

For: State and County Offices

Problems Loading CCC-471's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The National Office:

- continues to receive 2007 CCC-471's that need to be corrected
- has received numerous 2008 CCC-471's that need to be corrected.

Many CCC-471's that require corrections have errors that would have been prevented if procedure in 1-NAP had been followed.

According to 7 CFR 1437.6, producers **must** file CCC-471's and pay applicable service fees in the administrative County Office by the application closing date as established by STC. To validate this requirement has been met, CCC-471's **must** be loaded in the automated system by the crop's established application closing date. A grace period of 7 calendar days after the application closing date was established to enable County Offices to load CCC-471's in the rare event that CCC-471's had to be taken manually.

To assist County Offices in taking timely CCC-471's, a shell record process was developed specifically to add crop records to the National Crop Table (NCT) without requiring price and yield information. Shell records and State-approved crop data are downloaded daily.

For 2006 - 2008, the top 5 errors that are submitted to the National Office are:

- insurable crop
- crop or crop type was not on the county crop table
- transfer or change of operation
- wrong producer selected
- wrong crop selected.

Disposal Date	Distribution
July 1, 2008	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice informs State and County Offices:

- that the shell record process shall be used to timely load crop records when CCC-471's are taken for a missing crop and/or crop type on NCT, if producers pay applicable fees
- that the State Office shall submit the necessary information to the National Office to correct problems on CCC-471's in a timely manner
- what documents are required for National Office review
- when manual CCC-471's can be taken
- that CCC-471's not loaded within the 7-calendar-day grace period **must** be submitted, with supporting documentation, to the National Office to be reviewed on a case-by-case basis
- how to add crops for a producer with a continuous coverage CCC-471
- what to do when incorrect producers are selected on CCC-471's.

C 1-NAP, Exhibit 7.X

Paragraphs 2 and 7 refer to "1-NAP, Exhibit 7.X". The 1-NAP, Exhibit 7 numbers are year specific. For:

- 2007 crops, see Exhibit 7.1
- 2008 crops, see Exhibit 7.2.

2 Missing Crop or Crop Type

A Timely Requests

It is imperative that County Offices make timely requests to the State Office so missing crops can be added to NCT to enable CCC-471's to be loaded within the 7-calendar-day grace period. State Offices shall use the shell record process to download crops to the County Offices so CCC-471's can be loaded before the application closing date or within the 7-calendar-day grace period.

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2 Missing Crop or Crop Type (Continued)

B Approved NAP Crop Not Listed on County Crop Table

If preparing CCC-471 for a crop **not** on the county crop table, but is listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action	
1	IF...	THEN process...
	fewer than 3 pay groups are available to be selected	a manual CCC-471 and manual CCC-257.
	3 or more pay groups are available to be selected	an automated CCC-471 and notate the missing crop on the automated CCC-471.
2	Immediately notify the State Office of the missing crop, according to 1-NAP, paragraph 106.	
3	If the downloaded crop is received before the end of the 7-calendar-day grace period, load the crop in the automated system.	
	Note: These steps shall be taken before the end of the 7-calendar-day grace period.	
4	If the downloaded crop is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.	

C Approved NAP Crop Type Not Listed on County Crop Table

If preparing an automated CCC-471 for a crop type **not** on the county crop table, but is listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action
1	Select a crop type with the same pay type code.
2	Select a crop type that most closely represents the requested type in the lowest pay crop/pay type, if there is not a type with the same pay type code.
3	Record the actual requested type in brackets on CCC-471.
4	Immediately notify the State Office of the missing type, according to 1-NAP, paragraph 106.
5	If the downloaded type is received before the end of the 7-calendar-day grace period, delete the similar type and load the correct type in the automated system.
	Note: These steps shall be taken before the end of the 7-calendar-day grace period.
6	If the downloaded type is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.

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2 Missing Crop or Crop Type (Continued)

D Crop Not Approved for NAP

If preparing CCC-471 for a crop that is **not** listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action	
1	IF...	THEN process...
	fewer than 3 pay groups are available to be selected	a manual CCC-471 and manual CCC-257.
	3 or more pay groups are available to be selected	an automated CCC-471 and notate the missing crop on the automated CCC-471.
2	Immediately notify the State Office of the missing crop, according to 1-NAP, subparagraph 170 E.	
3	If the downloaded crop is received before the end of the 7-calendar-day grace period, load the crop in the automated system.	
	Note: These steps shall be taken before the end of the 7-calendar-day grace period.	
4	If the downloaded crop is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.	

E Crop Type Not Approved for NAP

If preparing an automated CCC-471 for a crop type that is **not** listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action
1	Select the crop type that most closely represents the requested type in the lowest pay crop pay type.
2	Record the actual requested type in brackets on CCC-471.
3	Immediately notify the State Office of the missing type, according to 1-NAP, subparagraph 170 E.
4	If the downloaded type is received before the end of the 7-calendar-day grace period, delete the similar type and load the correct type in the automated system.
	Note: These steps shall be taken before the end of the 7-calendar-day grace period.
5	If the downloaded type is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.

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3 Required Documentation for State Office Review

A Documentation Required for Review

When County Offices are requesting assistance to load CCC-471's for any reason, County Offices shall submit the following documentation to the State Office:

- a written explanation of the problem and request of specific action from the National Office
- a signed copy of CCC-471, manual or automated
- a copy of CCC-257, manual or automated

Note: Do **not** use a different program code on CCC-257 to process NAP service fees when taking manual CCC-471's. Follow procedure in 1-NAP, subparagraph 24 E, and 3-FI when processing a manual CCC-257.

- diagnostic reports printed according to 1-NAP, subparagraph 890 B.

Exception: This does **not** apply to manual CCC-471's.

Note: Additional documentation is required according to subparagraph:

- 6 A, if an incorrect crop or crop type was selected unless instructed to do so according to paragraph 2
- 6 B, if an incorrect producer was selected on CCC-471.

For transfers, one CCC-577 may be completed for **all** crops and crop types being transferred to a person.

B Out-of-Balance CCC-257's

If CCC-471's taken in error result in CCC-257's being out-of-balance, State and County Offices shall notate "CCC-257 is out-of-balance" on FAX cover sheet.

If an out-of-balance CCC-257 is created, do **not** move the service fee to another CCC-257.

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4 Manual CCC-471's

A Accepting Manual CCC-471's

Manual CCC-471's shall only be taken under the following situations. The manual application shall be taken according to 1-NAP, subparagraphs 23 A and 24 E, **only** if the:

- application is late-filed
- automated system is **not** available
- crop or crop type does **not** exist in the county crop table and fewer than 3 pay groups are available to be selected for the producer.

B Loading Manual CCC-471's

County Offices should maintain all manual CCC-471's in a pending file and review the file periodically to determine which CCC-471's can be loaded in the automated system.

Manual CCC-471's shall be loaded **immediately** when the automated system or crop data is available.

5 Continuous Coverage and Selected Crops

A Continuous Coverage

County Offices shall review the continuous coverage options provided in 1-NAP, subparagraph 885.5 E.

There are 2 ways to add crops to a continuous coverage application:

- process the continuous coverage application and then add the additional crops on a separate CCC-471; the producer must sign CCC-471 with additional crop records
- delete the continuous coverage application and then load one CCC-471 with all crops the producer wants to have covered; the producer must sign CCC-471.

Note: Deleting a continuous coverage crop will delete **all** continuous coverage crops.

B Selected Crops

Once crops have been selected through continuous coverage or on a new CCC-471, County Offices shall **not** delete any crop unless:

- the crop was selected in error
- instructed to do so by the procedure in paragraph 2.

An "S" indicator next to the crop indicates the crop has been selected and fees have been paid by the producer. All crops within the pay group will be eligible for NAP.

6 Incorrect Crop, Crop Type, or Producer

A Incorrect Crop or Crop Type Is Selected

When an incorrect crop or crop type is selected and printed on CCC-471 and the producer is still in the office, re-access the application, delete the incorrect crop or crop type and add the correct crop or crop type.

If the County Office does **not** handle an incorrect crop or crop type in this manner, additional documentation is required from the County Office, including:

- why the incorrect crop was selected
- how the County Office “knows” the crop or crop type selected is incorrect.

Note: Additional documentation does **not** apply if the crop or crop type was selected according to paragraph 2.

When the producer signs CCC-471, item 12A, they are certifying that **all information on the application is correct**, including the selected crops, and that the producer’s intent is to have coverage for the selected crops.

B Incorrect Producer Is Selected

When an incorrect producer is selected and the accounting portion of the application has been accessed, continue with the application process. Do **not** load the correct producer using the same money. On the automated CCC-471:

- line through the incorrect producer information and write in the correct information
- have the producer sign and date the modified CCC-471.

Immediately submit the documents required, according to paragraph 3, to the State Office.

If the County Office does **not** handle an incorrect producer in this manner, additional information is required from the County Office, including:

- why the incorrect producer was selected
- how the County Office “knows” the selected producer is incorrect.

When the producer signs CCC-471, item 12A, they are certifying that **all information on the application is correct**, including the producer name, and that the intent is to have coverage for the selected producer and crops.

Immediately submit the documents required, according to paragraph 3, to the State Office.

Note: Loading a 2nd CCC-471 will cause the accounting records to be out-of-balance.

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7 Action

A State Office Action

State Offices shall:

- remind County Offices that CCC-471's shall **not** be taken manually unless the:
 - application is late-filed
 - automated system is unavailable
 - crop or crop type does **not** exist on the county crop table
- remind County Offices that when manual CCC-471's are not loaded timely or are loaded incorrectly when transferring data from the manual CCC-471's to the automated system, it requires extra resources to complete the task
- review the required documentation submitted by County Offices to ensure that:
 - all applicable documentation has been provided
 - CCC-471's were timely filed

Note: Only CCC-471's that were timely filed shall be submitted. Follow procedure in 7-CP for CCC-471's that were **not** timely filed, but where relief may be warranted.

- County Offices properly followed procedure
- forward the documentation to PECD, Disaster Assistance Branch (DAB), using either of the following methods:
 - FAX to 202-720-4941, Attention: CDPS
 - mail to:

USDA, FSA, PECD, DAB
Attention: CDPS
Stop 0517
1400 Independence Ave SW
Washington DC 20250-0517

- follow 1-NAP, subparagraph 170 E when a crop or crop type has been requested and the crop or crop type is not listed in 1-NAP, Exhibit 7.X, and NAP eligibility has not been determined for the crop or crop type

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7 Action (Continued)

A State Office Action (Continued)

- follow 1-NAP, subparagraph 170 F when a crop or crop type has been requested and the crop or crop type is not listed in 2-CP, Exhibit 10.5, and NAP eligibility has not been determined for the crop or crop type
- use the shell record process when crops are requested that previously have not been loaded in NCT

Notes: Follow 1-NAP, subparagraph 756 E, to load a shell record.

Records added according to 1-NAP, subparagraph 756 B will **not** download to the County Office without a State or National approval flag of “Y”.

- research price and yield historical data to ensure that an approved yield can be processed timely
- contact the National Office immediately for guidance, if problems cannot be resolved in taking CCC-471’s.

B National Office Action

The National Office shall:

- review submitted documentation
- request additional information, if necessary
- for approved requests, provide assistance to County Offices for loading CCC-471’s in the automated system
- for denied requests, notify the State Office of the denial.

Note: Relief may be requested from DAFP, if applicable.