

For: State and County Offices

**2010 NAP and CAT SURE Relief Software**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

STC's have authority to grant equitable relief on a case-by-case basis for producers who missed the 2010 deadline for obtaining coverage to meet the Risk Management Purchase Requirement (RMPR) for ELAP, LFP, SURE, and TAP.

Software to enter 2010 NAP and CAT SURE Relief fees will be transmitted to County Offices on or about Thursday, April 19. The software will also be included in County Release No. 713. Program codes "10NAPRELIEF" and "10CATRELIEF" will be available in NRRS under "Other System 36 Collection" on or about April 19, 2011.

For additional information, see:

- 1-LDAP, paragraphs 171 and 242
- 1-SURE, paragraph 37
- 1-TAP (Rev. 3) paragraph 32.

**B Purpose**

This notice provides instructions for accessing and using 2010:

- NAP SURE Relief software
- CAT SURE Relief software.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2012	State Offices; State Offices relay to County Offices

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### 2 Accessing 2010 NAP and CAT SURE Relief Software

#### A Accessing Software

From Menu FAX250, access 2010 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".
7	MHODYR	Select "2010 Crop Year" and PRESS "Enter". The 2010 NAP Menu MHB000 will be displayed.

#### B Example of 2010 NAP Menu MHB000

Following is an example of Menu MHB000.

COMMAND	MENU: MHB000	H2
2010 NAP Menu		
-----		
	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	
	10. CAT SURE-Relief	
	11. 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 2010 NAP and CAT SURE Relief Software (Continued)

#### C Options on Menu MHB000

The following provides the options that are applicable to the 2010 NAP and CAT SURE Relief on Menu MHB000.

Action	Result	Option is used for...
ENTER "10", "CAT SURE-Relief", and PRESS "Enter".	Producer Selection Screen	taking the producer's CAT 2010 SURE Relief fees.
ENTER "11", "NAP SURE-Relief", and PRESS "Enter".	MHAEEA01 will be displayed.	taking the producer's NAP 2010 SURE Relief fees.

### 3 Informational Screen

#### A Overview

The Informational Screen will:

- be displayed after option "10", "CAT SURE-Relief", or option "11", "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 2010 NAP or CAT SURE Relief 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.

2010 SURE Relief	107-A TULARE	Message	MHA?A013
Informational Screen		Version: AF93	04-08-2011 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 (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"	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 2010 NAP and CAT SURE Relief 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.

```
2010 SURE Relief      107-A TULARE      SELECTION      MHA?AA01
NAP Producer Selection Screen      Version: AF77 04/08/2011 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 NAP Producer Selection Screen (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, 2010 NAP and CAT SURE Relief fees **cannot** be taken.

### 5 Verification Screen

#### A Overview

The Verification Screen:

- has been provided in an effort to reduce errors
- will be displayed after 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.

#### B Example of Verification Screen

Following is an example of the Verification Screen.

```
2010 SURE Relief      107-A TULARE      SELECTION      MHA?AA01
NAP Producer Selection Screen      Version: AF77  04/08/2011 10:10 Term H2
-----
                          Producer Selection Screen
Verification Screen                                          MHA?AA02

You Have Selected:          Is This Correct?
XXXX-XX-XXXX  S

ANY PRODUCER
123 ANYWHERE ST
ANYWHERE, MD 99999-0001          (Y or N)

Enter=Continue  Cmd4=Previous Screen

Enter=Continue  Cmd7=End
```

**5 Verification Screen (Continued)**

**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 table provides the screens that will be displayed based on how the question is answered on the Verification Screen.

<b>IF the question is answered...</b>	<b>THEN...</b>
“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 relief process again.

**6 Processing 2010 NAP and CAT SURE Relief Applications**

**A Overview**

An automated process will be accessed when option “10”, “CAT SURE-Relief”, or option “11”, “NAP SURE-Relief”, is selected on Menu MHB000 according to paragraph 2. The NAP Producer Selection Screen will be displayed according to paragraph 4. After a valid producer has been selected, the Crop Selection Screen 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.

**7 Crop Selection Screen**

**A Overview**

All crops on the National Crop Table File will be displayed on the Crop Selection Screen.

**Note:** For 2010 CAT SURE Relief, tobacco crops from the Compliance Validation System File will also be displayed on the Crop Selection Screen.

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.

```
2010 SURE Relief      107-A TULARE      Entry      MHA?AB01
Crop Selection Screen      Version: AF77  04/08/2011 08:31 Term H2
-----
Producer  ANY PRODUCER

          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 is receiving approved relief by entering 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.

The Crop Selection Screen will **not** be displayed after entering the ID number of a producer that has a relief 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” that 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 relief 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.

2010 SURE Relief	107-A TULARE	Entry	MHA?AC01
Coverage Screen		Version: AF77	04/08/2011 08:54 Term H2
-----			
Producer	ANY PRODUCER	ID/Type	9999 S
Crop		Closing Date	Planting Pay Pay
S ALFALFA		03/15/2010	Type Use Period Crop Type
ALFALFA		03/15/2010	FG 01 0027 001
BARLEY		03/01/2010	SD 01 0027 001
BARLEY		03/01/2010	SPR FG 01 0091 002
BARLEY		04/01/2010	SPR GZ 01 0091 002
BARLEY		09/01/2010	WTR FG 01 0091 002
BARLEY		09/01/2010	WTR GZ 01 0091 002
CLOVER		02/28/2010	CRM FG 01 0102 001
CUCUMBERS		03/01/2010	ENG FH 01 0132 002
CUCUMBERS		03/01/2010	PKL FH 01 0132 002
S CUCUMBERS		02/01/2010	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.

<b>IF users press...</b>	<b>THEN...</b>
“Enter”	the Fees Screen will be displayed (paragraph 10).
“Cmd4”	either of the following will be displayed: <ul style="list-style-type: none"> <li>• Crop Selection Screen</li> <li>• NAP Producer Selection Screen.</li> </ul>
“Cmd7”	Menu MHB000 will be displayed.
“Cmd16”	the Crop Selection Screen will be displayed, allowing 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 “<b>Cmd24</b>”. Users <b>must</b> confirm the delete by pressing “<b>Cmd24</b>” a second time. Crops shall only be deleted if selected in error. Fees are <b>not</b> refundable.</p> <p><b>Note:</b> Deleting crops will not remove fees from CCC-257.</p> <p><b>Example 1:</b> Producer A is provided relief on cucumbers and lettuce and pays the applicable \$500 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"> <li>• <b>not</b> delete the lettuce crop</li> <li>• add cabbage to the producer’s application</li> <li>• collect the applicable fee of \$250.</li> </ul> <p><b>Example 2:</b> The County Office provided relief for several crops for Producer A. The County Office completes the SURE Relief process and collects the applicable fee. The FSA-754 or FSA-755 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 Fees Screen

#### A Overview

The Fees Screen is a pop-up screen that calculates the fee amount owed.

#### B Example of Fees Screen

Following is an example of the Fees Screen for 2010 SURE Relief.

```
2010 SURE Relief      107-A TULARE      Entry      MHAGAC01
Coverage Screen      Version: AF93  04/08/2011 10:47 Term H2
-----
Producer  ANY PRODUCER      ID/Type  9999 S

Fees Screen      MHAGAC1B
Crop  Total Fee:      $ 500      Pay
S  ALFA      Type
  ALFA      011
  APPL      001
  APPL      001
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)      001

              Enter=Continue  Cmd4=Previous Screen

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

#### C Action

The "Total Fee" field will contain the fee amount as calculated for the producer from the crops selected in the administrative county. **This field is a display only field.**

County Offices **shall** collect the fee amount owed at the time the 2010 SURE Relief application is processed. 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 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 fee requirements.

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**9 Fees Screen (Continued)**

**C Action (Continued)**

<b>IF...</b>	<b>THEN...</b>
“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 users press “Enter”, the message, “Records have been updated, press enter to continue”, will be displayed. When users press “Enter”, the Printer Selection Screen will be displayed. FSA-754 or FSA-755, as applicable, will be generated.

**10 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
- used to enter the fee collection date, **if** a manual application was taken.

**B Example of Collection Screen**

Following is an example of the Collection Screen.

```

2010 SURE Relief      107-A TULARE      Entry      MHA?AC01
Coverage Screen      Version: AF77  04/08/2011 09:34 Term H2
-----
Producer ANY PRODUCER      ID/Type 9999 S
Collection Screen      MHA?AC1C      Pay
Cro      Type
S ALF Fee Amount Owed:      $ 500      001
ALF Enter Fee Amount Collected From Producer: $ 500      001
BAR Is this a Manual Fee Collection? N (Y or N)      002
BAR If yes, enter date of collection      (MM/DD/YYYY)      002
BAR      002
BAR Pressing Cmd5 on this screen will update the fee amount      002
CLO to accounting. Cmd5 shall not be pressed if the fee      001
CUC amount owed has not been collected from the producer.      002
CUC      002
S CUCU Cmd4=Previous Screen Cmd5=Update      002

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

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**10 Collection Screen (Continued)**

**C Action**

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

<b>Field/Command</b>	<b>Description</b>
Fee Amount Owed	This field provides the fee amount owed from the producer. This is a display only field.  <b>Note:</b> 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.  <b>Note:</b> County Office 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. The 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 relief application must be printed through NAP Reports Menu MHACR0, option "16", "SURE Relief Reports". The application will <b>not</b> be automatically generated.
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	The Fees Screen will be displayed.
Cmd5	Record will be updated. The Printer Selection Screen will be displayed. FSA-754 or FSA-755 will be generated.  <b>Notes:</b> 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 payment code, "10NAPRELIEF" or "10CATRELIEF".

## 11 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 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.

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 "16", "SURE Relief Reports"
- "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 "16", "SURE Relief Reports".

### B Menu Option Print Process

Applications can be reprinted through NAP Reports Menu MHACR0 by taking option "16", "SURE Relief Reports". All applications entered for the selected producer will print. The application date (date original application was filed) will print in the upper right corner.