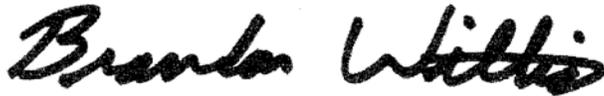


For: State and County Offices

2008 NAP and CAT SURE Relief Software

Approved by: Deputy Administrator, Farm Programs



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 to eligible producers who failed to meet the 2008 Risk Management Purchase Requirement for the SURE Program, TAP, LFP, and ELAP because most sales closing dates for crop insurance and application closing dates for NAP occurred before the enactment.

For additional information, see:

- 1-LDAP, paragraphs 171 and 242
- 1-SURE, paragraph 36
- 1-TAP (Rev. 3) paragraph 32.

B Purpose

This notice:

- provides instructions for accessing and using 2008:
 - NAP SURE Relief software
 - CAT SURE Relief software
- is being issued to continue guidance provided in obsolete Notice DAP-320.

C Software

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

Disposal Date	Distribution
January 1, 2012 4-1-11	State Offices; State Offices relay to County Offices

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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 for Payment	10. NAP Buy-In	
* 5. Record Gross Revenue for Ineligible Members	11. CAT Buy-In 2	
6. Payment Processing	12. NAP Buy-In 2	
	13. CAT SURE Relief	
	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".		

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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	Option is used for...
ENTER "13", "CAT SURE Relief", and PRESS "Enter".	Informational Screen MHA?A013 or Producer	taking the producer's 2008 CAT SURE Relief fees.
ENTER "14", "NAP SURE Relief", and PRESS "Enter".	Selection Screen MHA?AA01 will be displayed.	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			

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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
```

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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
-----
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
```

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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 screen will be displayed based on how the question on Screen MHA?AA02 is answered.

IF the question is answered...	THEN...
“Y”	Crop Selection Screen MHA?AB01 or Coverage Screen MHA?AC01 will be displayed, as applicable.
“N”	<ul style="list-style-type: none">• 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 Menu MHB000, option “13”, “CAT SURE Relief”, or option “14”, “NAP SURE Relief”, is selected according to paragraph 2. Screen MHA?AA01 will be displayed according to paragraph 4. After a valid producer has been selected, Screen MHA?AB01 will be displayed.

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.

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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
          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, ENTER “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. To add crops, PRESS “**Cmd16=Add**”; Screen MHA?AB01 will be displayed.

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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. To add crops, PRESS "Cmd16=Add", Screen MHA?AB01 will be displayed.

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			
	Crop	Closing Date	Type Use	Planting Period	Pay Crop	Pay 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							

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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: <ul style="list-style-type: none"> • 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	<p>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.</p> <p>Note: Deleting crops will not remove fees from CCC-257.</p> <p>Example 1: Producer A is provided relief on cucumbers and lettuce and pays the applicable \$200 fee. Ten calendar days later, the producer decides that he or she 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 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.</p>
Roll	If more than 10 crops have been selected, the additional crops will be displayed.

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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

  Cr  Determination Screen      MHA?AC1A      Pay
S  Al  Type
  Al  001
  BA  Enter Fee Amount Paid in Other Counties.  ...  002
  BA  002
  BA  002
  BA  002
  BA  002
  CT  001
  CU  Enter=Continue  Cmd4=Previous Screen  002
  CU  002
S  CU  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.

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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 CCC-471's.

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' FSA-682's signed and dated by the CCC representative
- other counties' buy-in applications signed and dated by the CCC representative
- other counties' CCC-471's signed and dated by the CCC representative
- other counties' CAT coverage documentation.

When users PRESS "Enter", 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.

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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
Crop      Total Fee:      $ 200      Pay
S  ALFA    Total Fee Previously Paid in this County:  $      Type
ALFA    Fees Paid in Other Counties:      $      001
APPL    Fee Amount Owed:      $ 000      002
S  APPL
          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: <ul style="list-style-type: none"> • 2008 NAP Relief • 2008 NAP Buy-In 2 • 2008 NAP Buy-In • 2008 CCC-471. For 2008 CAT Relief, the “Total Fee Previously Paid in this County” field shall include all fees paid in the county for: <ul style="list-style-type: none"> • 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.

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10 Fees Screen MHA?AC1B (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	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”.	
IF the result of step 3 is...		THEN the “Fee Amount Owed” is equal to the result of...	
greater than or equal to the “Total Fee”		<ul style="list-style-type: none"> • \$300, minus • “Total Fee Previously Paid in this County”. 	
	less than the “Total Fee”	step 3.	

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10 Fees Screen MHA?AC1B (Continued)

C Action (Continued)

County Offices **shall** collect the fee amount owed at the time the 2008 FSA-682 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 users PRESS “Enter”, 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.

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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
Crop  Fee Amount Owed:      $ 200      Pay
S  ALFA  Enter Fee Amount Collected From Producer:  $      Type
ALFA  Is this a Manual Fee Collection?  N  (Y or N)      001
BARL  If yes, enter date of collection      (MM/DD/YYYY)      001
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      002
CLOV  amount owed has not been collected from the producer.      001
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 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.

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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	Record will be updated. The Printer Selection Screen will be displayed. FSA-752 or FSA-753 will be generated. Notes: The record shall not be updated if the applicable fee has not been collected from the producer. Access NRRS and manually enter the fee using program code, "08NAPRELIEF" or "08CATRELIEF".

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.