

For: State and County Offices

NAP Software for Crop Year 2006

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

NAP applications and payment processing for crop year 2006 should be completed. County Offices are currently accepting 2008 crop year applications for coverage.

B Purpose

This notice informs State and County Offices that:

- NAP processing for crop year 2006 will be disabled **after** installing County Release No. 636, which is expected to be received on or about March 14, 2008.

Note: The following 2006 NAP processing functions will **not** be available after installing County Release No. 636:

- entering and printing application for coverage
- entering, printing, and approving notice of loss
- entering, printing, and approving application for payment
- payment and overpayment processing
- printing the following reports:
 - CCC-576E
 - National Crop Table Report
 - reconciliation report.
- unit maintenance is still available through normal processing

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

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1 Overview (Continued)

B Purpose (Continued)

- the producer payment history (PPH) print will be the only processing available after installing County Release No. 636.
- they will be required to submit documentation to the National Office for any situation where a 2006 NAP payment was earned by the producer, but not issued before the processing software in County Release No. 636 is disabled.

2 Completing 2006 NAP Activities

A State Office Action

Before installing County Release No. 636, State Offices shall:

- ensure that County Offices:
 - are notified immediately of the contents of this notice
 - complete all 2006 NAP processing and issuance of payments before installing County Release No. 636

Note: State Offices shall ensure that County Offices do not delay installing County Release No. 636.

- require that DD's certify for every County Office in their district that all 2006 NAP payments have been issued.

B County Office Action

County Offices shall complete all NAP processing and issuance of payments for crop year 2006 before installing County Release No. 636.

Note: Do **not** delay installing County Release No. 636. Timely complete processing and issuing payments before receiving County Release No. 636.

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3 Missed Applications

A State Office Action

After installing County Release No. 636, State Offices shall:

- review the documentation submitted by County Offices to ensure that:
 - the payment should be issued
 - all applicable documentation has been provided
- forward the documentation to PECD, Common Provisions Branch (CPB), using either of the following methods:
 - FAX to 202-720-0051, Attn: Sandy Bryant
 - FedEx to the following:

USDA, FSA, PECD, CPB
Attn: Sandy Bryant
Room 4758 South Building
1400 Independence Ave., SW
Washington, DC 20250.

B County Office Action

For any NAP payment that was **not** issued before installing County Release No. 636, County Offices shall submit the following documentation to the State Office:

- explanation of why payment was not issued before installing County Release No. 636
- statement from DD on how the application was missed
- CCC-452
- CCC-471
- CCC-576, Pages 1 and 2
- CCC-576E
- completed CCC-576A, CCC-576B, and/or CCC-576C, as applicable
- PPH print

Reminder: PPH must be submitted for each combined producer, if applicable.

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3 Missed Applications (Continued)

B County Office Action (Continued)

- current MABDIG for each:
 - producer
 - affected member of a joint operation
- National Crop Table pages for applicable crops
- applicable COC minutes about the case
- CCC-257, if applicable.

Notes: PPH shall be printed by selecting the applicable menu options from the enabled 2006 NAP menus. An accounting history or disbursement statement will **not** be accepted in place of PPH printed from the NAP Processing Menu.

If automated forms were not printed before installing County Release No. 636, the County Office will no longer be able to generate and print those forms with the exception of PPH. Any required form that was not printed before installing County Release No. 636 shall be completed manually and submitted with the other required documentation.

All documentation shall contain the required signatures.

If the County Office determines that an overpayment has occurred, then the overpayment shall be entered according to 67-FI.