

For: State and County Offices

Entering Signature Dates for 2014 NAP Approved Yields

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The web-based approved yield application has the capability of maintaining producer and COC representative signature dates. These dates are entered by County Office personnel after signatures and signature dates are captured on CCC-452.

The presence of signature dates in the system is used by the NAP application for payment for that year and approved yields for the following year.

According to the National Summary Report, signature dates are missing in the web application for approximately 17 percent of the 2014 approved yields.

The 2015 approved yield software will be available in the near future. When accessing a 2015 approved yield, if the 2014 approved yield is not in “Completed” status, no data will be displayed.

B Purpose

This notice provides:

- instructions for obtaining COC representative signature
- the reasons for entering signature dates timely and the impact of not entering them
- the use of automated signature dates
- information about the tools available to State and County Office users to monitor the progress of entering dates.

Disposal Date	Distribution
December 1, 2015	State Offices; State Offices relay to County Offices

2 Signature Dates

A Obtaining COC Representative Signature

1-NAP (Rev. 1), subparagraph 1668 D allows for the producer and COC representative to sign and date one CCC-452 for multiple approved yields on a given day.

Approved yields are not “approved” by COC. There is no requirement for CCC-452 to be reviewed by COC. COC may delegate signature authority according to 1-NAP (Rev. 1), Exhibit 1. COC representative signature indicates that the data has been accepted from the producer.

If signature authority has been delegated to the employee establishing the approved yield, COC representative signature and date should be captured at the time the producer signs CCC-452.

If COC has not delegated authority to PT’s and CED, CED should encourage this delegation to facilitate obtaining COC representative signature and entering the signature date in a timely manner.

B Entering Signature Dates

After signature dates are captured on CCC-452, they must be entered in the automated system. There are 2 methods of entering signature dates in the system. The dates can be entered for:

- an individual approved yield according to 1-NAP (Rev. 1), paragraph 1668
- multiple approved yields on the same unit according to 1-NAP (Rev. 1), paragraph 1670.

It is imperative that signature dates be entered in a timely manner as other NAP applications check against these dates.

C Uses of Automated Signature Dates

When both signature dates are captured in the system, the approved yield is considered “Completed” and is valid for use by other NAP applications.

The application for payment checks for a “Completed” approved yield before using the yield and completing the application for payment process. If the approved yield is not in “Completed” status, the user will receive a message that an approved yield is not available.

The approved yield process checks for a “Completed” approved yield for the previous year before copying data from the previous year’s database and allowing the user to enter data for the most recent historical year. When accessing an approved yield, if the previous year’s approved yield is not in “Completed” status, no data will be displayed. Users must exit the approved yield and enter approved yield signature dates for the previous year unless the producer refused to sign CCC-452.

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2 Signature Dates (Continued)

D Unsigned Report

Multiple reports are available to help monitor the entry of signature dates. Reports are covered in 1-NAP (Rev. 1), paragraph 1674.

County Offices have access to data for their county using either of the following:

- Unsigned Report
- County Summary Report.

State Offices have access to data for all counties in their State using any of the following:

- Unsigned Report for a specific county
- County Summary Report for a specific county
- State Summary Report.

State and County Office personnel are encouraged to use these reports to determine which approved yields are missing signature dates in the system. Signature dates captured on CCC-452 must be entered for other NAP processes to work correctly.

E Reasons for Not Entering Signature Dates

The primary reasons for not entering signature dates include:

- the producer refused to sign CCC-452
- CCC-452 was sent out for signature and was not returned.

3 Action

A State Office Action

State Offices shall:

- ensure that County Offices are:
 - notified of the contents of this notice
 - reviewing the Unsigned Report
 - reviewing the County Summary Report
 - updating signatures and signature dates, as appropriate
- review the contents of the State Summary Report.

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3 Action (Continued)

B County Office Action

County Offices shall:

- follow the instructions in this notice and 1-NAP (Rev. 1) for updating signature dates
- review the Unsigned Report for the county
- review the County Summary Report for the county.