

For: State and County Offices

**Closeout of NAP Software for Crop Year 2008**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

NAP applications and payment processing for crop year 2008 should be completed. County Offices are currently accepting 2011 crop year applications for coverage.

**B Purpose**

This notice informs State and County Offices that:

- software to disable NAP processing for crop year 2008 was transmitted on or about October 19, 2010
- the following 2008 NAP processing functions will **not** be available after the software is transmitted:
  - 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

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2011	State Offices; State Offices relay to County Offices

## Notice NAP-140

### 1 Overview (Continued)

#### B Purpose (Continued)

- the following 2008 NAP processing functions will be available after the software is transmitted:
  - producer payment history (PPH) print
  - Approved Yield Maintenance
  - CAT Buy-In
  - NAP Buy-In
  - CAT Buy-In 2
  - NAP Buy-In 2
  - CAT SURE relief
  - NAP SURE relief
- County Offices will be required to submit documentation to the National Office for any situation where a 2008 NAP payment was earned by the producer, but **not** issued **before** the 2008 NAP payment processing is disabled.

### 2 Missed Applications

#### A County Office Action

For any NAP payment not issued before the 2008 software is disabled, County Offices shall submit the following documentation to the State Office:

- explanation of why payment was not issued
- statement from DD on why the application was not processed before the software was disabled
- CCC-452
- CCC-471
- CCC-576, Pages 1 and 2
- CCC-576E
- completed CCC-576A, CCC-576B, and/or CCC-576C, as applicable

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### 2 Missed Applications (Continued)

#### A County Office Action (Continued)

- PPH print for:
  - all counties the producer is associated with
  - each combined producer, if applicable

**Note:** PPH shall be printed by selecting the applicable menu options from the enabled 2008 NAP menus. An accounting history or disbursement statement will **not** be accepted in place of PPH printed from the NAP Processing Menu.

- current MABDIG for each:
  - producer
  - affected member of a joint operation

**Note:** MABDIG should display the year of the payment. If that MABDIG is not available, provide an available MABDIG closest to the year of the payment request.

- National Crop Table pages for applicable crops
- applicable COC minutes about the case
- CCC-257, if applicable.

**Notes:** Any required form that was not printed **before** the software is disabled, 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 applicable FI notices about NRRS.

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### 2 Missed Applications (Continued)

#### B State Office Action

The 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.