

For: State and County Offices

**Emergency Supplemental Appropriations for NAP (NAP20) Software Procedure**

Approved by: Deputy Administrator, Farm Programs

**1 Overview**

**A**

**Background**

On November 29, 1999, the President signed into law the Omnibus Consolidated Appropriations Act 2000 (the Act), Pub. L. 106-113. The Act authorizes FSA to spend up to \$20 million of NAP funding for specific situations for 1999 crop losses. The assistance provided in the Act does **not** replace NAP.

Notice NAP-40 was issued on July 12, 2000. The notice provided general information about eligibility requirements, policy, and procedure for NAP20.

A data load process has been developed for use by County Offices as a method of uploading NAP20 data to KC-ITSDO. The data entered into the System 36 shall be pulled from the manual NAP applications. This data will be used to determine the national factor for NAP20.

**B**

**Purpose**

This notice provides instructions for:

- loading NAP20 worksheets into the System 36
- printing and using NAP20 reports
- manually determining producer eligibility
- manually determining producer payment limitation
- using crop summary code and type summary code.

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<p><b>Disposal Date</b></p> <p>May 1, 2001</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice NAP-41

### 1 Overview (Continued)

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#### C

##### Dates

The following dates apply to NAP20:

- worksheets must be loaded by September 25, 2000
  - final upload to KC-ITSDO will occur on September 25, 2000
  - software will be locked out on September 25, 2000
  - factor will be determined by the National Office on or about October 6, 2000
  - payments can be processed beginning October 10, 2000.
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### 2 Accessing NAP20 Software

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#### A

##### Accessing Software

From Menu FAX250, access NAP20 software according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "2", "Noninsured Disaster Assistance Program", and PRESS "Enter".
6	MHB0YR	ENTER "2", "1999 Crop Year", and PRESS "Enter".
7	MHB000	ENTER "8", "NAP20 Processing", and PRESS "Enter". Menu MHAT00 will be displayed.

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## Notice NAP-41

### 2 Assessing NAP20 Software (Continued)

#### B

#### Menu MHAT00

Following is an example of the 1999 NAP20 Main Menu MHAT00.

```

COMMAND                                MENU: MHAT00                                C4
1999 NAP20 Main Menu
-----
      1. Worksheet Processing
      2. Reports
*     3. Payment Processing
      4. Maintain 1999 NAP Units/Approved Yields

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      23. Return to Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                                *=Option currently not available.

Enter option and press "Enter".
    
```

#### C

#### Options on Menu MHAT00

This table lists the options that are available on Menu MHAT00.

Action	Result	Option Is Used For
ENTER "1", "Worksheet Processing", and PRESS "Enter".	NAP20 Selection Screens will be displayed, with the final result being the NAP20 Data Load Screen. See paragraph 3 through 9 for selection screens.	Entering: <ul style="list-style-type: none"> <li>NAP20 disaster data</li> <li>NAP20 payment data</li> <li>COC approval date.</li> </ul>
ENTER "2", "Reports", and PRESS "Enter".	1999 NAP20 Reports Menu MHAT00 will be displayed. See paragraphs 10 through 15.	Printing the: <ul style="list-style-type: none"> <li>Producer Worksheets</li> <li>Status Report</li> <li>Enrollment Application Report</li> <li>NAP20 Crop Table</li> <li>Producer Earnings Report.</li> </ul>
Option 3, "Payment Processing", is currently unavailable. A forthcoming NAP notice will address NAP20 payment processing		
ENTER "4", "Maintain 1999 NAP Units/Approved Yields", and PRESS "Enter".	1999 NAP Producer Processing Menu MHB100 will be displayed.	Establishing NAP units according to 1-NAP.

## Notice NAP-41

### 3 Producer Selection Screens

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#### A

##### Overview

Access to NAP20 software screens requires entry of 1 of the following:

- producer's ID number and type
  - last 4 digits of producer's ID
  - producer's last name.
- 

#### B

##### Producer Selection Screen

Following is a generic example of a Producer Selection Screen.

```
1999 NAP20          073-A RANSOM          Selection
Producer Selection Screen      Version: AE03 07/22/2000 07:50 Term C5
-----
Enter Producer ID Number:          And Type:
                                   Or
Last Four Digits Of ID:
                                   Or
                                   Last Name:
                                   (Enter Partial Name To Do An Inquiry)
Enter=Continue  Cmd7=End
```

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#### C

##### Producer Not Active on Name and Address

If the selected producer is not active on the name and address file, County Offices shall add the producer to the name and address file according to 1-CM.

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## Notice NAP-41

### 3 Producer Selection Screens (Continued)

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#### D

##### **Producer Not Active on a 1999 Farm**

If the selected producer is not active on a 1999 farm in the farm producer file, County Office shall add the producer's farm according to 3-CM.

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#### E

##### **Units Not Established**

If units have not been established for the selected producer, the message, "No Units found - must be added through Unit Maintenance", will be displayed. The unit relationship, according to 1-NAP, must be established before proceeding.

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#### F

##### **Producer Not on Permitted Entity File**

If the selected producer has an entity type of "02" or "03", the joint operation must have a record on the permitted entity file. If a permitted entity record does not exist, the message, "Joint operation has no members", will be displayed. The joint operation must be added to the permitted entity file according to 2-PL.

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### 4 State/County Selection Screen MHATL201

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#### A

##### **Overview**

This screen will only be displayed if the selected producer's administrative county administers units of land physically located in a contiguous county.

**Example:** John Brown has tracts of land located on the border of Ransom and Richland County. Ransom County is John Brown's administrative County Office and administers all of John Brown's units, including those units physically located in Richland County.

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## Notice NAP-41

### 4 State/County Selection Screen MHATL201 (Continued)

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#### **B** Screen MHATL201

Following is an example of the State/County Selection Screen MHATL201.

```
1999 NAP20          073-A RANSOM          Selection      MHATL201
State/County Selection Screen      Version: AE03 07/22/2000 08:09 Term C5
-----
Producer John Brown                      Producer ID/Type xxxxxxxxxx E

          Place an 'X' before desired State/County

          St/Cty   State   County
          Code     Abbrv   Name
          38 073   ND     RANSOM
          38 077   ND     RICHLAND

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
```

#### **C** Action

Select the State/County code by placing an “X” in front of the applicable record, and PRESS “Enter” to continue. Unit Selection Screen MHATL301 will be displayed.

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## Notice NAP-41

### 5 Unit Selection Screen MHATL301

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#### A

##### Overview

If the selected producer has multiple units, Unit Selection Screen MHATL301 will be displayed. This screen shows the units associated with the selected producer. If other producers share in the unit, 1 producer's name will be displayed in the "Other Producer" field to identify the unit. If the selected producer's share on the unit is 1.0000, no other producer's name will be displayed.

**Note:** If the selected producer is only associated with 1 unit, Unit Selection Screen MHATL301 will be suppressed and Crop Selection Screen MHATL401 will be displayed.

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#### B

##### Screen MHATL301

Following is an example of Unit Selection Screen MHATL301.

```
1999 NAP20          073-A RANSOM          Selection      MHATL301
Unit Selection Screen          Version: AE03  07/22/2000 08:26 Term C5
-----
Producer John Brown          Location  ND RANSOM

          Place an 'X' before desired Unit for crop selection

Unit  Other Producer
  1   GARY BROWN
  2
  3   Mary CALLAS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
```

#### C

##### Action

Select the unit by placing an "X" in front of the applicable record, and PRESS "Enter" to continue. Crop Selection Screen MHATL401 will be displayed.

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Notice NAP-41

6 Crop Selection Screen MHATL401

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A  
Overview

Crop Selection Screen MHATL401 will be displayed with all crops on the NAP20 crop table for the selected State/County.

**Note:** Administrative county crop tables will not be downloaded until the National Office has approved the county for NAP20.

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B  
Screen  
MHATL401

Following is an example of Crop Selection Screen MHATL401.

```
1999 NAP20          073-A RANSOM          Selection      MHATL401
Crop Selection Screen      Version: AE03  07/22/2000 08:42 Term C5
-----
Producer John Brown          Location  ND RANSOM
Unit      1
          Place an 'X' before desired crop for processing

          Crop                      Crop
          ALFALFA                    LETUCE
          ALMONDS                     NURSERY
          BEANS                       OLIVES
          CHRISTMAS TREES              ONIONS
          CORN                         OYSTERS
          CUCUMBERS                    PEAS
          ELS COTTON                   PEPPERS
          FLOWERS                      PISTACHIOS
          GRAPES                       PLANTS
          GUPPIES                      RICE

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
```

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## Notice NAP-41

### 6 Crop Selection Screen MHATL401 (Continued)

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#### C

##### Action

Select the crop for NAP20 benefits by placing an “X” in front of the applicable crop record. Only 1 crop can be selected at a time. PRESS “Enter” to continue. Crop Type Selection Screen MHATL501 will be displayed.

**Note:** If the crop selected does not have multiple types, Crop Type Selection Screen MHATL501 is suppressed, and the type defaults to blank or the only type on the NAP20 crop table.

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#### D

##### Crop Tables and Crop Records

NAP20 Crop Tables will be downloaded to counties that have been approved for NAP20. Approved county crop tables will be downloaded from KC-ITSDO to the:

- home county
- contiguous counties with land administered in the home county
- noncontiguous counties with land administered in the home county.

State Offices shall notify PECD, Noninsured Assistance Program Branch, if:

- a County Office has not received the crop tables of contiguous or noncontiguous counties with land administered in their county
  - crops are missing from the crop table.
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## Notice NAP-41

### 7 Crop Type Selection Screen MHATL501

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#### A

##### Overview

Crop Type Selection Screen MHATL501 will be displayed with all crop types, planting numbers, intended uses, and irrigation practices for the selected crop. The data on this screen is pulled from NAP20 Crop Table.

**Note:** If the crop selected does not have multiple types, planting numbers, intended uses, or irrigation practices, Crop Type Selection Screen MHATL501 is suppressed. The Data Load Screen MHATL601 will be displayed.

---

#### B

##### Screen MHATL501

Following is an example of Screen MHATL501.

```
1999 NAP20          073-A RANSOM          Selection      MHATL501
Crop Type Selection Screen          Version: AE03  07/22/2000 09:09 Term C5
-----
Producer John Brown                      Location  ND RANSOM
Unit   1          Crop GRAPE
          Place an 'X' before desired crop type for processing
          Crop  Plnt  Int   Irr
          Type  No.  Use   Prac
          MER   01   FG    I
          MUC   01   FG    I
          NAG   01   PR    I
          ORW   01   PR    I
          PNO   01   HY    I
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
```

#### C

##### Action

Select the applicable record by placing an “X” in front of the crop type, and PRESS “Enter” to continue. Only 1 crop type can be selected at a time. Data Load Screen MHATL601 will be displayed.

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## Notice NAP-41

### 8 Data Load Screen MHATL601

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#### A Overview

Data Load Screen MHATL601 is a data entry screen that will be used to complete automated producer worksheets for NAP20 data upload.”

**Note:** The Data Load Screen MHATL601 will be slightly different when the selected producer has an entity type of “02” or “03”. The Pay Limit Reduction Screen MHATL701 must be completed for the members of the joint operation. See paragraph 9.

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#### B Screen MHATL601

Following is an example of Data Load Screen MHATL601.

```
1999 NAP20          073-A RANSOM          Input          MHATL601
Data Load Screen          Version: AE03 07/22/2000 09:29 Term C5
-----
Producer ID/Name xxxxxxxxxx S JOHN BROWN
Unit 1      Crop GRAPE  Type MER  Plnt No. 01  Int Use FG  Prac I
Location ND RANSOM

Payment Indicator (Y, R, I)

Declaration Number

Disaster Begin Date          End Date

NAP20 Payment Amount
Pay Limit Reduction Amount

Actual Plant Date          (MMDDCCYY)
Approval Date          (MMDDCCYY)

Cmd4=Previous Screen          Cmd7=End
Cmd5=Update          Cmd12=Print & Exit          Cmd24=Delete
```

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**Notice NAP-41**

**8 Data Load Screen MHATL601 (Continued)**

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**C**

**Field Descriptions**                      The following table provides an explanation and/or action to be taken on the Data Load Screen MHATL601.

<b>Field</b>	<b>Description and/or Action</b>
Producer ID/ Name	Producer ID number, ID type, and producer name that was selected on Producer Selection Screen.
Unit	Unit number that was selected on Unit Selection Screen MHATL301.
Crop	Crop that was selected on Crop Selection Screen MHATL401
Type	Crop type that was selected on Crop Type Selection Screen MHATL501.
Planting No.	Planting number that was selected on Crop Type Selection Screen MHATL501.
Intended Use	Intended use that was selected on Crop Type Selection Screen MHATL501.
Practice	Practice that was selected on Crop Type Selection Screen MHATL501.
Location	State and County in which the unit is physically located.

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**Notice NAP-41**

**8 Data Load Screen MHATL601 (Continued)**

**C  
Field  
Descriptions  
(Continued)**

<b>Field</b>	<b>Description and/or Action</b>
Payment Indicator	<p>The payment indicator will be used to determine whether the selected producer is eligible for NAP20 payments. There <b>will not be an automated process</b> to determine eligibility for NAP20 payments; therefore, County Office personnel must determine program eligibility and enter the correct indicator.</p> <p>County Offices shall enter:</p> <ul style="list-style-type: none"> <li>• “Y”, if all eligibility requirements are met; see paragraph 16 for determining payment eligibility</li> <li>• “R”, if the producer is refusing NAP20 payments</li> <li>• “T”, if the producer is ineligible for NAP20 payments because of bad eligibility flags or if the producer has exceed the gross revenue provisions.</li> </ul> <p><b>Note:</b> For entity types “02” and “03”, enter the payment indicator applicable to the joint operation. See paragraph 9 for entering payment indicators for the members of the joint operation.</p>
Declaration Number	<p>The number assigned to the Presidential or Secretarial Disaster Declaration.</p> <p>Enter the 5-digit alpha numeric declaration number corresponding to the disaster that NAP20 benefits are being requested on. Documents providing information on the NAP20 Primary Secretarial Designations and NAP20 Primary Presidential Designations were posted to BBS on July 14, 2000, in Library FSA.</p> <p>The numbers for Secretarial Designations will begin with the letter “S” followed by 4 numbers.</p> <p><b>Example:</b> S1362.</p> <p>The numbers for Presidential Designations will begin with the letter “P” followed by 4 numbers.</p> <p><b>Example:</b> P1316.</p>

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**Notice NAP-41**

**8 Data Load Screen MHATL601 (Continued)**

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**C  
Field  
Descriptions  
(Continued)**

Field	Description and/or Action
Disaster Begin Date	<p>Enter the date the declared disaster began from the NAP20 Primary Secretarial or NAP20 Primary Presidential Designation reports.</p> <p><b>Example:</b> The NAP20 Primary Presidential Designation report indicates the disaster occurred because of flooding between the period of 03/01/99-07/19/99. Disaster begin date would be entered as 03011999.</p>
Disaster End Date	<p>Enter the date the declared disaster ended from the NAP20 Primary Secretarial or NAP20 Primary Presidential Designation reports.</p> <p><b>Example:</b> The NAP20 Primary Presidential Designation report indicates the disaster occurred because of flooding between the period of 03/01/99-07/19/99. Disaster end date would be entered as 07191999.</p> <p><b>Note:</b> The end date may be the same as the begin date for disasters such as tornados or hail storms.</p>
NAP20 Payment Amount	<p>Enter the payment amount that was calculated on the manual CCC-448, CCC-448A, CCC-448B, CCC-448C, CCC-448D, or CCC-448E, as applicable, for the selected crop.</p> <p><b>Notes:</b> Negative dollar amounts shall be entered for crops where a gain has occurred when complying with crop grouping rules. See paragraph 17 for additional information.</p> <p>For entity types of “02” or “03”, enter the <b>total</b> calculated dollar amount for the joint operation. The member level will be calculated by the system. See paragraph 9.</p>

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**Notice NAP-41**

**8 Data Load Screen MHATL601 (Continued)**

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**C  
Field  
Descriptions  
(Continued)**

Field	Description and/or Action
Pay Limit Reduction Amount	<p>County Offices must manually keep track of payment limitation for NAP20. The payment limitation for NAP20 is the same payment limitation of \$100,000 applicable for regular NAP. County Offices shall manually calculate the amount of payment limitation reduction for a producer.</p> <p><b>Example:</b> John Brown received a regular NAP payment for cucumbers in the amount of \$10,000. John Brown has several NAP20 crops eligible for payment, including: nursery, \$60,000; olives, \$12,000; almonds, \$36,000. The total of the regular NAP payments received and the estimated NAP20 payments equals \$118,000. A payment limitation reduction of \$18,000 is required. Since all NAP20 worksheets for all losses should be entered into the system, the payment limitation reduction of \$18,000 could be taken from either the nursery or almond crop.</p> <p><b>Note:</b> Payment limitation reduction is not taken at the joint operation level. If the selected producer has an entity type of "02" or "03", the payment limitation reduction shall be taken at the member level according to paragraph 9.</p>
Actual Plant Date	Enter the date the selected crop was actually planted. Crops planted after the ending disaster date are not eligible for NAP20.
Approval Date	<p>Enter the date COC approved the manual CCC-576 or FCI-74.</p> <p><b>Note: Payments will not be issued until the COC approval date is entered.</b></p>

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## Notice NAP-41

### 8 Data Load Screen MHATL601 (Continued)

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#### D

#### Action

Enter data according to subparagraph C. PRESS:

- “Cmd” to return to Crop Selection Screen MHATL401; data entered and not updated will be lost
- “Cmd5” to update record

**Note:** When “Cmd5” is pressed to update entity types “02” and “03”, Pay Limit Reduction Screen MHATL701 will be displayed. This screen is used to update members’ payment limitation reductions and payment indicators. See paragraph 9.

- “Cmd7” to return to 1999 NAP20 Main Menu MHAT00; data entered and not updated will be lost
- “Cmd12” to print producer worksheets and exit data load screen.

**Note:** When “Cmd12” is pressed, all worksheets already completed will be printed. Users may want to wait until all worksheets are loaded before printing.

- “Cmd24” to delete a record that was previously updated.
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## Notice NAP-41

### 9 Pay Limit Reduction Screen MHATL701 for Entity Types "02's" and "03's"

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#### A Overview

Pay Limit Reduction Screen MHATL701 is used for updating payment limitation reduction and payment indicators for members of joint operations. The NAP20 worksheets are taken at the joint operation level. When the joint operations' data is updated on Data Load Screen MHATL601, Pay Limit Reduction Screen MHATL701 is displayed. The NAP20 payment amount as entered for the joint operation is allocated to the members according to their actual share on the permitted entity file. The payment limitation reduction shall be taken at the member level and each member's eligibility must be determined and the payment indicator entered accordingly.

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#### B Screen MHATL701

Following is an example of Pay Limit Reduction Screen MHATL701.

```
1999 NAP20          073-A RANSOM          Input          MHATL701
Pay Limit Reduction Screen          Version: AE03 09/06/2000 10:41 Term C5
-----
Producer ID/Name xxxxxxxxxx E  O REVERSE K SIMMENTAL RANCH

Unit   1      Crop CUCUM   Type OTH   Plnt No. 01   Int Use SD   Prac I
Location ND RANSOM

Member
ID number      Name
xxxxxxxxxx S   SCOTT OLERUD          NAP20 Pymt   Pay Limit   Pay
                                   Amount      Reduction Amt Ind
xxxxxxxxxx S   NEIL OLERUD          1250.00
                                   1250.00

Cmd4=Previous Screen  Cmd5=Update  Cmd7=End  Roll=Page
```

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**Notice NAP-41**

**9 Pay Limit Reduction Screen MHATL701 for Entity Types “02's” and “03's” (Continued)**

**C**

**Field Descriptions**                      The following table provides an explanation and action to be taken on Pay Limit Reduction Screen MHATL701.

<b>Field</b>	<b>Description and/or Action</b>
Producer ID/ Name	Producer ID number, ID type, and producer name of the joint operation that was selected on Producer Selection Screen.
Unit	Unit number that was selected on Unit Selection Screen MHATL301.
Crop	Crop that was selected on Crop Selection Screen MHATL401
Type	Crop type that was selected on Crop Type Selection Screen MHATL501.
Planting No.	Planting number that was selected on Crop Type Selection Screen MHATL501.
Intended Use	Intended use that was selected on Crop Type Selection Screen MHATL501.
Practice	Practice that was selected on Crop Type Selection Screen MHATL501.
Location	State and County in which the unit is physically located.
Member ID Number and Name	ID numbers and types and names of members that have actual shares greater than zero in the selected joint operation.
NAP20 Payment Amount	Members payment allocation based on their actual share of the total NAP20 payment amount that was entered for the joint operation. This amount is calculated by the system based on the dollar amount that is entered for the joint operation on the Data Load Screen MHATL601.
Pay Limit Reduction Amount	County Offices must manually keep track of payment limitation for NAP20. The payment limitation for NAP20 is the same payment limitation of \$100,000 applicable for regular NAP. County Offices shall manually calculate the amount of payment limitation reduction to each member of the joint operation. See the example in subparagraph 8 C.

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**Notice NAP-41**

**9 Pay Limit Reduction Screen MHATL701 for Entity Types “02's” and “03's” (Continued)**

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**C  
Field  
Descriptions  
(Continued)**

<b>Field</b>	<b>Description and/or Action</b>
Payment Indicator	<p>The payment indicator will be used to determine whether the member of the joint operation is eligible for NAP20 payments. There <b>will not be an automated process</b> to determine eligibility for NAP20 payments; therefore, County Office personnel must determine program eligibility and enter the correct indicator.</p> <p>County Offices shall enter:</p> <ul style="list-style-type: none"> <li>• “Y”, if all eligibility requirements are met; see paragraph 16 for determining payment eligibility</li> <li>• “R”, if the member is refusing NAP20 payments</li> <li>• “T”, if the member is ineligible for NAP20 payments because of bad eligibility flags or if the member has exceed the gross revenue provisions.</li> </ul> <p><b>Note:</b> This is a required entry.</p>

**D  
Action**

Enter data according to subparagraph C. PRESS:

- “Cmd4” to return to Data Load Screen MHATL601; data entered and not updated will be lost
- “Cmd5” to update record
- “Cmd7” to return to 1999 NAP20 Main Menu MHAT00; data entered and not updated will be lost
- “Roll=Page” to update additional members.

**Note:** Only 10 members of the joint operation will appear on the screen at a time. **The data for each screen of members must be updated by pressing “Cmd5” before rolling to the next screen or the data entered will be lost.**

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## Notice NAP-41

### 10 Reports

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#### A Overview

Paragraphs 10 through 15 provide procedure for printing and using various reports relating to NAP20. 1999 NAP20 Reports Menu MHATR0 will be displayed when option 2, "Reports", is selected on the 1999 NAP20 Main Menu according to paragraph 2.

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#### B Menu MHATR0

Following is an example of the 1999 NAP20 Reports Menu MHATR0.

```
COMMAND                      MENU: MHATR0                      C4
1999 NAP20 Reports Menu
-----
      1. Print Producer Worksheet
      2. Status Report
      3. Enrollment Application Report
      4. Print NAP20 Crop Table
      5. Producer Earnings Report

     20. Return to Application Primary Menu
     21. Return to Application Selection Menu
     23. Return to Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

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#### C Options on Menu MHATR0

This table lists the report print options that are available on Menu MHADR0.

Option	Report
1	Print Producer Worksheet, see paragraph 11.
2	Status Report, see paragraph 12.
3	Enrollment Application Report, see paragraph 13.
4	Print NAP20 Crop Table, see paragraph 14.
5	Producer Earnings Report, see paragraph 15.

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## Notice NAP-41

### 11 1999 NAP20 Worksheet

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#### A

##### Overview

The data entered on Data Load Screen MHATL601 will be summarized to the 1999 NAP20 Worksheet. This is the data that will be uploaded to KC-ITSDO to determine what national factor will apply to NAP20. The 1999 NAP20 Worksheet is producer specific and will summarize all data for all units and crops entered for the producer.

**Note:** This **is not** an application. Neither the producer nor COC need to sign this worksheet. This is a summary for County Office use that shall be filed in the NAP producer folder with CCC-576 or FSA-574/FCI-74.

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#### B

##### County Office Action

County Offices shall:

- print the 1999 NAP20 Worksheet for each producer that benefits are being requested
  - maintain a copy of the 1999 NAP20 Worksheet in the NAP producer folder.
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### 12 1999 NAP20 Status Report

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#### A

##### Overview

The 1999 NAP20 Status Report is being provided for County Offices to use as a tool to identify possible problems that will prevent producers from receiving NAP20 benefits.

Not all conditions on the status report will require County Office action. Some of the messages are provided as informational messages to assist County Offices in determining whether there is a problem with a producer's eligibility.

County Offices shall run the report at least weekly to ensure problems are corrected before data upload to KC-ITSDO. The status report shall be run before issuing NAP20 payments to ensure all problems are corrected.

**Note:** In the case of joint operations, the joint operation ID number is under the producer ID column and the members ID's are listed under the member ID column.

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**Notice NAP-41**

**12 1999 NAP20 Status Report (Continued)**

**B** Use the messages on the status report to identify corrective action that needs to be taken. This table identifies the error messages on the status report.  
**Status Report Messages**

Message	Reason For Message	County Office Action
“Temporary ID Numbers will not be paid”	<p>Producer is loaded in S/36 with a temporary ID number.</p> <p><b>Note:</b> This data will be uploaded to KC-ITSDO.</p>	<p>Producer must have a permanent ID number to receive NAP20 benefits.</p>
“No COC Approval Date”	<p>Approval date has not been entered on Data Load Screen MHATL601.</p> <p><b>Note:</b> This data will be uploaded to KC-ITSDO.</p>	<p>Producer will not receive NAP20 benefits until the approval date has been entered into the system.</p> <p><b>Note:</b> The approval date is the date COC approved CCC-576 or FSA-574/FCI-74. Approval date <b>shall not</b> be entered unless COC approved the applicable forms.</p>
“Payment indicator equal to blank”	<p>“Cmd7” was pressed on Pay Limit Reduction Screen MHATL701 before updating the members payment indicator.</p>	<p>Determine members eligibility and enter applicable payment indicator on Pay Limit Reduction Screen MHATL701.</p>
“Payment indicator equal to “I”	<p>Payment indicator of “I” was entered on Data Load Screen MHATL601 for a producer or a joint operation or an “I” was entered on the Pay Limit Reduction Screen MHATL701 for a member of a joint operation.</p>	<p>Ensure correct payment indicator was entered.</p>
“Payment indicator equal to “R”	<p>Payment indicator of “R” was entered on Data Load Screen MHATL601 for a producer or a joint operation or an “R” was entered on the Pay Limit Reduction Screen MHATL701 for a member of a joint operation.</p>	<p>Ensure correct payment indicator was entered.</p>

## Notice NAP-41

### 13 1999 NAP20 Enrollment Application Report

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#### A

##### Overview

The enrollment application report was developed to provide County Offices with a tool to review worksheet data that will be uploaded to KC-ITSDO.

County Offices shall review the enrollment application report to ensure that the worksheet data has been recorded correctly in the system and agrees with the data on the applicable CCC-448, CCC-576, or FSA-574/FCI-74.

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#### B

##### Data On Report

The following data is printed on the enrollment application report for each worksheet that was entered into the system:

- producer ID
  - member ID
  - physical State and county location of the unit
  - unit number
  - crop
  - crop type
  - planting number
  - intended use
  - practice
  - NAP20 payment amount
  - pay limit reduction amount
  - net payment (NAP20 payment amount minus pay limit reduction amount)
  - payment indicator.
-

## Notice NAP-41

### 14 NAP20 Crop Table File Report

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#### A

##### Overview

The data in the NAP20 crop table is used by County Offices for the automated NAP20 process.

This data plays an important role in ensuring that NAP20 is implemented for eligible crops within counties. The data is used to process and validate entries for worksheet and payment processing.

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#### B

##### Crop Data

The NAP20 crop table contains the following specific data:

- crops in the county that are eligible for NAP20
  - crop type
  - FSA practice
  - planting number
  - unit of measure
  - intended use
  - yield type
  - yield: county expected
  - area trigger (not used for NAP20, ignore)
  - price
  - prevented planted payment factor
  - unharvested payment factor
  - NAP crop (not used for NAP20, ignore)
  - crop summary code
  - type summary code
  - final planting date
  - acreage reporting date.
- 

Continued on the next page

## Notice NAP-41

### 14 NAP20 Crop Table File Report (Continued)

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#### C

##### Downloading to County Offices

The crop table is downloaded to each County Office that is eligible for NAP20 for the:

- home county
- contiguous counties with land administered in the home county
- noncontiguous counties with land administered in the home county.

**Note:** If the County Office has not received the crop tables of contiguous or noncontiguous counties with land administered in their county, the State Office shall notify PECD, Noninsured Assistance Program Branch.

If crops are missing from the crop table, the State Office shall notify PECD, Noninsured Assistance Program Branch.

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### 15 Producer Earnings Report

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#### A

##### Overview

The producer earnings report was developed to provide County Offices with a tool to review producer data to ensure that the \$100,000 payment limitation for NAP and NAP20 is not exceeded. The payment software will not interface to the payment limitation file; therefore, it is necessary for County Offices to reduce producer-covered loss amounts if the total of all worksheets, in all eligible counties for that producer, exceed the limitation.

County Offices shall:

- review the producer earnings report to determine whether payment limitation reductions need to be entered on Data Load Screen MHATL601 or Pay Limit Reduction Screen MHATL701 for members of joint operations
- contact other County Offices for multi-county producers to ensure that all program payments do not exceed the \$100,000 payment limitation.

**Notes:** The dollar amount received for regular NAP and NAP20 for crop year 1999 cannot exceed \$100,000 combined.

Manual calculations must be performed, when calculating maximum payment limitation amounts for combined producers.

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Continued on the next page

## Notice NAP-41

### 15 Producer Earnings Report (Continued)

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#### B

#### Data on the Report

The following data is printed on the producer earnings report:

- producer ID
  - producer name
  - joint operation ID number if the producer is receiving the payment as a member of the joint operation
  - State and county code where the unit is physically located
  - unit number
  - crop summary code (abbreviated crop name)
  - crop summary type
  - dollar amount for each worksheet
  - total for producer.
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### 16 Determining Payment Eligibility

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#### A

#### Eligibility Flags

The NAP20 payment process **will not** be reading the eligibility and multi-county files to determine whether a producer is eligible to be paid. County Offices must manually determine whether an individual or entity is eligible to receive NAP20 benefits. Eligibility flags must be updated in all counties before the producer can be paid; however, these flags should accurately reflect COC determinations. County Offices shall use producer MABDIGS to determine eligibility.

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Continued on the next page

**Notice NAP-41**

**16 Determining Payment Eligibility (Continued)**

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**A**

**Eligibility Flags  
(Continued)**

This table identifies:

- eligibility flags applicable to NAP20
- which flags are used to determine producer eligibility in which County Office
- flag values that reflect producer eligibility and ineligibility

<b>County</b>	<b>Eligibility Field</b>	<b>Eligible Flags</b>	<b>Ineligible Flags</b>	<b>Flags Requiring Other Determinations</b>
Control County	Person Determination	Y	N, P	blank
Home County	Controlled Substance	Y	N	
	6-CP	Y, B	N, blank	
	AD-1026	Y	N, A, F	
Other County	Controlled Substance	Y	N	
	6-CP	Y, B	N, blank	

**B**

**Gross Revenue Provisions**

Gross revenue provisions in 1-NAP do apply to NAP20. Ensure that producers or members of joint operations that exceed the gross revenue provisions have payment indicators equal to "I" on Data Load Screen MHATL601 or on the Pay Limit Reduction Screen MHATL701 if the producer is a member of a joint operation.

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**17 Payment Groupings**

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**A**

**Overview**

Like regular NAP, NAP20 will recognize each type or variety of a crop as a separate crop for determining payments if CCC determines there is a significant difference in price or yield between the varieties or types. Upon review and approval of the submitted crop table records, the National Office will assign a crop summary code and a type summary code to every crop table record before download. All crop types with the same or very similar prices and yields will be grouped together for payment purposes. The crop types that have significantly different prices and yields will be grouped separately.

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Continued on the next page

**Notice NAP-41**

**17 Payment Groupings (Continued)**

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**A**

**Overview  
(Continued)**

To identify how crop type records shall be grouped for payment purposes, 2 codes are included in the NAP20 crop table that is downloaded from KC-ITSDO. The payment process uses these codes to “group” all the calculated loss data by producer and unit to determine the NAP20 payment for the unit.

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**B**

**Crop Summary  
Code**

The crop summary code is the code that identifies the “crop” for the specified crop, crop type, and/or intended use for payment purposes. Generally, the crop summary code is the same as the crop code.

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**C**

**Type Summary  
Codes**

The type summary code is the code that identifies how the types and intended uses for a specified crop will be “grouped”.

**Example 1:** Tangelos has a crop summary code of “0024”. However, the types of tangelos have a significant price and/or yield, justifying that each type of tangelo be treated as a separate crop. The data on the NAP20 crop table is downloaded as follows.

<b>Crop Type</b>	<b>Crop Summary Code</b>	<b>Type Summary Code</b>
Minneola	0024	001
Orlando	0024	002
Tangelos (IV)	0024	003

In this example, each type of tangelo will be treated as a separate crop for payment purposes.

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Continued on the next page

Notice NAP-41

17 Payment Groupings (Continued)

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**C**  
**Type Summary**  
**Codes**

**Example 2:** Peppers have a crop summary code of “0083”. Peppers that are considered sweet having the same price and yield are grouped as 1 type and peppers that are considered hot having the same price and yield are grouped as another type. Hot peppers and sweet peppers will be treated as separate crops. The data on the NAP20 crop table is downloaded as follows.

Crop Type	Crop Summary Code	Type Summary Code
Anaheim	0083	001
Jalapeno	0083	001
Sweet Cherry	0083	002
Sweet Bell	0083	002

In this example, Anaheim and Jalapeno peppers will be treated as 1 crop and Sweet Cherry and Sweet Bell peppers will be treated as 1 crop.

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**D**  
**Completing**  
**Worksheets**

All crops with the same crop summary code and crop summary type must be used when determining a producers loss, regardless of whether a loss has occurred on all crops within the group.

**Example:** (Refer to example 2 in subparagraph C for the crop groupings in this example.) Producer A has unit 1 and grows Anaheim and Jalapeno peppers. Both crops have the same crop summary code and type summary code. Producer A had a complete loss on the Anaheim peppers but did yield a higher than normal return on the Jalapeno peppers. Automated NAP20 worksheets for both crops must be completed since the total unit production of both crops is used for loss eligibility purposes. The worksheet for Anaheim peppers will be loaded as a loss, but the worksheet for Jalapeno peppers will be loaded as a gain. The gain for Jalapeno peppers is shown by entering a negative before the actual dollar amount. The total of both worksheets will be used when calculating the actual loss for peppers.

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