

For: State and County Offices

NAP Software for Crop Year 2003

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

NAP applications and payment processing for crop year 2003 should be completed by County Offices. Counties are currently accepting 2005 crop year Applications for Coverage.

B Purpose

This notice notifies State and County Offices that:

- NAP processing for crop year 2003 will be disabled after installing County Release No. 557 and, as a result, the following 2003 NAP processing functions will **not** be available after installing County Release No. 557:
 - entering and printing application for coverage
 - unit maintenance
 - entering, printing, and approving notice of loss
 - entering, printing, and approving application for payment
 - recording gross revenue for ineligible members of joint operations
 - payment and overpayment processing

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1 Overview (Continued)

B Purpose (Continued)

- printing reports:
 - CCC-576E
 - National Crop Table Report
 - reconciliation report

Note: The producer payment history (PPH) print will be the only processing available after County Release No. 557 is installed.

- it will be required to submit documentation to the National Office for any situation where a 2003 NAP payment was earned by the producer, but not issued before the disabling of processing software in County Release No. 557.

2 Action

A County Office Action

County Offices shall complete all NAP processing and issuance of payments for crop year 2003 before installing County Release No. 557.

Note: Do not delay the installation of County Release No. 557. Timely complete all processing and issuance of payments before the receipt of County Release No. 557.

For any NAP payment that was **not** issued before installing County Release No. 557, County Offices shall submit the following documentation to the State Office:

- explanation of why payment was not issued before installing County Release No. 557
- CCC-471
- CCC-576
- CCC-576E
- completed CCC-576A, CCC-576B, and/or CCC-576C, as applicable
- PPH print

Reminder: PPH must be submitted for each combined producer, if applicable.

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2 Action (Continued)

A County Office Action (Continued)

- current MABDIG for each:
 - producer
 - affected member of the joint operation
- National Crop Table pages for applicable crops
- applicable COC minutes about the case
- CCC-257, if applicable.

Notes: PPH shall be printed by selecting the applicable menu options from the enabled 2003 NAP menus. An accounting history or disbursement statement will **not** be accepted in place of PPH from the NAP Processing Menu.

If the automated forms were not printed before installing County Release No. 557, the County Office is no longer able to generate and print those forms with the exception of PPH. Any required form that was not printed before installing County Release No. 557 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.

B State Office Action

Before the installation of County Release No. 557, State Offices shall ensure that County Offices:

- are notified of the contents of this notice
- complete all 2003 NAP processing and issuance of payments before installing County Release No. 557.

Note: Ensure that County Offices do not delay the installation of County Release No. 557.

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2 Action (Continued)

B State Office Action (Continued)

After the installation of County Release No. 557, 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 Ave., SW.
Washington, DC 20250.