

For: State and County Offices

Downloading and Transmitting 2005 Rollover Records

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

For previous crop years, crop records, including historical data on the National Crop Table (NCT), have been rolled over to a new crop year on or around May 1. The rollover allowed State and County Offices to update historical price and yield information on NCT.

In 2004, a shell process that was accessible on the System 36 was developed to allow County Offices to take applications for coverage and accept service fees, in a timely manner, from the Intranet's web-based application. To enable the County Office to timely process 2005 applications for coverage and service fees, a decision was made to initiate rollover of the 2004 NCT records as shell records and download them to the County Office. This will allow applications for coverage to be taken to meet the deadline for entering those applications in the automated system. Also, a future enhancement will be made to enable State Offices to add crop records to the shell record process.

B Purpose

This notice alerts State and County Offices that:

- crop year 2004 data loaded on the 2004 NCT as of May 16, 2004, was rolled over for 2005 on May 17, 2004
- 2005 crop records were transmitted to County Offices on May 18, 2004
- crops that were not loaded on the 2004 NCT by May 16, 2004, may be added upon receiving the enhanced shell record process.

Disposal Date	Distribution
September 1, 2004	State Offices; State Offices relay to County Offices

Notice NAP-74

2 Action

A County Office Action

County Offices shall:

- begin using the automated application for coverage process as soon as shell records are available
- enter all manual applications for coverage into the automated system in a timely manner
- request the State Office to add shell records for crops not included in the County Office crop table once the enhanced shell process is received.

Note: For crop year 2005, applications for coverage must be loaded in the automated system no later than 7 calendar days after the application closing date.

B State Office Action

State Offices shall ensure that:

- County Offices load any manual applications for coverage that were taken before the release of software in the automated system
- County Offices enter all crop year 2005 applications for coverage in the automated system
- shell records for additional crops are timely entered upon receiving the enhanced shell record process to allow County Offices sufficient time to enter applications for coverage.