

For: State Offices and Service Centers

Loading Applications for Coverage in the Automated System

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

2004 NAP application for coverage software was released to Field Offices in May 2003. The 2004 and future year application for coverage software reads the National Crop Table (NCT) for crop selection on the application for coverage. Applications for coverage must be loaded in the automated system by the crop’s application closing date as established by STC. A grace period of 7 calendar days is provided in the event that an application had to be taken manually. County Offices were instructed through procedure in 1-NAP to ensure that all applications for coverage were taken during the applicable timeframe.

Issues arose early on with loading crop records on NCT. Deadlines were being missed and application closing dates were already passed before County Offices even received the crop table records. Several State Offices requested that the application closing date validation be removed from the 2004 software because of the issues with loading the crop records on NCT.

To help both the State and County Offices, software changes were made to both NCT and the application for coverage software as follows.

- 2004 NCT shell document has been created. 2002-approved NCT records were rolled to 2004 with the minimum data required to accept an application for coverage in the automated system.
- The validation in the application for coverage software was removed in late October to no longer read the application closing date when taking an application for coverage.

Disposal Date	Distribution
April 1, 2004 12-29-03	State Offices; State Offices relay to Service Centers

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1 Overview (Continued)

B Purpose

This notice informs State and County Offices that the:

- application closing date validation for 2004 applications for coverage will not be enabled again for the 2004 year
- validation reading the application closing date will be enabled in the application for coverage software for the 2005 crop year.

2 Loading Applications Into the Automated System

A Loading 2004 Applications for Coverage

The application closing date validation was scheduled to be enabled on January 2, 2004. The National Office has already received several calls indicating that the deadlines for loading applications for coverage will not be met. As a result of the numerous calls, it has been determined by this office to not enable the validation for 2004.

B General Rules to Follow for All Crop Years

As a general rule, County Offices shall not be taking an application for coverage manually unless the:

- automated system is down
- specific crop record is missing from NCT.

County Offices shall notify their State Office immediately if they need a specific crop record loaded on NCT.

State Offices must ensure that all crop records are loaded in a timely manner so that County Offices can take the application for coverage in the automated system.

Note: For 2005, an enhancement is being developed to allow State Offices to load “shell” records to NCT for download to County Offices. This “shell” record will not require a price or yield to be approved before download to the County Office.

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2 Loading Applications Into the Automated System (Continued)

C Loading 2005 Applications for Coverage

2005 application for coverage software is currently being developed and is expected to be released to Field Offices around May 1, 2004. The application closing date validation will be incorporated in the 2005 software. Applications for coverage must be loaded in the automated system within 7 calendar days of the crop's application closing date.

For 2005, State and County Offices must ensure that all crops are loaded on NCT and application for coverage in a timely manner. An automated process will not be developed that will allow crops be added to the application for coverage after the application closing date plus 7 calendar days grace period has passed.

Software is being changed so that prices and yields do not have to be downloaded to a county to enable them to load applications. Therefore, reasons for not timely loading the applications have been eliminated. State and County Offices shall not call or e-mail any National Office employee if a manual application was taken timely but not loaded in the automated system timely. If a deadline is missed, SED shall provide a written justification to the Deputy Administrator, Farm Programs, explaining who is responsible for the problem and what actions are being taken to ensure the problem does not reoccur.

A notice will be issued in May 2004 reminding State and County Offices of the deadlines being imposed for the 2005 crop year.