

For: State and County Offices

Processing NAP Payments and Overpayments for Crop Years 1998 Through 2001

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice NAP-66 notified State and County Offices that NAP processing for crop years 1998 through 2001 would be disabled after the installation of County Release No. 515. As a result, automated payment and overpayment processing for crop years 1998 through 2001 is no longer available.

B Purpose

This notice provides information on:

- requesting authorization to process 1998 through 2001 NAP payments
- entering overpayments into the accounting system.

Note: The information and process for requesting authorization was previously issued in Notice NAP-66.

| Disposal Date | Distribution |
|--------------------------|--|
| July 1, 2004 12-31-03 | State Offices; State Offices relay to County Offices |

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2 Action

A County Office Action

County Offices shall complete the following to issue payments or enter an overpayment into the system.

- To receive authorization to issue NAP payments, County Offices shall submit the following documentation to the State Office:
 - crop years 1998 through 2000:
 - ARFA Approval Letter
 - CCC-448 or CCC-448A through E, as applicable
 - CCC-451 or CCC-451A through D, as applicable
 - CCC-452
 - CCC-576 or CCC-576-1, if applicable
 - National Crop Table pages, as applicable
 - current MABDIG for each:
 - producer
 - affected member of joint operations
 - excerpt of COC minutes about the case
 - accounting payment history
 - CCC-257, if applicable

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2 Action (Continued)

A County Office Action (Continued)

- crop year 2001:
 - CCC-471
 - CCC-576
 - CCC-576
 - CCC-576E
 - completed CCC-576A, CCC-576B, or CCC-576C, as applicable
 - producer payment history print (PPH)
 - current MABDIG for each:
 - producer
 - affected member of joint operations
 - National Crop Table pages, as applicable
 - excerpt of COC minutes about the case.

Notes: PPH shall be printed by selecting the applicable menu options from the enabled 2001 NAP menus. An accounting history will not be accepted in place of PPH from the NAP processing menus.

If the automated forms were not printed before the installation of County Release No. 515, the County Office is no longer able to generate and print those forms with the exception of PPH. Any required forms that were not printed before the installation of County Release No. 515 shall be **completed manually** and submitted with the other required documentation.

- If the County Office has determined that an overpayment has occurred, enter the overpayment according to 67-FI.

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3 State Office Action

State Offices shall:

- review the documentation submitted by County Offices to ensure that:
 - the payment should be issued
 - all applicable documentation has been provided
- forward the documentation to PECD, Common Provisions Branch (CPB) using either of the following methods:
 - FAX to 202-720-0051, Attention: Sandy Bryant
 - overnight mail to: USDA, FSA, PECD, CPB
Attn: Sandy Bryant
Room 3643 South Building
1400 Independence Avenue, SW
Washington, DC 20250.