

For: State and County Offices

Noninsured Crop Disaster Assistance Program (NAP) Update

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice NAP-53 provided procedure on accepting 2001 and 2002 applications for coverage after a NAP interim rule was published in 7 CFR Part 1437. Additional information on accepting 2001 and 2002 applications for coverage is being provided in this notice.

Notice NAP-49 provided procedure for requesting NAP application for coverage cancellations. A NAP application for coverage can only be canceled if the County Office made an error entering the application. The cancellation must be completed with assistance from the National Office. The National Office is continuing to receive a large number of requests on a daily basis. In most cases, the County Office has:

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

Because of the number of errors continuing to be made, software has been modified to add additional screens that prompt the user to verify the county, year, and producer selected. This software will be transmitted to County Offices. Refer to the applicable information bulletin for more details.

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| | |
|---|---|
| Disposal Date January 1, 2003 | Distribution State Offices; State Offices relay to County Offices |
|---|---|

Notice NAP-54

1 Overview (Continued)

B

Purpose

This notice:

- provides County Offices with instructions for:
 - accepting/correcting 2001 applications for coverage
 - accepting/correcting 2002 applications for coverage
 - entering applications in the automated system
 - submitting documentation to cancel an application for coverage for 2001 and/or 2002
 - provides procedure for using the additional screens in the Application for Coverage process
 - obsoletes Notice NAP-49.
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Notice NAP-54

2 Accepting 2001 and 2002 Applications for Coverage

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2001 Applications for Coverage

According to Notice NAP-53, the deadline for filing 2001 applications for coverage is COB April 18, 2002. **2001 applications for coverage shall not be accepted after the April 18th deadline.** Software will remain open temporarily to allow County Office's to make changes/load applications after April 18th if:

- interim crop table records for a specific crop, type, intended use, or planting period have not been received
- CCC-471 was taken manually before the April 18th deadline.

Note: Counties shall follow procedure in 1-NAP, subparagraph 885 C, if applicable, to delete crops, types, or intended uses.

B

2002 Applications for Coverage

After the April 18th deadline, 2002 applications for coverage can only be accepted on crops in which the application closing date **has not** passed. Software will remain open temporarily to allow County Office's to make changes or load applications if the application closing date has passed if:

- interim crop table records for a specific crop, type, intended use, or planting period have not been received
- CCC-471 was taken manually before the April 18th deadline.

Note: Counties shall follow procedure in 1-NAP, subparagraph 885 C, if applicable, to delete crops, types, or intended uses.

C

Interim Crop Table Records

As stated during National NAP Training in June 2001 and March 2002, application for coverage and notice of loss software processes read the **Interim Crop Table not the web-based National Crop Table.** State Offices must request additional crops, types, intended uses, and planting periods for the Interim Crop Table by e-mailing Wanda Johnson PECD, NAP Branch at wanda_Johnson@wdc.usda.gov. At such time that those records are downloaded to County Offices, the application for coverage and notice of loss data can be loaded and modified in the system.

State Offices shall request all crops, types and/or intended uses that are still needed on the Interim Crop Table in their County Offices immediately.

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3 Entering an Application for Coverage

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
 - paragraph 4 of this notice for procedure on the additional screens in the Application for Coverage process. (1-NAP will be updated in a forthcoming amendment).
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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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4 Informational Screen MHACA013

A Overview

Informational Screen MHACA013 will be displayed after option 1, “Application for Coverage”, has been selected on NAP Menu MHB000, if there is more than 1 county data set on the system. This screen allows the user to verify that the correct county has been selected before entering an application for coverage.

Note: This screen will not be displayed if there is only 1 county on the system.

B Example of Screen MHACA013

Following is an example of Informational Screen MHACA013.

```
107-C TULARE           Message      MHACA013
Informational Screen   Version: AE39  04-17-2002 13:33 Term F5
-----
There is more than one county on your system.
Please verify that this is the county that you
want to continue processing.

          C TULARE

Enter (Y) to continue processing or Enter (N) to
return to FAX250.

          Enter (Y) or (N) .

Enter=Continue
```

C Action

County Office shall ensure that the correct set of county files has been accessed. User shall enter “Y” if this is the county that the application shall be processed in. Producer Selection Screen MHACAA01 will be displayed. User shall enter “N” if this is the incorrect county. Menu FAX250 will be displayed.

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5 Verification Screen MHACAA02

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Overview

Verification Screen MHACAA02 has been added to the Application for Coverage process in an effort to reduce errors. Screen MHACAA02 will be displayed once a valid producer has been selected on NAP Producer Selection Screen MHACAA01 according to 1-NAP, paragraph 882. Screen MHACAA02 prompts the user to confirm that the correct producer and correct crop year have been selected.

B

Example of Screen MHACAA02

Following is an example of Verification Screen MHACAA02.

```
2002 NAP          107-C TULARE          SELECTION          MHACAA01
NAP Producer Selection Screen          Version: AE39 04/17/2002 10:09 Term F5
-----
                          Producer Selection Screen

Verification Screen                      MHACAA02

You Have Selected:                      Is This Correct?

001-11-2002  S

Morgan Nicole Floehr
1234 Princess Lane
Waldorf, MD                               . (Y or N)

Crop Year                2002           . (Y or N)

Enter=Continue  Cmd4=Previous Screen

Enter=Continue Cmd7=End
```

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5 Verification Screen MHACAA02 (Continued)

C

Action

Screen MHACAA02 will be displayed with the following questions:

- You have selected (producer ID number/type, producer name and producer mailing address), Is This Correct? Field is defaulted to blank. Enter “Y” if this is the correct producer or “N” if this is not the correct producer.
- You have selected Crop Year (2002), Is This Correct? Field is defaulted to blank. Enter “Y” if this is the correct year or “N” if this is not the correct year.

County Offices shall ensure that the correct producer and correct year have been selected before proceeding.

The following table provides an outline of the screens that will be displayed based on how the questions are answered on Screen MHACAA02.

| IF... | THEN... |
|---|--|
| both questions are answered with a “Y” | Crop Selection Screen MHACAB01 or Coverage Screen MHACAC01 will be displayed, as applicable. |
| both questions are answered with an “N” | NAP Crop Year Selection Menu MHB0YR will be displayed and user will begin application process again. |
| the year question is answered with an “N”, and producer question is answered with a “Y” | NAP Crop Year Selection Menu MHB0YR will be displayed and user will begin application process again. |
| the producer question is answered with an “N” and year question is answered with a “Y” | Producer Selection Screen MHACAA01 will be redisplayed and the user shall enter the correct ID number. |

Notice NAP-54

6 Canceling an Application

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Overview

Notice NAP-49, issued on January 11, 2002, identified 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.

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

B

Printing Diagnostic Reports

Diagnostic reports must be submitted to the National Office to cancel NAP applications. County Office's 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.

Note: 2003 application for coverage software will be released to field offices in the very near future. Should a cancel be required for 2003, the reports would be run from the 2003 NAP Menu MHB000.

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Notice NAP-54

6 Canceling an Application (Continued)

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
- provide a copy of the signed CCC-471
- 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.

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 e-mail that inadequate documentation was provided and no action will be taken by the National Office.

D

State Office Action

State Offices shall:

- work with County Offices to ensure that 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.
