

For: State and County Offices

Availability of 2009 NAP Payment Software

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice NAP-123 provided instructions for issuing 2009 NAP payments using a manual process. This temporary manual process was put in place while software was developed to implement direct attribution.

Notice NAP-123 advised State and County Offices that:

- a manual payment could be issued to an eligible producer who signed CCC-583 that certified the NAP payment would be refunded with interest in the event it is determined any of the general eligibility requirements are not met
- NAP payments issued manually will be reconciled when the automated NAP payment software becomes available and that reconciliation procedures would be provided when the automated NAP payment software was made available.

B Purpose

This notice:

- informs State and County Offices that 2009 NAP Payment Processing software modules will be transmitted on or about November 24, 2009

Note: The modules will be included in County Release No. 681.

- provides procedures for reconciling manual 2009 NAP payments with 2009 NAP automated payment processing.

Note: County Offices must complete reconciliation procedures before issuing 2009 NAP automated payments.

Disposal Date	Distribution
January 1, 2010 11-23-09	State Offices; State Offices relay to County Offices

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2 2009 NAP Payments

A 2009 NAP Payment Options

Upon receiving the 2009 NAP payment modules:

- option 6, “Payment Processing” on Screen MHB000 will be available.
- option 3, “Overpayment Processing” on Screen MHACPO will **not** be available.

Note: This option will be available at a later date.

B Instructions for Reconciling 2009 NAP Manual Payments

Upon receiving the payment modules and **before** issuing 2009 NAP automated payments, County Offices must reconcile manual 2009 NAP payments according to the following.

Step	Action
1	<p>From the Online Payment (OLP) Web Based Application, print a Payment Summary Report of all manual 2009 NAP payments issued with program code “09NANAP”.</p> <p>Note: See Notice FI-2920, paragraph 7 for instructions on printing the Summary Report.</p>
2	<p>Establish a receivable for the “Initial Payment Amount” for each producer shown on the Payment Summary Report using program code “09NANAP” by updating the payment amount in OLP and reducing the amount to zero. When the payment amount is changed to zero, the receivable will be established according to Notice FI-2920, subparagraph 3 H.</p> <p>Note: County Offices shall not establish the receivable before the 2009 NAP automated software is available to ensure that the receivable is not offset against another payment due the producer.</p>
3	<p>Process automated NAP payments for all producers in the 2009 NAP payment software.</p> <p>Notes: See 1-NAP, Part 11 for instructions on issuing automated NAP payments.</p> <p>During the automated payment process, the payments for producers for which a receivable was established in step 2, will be in the “O” batch of payments. The 2009 NAP payment calculated during the automated payment process shall be offset to satisfy the receivable established in step 2. If the amount of the automated calculated payment amount is:</p> <ul style="list-style-type: none">• the same as the manual payment, the receivable will be paid in full and no additional payment will be due the producer.• more than the manual payment, the receivable will be paid in full and a payment may be due the producer• less than the amount of the manual payment, the receivable established will have a remaining balance, which will be collected through normal debt collection procedures.

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3 Action

A State Office Action

State Offices shall ensure that County Offices:

- are immediately informed of the contents of this notice
- follow instructions according to paragraph 2 to reconcile 2009 NAP manual payments.

B County Office Action

CED's shall ensure that:

- procedures in paragraph 2 are immediately followed
- immediately issue 2009 NAP automated payments after steps in paragraph 2 are completed.