

**For:** State and County Offices

**Cancelling Noninsured Crop Disaster Assistance Program (NAP) Applications for Coverage**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

A NAP application for coverage can only be canceled if the County Office made an error entering the application. The cancellation must be done with help from the National Office. The number of requests to cancel applications for coverage because of County Office error has been excessive. The National Office has canceled in excess of 200 NAP applications since July 23, 2001. In most cases, the County Office has:

- entered an incorrect ID number
- incorrectly answered questions on the software screens
- entered an application for the incorrect year.

**B**

**Purpose**

This notice reminds County Offices of the instructions for:

- entering applications in the automated system
- submitting documentation to cancel an application for coverage for 2001 and/or 2002.

<b>Disposal Date</b>  January 1, 2003	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice NAP-48

### 2 Entering an Application for Coverage

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#### A

##### Overview

The policy and procedure for taking an application for coverage is included in 1-NAP (Rev. 1). County Offices shall refer to the following:

- Part 2 for CCC-471 policy
  - Part 10, Section 4 for entering data in the automated system.
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#### B

##### County Office Action

When entering application for coverage data in the automated system, County Offices shall:

- ensure that the applicable crop year has been selected according to 1-NAP (Rev. 1), subparagraph 881 A

**Note:** The year selected is always displayed in the upper left corner of all the screens in the application for coverage process.

- ensure that the correct producer is selected according to 1-NAP (Rev. 1), paragraph 882

**Note:** The selected producer and ID number are displayed on the screens throughout the application for coverage process.

- read the questions carefully on the Determination Screen, Fees Screen, and Collection Screen.

**Note:** Ensure that the questions are answered according to the procedure provided in 1-NAP (Rev. 1), paragraphs 886, 887, and 888.

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## Notice NAP-48

### 3 Canceling an Application

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#### A

##### Overview

Notice NAP-46 was issued on August 10, 2001, identifying the required documentation and method to be used to request cancellation of a NAP application for coverage. In many instances, documentation is not being submitted as required.

All requests for cancellation must be submitted to the National Office with written justification explaining why the cancellation needs to occur. After reviewing the documentation submitted, the National Office will contact the State Office and assist the County Office with the cancellation.

County Offices shall **not** transmit accounting records if there is a NAP application that shall be canceled. If accounting records are transmitted, any applicable payment amount errors cannot be corrected.

**Note:** Because of the number of requests being received, cases are handled in the order they were received and may take several days to be resolved.

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#### B

##### Printing Diagnostic Reports

Diagnostic reports must be submitted to the National Office to cancel NAP applications. County Office shall print the reports from the 2001 or 2002 NAP Menu MHB000, as applicable, according to the following:

- on command line, ENTER "Print" and PRESS "Help"
  - enter ID number of the laser printer
  - change pitch to "15"
- PRESS "Enter"
- on command line, ENTER "MHACAY" and PRESS "Enter"
- enter the ID number and type of the producer to be canceled and PRESS "Enter".

A 2001 or 2002 "NAP Application Diagnostic Print" and a "NAP Fee File Diagnostic Print" will be generated.

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## Notice NAP-48

### 3 Canceling an Application (Continued)

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#### C

##### County Office Action

County Offices shall:

- use the provisions of this notice, Notice NAP-46, and 1-NAP (Rev. 1), Part 10, Section 4 to reduce the number of errors being made
- provide detailed written justification for the cancellation
- generate the diagnostic reports according to subparagraph B
- identify the State Office contact who will be assisting with the cancellation
- **FAX the detailed justification, diagnostic reports, and State Office contact** to the National Office, Attn: Lisa Berry, at 202-720-0051

**Note:** A copy shall also be submitted to the State Office contact.

- **not** transmit accounting records while waiting for the cancellation to occur.

**Note:** It is the County Office's responsibility to provide the documentation needed for a complete review. Action will not be taken on any case until **all** of the above listed documentation is received. If proper documentation is not received, the State Office will be notified by FAX that inadequate documentation was provided and no action will be taken by the National Office.

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#### D

##### State Office Action

State Offices shall:

- work with County Offices to ensure they understand the NAP application for coverage process in an effort to eliminate unnecessary errors which require additional effort by all parties to cancel an application that was taken incorrectly
- **not** contact the National Office about NAP cancel problems.

**Note:** Once the applicable information has been submitted according to subparagraph C, the National Office will contact the State Office specialist and the NAP application will be canceled at that time.

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