04/25/2009 10:10 Term H2
-------------------------------------------------------------------------------

                            Producer Selection Screen


                    Last Four of ID   .....

                        OR

                    Producer ID       ..........   Type ..

                        OR

                    Last Name         ....................




Enter=Continue Cmd7=End
```

4 Producer Selection Screen MHA?AA01 (Continued)

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 Has Temporary ID Number

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

5 Verification Screen MHA?AA02

A Overview

Screen MHA?AA02:

- has been provided in an effort to reduce errors
- will be displayed once a valid producer has been selected on Screen MHA?AA01 according to paragraph 4
- prompts the user to confirm that the correct producer has been selected.

B Example of Verification Screen MHA?AA02

Following is an example of Screen MHA?AA02.

```
 2008 SURE Relief      107-A TULARE                SELECTION           MHA?AA01
 Producer Selection Screen           Version: AF77  04/25/2009 10:10 Term H2
 ------------------------------------------------------------------------------

                            Producer Selection Screen

          Verification Screen                                   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
```

5 Verification Screen MHA?AA02 (Continued)

C Action

On Screen MHA?AA02, 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
- "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 Screen MHA?AA02.

IF the question is answered...	THEN...
"Y"	Crop Selection Screen MHA?AB01 or Coverage Screen MHA?AC01 will be displayed, as applicable.
"N"	• NAP Crop Year Selection Menu MHB0YR will be displayed • the user will begin the buy-in process again.

6 Processing 2008 NAP and CAT SURE Relief Applications

A Overview

An automated process will be accessed when option 13, "CAT SURE Relief", or option 14, "NAP SURE Relief", is selected on Menu MHB000 according to paragraph 2. Screen MHA?AA01 will be displayed according to paragraph 4. Once a valid producer has been selected, Screen MHA?AB01 will be displayed.

Note: These options shall only be selected for those equitable relief applications and fees taken before February 17, 2009.

B Taking SURE Relief Fees

The system date is automatically entered into the file identifying the date the fee was loaded into the system. Fees taken manually shall be loaded in the automated system as soon as practical.

7 Crop Selection Screen MHA?AB01

A Overview

Screen MHA?AB01 will display all crops on the National Crop Table File.

Note: For 2008 CAT SURE Relief, Screen MHA?AB01 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 Screen MHA?AB01. More than 1 crop can be selected at a time. All crops within a pay group will be selected if 1 crop within the pay group is selected.

B Example of Crop Selection Screen MHA?AB01

Following is an example of Screen MHA?AB01.

```
2008 SURE Relief       107-A TULARE                Entry        MHA?AB01
Crop Selection Screen                   Version: AF77  04/26/2009 08:31 Term H2
-------------------------------------------------------------------------------

Producer  JOE VARGAS

               Place an 'X' before desired crop(s) for processing

                                    Closing             Planting Pay   Pay
   Crop                              Date      Type Use  Period  Crop  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
 .. APRICOTS                        03/01/2008       PR     01    0326  001
 .. APRICOTS                        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 was approved for equitable relief by placing “X” in front of the applicable crop records. Multiple crop records can be selected at the same time. PRESS “Enter” to continue. Screen MHA?AC01 will be displayed.

Screen MHA?AB01 will **not** be displayed after entering the ID number of a producer who has an equitable relief application already on file.

Note: Screen MHA?AC01 will be displayed showing the crops that were previously selected. Additional crops can be selected by pressing “Cmd16=Add”, which will display Screen MHA?AB01.

8 Coverage Screen MHA?AC01

A Overview

Screen MHA?AC01 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 Screen MHA?AB01.

Notes: If 1 crop within a pay group is selected, all crops within that pay group will be displayed on Screen MHA?AC01. An “S” indicator will be displayed in front of the crop records that were actually selected on Screen MHA?AB01. The producer’s fee covers all crops within the pay group.

Screen MHA?AC01 will be displayed after entering the ID number of a producer who has previously filed an equitable relief application. Additional crops can be selected by pressing “Cmd16=Add”, which will display Screen MHA?AB01.

B Example of Coverage Screen MHA?AC01

Following is an example of Screen MHA?AC01.

```
2008 SURE Relief       107-A TULARE                Entry        MHA?AC01
Coverage Screen                        Version: AF77  04/26/2009 08:54 Term H2
-------------------------------------------------------------------------------

Producer  JOE VARGAS                                ID/Type  1234 S

                                     Closing             Planting Pay   Pay
   Crop                               Date      Type Use  Period  Crop  Type
 S ALFALFA                           03/15/2008       FG     01    0027  001
   ALFALFA                           03/15/2008       SD     01    0027  001
   BARLEY                            03/01/2007  SPR  FG     01    0091  002
   BARLEY                            04/01/2007  SPR  GZ     01    0091  002
   BARLEY                            09/01/2008  WTR  FG     01    0091  002
   BARLEY                            09/01/2008  WTR  GZ     01    0091  002
   CLOVER                            02/28/2008  CRM  FG     01    0102  001
   CUCUMBERS                         03/01/2008  ENG  FH     01    0132  002
   CUCUMBERS                         03/01/2008  PKL  FH     01    0132  002
 S CUCUMBERS                         02/01/2008  PKL  PR     01    0132  002
                                    More Crops

Enter=Continue  Cmd4=Prev  Cmd7=End  Cmd16=Add  Cmd24=Delete  Roll=Page
```

8 Coverage Screen MHA?AC01 (Continued)

C Action

County Offices shall review the crops listed on Screen MHA?AC01, 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 Screen MHA?AC01.

Action	Result
Enter	Determination Screen MHA?AC1A will be displayed. See paragraph 9.
Cmd4	Either of the following screens will be displayed: • Screen MHA?AB01 • Screen MHA?AA01.
Cmd7	Menu MHB000 will be displayed.
Cmd16	Screen MHA?AB01 will be displayed. This option will allow counties to add additional crops to a producer's relief application.
Cmd24	The selected pay group will be deleted from SURE Relief. To delete a pay group, place the cursor in front of a crop record in the pay group to be deleted, and PRESS "Cmd24". The user must confirm the delete by pressing "Cmd24" a second time. Crops shall only be deleted if selected in error. Fees are **not** refundable. **Note:** Deleting crops will **not** remove fees from CCC-257. **Example 1:** Producer A is provided relief on cucumbers and lettuce and pays the applicable $200 fee. Ten days later, the producer decides that he or she wants to plant cabbage instead of lettuce. The County Office shall: • **not** delete the lettuce crop • add cabbage to the producer's application • collect the applicable fee of $100. **Example 2:** Producer A is in the County Office to apply for relief for several crops. The County Office completes the SURE Relief process and collects the applicable fee. The application is generated and when the producer reviews the form, 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.
Roll	If more than 10 crops have been selected, the additional crops will be displayed.

9 Determination Screen MHA?AC1A

A Overview

Screen MHA?AC1A is a pop-up screen that:

- will be displayed when “Enter” is pressed on Screen MHA?AC01
- is used to enter fee amounts collected in other counties.

B Example of Determination Screen MHA?AC1A

Following is an example of Screen MHA?AC1A.

```
2008 SURE Relief       107-A TULARE                Entry        MHA?AC01
Coverage Screen                         Version: AF77  04/26/2009 09:34 Term H2
-------------------------------------------------------------------------------

Producer  JOE VARGAS                                ID/Type  1234 S

                                                                        Pay
    Crop  Determination Screen                                 MHA?AC1A Type
 S  ALFA                                                                001
    ALFA                                                                001
    BARL                                                                002
    BARL       Enter Fee Amount Paid in Other Counties.    ...          002
    BARL                                                                002
    BARL                                                                002
    CLOV                                                                001
    CUCU                                                                002
    CUCU       Enter=Continue  Cmd4=Previous Screen                     002
 S  CUCU                                                                002

Enter=Continue  Cmd4=Prev  Cmd7=End  Cmd16=Add  Cmd24=Delete  Roll=Page
```

C Action

Screen MHA?AC1A 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.

9 Determination Screen MHA?AC1A (Continued)

C Action (Continued)

For 2008 NAP SURE Relief, the fee amounts paid in other counties shall include the total for all counties of:

- 2008 NAP SURE Relief fees
- 2008 NAP Buy-In 2 fees
- 2008 NAP Buy-In fees
- 2008 NAP application for coverage fees.

For 2008 CAT SURE Relief, the fee amounts paid in other counties shall include the total for all counties of:

- 2008 CAT SURE Relief fees
- 2008 CAT Buy-In 2 fees
- 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 any of the following before any fee amounts paid to other counties are entered into this field:

- other counties' SURE relief applications signed and dated by the CCC representative
- other counties' buy-in applications signed and dated by the CCC representative
- other counties' NAP applications for coverage signed and dated by the CCC representative
- other counties' CAT coverage documentation.

When "Enter" is pressed, Fees Screen MHA?AC1B will be displayed.

10 Fees Screen MHA?AC1B

A Overview

Screen MHA?AC1B 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.

10 Fees Screen MHA?AC1B (Continued)

B Example of Fees Screen MHA?AC1B

Following is an example of Screen MHA?AC1B for 2008 SURE Relief.

```
2008 SURE Relief      107-A TULARE                Entry        MHA?AC01
Coverage Screen                          Version: AF93  06/16/2009 11:36 Term H2
-------------------------------------------------------------------------------

Producer  JOE VARGAS                              ID/Type  1234 S
          Fees Screen                                          MHA?AC1B
                                                                          Pay
     Crop   Total Fee:                                    $ 200           Type
  S  ALFA   Total Fee Previously Paid in this County:     $               001
     ALFA   Fees Paid in Other Counties:                  $               001
     APPL   Fee Amount Owed:                              $ 000           002
  S  APPL                                                                 002
            FEE MUST BE PAID AT THE TIME THE APPLICATION IS
            SUBMITTED.  HAVE YOU COLLECTED THE FEE AMOUNT OWED FROM
            THE PRODUCER?     (Y OR N)

            Enter=Continue  Cmd4=Previous Screen

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd24=Delete
```

C Action

The following provides an explanation of the fields on Screen MHA?AC1B.

Fields	Description
Total Fee	The 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 Relief, the "Total Fee Previously Paid in this County" field shall include all fees paid in the county for: • 2008 NAP Relief • 2008 NAP Buy-In 2 • 2008 NAP Buy-In • 2008 NAP application for coverage. For 2008 CAT Relief, the "Total Fee Previously Paid in this County" field shall include all fees paid in the county for: • 2008 CAT Relief • 2008 CAT Buy-In 2 • 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 Screen MHA?AC1A according to paragraph 9. **This is a display-only field.**

10 Fees Screen MHA?AC1B (Continued)

C Action (Continued)

<table>
<tr><th>Fields</th><th colspan="3">Description</th></tr>
<tr><td rowspan="12">Fee Amount Owed</td><td colspan="3">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.</td></tr>
<tr><td>Step</td><td colspan="2">Action</td></tr>
<tr><td>1</td><td colspan="2">Add:

• “Total Fee Previously Paid in this County”, plus
• “Fees Paid in Other Counties”.</td></tr>
<tr><td rowspan="3">2</td><td>IF the result of step 1 is...</td><td>THEN...</td></tr>
<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>
<tr><td>3</td><td colspan="2">Subtract:

• $900, minus
• result of step 1.</td></tr>
<tr><td rowspan="3">4</td><td colspan="2">Compare the result of step 3 to the “Total Fee”.</td></tr>
<tr><td>IF the result of step 3 is...</td><td>THEN...</td></tr>
<tr><td>greater than or equal to the “Total Fee”</td><td>the “Fee Amount Owed” is equal to the result of:

• $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>
</table>

10 Fees Screen MHA?AC1B (Continued)

C Action (Continued)

County Offices **shall** collect the fee amount owed at the time the 2008 SURE Relief application is processed. Screen MHA?AC1B will provide County Offices the opportunity to either establish the records as pending or to proceed to Collection Screen MHA?AC1C by answering the question, "**FEE MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED. HAVE YOU COLLECTED THE FEE AMOUNT OWED FROM THE PRODUCER? (Y OR N)**".

Notes: This statement will **not** display on the screen if a producer has already met the fee requirements.

Only equitable relief applications and fees taken manually before February 17, 2009, shall be processed. County Offices shall **not** establish the records as pending since fees should already have been collected.

IF...	THEN...
"Y"	Screen MHA?AC1C will be displayed. ENTER "Y" if the County Office has collected the fee amount owed from the producer.
"N"	crop records will be established as pending. At such time the producer returns to the County Office to pay the fee amount owed, Screen MHA?AC01 will be displayed, with "P" status on the crop records, after the producer is selected on Screen MHA?AA01. Records can now be updated and fees collected according to current procedure. **Note:** "N" shall **not** be applicable in this process.
fee requirements have been previously met	the 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 MHA?ART1 will be displayed. CCC-752 or CCC-753, as applicable, will be generated.

11 Collection Screen MHA?AC1C

A Overview

Screen MHA?AC1C is a pop-up screen that will be:

- displayed if "Y" is entered on Screen MHA?AC1B to answer the collection of fees question
- used to enter the fee amount collected from the producer.

In addition, for all manual applications, the fee collection date must be entered.

11 Collection Screen MHA?AC1C (Continued)

B Example of Collection Screen MHA?AC1C

Following is an example of Screen MHA?AC1C.

```
2008 SURE Relief       107-A TULARE                Entry        MHA?AC01
Coverage Screen                          Version: AF77  04/26/2009 09:34 Term H2
-------------------------------------------------------------------------------

Producer  JOE VARGAS                                ID/Type  1234 S

          Collection Screen                                   MHA?AC1C
                                                                          Pay
     Crop                                                                 Type
 S   ALFA  Fee Amount Owed:                            $ 200               001
     ALFA  Enter Fee Amount Collected From Producer:   $                   001
     BARL  Is this a Manual Fee Collection?  N  (Y or N)                   002
     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
     CLOV  to accounting.  Cmd5 shall not be pressed if the fee            001
     CUCU  amount owed has not been collected from the producer.           002
     CUCU                                                                  002
 S   CUCU  Cmd4=Previous Screen  Cmd5=Update                               002

Enter=Continue  Cmd4=Prev  Cmd7=End  Cmd16=Add  Cmd24=Delete  Roll=Page
```

C Action

The following provides an explanation of the fields on Screen MHA?AC1C.

Field/Command	Description
Fee Amount Owed	This field provides the fee amount owed from the producer. This is a display-only field. **Note:** The producer must pay the entire amount owed to complete their application.
Enter Fee Amount Collected From Producer	County Offices shall enter the dollar amount received from the producer. **Note:** County Offices must collect the entire fee amount owed from the producer to complete the relief 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. This field is defaulted to “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 relief application must be printed through NAP Reports Menu MHACR0, option 14, “SURE Relief”. The application will **not** automatically be generated.

11 Collection Screen MHA?AC1C (Continued)

C Action (Continued)

Field/Command	Description
If yes, enter date of collection (MM/DD/YYYY)	If the relief 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	Screen MHA?AC1B will be displayed.
Cmd5	The 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 MHA?ART1 will be displayed. The relief 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 relief 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 group is selected, all crops within that pay group will be printed on the application. The producer's fee covers all crops within the pay group. An "S" indicator will print in front of the crop records that were actually selected on Screen MHA?AB01. All crops printed on an application are covered with the fees that were collected.

An application will **not** be printed during the application process if "Y" is entered on Screen MHA?AC1C to answer the question, "Is this a manual fee collection?". The application must be printed through Menu MHACR0, option 14, "SURE Relief".

B Menu Option Print Process

Applications can be reprinted through Menu MHACR0 by taking option 14, "SURE Relief". All applications entered for the selected producer will print. The application date (date original application was filed) will print in the upper-right corner.