

For: State and County Offices

Loading Applications for Coverage in the Automated System

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Applications for coverage must be loaded in the automated system by the crop's application closing date as established by the State Committee. To ensure that applications for coverage can be loaded into the automated system, a grace period of 7 calendar days after the application closing date was established to enable County Offices the ability to load an application for coverage in the event it had to be taken manually.

To assist County Offices in taking timely applications for coverage a shell record process was developed specifically to add crop records to the 2005 National Crop Table (NCT) without requiring price and yield information. Starting with the 2005 NCT, shell records and State-approved crop data are downloaded daily.

The National Office has been receiving questions about 2005 applications for coverage that were taken manually; however, were not loaded within the 7 calendar day grace period.

B Purpose

This notice informs State and County Offices that:

- for 2005, the validation for taking a timely application for coverage will not be removed
- applications for coverage not loaded within the 7-calendar-day grace period must be submitted to the National Office and will be reviewed on a case-by-case basis
- special software is being developed to enable the National Office to load these applications; however, it is delayed because of disaster software.

Disposal Date	Distribution
August 1, 2005	State Offices; State Offices relay to County Offices

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2 Action

A County Office

County Offices unable to load timely filed applications for coverage in the automated system shall provide the following documentation to the State Office:

- written explanation why applications for coverage were not loaded into the automated system within the 7-calendar-day grace period

Note: Please include in the written explanation the producer's 9 digit identification number. This will be required to process the application under the new software.

- a signed copy of the manual CCC-471
- a copy of the manual CCC-257.

B State Office

State Offices shall:

- review the required documentation submitted by County Offices to ensure that:
 - all applicable documentation has been provided
 - the application for coverage was timely filed

Note: Only those manual applications for coverage that were timely filed shall be submitted. For those applications for coverage that are not timely filed; however, the State Committee determines relief is warranted shall be submitted to the Deputy Administrator, Farm Programs (DAFP) for review.

- County Office personnel properly followed procedure
- forward the documentation to PECD, Noninsured Assistance Program Branch (NAPB), using either of the following methods:
 - FAX to 202-690-3646, Attention: Steve Peterson
 - mail to:

USDA, FSA, PECD, NAPB
Stop 0517, Room 3646
1400 Independence Ave., SW
Washington, DC 20250-0517

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2 Action (Continued)

B State Office Action (Continued)

- use the shell record process when crops are requested that previously have not been loaded or updated on NCT

Note: Follow 1-NAP, subparagraph 752 B to load a shell record.

- contact the National Office immediately for guidance in the event problems cannot be resolved in taking applications.

C National Office Action

The National Office will:

- review requests and notify State Offices by email indicating acceptance of applications for coverage

Note: For those applications for coverage that are denied, relief must be requested from DAFP.

- hold requests until the software is available
- for approved requests, provide instructions for loading applications for coverage in the automated system.