

**For:** State and County Offices

**FY 2005 COR Findings**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

The final report for CORP for FY 2005 has been completed. This report:

- is issued to help identify problem areas in County Office operations
- provides information to management on the general status of field program delivery and recommendations for corrective actions.

**B Purpose**

This notice provides a list of common findings in the NAP area found by the CORP review. State and County Offices shall review this notice to become familiar with both the findings and procedural references to assist State and County Offices with NAP.

**2 CORP Findings in County Office Operations**

**A County Office Action**

Each County Office shall review the list of common NAP findings shown in Exhibit 1 to ensure that proper procedure is being followed according to 1-NAP.

Depending upon the nature of the finding, corrective action may include updating existing records to comply with handbook instructions. In certain cases, such as those involving forms with producer's signatures, steps shall be taken to comply with all handbook requirements for future occurrences.

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**Disposal Date**

September 1, 2006

**Distribution**

State Offices; State Offices relay to County Offices

**List of Common NAP Errors**

The following provides a list of findings and procedure references that will assist County Offices on procedure for publicizing NAP information, completing applications for coverage, notices of loss, appraisal/production reports, signature authorities, income certifications, and production reports.

<b>Program Area</b>	<b>Description of Finding</b>	<b>Procedure Reference</b>
Publicizing NAP	All significant information about NAP is not publicized.	1-NAP, subparagraph 6 A
Application for Coverage	Schedule of deposit number is not entered on CCC-471.	1-NAP and CCC-471, item 6
	CCC-471 is not signed by CCC representative.	1-NAP and CCC-471, item 13
Notice of Loss	CCC-576 is not date-stamped when received.	1-NAP, subparagraph 401 C
	Second-party review is not conducted before CCC-576 is approved.	1-NAP, subparagraph 6 A
	Farm number associated with the unit is not entered on CCC-576.	1-NAP, Exhibit 43, paragraph A, item 6
	CCC-576 is not signed by LA or FSA representative.	1-NAP, Exhibit 43, paragraph A, item 60 A
	Cultivation practice is not entered on CCC-576.	1-NAP, Exhibit 43, paragraph A, item 18
	CCC-576 does not indicate what will be done with affected crop acreage.	1-NAP, Exhibit 43, paragraph A, item 19
	CCC-576 does not indicate if there is any agreement or contract for payment for growing the crop as opposed to delivery of production.	1-NAP, Exhibit 43, paragraph A, item 12
Appraisal/Production Report	NAP application number is not entered on CCC-576-1.	1-NAP, Exhibit 42, paragraph A, item 2B
Signature Authority	Representative signature on NAP documents other than application for payment is accepted without signature authority on file.	1-CM, subparagraph 707 A
Income Certification	CCC-441 Income is not on file for producer requesting NAP benefits.	1-NAP, subparagraph 33 C
	Farm number is not entered on CCC-441 Income.	1-NAP and CCC-441, item 4
Production Records	Original production records are not date stamped with county name.	1-NAP, subparagraph 322 E, step 1
	Production records are not submitted by producer.	1-NAP, subparagraph 322 D
	CCC-452 Manual is not signed by CCC representative.	1-NAP, Exhibit 25, paragraph A, item 31 A