

For: State and County Offices

**NAP Software for Crop Year 2004**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

NAP applications and payment processing for crop year 2004 should have been completed by County Offices last year. Counties are currently accepting 2006 crop year applications for coverage.

**B Purpose**

This notice informs State and County Offices that:

- NAP processing for crop year 2004 will be disabled after installing County Release No. 584, which is expected to be received on or about March 17, 2006. The following 2004 NAP processing functions will **not** be available after installing County Release No. 584:
  - entering and printing application for coverage
  - entering, printing, and approving notice of loss
  - entering, printing, and approving application for payment
  - payment and overpayment processing

**Note:** Unit maintenance is still available through normal processing.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2006	State Offices; State Offices relay to County Offices

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### 1 Overview (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 installing County Release No. 584.

- they will be required to submit documentation to the National Office for any situation where a 2004 NAP payment was earned by the producer, but not issued before the disabling of processing software in County Release No. 584.

### 2 Completing 2004 NAP Activities

#### A State Office Action

**Before** the installation of County Release No. 584, State Offices shall:

- ensure that County Offices:
  - are notified immediately of the contents of this notice
  - complete all 2004 NAP processing and issuance of payments before installing County Release No. 584.

**Note:** State Offices shall ensure that County Offices do not delay the installation of County Release No. 584.

- require that DD's certify for every County Office in their district that all 2004 NAP payments have been issued.

#### B County Office Action

County Offices shall complete all NAP processing and issuance of payments for crop year 2004 before installing County Release No. 584.

**Note:** Do **not** delay the installation of County Release No. 584. Timely complete processing and issuance of payments before the receiving County Release No. 584.

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### 3 Missed Applications

#### A State Office Action

After the installation of County Release No. 584, 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 the following:

USDA, FSA, PECD, CPB  
Attn: Sandy Bryant  
Room 3643 South Building  
1400 Independence Ave., SW.  
Washington, DC 20250.

#### B County Office Action

For any NAP payment that was **not** issued before installing County Release No. 584, County Offices shall submit the following documentation to the State Office:

- explanation of why payment was not issued before installing County Release No. 584
- statement from DD on how the application was missed
- CCC-452
- 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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### 3 Missed Applications (Continued)

#### B County Office Action (Continued)

- current MABDIG for each:
  - producer
  - affected member of the joint operations
- 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 2004 NAP menus. An accounting history or disbursement statement will **not** be accepted in place of PPH printed from the NAP Processing Menu.

If automated forms were not printed before installing County Release No. 584, the County Office will no longer be able to generate and print those forms with the exception of PPH. Any required form that was not printed before installing County Release No. 584 shall be completed manually and submitted with the other required documentation.

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