

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Noninsured Crop Disaster Assistance  
Program for 2001 and Subsequent Years  
1-NAP (Revision 1)**

**Amendment 68**

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



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 1277 D has been amended to update the National Office contacts for submitting requests for additional NAP funds.

Paragraph 1315 has been amended to add the 2009 NAP crop year to authorized payment processing.

Paragraph 1321 has been amended to update NAP efunds information.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
9, 10	11-5, 11-6 11-207, 11-208 11-211 through 222	



**Table of Contents (Continued)**

	<b>Page No.</b>
<b>Part 11      Payment Processing</b>	
<b>Section 1      NAP Payment Provisions</b>	
1276 General Payment Provisions .....	11-1
1277 Funds Control for NAP Payments .....	11-5
1278 NAP Payment Groupings .....	11-7
1279 Manual Payment Calculations .....	11-9
1280 Manual Payment Calculations for NAP Yield-Based Crops .....	11-10
1281 Manual Payment Calculations for NAP Value Loss Crops .....	11-21
1282 Manual Payment Calculations for Grazing Crops .....	11-25
1283 Manual Payment Calculations for NAP Yield-Based Crops - 2002 and Future Years .....	11-33
1283.5 Manual Payment Calculations for NAP Yield-Based Crops With Multiple Crop Types Having Prevented Planted Acres.....	11-44.5
1284 Manual Payment Calculations for NAP Value Loss Crops - 2002 and Future Years .....	11-45
1285-1309 (Reserved)	
<b>Section 2      Issuing NAP Payments</b>	
1310 Overview .....	11-201
1311 Prerequisites for Issuing Payments .....	11-202
1312 Applying Payment Limitation .....	11-203
1313 Accessing the NAP Payment Software on AS/400.....	11-204
1314 Payment Processing .....	11-205
1315 NAP Payment Processing for Crop Years 2001 Through 2008 .....	11-208
1316-1320 (Reserved)	
1321 Issuing 2010 Payments .....	11-219
1322 Payment Selection Screen MHACPA01 .....	11-222
1323 Batch Check and Printing Control Screen MHACPN01 .....	11-224
1324 NAP Funds Control Verification .....	11-228
1325-1349 (Reserved)	
<b>Section 3      Canceling Payables</b>	
1350 Canceling Erroneous Payables .....	11-295
1351 Canceling Payables Through the NAP Payment Application .....	11-298
1352 Cancellation Screen MHACPA02 .....	11-304
1353 Payable Cancellation Screen MHACOA01 .....	11-307
1354 Canceling NAP Payment Process .....	11-310
1355-1364 (Reserved)	

**Table of Contents (Continued)**

<b>Part 11</b>	<b>Payment Processing (Continued)</b>	<b>Page No.</b>
<b>Section 4</b>	<b>Overpayment Processing</b>	
1365	General Overpayment Provisions .....	11-333
1366	Charging Interest .....	11-335
1367	Debt Basis Codes .....	11-336
1368-1370 (Reserved)		
1371	Accessing Overpayment Software .....	11-345
1372	Computing Overpayments .....	11-346
1373	Transferring Overpayment Amount to CRS .....	11-348
1374-1376 (Reserved)		
1377	Overpayment Selection Screen MHACPA01 .....	11-359
1378	Overpayment Transfer Selection MHACOE02 .....	11-361
1379	Overpayment Transfer Confirmation Screen MHACOF01 .....	11-363
1380	Batch Overpayment Printing Control Screen MHACON01 .....	11-369
1381-1384 (Reserved)		
1385	Canceling Overpayments .....	11-379
1386	Cancellation Selection Screen MHACPA02 .....	11-382
1387	Overpayment Cancellation Screen MHACOS01 .....	11-385
1388	Overpayment Register .....	11-387
1389	Overpayment Register Messages .....	11-389
1390-1399 (Reserved)		
<b>Section 5</b>	<b>Payment Registers and Reports</b>	
1400	Overview .....	11-441
1401-1405 (Reserved)		
1406	PPH Print .....	11-451
1407	Printing PPH .....	11-455
1408-1412 (Reserved)		
1413	CCC-576E, NAP Estimated Calculated Payment Report.....	11-465
1414	Printing CCC-576E's .....	11-482
1415-1424 (Reserved)		
1425	Pending Payment Registers .....	11-503
1426-1430 (Reserved)		
1431	Nonpayment Register .....	11-515
1432	Nonpayment Register Messages .....	11-515
1433-1444 (Reserved)		
<b>Section 6</b>	<b>Recovery Process</b>	
1445	Using the Recovery Process .....	11-543
1446	Diagnostic Report .....	11-544

**\*--1277 Funds Control for NAP Payments****A Funds Control for NAP**

NAP funds are subject to E-FC. E-FC provides real-time funds control for NAP and allows for the monitoring of program disbursements.

**B State Office Access to NAP E-FC Program Group**

As a rule, the National Office has granted authority to the NAP E-FC Program Group to no more than 2 State Office employees. This authority allows the State employees to control the State reserve and move funds between County Offices.

As a result of changes in personnel, State Offices may require a change to the employees with NAP E-FC authority. State Offices should by e-mail, submit requests to add and remove employees to **all** of the National Office contacts listed in subparagraph D. The e-mail request should include the following information for each employee:

- user's name
- e-Authentication user ID.

**Note:** If the request increases the number of employees to more than 2, be sure to include an employee whose authority should be removed.

**C Allotment of NAP Funds**

At the beginning of each FY, an initial allotment of NAP funds will be provided to all County Offices through the funds control process. Additionally, the State will be provided with an allotment amount in the State reserve. If additional funds are required, County Offices should contact the appropriate State Office specialist. The State Office specialist should either:

- move funds from the State reserve to the County Office requesting funds
- reallocate funds from 1 or more County Offices and allocate those funds to the requesting County Office
- contact the National Office to request additional funds, if funds are not available within the existing allocation for the State.

**Notes:** The additional funds will be sent from the National Office to the State Office, and then the State Office will send the funds to the County Office.

If the specialists responsible for NAP E-FC are not in the State Office and are not able to assist the County Office with an additional funds request, the State Office should contact 1 of the National Office contacts listed in subparagraph C to request additional funds be moved within the State.--\*

1277 Funds Control for NAP Payments (Continued)

**D Submitting Request for Additional NAP Funds to the National Office**

State Office specialists shall submit an e-mail to **all** of the following National Office contacts to request a specific amount of NAP funds required:

- \*--lisa.berry@wdc.usda.gov--\*
- tina.nemec@wdc.usda.gov
- steve.peterson@wdc.usda.gov
- lenior.simmons@wdc.usda.gov
- \*--tracey.smith@wdc.usda.gov--\*

**Note:** Before requesting additional funds, State Office specialists shall ensure funds from other County Offices within the State are distributed equitably according to program activity. County Offices having excess funds shall always be reallocated before requesting funds from the National Office.

**E e-Fund Accounts**

NAP funds will be display as follows on the e-Funds Web Page:

\*--

Program Year	Displayed On e-Funds Web Page	Authority
2009 and Prior Years	2695 - NAP Prior Year Payments	Only PECD National Office employees have the authority to allocate these funds.  PECD authorization is required to issue prior year NAP Program payments after the automated software is disabled. After granting authorization, PECD allots funds directly to the County Office efunds account.
2010	2622 - Regular	State Office employees may allocate funds from their State's reserve to the County Office efunds account.  <b>Note:</b> States Offices must submit requests for funds according to subparagraph D.
2011-2012	2775 - Regular	Funds are allocated at the National level. Allocation to the State and County Office efunds account is not required.

--\*

1314 Payment Processing (Continued)

A Computing Payments (Continued)

Step	Action Performed by the System
8	Reads the payment limitation file to determine the effective payment limitation for multi-county producers and members of combinations.
9	Determines prior payments issued to the producer or member. If the producer or member received payments, the prior payments are accumulated first by crop type and then by payment grouping.
10	<p>Computes the total payment to be issued to the producer by subtracting prior payments issued from earned payment amounts determined in step 7.</p> <p>If the earned payment amounts determined in step 7 are greater than prior payments issued, the system will determine whether the producer or member can be paid because of payment limitation. If the producer has not reached payment limitation, the earned payment amounts can be issued to the producer or member up to the effective payment limitation.</p>
11	Accumulates the earned payment amounts computed in step 10 and sends 1 total payment amount to the accounting system.

**\*--1315 NAP Payment Processing for Crop Years 2001 Through 2009--\*****A Payment Authorization Requests**

\*--NAP automated payment processing for 2001 through 2009 has been disabled. PECD authorization is required to issue these payments through a nonautomated process. County Offices shall provide documentation listed in the following subparagraphs to request payment authorization:

- subparagraph 1315 B for 2001 and 2002 NAP payments
- subparagraph 1315 C for 2003 through 2009 NAP payments.--\*

See subparagraph 1365 F if an overpayment has occurred for a 2001 through 2008 NAP payment.

**Note:** If an appeal to NAD results in a determination in the producers favor, County Offices shall ensure that **all** documentation is reviewed and acted upon by COC before requesting payment authorization from the National Office.

**Example:** Producer appeals COC decision about the notice of loss. Producer does not file the application for payment pending the outcome of NAD's decision. NAD's decision is in favor of the producer. Producer is now required to file the application for payment and COC is required to review and act on the application for payment before the case is forwarded to the National Office.

**B Crop Year 2001 and 2002 Payment Authorization Requests**

To receive authorization to issue 2001 or 2002 NAP payments, County Offices shall submit the following documentation to the State Office:

- explanation of why payment was not issued
- CCC-471
- CCC-576
- CCC-576E, if available
- completed CCC-576A, CCC-576B, or CCC-576C, as applicable
- PPH print from the NAP payment menu for each:
  - producer
  - affected member of joint operations
  - combined producer

**Note:** PPH must be submitted for all counties in which the producer and combined producer have an interest.

**\*--1315 NAP Payment Processing for Crop Years 2001 Through 2009 (Continued)**

**C Crop Year 2003 Through 2009 Payment Authorization Requests (Continued)--\***

- for cases involving a transfer of coverage, the following additional documentation shall be submitted:
  - original CCC-471 for the transferor
  - CCC-471 for the transferee
  - CCC-577
  - PPH for both transferor and transferee.

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

County Offices are no longer able to generate and print automated NAP forms, with the exception of PPH after installation of the following software:

- County Release No. 557 for 2003 processing
- County Release No. 584 for 2004 processing
- County Release No. 610 for 2005 processing
- County Release No. 636 for 2006 processing
- County Release No. 670 for 2007 processing
- County Release No. 703 for 2008 processing
- \*--County Release No. 717 for 2009 processing.--\*

Any required form that was not printed before the automated option was disabled shall be completed manually and submitted with the other required documentation.

**D State Office Responsibility**

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, CPB using either of the following methods:
  - \*--FAX to 202-690-2130, Attention: Lisa Berry
  - overnight mail to: USDA, FSA, PECD, CPB  
Attn: Lisa Berry--\*  
Room 4756 South Building  
1400 Independence Avenue, SW  
Washington, DC 20250.

**1316-1320 (Reserved)**



**\*--1321 Issuing 2010 Payments--\***

**A Processing Payments**

\*--County Offices shall follow the steps in this table to issue 2010 payments.

**Note:** See paragraph 1315 for issuing 2001 through 2009 Nap payments.

See paragraph 1481 for 2011 and subsequent crop years web-based payments.--\*

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Access Menu MHACP0 according to paragraph 1313.	
2	ENTER “1”, “Issue Payments”, and PRESS “ <b>Enter</b> ”.	Screen MHACPRT2 will be displayed.
3	Screen MHACPRT2 allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed.  Enter the printer ID number and PRESS “ <b>Enter</b> ”.	Screen MHACPA01 will be displayed.

\*--1321 Issuing 2010 Payments (Continued)--\*

A Processing Payment (Continued)

Step	Action	Result
4	Screen MHACPA01 provides users with several options for processing payments. Select either all, specific, or randomly selected producers according to the following.	
	<b>IF the user wants to...</b>	<b>THEN...</b>
	process payments for <b>all</b> producers	If the application file is on the system, Screen MHACPN01 will be displayed.
	process payments for a <b>selected</b> producer  enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field</li> <li>• producer's last name in the "Producer Last Name" field.</li> </ul> <b>Note:</b> A partial name may be entered to do an inquiry.	If the ID number and last name for the selected producer are found on the application for payment file, Screen MHACPN01 will be displayed.  <b>Note:</b> If more than 1 producer is found on the name and address file matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.
	Select a processing method from Screen MHACPA01 that results in Batch Check and Printing Control Screen MHACPN01 displaying.	The nonpayment and pending payment registers, as applicable, will be sent to the printer selected in step 3.  If there are no payments that can be processed: <ul style="list-style-type: none"> <li>• a nonpayment register will be printed</li> <li>• Menu MHACPO will be redisplayed.</li> </ul>

\*--1321 Issuing 2010 Payments (Continued)--\*

A Processing Payment (Continued)

Step	Action	Result
5	<p>Screen MHACPN01 will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the “B”, “A”, and “O” payment batches. See paragraph 1324 for a complete description of the payment batches.</p> <p>On Screen MHACPN01, do either of the following.</p>	
	<p><b>IF the user wants to...</b></p>	<p><b>THEN ENTER...</b></p>
	<p>process payment for any of the payment batches</p>	<p>“Y” next to the payment batch to be processed.</p> <p><b>Note:</b> The entire batch must be completed before the next payment batch can be processed.</p>
	<p>suspend the payment batch for later processing</p>	<p>“N” next to any of the payment batches.</p> <p>Menu MHACPO will be redisplayed.</p>

\*--1322 Payment Selection Screen MHACPA01

A Example of Screen MHACPA01

Payments:

- can only be processed by a producer
- cannot be processed by unit number or crop.

However, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering \* \* \* the producer's last name or the last 4-digits of the producer's ID number.

\* \* \*

The following is an example of Screen MHACPA01.

\*--

```

MHACPA                107-TULARE                SELECTION    MHACPA01
2001 NAP Selection Screen                Version: AE36  01-14-2002 16:10 Term E0
-----
                Enter 'ALL' For All Producers

                OR   Producer Last Four Digits of ID:

                OR   Producer Last Name
                    (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd3=Previous Menu
    
```

--\*