

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 69

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 1523 has been amended to include references to NAP approved yields.

Paragraph 1524 has been added to provide procedure for Nationwide Customer Service access.

Paragraph 1525 has been added to provide instructions for requesting State Office administrative access.

Part 14, Section 5 has been added to provide procedure for web-based NAP approved yields software.

Subparagraphs 1705 A and C have been amended to provide information on handling crops reported on the acreage report with an intended use of "GS".

Subparagraph 1706 A has been amended to provide information that is required on an acreage report for Application for Payment.

Subparagraph 1757 has been amended to provide a paragraph reference for the Delete Carrying Capacity Screen.

Paragraph 1757.5 has been added to provide information on the Delete Carrying Capacity Screen.

Subparagraph 1758 C has been amended to add:

- the signature type "independent assessment" and instructions for when it should be used
- signature date rules if an independent assessment was completed
- LA/FSA representative signature date rules if an independent assessment was completed.

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1523 Main Menu

A Overview

After user has selected a State, county, and year, the Main Menu will be displayed. The Main Menu allows users to do any of the following:

- *--add, edit, or cancel Approved Yield by Producer
- add, edit, or cancel Approved Yield by Unit Number
- sign Approved Yield
- view/print Approved Yield Reports
- add, edit, or cancel Application for Payment
- view/print Application for Payment Reports
- view/print Approved Yield blank form--*
- view/print Application for Payment blank form.

B Example Main Menu

Following is an example of the Main Menu.

*--

Main Menu		
Year: 2012	State: Mississippi	County: Coahoma
Approved Yield		
Add, Edit or Cancel Approved Yield by Producer Add, Edit or Cancel Approved Yield by Unit Number Sign Approved Yield Reports		
Application for Payment		
Add, Edit, or Cancel Application for Payment Reports		
Blank Forms		
Approved Yield Form Application for Payment Form		

--*

1523 Main Menu (Continued)

C Action

Following is an explanation of the options available on the Main Menu.

*--

Option	Result
Approved Yields	
Add, Edit or Cancel Approved Yield by Producer	The SCIMS Customer Search Screen will be displayed.
Add, Edit or Cancel Approved Yield by Unit Number	The Search Approved Yield Screen will be displayed.
Sign Approved Yield	The Search Approved Yields to Sign Screen will be displayed.
Reports	The Reports Screen will be displayed.
Application for Payment	
Add, Edit, or Cancel Application for Payment	The Search Application for Payment Screen will be displayed.
Reports	The Reports Screen will be displayed.
Blank Forms	
Approved Yield Form	Blank CCC-452 will be displayed.
Application for Payment Form	Blank CCC-576 (page 2) will be displayed.

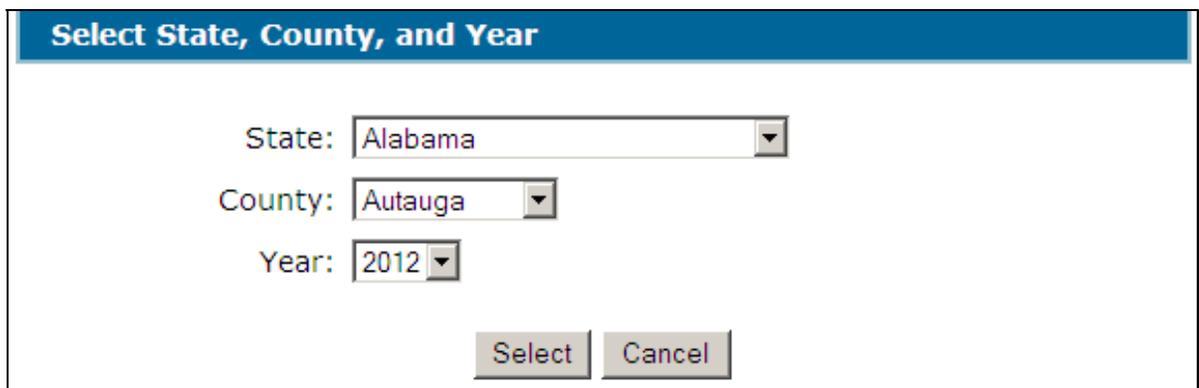
--*

--1524 Nationwide Customer Service*A County Office User Access**

The NAP System automatically allows for nationwide customer service. Users can access and load NAP data for any producer nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users loading nationwide NAP data will have limited authority.

B Example Select State, County, and Year Screen

To access Nationwide Customer Service, from the left navigation menu, CLICK “**Nationwide Customer Service**”. The following Select State, County, and Year Screen will be displayed.



The screenshot shows a web interface titled "Select State, County, and Year". It features three drop-down menus for selection. The "State" menu is set to "Alabama", the "County" menu is set to "Autauga", and the "Year" menu is set to "2012". Below these menus are two buttons: "Select" and "Cancel".

User shall use the drop-down menus to select the applicable:

- State
- county
- year.

CLICK “**Select**” to continue into the selected NAP process.--*

***--1524 Nationwide Customer Service (Continued)**

C Functionality

All functionality of the NAP processes is the same in Nationwide Customer Service except that **no** COC action can be taken. COC action **must** be taken by the administrative County Office.

D Action

Users that process Nationwide Customer Service **must**:

- immediately FAX a copy of the signed application to the home county
- mail the original signed application to the home county
- maintain a copy of the signed application.--*

***--1525 State Office Access**

A Requesting Access

If State Office administrative access has not already been requested for users in a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that the request is for NAP State Office administrative access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

B Access Authority

State Office Administrative Users have the ability to:

- complete NAP for any producer within their assigned State
- print reports for any county within their assigned State
- access Nationwide Customer Service.

Follow procedure in sections 1 through 6 for instructions for using the system.--*

1526-1530 (Reserved)

Section 2-4 (Reserved)

1531-1660 (Reserved)

--Section 5 Approved Yields*1661 Options****A Overview**

Users may:

- add, edit, or cancel an approved yield by producer or by unit number

Note: After users have clicked:

- “Add, Edit or Cancel Approved Yield by Producer”, the SCIMS Customer Search Screen will be displayed that provides users with a method of searching in SCIMS to find the applicable producer

Notes: Producer may be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

See paragraph 1662.

- “Add, Edit or Cancel Approved Yield by Unit Number” the Search Approved Yield Screen will be displayed.

Note: See paragraph 1669.

- sign approved yields

Note: See paragraph 1670.

- generate reports.

Note: See paragraph 1674.--*

***--1662 Adding, Editing, or Canceling Approved Yields by Producer**

A Overview

After the users click “Add, Edit or Cancel Approved Yield by Producer”, the SCIMS Customer Search Screen will be displayed.

B Example of SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.

--*

***--1662 Adding, Editing, or Canceling Approved Yields by Producer (Continued)**

B Example of SCIMS Customer Search Screen (Continued)

User must select a customer based on search results by clicking the applicable producer.

If the producer selected through SCIMS is not associated with a unit, the following Unit Selection Screen will be displayed.

Unit Selection		
Year: 2012	State: Mississippi	County: Coahoma
Producer: PRODUCER, ANY 12		
No units found for selected producer.		
Continue	Back	NAP Main Menu

If the selected producer is associated with 1 or more units, the Unit Selection Screen will be displayed with applicable units. See paragraph 1663.

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Selection Screen.

Button	Description
Back	The previous screen will be displayed.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.

--*

***--1663 Unit Selection**

A Overview

The Unit Selection Screen displays unit numbers associated with the selected producer.

B Example of the Unit Selection Screen

Following is an example of the Unit Selection Screen.

Unit Selection			
Year: 2012	State: Mississippi	County: Coahoma	
Producer: PRODUCER, ANY 1			
	Unit	Producers	Status
<input type="radio"/>	637	PRODUCER, ANY 1 (Operator)	Active
<input type="radio"/>	638	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 2 (Owner)	Active
<input type="radio"/>	639	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 3 (Owner) PRODUCER, ANY 4 (Owner)	Active
<input type="radio"/>	640	PRODUCER, ANY 1 (Operator) PRODUCER, ANY 5 (Owner) PRODUCER, ANY 6 (Owner) ... 7 producers total	Active
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="NAP Main Menu"/>			

C Field Descriptions and Actions

The following table provides field descriptions and actions on the Unit Selection Screen.

Field/Button	Description
Unit	Unit Details Screen will be displayed. See paragraph 1664.
Producers	Producers associated with the unit and producer type. Up to 3 producers will be listed. If more than 3 producers are associated with the unit, the total number of producers will be listed.
Status	“Active” or “Inactive”. Approved yields can be established for active units only .
Continue	CLICK “ Continue ” after selecting the unit. Only 1 unit may be selected at a time. See paragraph 1665.
Back	Previous screen will be displayed.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.

--*

***--1664 Unit Details**

A Overview

The Unit Details Screen provides additional information about the unit. If more than 3 producers are associated with the unit, the Unit Details Screen will list all producers. The Unit Details Screen opens in a separate window.

B Example of the Unit Details Screen

Following is an example of the Unit Details Screen.

Unit Details	
State: Mississippi	County: Coahoma
Unit: 638	Status: Active
Producer Name	Producer Type
PRODCUER, ANY 1	Operator
PRODUCER, ANY 2	Owner
<input type="button" value="Close"/> <input type="button" value="Print"/>	

C Button Descriptions and Actions

The following table provides button descriptions and actions on the Unit Details Screen.

Button	Description
Print	Prints the unit.
Close	Unit Selection Screen will be displayed.

--*

***--1665 Searching Approved Yields**

A Overview

When a unit number is selected, applications for coverage are reviewed for all producers associated with the unit number. If an application for coverage is not found for at least 1 producer on the unit, a message will be displayed.

When a unit number is selected, and at least 1 producer on the unit has an application for coverage, the Search Approved Yield Screen will be displayed.

B Example of the Search Approved Yield Screen Without Existing Yield

Following is an example of the Search Approved Yield Screen, if the selected unit does **not** have an approved yield established.

Search Approved Yield		
Year: 2012	State: Mississippi	County: Coahoma
Unit: 641	Producer: PRODUCER, ANY 1	
No Yield found for the selected Unit.		
<input type="button" value="Add Approved Yield"/>	<input type="button" value="Select Unit"/>	<input type="button" value="NAP Main Menu"/>

--*

***--1665 Searching Approved Yields (Continued)**

C Example of the Search Approved Yield Screen With Existing Yield

Following is an example of the Search Approved Yield Screen, if an approved yield exists for the selected unit.

Search Approved Yield		
Year: 2012	State: Mississippi	County: Coahoma
Unit: 638	Producer: PRODUCER, ANY 1	
Crop	Status	
CANTALOUPEs, Fresh (FH), Irrigated, 01	Completed View/Print Edit	
CUCUMBERS, ENGLISH (ENG), Fresh (FH), Irrigated, 01	Unsigned View/Print Edit	
CUCUMBERS, PICKLING (PKL), Fresh (FH), Irrigated, 01	Canceled View/Print Reactivate	
<input type="button" value="Add Approved Yield"/> <input type="button" value="Select Unit"/> <input type="button" value="NAP Main Menu"/>		

--*

--1665 Searching Approved Yields (Continued)*D Status**

The “Status” column displays the status of the unit’s approved yield, as follows:

- **“Completed”** means either of the following:
 - for 2012 **only**, an approved yield was migrated from the System/36, signature method and dates are **not** required
 - producer signature method and date and COC representative signature date have been entered
- **“Unsigned”** means the approved yield has been calculated, but the producer and COC representative have not signed CCC-452
- **“Cancelled”** means CCC-452 has been placed in a cancelled status because of either of the following:
 - changes to data including:
 - CCC-471
 - FSA-578
 - NCT data
 - unit was deleted
 - user cancelled CCC-452.

Notes: A cancelled CCC-452 can be reactivated ensuring that the most current data is used to recalculate an approved yield.

A SCIMS duplicate resolution merge will cancel CCC-452 tied to the merged producer. CCC-452 tied to the producer that was “kept” will **not** be cancelled. CCC-452 cancelled because of a SCIMS duplicate resolution merge does **not** need to be reactivated.--*

*--1665 Searching Approved Yields (Continued)

E Field Descriptions and Actions

The following table provides the field descriptions and actions for the Search Approved Yield Screen.

Field/Button	Description
Unit	Unit Details Screen will be displayed. See paragraph 1664.
Producer	Producer selected through SCIMS.
Add Approved Yield	Click to add an approved yield for the unit. The Crop Selection Screen will be displayed. See paragraph 1666.
Select Unit	Select another unit associated with the producer. Only displayed if the initial search was by producer. See paragraph 1663.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.
View/Print	View/print CCC-452.
Edit	Edit CCC-452. See paragraph 1671.
Reactivate	Reactivate cancelled CCC-452. See paragraph 1672.

--*

***--1666 Crop Selection**

A Overview

The Crop Selection Screen displays all crops, types, intended uses, and planting periods from the unit’s producer’s application for coverage that do not have an approved yield established for the unit. Practices associated with the crop combination are also displayed.

B Example of the Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Selection					
Year: 2012		State: Mississippi		County: Coahoma	
Unit: 638					
	Name	Type	Intended Use	Practice	Planting Period
<input type="radio"/>	CANTALOUPE		Fresh (FH)	Non-Irrigated	01
<input type="radio"/>	CUCUMBERS	PICKLING (PKL)	Fresh (FH)	Non-Irrigated	02
Crop is missing County Expected Yield in NCT					
<input checked="" type="radio"/>	CUCUMBERS	PICKLING (PKL)	Processed (PR)	Irrigated	02
Crop is missing County Expected Yield in NCT					
Continue		Back		NAP Main Menu	

--*

*--1666 Crop Selection (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Unit Selection Screen.

Field/Button	Description
Unit	Unit Details Screen will be displayed. See paragraph 1664.
Name	Note: Crops without a County Expected Yield and/or State or national approval cannot be selected.
Type	
Intended Use	
Practice	
Planting Period	
Continue	Click “Continue” after selecting the crop. Only 1 crop may be selected at a time. The Approved Yield Data Screen will be displayed. See paragraph 1667.
Back	Previous screen will be displayed.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.

If the NCT crop record is missing the County Expected Yield, or does not have State or national approval, a message will be displayed and the crop cannot be selected for an approved yield.

Unit of Measure Conversion Factor Screen will be displayed if the unit of measure has changed, either during the year or between years. See paragraph 1675.--*

***--1667 Approved Yield Data**

A Overview

The approved Yield Data Screen displays all data elements necessary to establish an approved yield.

A blank screen will be displayed if an approved yield for the previous year was not found. A prepopulated screen is displayed if an approved yield was established for the previous year. In either case, enter the acres and production, as required, and calculate the approved yield.

All data elements are displayed on 1 screen, but are broken into 3 sections for explanation purposes:

- Yield Data
- Historical Yields
- Approved Yield.--*

*--1667 Approved Yield Data (Continued)

B Example of Approved Yield Data Screen

The following is an example of the Approved Yield Data Screen.

NAP Menu

Welcome: Bobbie Butler

Role: County User

Main Menu

NAP Main Menu

Select State, County, and Year

Nationwide Customer Service

Approved Yield

Search By Producer

Search By Unit Number

Add Approved Yield

Sign Approved Yield

Reports

Blank Form

Approved Yield Data

Year: 2012
State: Mississippi
County: Coahoma

Unit: [638](#)

Crop: CANTALOUPEs, Fresh (FH), Non-Irrigated, 01

Unit of Measure: LBS

Yield Data

Transitional Yield: 10000 Prior Approved Yield:

Adjusted Transitional Yield: Adjusted Date:

Adjusted Reason:

Substitute Yield: Cup Rules Apply:

Historical Yields

Year	Eligible Disaster	Acres Planted	Actual Production	Record Types	Yield Type	Yield
				1 2 3 4 5		
2011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2009	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2007	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2006	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2004	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2003	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	
2002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	

[Update Coverage](#)

Approved Yield

Approved Yield: Not Calculated

Remarks:

*

*--1667 Approved Yield Data (Continued)

C Example of Yield Data Section

The following is an example of the Yield Data Section.

Approved Yield Data		
Year: 2012	State: Mississippi	County: Coahoma
Unit: 638		
Crop: CANTALOUPEs, Fresh (FH), Non-Irrigated, 01		
Unit of Measure: LBS		
Yield Data		
Transitional Yield: 10000.00	Prior Approved Yield:	<input type="text"/>
Adjusted Transitional Yield:	Adjusted Date:	<input type="text"/> 
Adjusted Reason:	<input type="text"/>	
Substitute Yield:	<input type="text" value="No"/>	Cup Rules Apply: <input type="text" value="Yes"/>

--*

*--1667 Approved Yield Data (Continued)

D Field Descriptions and Actions for Yield Data Section

The following table provides the field descriptions and actions for the Yield Data Section of the Approved Yield Data Screen.

Field/Button	Description
Unit	Unit Details Screen will be displayed. See paragraph 1664.
Transitional Yield	County expected yield from NCT.
Prior Approved Yield	<p>Will be:</p> <ul style="list-style-type: none"> • blank, if the unit and crop has never had an approved yield established • prefilled, if an automated approved yield was calculated in the prior year • blank, if the previous year’s approved yield was calculated outside of the system. <p>Note: The prior approved yield must be loaded if an approved yield was established in the prior year.</p>
Adjusted Transitional Yield	Determined according to subparagraph 260 C.
Adjusted Date	Date COC or STC minutes documented the determination of the adjusted T-yield.
Adjusted Reason	<p>Applicable reason for the adjusted T-yield, from the following:</p> <ul style="list-style-type: none"> • age of stand/trees • elevation • inconsistent farming/management practice • multiple county T-yield variations • soil type • topography.
Substitute Yield	Determines whether substitute yield rules apply. This field is defaulted to “No” as the unit may have already used this 1-time substitution. Select “Yes”, if the producer is requesting to use substitute yield as provided in paragraph 259.
Cup Rules Apply	<p>Determines whether cup rules apply. This field is defaulted to “Yes” meaning that the software will determine whether a cup applies to the approved yield. Select “No”, if the approved yield should not be cupped. See subparagraph 286 D for instances when the cup rules do not apply.</p> <p>Note: “Yes” does not mean that the approved yield was cupped, only that the rules apply.</p>

--*

*--1667 Approved Yield Data (Continued)

E Example of Historical Yields Section

The following is an example of the Historical Yields Section.

Historical Yields							
Year	Eligible Disaster	Acres Planted	Actual Production	Record Types	Yield Type	Yield	
				1 2 3 4 5			
2011				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2010				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2009				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2008				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2007				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2006				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2005				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2004				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2003				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2002				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

[Update Coverage](#)

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*--1667 Approved Yield Data (Continued)

F Field Descriptions and Actions for Historical Yields Section

The following table provides the field descriptions and actions for the Historical Yields Section of the Approved Yield Data Screen.

Field/Button	Description
Year	<p>Ten crop years will be displayed. Years displayed will start with the prior year. Rotation farms only require data to be loaded for the years that the crop is planted.</p> <p>Note: Lag year crops will have a 1-year lag.</p>
Eligible Disaster	<p>“Eligible Disaster” indicator must be set to “Yes” or “No”. “Yes” will allow for the replacement yield rules to apply for that year as provided in paragraph 256.</p>
Acres Planted	<p>Acres planted will be obtained from CARS. In the absence of acres from CARS, load the planted acres as determined according to Part 4.</p> <p>Notes: Acres must be certified in CARS before they can be obtained by the approved yield process.</p> <p>Acres from CARS cannot be overridden. If applicable, acres must be corrected through CARS.</p> <p>See subparagraph G for handling acres ineligible for NAP.</p>
Actual Production	<p>Enter the actual production as determined according to paragraph 326.</p>
Record Types	<p>Enter the record types that support the production entered. If record type “5” is selected, record the type of production record used in “Remarks”.</p> <p>Record Types are as follows:</p> <ul style="list-style-type: none"> • “1”, sold or commercial storage • “2”, on-farm storage, measurement • “3”, livestock feeding records • “4”, appraisal • “5”, other, identify in “Remarks”.
Yield Type	<p>Determined by the system when users click “Calculate Yield”. Normally left blank. Yield types “C”, “T”, “Q”, and “U” must be entered.</p>
Yield	<p>Calculated by the system when users click “Calculate Yield”.</p> <p>Exception: A yield will be manually entered for yield type “Q” only.</p>
Update Coverage	<p>Displays the Coverage Confirmation Screen. See paragraph 1667 J.</p>

--*

*--1667 Approved Yield Data (Continued)

G Special Data for Historical Yields Data Section

Yield Types “C”, “I”, “P”, “Q”, and “U” have special data needs. An additional data entry field will be provided to enter the applicable data for Yield Types “C”, “P”, “Q”, and “U”.

When Yield Type “C” is entered, the percentage of T-yield is required. Valid selections from the drop-down menu are “80%”, “90%”, and “100%”. See subparagraph 287 E. Following is an example of the data entry field for Yield Type “C”.

Historical Yields										
Year	Eligible Disaster	Acres Planted	Actual Production	Record Types	Yield Type	Yield				
1	2	3	4	5						
2011				<input type="checkbox"/>	C					
Percent of Effective Transitional Yield: <input type="text"/>										

When Yield Type “I” is entered, the system will use 100 percent of the T-yield in the approved yield calculation. See paragraph 282.

When the system determines Yield Type “P” is applicable for a year other than the most recent historical year, the approved yield for the missing year is required. After entering the approved yield for the missing year, the system will calculate 75 percent of the entered value to determine the historical yield for the year. See paragraph 257. Following is an example of the data entry field for Yield Type “P”.

Historical Yields										
Year	Eligible Disaster	Acres Planted	Actual Production	Record Types	Yield Type	Yield				
1	2	3	4	5						
2011				<input type="checkbox"/>						
2010				<input type="checkbox"/>	P					
2010 Approved Yield: <input type="text"/>										

--*

*--1667 Approved Yield Data (Continued)

G Special Data for Historical Yields Data Section (Continued)

When Yield Type “Q” is entered, a data entry field will be opened in the “Yield” column for entering the yield. Enter a yield that is equal to or greater than 65 percent and less than or equal to 100 percent of the T-yield. See subparagraph 282 E. Following is an example of yield data field for Yield Type “Q”.

Historical Yields						
Year	Eligible Disaster	Acres Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type	Yield
2011				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Q	

When Yield Type “U” is entered, the Effective Transitional Yield for the year the substitution was taken must be entered. See paragraph 259. Following is an example of the data entry field for Yield Type “U”.

Historical Yields						
Year	Eligible Disaster	Acres Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type	Yield
2011				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2010				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	U	
Effective Transitional Yield:						

When acres are populated from CARS, a data entry field will be provided to indicate the number of acres ineligible for approved yields, if applicable. Enter the acres that are not eligible for approved yields. The entered value will be deducted from the prepopulated acres when the yield is calculated. Following is an example of the data entry field for Ineligible Acres.

Historical Yields						
Year	Eligible Disaster	Acres Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type	Yield
2011		5.40		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Ineligible Acres:						

***--1667 Approved Yield Data (Continued)**

H Approved Yield Section

The following is an example of the Approved Yield Section.

I Field Descriptions and Actions for the Approved Yield Section

The following table provides the field descriptions and actions for the Approved Yield Section of the Approved Yield Data Screen.

Field/Button	Description
Approved Yield	Will display either of the following: <ul style="list-style-type: none"> • “Not Calculated” • an approved yield.
Remarks	Required for Record Type “5”, “Other”. In any other case, remarks are optional and may be used to notate additional information.
Calculate Yield	CLICK “ Calculate Yield ” to calculate an approved yield, screen will be redisplayed.
Save & Continue	CLICK “ Save & Continue ”, to calculate the approved yield and continue to the Summary Page. See paragraph 1668.
Back	Previous screen will be displayed.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.

--*

***--1667 Approved Yield Data (Continued)**

J Coverage Confirmation Screen

When users click “Calculate Yield”, if there is a prior approved yield recorded and acres and production are blank, the following Coverage Confirmation Screen will be displayed.

Coverage Confirmation

Year: 2012
State: Mississippi
County: Coahoma

Please mark years on which producer had NAP coverage for ORANGES, EARLY MIDSEASON (ETM), Fresh (FH), Non-Irrigated, 01 planting period on unit [612](#)

2008

Coverage information can be changed by either of the following methods, on the Approved Yield Data Screen:

- remove the yield type for the year that needs to be corrected, this will remove all data associated with the record, and then CLICK “**Calculate Yield**”
- CLICK “**Update Coverage**”.

The Coverage Confirmation screen will be redisplayed to allow for revising the coverage.

K Field Descriptions and Actions for the Coverage Confirmation Screen

The following table provides the field descriptions and actions for the Coverage Confirmation Screen.

Field/Button	Description
Years	Check the year or years the crop was covered by a NAP application for coverage.
Continue	CLICK “ Continue ” after selecting the year or years the crop was covered by NAP. Note: If the crop was not covered by NAP for any of the years listed, CLICK “ Continue ”.
Unit	Unit Details Screen will be displayed. See paragraph 1664.
Back	Previous screen will be displayed.

--*

***--1668 Approved Yield Summary and Signature Data**

A Overview

The Approved Yield Screen will be displayed.

B Example of the Approved Yield Screen

The following is an example of the Approved Yield Screen that provides yield summary and signature data.

NAP Menu Welcome: County User 1 Role: County User Main Menu NAP Main Menu Select State, County, and Year Nationwide Customer Service Approved Yield Search By Producer Search By Unit Number Add Approved Yield Sign Approved Yield Reports Blank Form	Approved Yield																																									
	Year: 2012		State: Mississippi		County: Coahoma																																					
	Producers Unit: 5 Producers: PRODUCER, ANY 1 (Operator)																																									
	Crop Crop: CLOVER Type: CRIMSON CLOVER (CRM) Intended Use: Forage (FG) Practice: Irrigated Planting Period: 01 Unit of Measure: TON																																									
	Yield Data Transitional Yield: 5.60 Prior Approved Yield: Adjusted Transitional Yield: Adjusted Date: Adjusted Reason: Substitute Yield: No Cup Rules Apply: Yes																																									
	Historical Yields <table border="1"> <thead> <tr> <th>Year</th> <th>Eligible Disaster</th> <th>Acres Planted</th> <th>Actual Production</th> <th>Record Type(s)</th> <th>Yield Type</th> <th>Yield</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>N</td> <td>2.00</td> <td>10.00</td> <td>1</td> <td>A</td> <td>5.00</td> </tr> <tr> <td>2010</td> <td>N</td> <td>3.00</td> <td>21.50</td> <td>1</td> <td>A</td> <td>7.17</td> </tr> <tr> <td>2009</td> <td>Y</td> <td>1.00</td> <td>2.00</td> <td>1</td> <td>R</td> <td>3.64</td> </tr> <tr> <td>2008</td> <td>Y</td> <td>1.00</td> <td>0.00</td> <td>4</td> <td>R</td> <td>3.64</td> </tr> </tbody> </table>							Year	Eligible Disaster	Acres Planted	Actual Production	Record Type(s)	Yield Type	Yield	2011	N	2.00	10.00	1	A	5.00	2010	N	3.00	21.50	1	A	7.17	2009	Y	1.00	2.00	1	R	3.64	2008	Y	1.00	0.00	4	R	3.64
	Year	Eligible Disaster	Acres Planted	Actual Production	Record Type(s)	Yield Type	Yield																																			
	2011	N	2.00	10.00	1	A	5.00																																			
	2010	N	3.00	21.50	1	A	7.17																																			
	2009	Y	1.00	2.00	1	R	3.64																																			
2008	Y	1.00	0.00	4	R	3.64																																				
Approved Yield Approved Yield: 4.86 Remarks: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Edit Yield Data"/> </div>																																										
Producer Signature Signature Method: <input type="text"/> Signature Date: <input type="text"/>																																										
COC Signature COC Representative Signature Date: <input type="text"/>																																										
Cancellation Do you want to cancel this Approved Yield? <input type="checkbox"/> Yes Reason: <input type="text"/>																																										
<input type="button" value="Save & Submit"/> <input type="button" value="Save & Print"/> <input type="button" value="Cancel"/>																																										

*--1668 Approved Yield Summary and Signature Data (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Approved Yield Screen.

Field/Button	Description
Approved Yield	Will display the approved yield.
Remarks	Enter remarks as applicable; field is optional, unless Record Type “5” was selected in the Historical Yields Section.
Edit Yield Data	If users click “Edit Yield Data” to edit existing yield data, the Approved Yield Data Screen will be displayed. See paragraph 1667.
Producer Signature	Enter producer’s signature method and date. Note: A bulk signature option is available by clicking “Sign Approved Yield” on the Main Menu. See paragraph 1670.
COC Signature	Enter COC representative signature date. Note: A bulk signature option is available by clicking “Sign Approved Yield” on the Main Menu. See paragraph 1670.
Cancellation	CLICK “ Yes ” to cancel the approved yield and select the reason.
Save & Submit	CLICK “ Save & Submit ” to retain data and display the Confirmation Screen. See paragraph 1673. Note: The approved yield must be submitted to retain data that is added, deleted, or changed on this screen.
Save & Print	CLICK “ Save & Print ” to retain data and print CCC-452.
Cancel	CLICK “ Cancel ” to return to the previous screen.

--*

--1668 Approved Yield Summary and Signature Data (Continued)*D Producer and COC Representative Signatures**

Producers and COC representative may sign one CCC-452 for all CCC-452's filed on the current date.

County Office shall:

- print all CCC-452's filed on the current date
- have the producer review the information on each CCC-452
- staple the package together
- enter the individual page number and the total pages on each page of the package, using format of "Page ___ of ___" or "___ of ___"
- have the producer sign and date page 1 of the package
- sign as COC representative and date page 1 of the package.

Note: If the producer refuses to sign, notate reason for refusal in the "Remarks" section. COC representative shall sign and date, even if producer refuses to sign

In this instance, the COC representative signature date will not be entered in the system...--*

***--1669 Adding, Editing, or Canceling Approved Yields by Unit Number**

A Overview

After users click “Add, Edit or Cancel Approved Yield by Unit Number”, the Search Approved Yield Screen will be displayed.

B Example of Search Approved Yield Screen

Following is an example of the Search Approved Yield Screen. To:

- search for an approved yield, enter a unit number and **CLICK “Search”**
- return to the Main Menu, **CLICK “NAP Main Menu”**.

The screenshot shows a web interface titled "Search Approved Yield". At the top, there is a blue header bar with the title. Below the header, the search criteria are displayed: "Year: 2012", "State: Mississippi", and "County: Coahoma". A horizontal line separates the criteria from the input area. In the input area, there is a label "Unit Number:" followed by an empty text input field. Below the input field, there are two buttons: "Search" and "NAP Main Menu".

If the unit does not have an approved yield on file, the following message will be displayed. To:

- establish an approved yield, **CLICK “Add Approved Yield”** (see paragraph 1666)
- return to the Main Menu, **CLICK “NAP Main Menu”**.

The screenshot shows the same "Search Approved Yield" interface. The search criteria are the same: "Year: 2012", "State: Mississippi", and "County: Coahoma". Below the criteria, the text "Unit: [630](#)" is displayed. Below this, the message "No Yield found for the selected Unit." is shown. At the bottom, there are two buttons: "Add Approved Yield" and "NAP Main Menu".

--*

*--1669 Adding, Editing, or Canceling Approved Yields by Unit Number

B Example of Search Approved Yield Screen (Continued)

When a unit number is entered, applications for coverage are reviewed for all producers associated with the unit number. If an application for coverage is not found for at least 1 producer on the unit, the following message will be displayed.

Search Approved Yield



- An application for coverage was not found for any producer on this unit.

Year: 2012
State: Mississippi
County: Coahoma

Unit Number:

If the selected unit is not found, the following message will be displayed.

Search Approved Yield



- Unit Not Found

Year: 2012
State: Mississippi
County: Coahoma

Unit Number:

--*

***--1670 Signing Approved Yields**

A Overview

The Sign Approved Yield Screen allows for multiple CCC-452's to be signed at 1 time. The screen displays entry fields for "Producer Signature Method and Date" and "COC Representative Signature Date".

B Example of Search Approved Yields to Sign Screen

Following is an example of the Search Approved Yields to Sign Screen. To:

- search for an approved yield that needs to be signed, enter a unit number and CLICK "Search"
- return to the Main Menu, CLICK "NAP Main Menu".

Search Approved Yields to Sign

Year: 2012 State: Mississippi County: Coahoma

Unit Number:

--*

*--1670 Signing Approved Yields (Continued)

C Example of Sign Approved Yield Screen

Following is an example of the Sign Approved Yield Screen.

Sign Approved Yield			
Year: 2012		State: Mississippi	
County: Coahoma			
Unit: 638			
<input type="checkbox"/>	Crop	Producer Signature	
<input type="checkbox"/>	CUCUMBERS, ENGLISH (ENG), Fresh (FH) Irrigated, 01		View/Print
<input type="checkbox"/>	CUCUMBERS, PICKLING (PKL), Fresh (FH) Irrigated, 01		View/Print
Producer Signature			
Signature Method: <input type="text"/> <input type="text"/> Date: <input type="text"/>			
COC Signature			
COC Representative Signature Date: <input type="text"/> 			
<input type="button" value="Save"/>		<input type="button" value="Select Unit"/>	

If the selected unit does not have unsigned approved yields, the following message will be displayed.

Search Approved Yields to Sign		
 <ul style="list-style-type: none"> An unsigned approved yield was not found for this unit. 		
Year: 2012		State: Mississippi
County: Coahoma		
Unit Number: <input type="text" value="639"/>		
<input type="button" value="Search"/>		<input type="button" value="NAP Main Menu"/>

--*

***--1670 Signing Approved Yields(Continued)**

D Field Descriptions and Actions

Select the crop or crops for which signature data will be entered.

The following table provides the field descriptions and actions for the Sign Approved Yield Screen.

Field/Button	Description
Crop	Crop, type, intended use, practice, and planting period that is awaiting signature.
Producer Signature	The producer’s signature date will be displayed if producer data was entered previously. Note: If producer data has already been entered. Only the COC representative signature date needs to be entered.
View/Print	View/print the specific approved yield.
Producer Signature	Enter the producer’s signature method and date.
COC Signature	Enter COC representative signature date.
Save	The entered data will be saved.
Select Unit	Select another unit with approved yields to be signed.

E Producer and COC Representative Signatures

See subparagraph 1668 D for signature requirements.--*

*--1671 Editing Approved Yields

A Overview

The Approved Yield Screen displays the historical data and approved yield that was captured from the approved yield process.

B Example of Approved Yield Screen

Following is an example of the Approved Yield Screen.

NAP Menu Welcome: County User 1 Role: County User Main Menu NAP Main Menu Select State, County, and Year Nationwide Customer Service Approved Yield Search By Producer Search By Unit Number Add Approved Yield Sign Approved Yield Reports Blank Form	Approved Yield Year: 2012 State: Mississippi County: Coahoma <hr/> Producers Unit: 638 Producers: PRODUCER, ANY 1 (Owner) PRODUCER, ANY 2 (Operator)																																			
	<hr/> Crop Crop: CANTALOUPEs Type: Intended Use: Fresh (FH) Practice: Irrigated Planting Period: 01 Unit of Measure: CWT																																			
	<hr/> Yield Data Transitional Yield: 165.40 Prior Approved Yield: Adjusted Transitional Yield: Adjusted Date: Adjusted Reason: Substitute Yield: No Cup Rules Apply: Yes																																			
	<hr/> Historical Yields <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Year</th> <th>Eligible Disaster</th> <th>Acres Planted</th> <th>Actual Production</th> <th>Record Type(s)</th> <th>Yield Type</th> <th>Yield</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td>107.51</td> </tr> <tr> <td>2010</td> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td>107.51</td> </tr> <tr> <td>2009</td> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td>107.51</td> </tr> <tr> <td>2008</td> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td>107.51</td> </tr> </tbody> </table>	Year	Eligible Disaster	Acres Planted	Actual Production	Record Type(s)	Yield Type	Yield	2011					S	107.51	2010					S	107.51	2009					S	107.51	2008					S	107.51
Year	Eligible Disaster	Acres Planted	Actual Production	Record Type(s)	Yield Type	Yield																														
2011					S	107.51																														
2010					S	107.51																														
2009					S	107.51																														
2008					S	107.51																														
	<hr/> Approved Yield Approved Yield: 107.51 Remarks: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Edit Yield Data"/> </div>																																			
	<hr/> Producer Signature Signature Method: <input type="text"/> Signature Date: <input type="text"/>																																			
	<hr/> COC Signature COC Representative Signature Date: <input type="text"/>																																			
	<hr/> Cancellation Do you want to cancel this Approved Yield? <input type="checkbox"/> Yes Reason: <input type="text"/>																																			
<input type="button" value="Save & Submit"/> <input type="button" value="Save & Print"/> <input type="button" value="Cancel"/>																																				

*--1671 Editing Approved Yields (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and action for the Approved Yield Screen.

Field/Button	Description
Edit Yield Data	CLICK “Edit Yield Data” to edit existing yield data.
Remarks	Enter remarks, as applicable. Field is optional.
Producer Signature	Enter producer’s signature method and date.
COC Signature	Enter COC representative signature date.
Cancellation	CLICK “Yes” to cancel the approved yield and select the reason.
Save & Submit	CLICK “Save & Submit” to retain revised data and display the Confirmation Screen. See paragraph 1673. Note: The approved yield must be submitted to retain data that is added, deleted, or changed on this screen.
Save & Print	CLICK “Save & Print” to retain the entered data and print CCC-452.
Cancel	CLICK “Cancel” to return to the previous screen.

--*

*--1672 Reactivating Approved Yields

A Overview

The Approved Yield Data Screen displays the historical data and approved yield as calculated before cancellation. This applies to approved yields cancelled automatically according to subparagraph 1665 D or by a user.

B Approved Yield Data Reactivation

Following is an example of the Approved Yield Data Screen that will be displayed when reactivating an approved yield.

NAP Menu
Welcome: County User 1

Role: County User

Main Menu
NAP Main Menu
Select State, County, and Year
Nationwide Customer Service

Approved Yield
Search By Producer
Search By Unit Number
Add Approved Yield
Sign Approved Yield
Reports
Blank Form

Approved Yield Data

Year: 2012 State: Mississippi County: Coahoma

Unit: [638](#)
Crop: CUCUMBERS, PICKLING (PKL), Fresh (FH), Non-Irrigated, 01
Unit of Measure: CWT

Yield Data

Transitional Yield: 4800.00 Prior Approved Yield:

Adjusted Transitional Yield: Adjusted Date:

Adjusted Reason:

Substitute Yield: Cup Rules Apply:

Historical Yields

Year	Eligible Disaster	Acres Planted	Actual Production	Record Types 1 2 3 4 5	Yield Type	Yield
2011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	S	3120.00
2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	S	3120.00
2009	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	S	3120.00
2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	S	3120.00
2007	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2006	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2004	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2003	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

[Update Coverage](#)

Approved Yield

Approved Yield: 3120.00

Remarks:

***--1672 Reactivating Approved Yields (Continued)**

C Actions

Edit data that needs to be updated and continue by following instructions in paragraph 1667.

If the cancelation was because of a change of unit of measure in NCT, continue with required approved yield changes. See paragraph 1675.

1673 Confirmation

A Overview

The Confirmation Screen is displayed after CCC-452 is:

- signed from the Approved Yield Screen
- cancelled
- edited
- reactivated.

The Confirmation Screen provides users the ability to:

- print approved yield
- return to the NAP Main Menu
- add approved yield for another crop
- add approved yield for another unit
- search approved yield.

B Example of the Confirmation Screen

Following is an example of the Confirmation Screen.



--*

***--1673 Confirmation (Continued)**

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Confirmation Screen.

Field/Button	Description
Print Approved Yield	CCC-452 will be displayed in a separate window.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.
Add Approved Yield for Another Crop	The Crop Selection Screen will be displayed. See paragraph 1666.
Add Approved Yield for Another Unit	The Search Approved Yield Screen will be displayed. See paragraph 1669.
Search Approved Yield	The SCIMS Customer Search Screen will be displayed. See paragraph 1662.

--*

***--1674 Reports**

A Overview

The reports option provides a list of reports that are available to be viewed/printed.

B Example of the Reports Screen

Following is an example of the Reports Screen.

The screenshot shows a web interface titled "Reports". Below the title, there are three filter fields: "Year: 2012", "State: Mississippi", and "County: Coahoma". Below these filters, there is a radio button labeled "Review Register Report". At the bottom of the screen, there are two buttons: "Create Report" and "NAP Main Menu".

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Reports Screen.

Report/Field/Button	Action	Result
Review Register Report	Manual selection.	Report will be displayed identifying approved yields that are subject to review.
Create Report	The selected report will be displayed.	
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.	

--*

--1675 Required Approved Yield Changes*A Overview**

An approved yield is required to be updated if any of the following change:

- unit of measure
- county expected yield
- lag year applicability
- maximum number of historic years in database.

B Unit of Measure Change

If the unit of measure has changed, whether during the year or between years, then several approved yield data elements must be changed. The Unit of Measure Conversion Screen will:

- be displayed when the changed record is accessed
- allow entering a conversion factor that will be applied to the data in the database, including:
 - prior approved yield
 - adjusted T-yield
 - production
 - required dataloaded information.

Notes: A conversion factor will be present if both the previous and current unit of measure are standard, such as ton or cwt.

Required dataloaded information includes:

- approved yield for Yield Type “P”
- yield for Yield Type “Q”
- effective transitional yield for Yield Type “U”.

The Unit of Measure conversion process **divides** the original value by the conversion factor to determine the converted value for the:

- prior approved yield
- adjusted T-yield
- production
- required dataloaded information.--*

*--1675 Required Approved Yield Changes (Continued)

C Example of Manual Unit of Measure Conversion Screen

Following is an example of the manual Unit of Measure Conversion Screen.

Unit of Measure Conversion		
Year: 2012	State: Mississippi	County: Coahoma
<p>The Unit of Measure for this crop changed on the National Crop Table. Enter the Conversion Factor</p>		
From Unit of Measure:	CTN	
Conversion Factor:	<input type="text"/>	
To Unit of Measure:	BOX	
<input type="button" value="Continue"/> <input type="button" value="Back"/>		

Determine the conversion factor by **dividing** the pounds of the “To Unit of Measure” by the pounds of the “From Unit of Measure”.

When going from a large unit of measure to a smaller unit of measure, the conversion factor will be **less** than 1.

Examples: For:

- cwt. to 25 pound cartons, the conversion factor will be .25
($25 \div 100 = .25$)
- 50 pound cartons to 25 pound boxes, the conversion factor will be .5
($25 \div 50 = .5$).

When going from a small unit of measure to a larger unit of measure, the conversion factor will be **greater** than 1.

Examples: For:

- 25 pound cartons to cwt., the conversion factor will be 4 ($100 \div 25 = 4$)
- 25 pound boxes to 50 pound cartons, the conversion factor will be 2
($50 \div 25 = 2$).

Enter applicable conversion factor and CLICK “**Continue**”.--*

***--1675 Required Approved Yield Changes (Continued)**

D Example of Automated Unit of Measure Conversion Screen

Following is an example of the automated Unit of Measure Conversion Screen.

CLICK “Confirm” to display the Approved Yield Data Screen. See paragraph 1667.

Unit of Measure Conversion

Year: 2012 State: Mississippi County: Coahoma

The Unit of Measure for this crop changed on the National Crop Table. Confirm the following conversion factor is correct

From Unit of Measure: CWT
 Conversion Factor: 20
 To Unit of Measure: TON

The following table provides the conversion factors for standard units of measure.

IF converting unit of measure from...	TO unit of measure...	THEN use conversion factor...
lbs	cwt	100.
lbs	ton	2000.
cwt	ton	20.
cwt	lbs	.01.
ton	cwt	.05.
ton	lbs	.0005.

--*

1676-1700 (Reserved)

1704 Unit Details

A Overview

The Unit Details Screen provides additional information about the unit. If more than 3 producers are associated with the unit, the Unit Details Screen will list all producers. The Unit Details Screen opens in a separate window.

B Example Unit Details Screen

Following is an example of the Unit Details Screen.

Unit Details	
State: Mississippi	County: Coahoma
Unit: 666	Status: Active
Producer Name	Producer Type
PRODUCER, ANY 2	Operator
PRODUCER, ANY 1	Owner
PRODUCER, ANY 3	Owner
PRODUCER, ANY 4	Owner
<input type="button" value="Close"/> <input type="button" value="Print"/>	

C Actions

To print the unit details, CLICK **“Print”**. CLICK **“Close”** to return to the Unit Selection Screen.

1705 Pay Group Selection

A Overview

The Pay Group Selection Screen displays all pay groups that meet both of the following conditions:

- covered on the Application for Coverage
- reported on an acreage report.

***--Note:** If acreage is reported with “GS” intended use, the acreage report will be split into “GR” and “GZ” pay group line items, if both are covered on the application for coverage.--*

1705 Pay Group Selection (Continued)

B Example Pay Group Selection Screen

Following is an example of the Pay Group Selection Screen.

Pay Group Selection		
Year: 2012	State: Mississippi	County: Coahoma
Producer: PRODUCER, ANY 1		
Unit: 5		
Pay Crop	Pay Type	Planting Period
<input type="radio"/> CORN	002	01
<input type="radio"/> FINFISH	001	01
<input type="radio"/> GAILON	001	01
<input type="radio"/> GRASS	001	01
<input type="button" value="Continue"/>	<input type="button" value="Back"/>	<input type="button" value="NAP Main Menu"/>

C Field Descriptions and Actions

This table provides the field descriptions and actions for the Pay Group Selection Screen.

Field/Button	Description
Pay Crop	Pay group that is covered by an Application for Coverage and has certified acres on an acreage report.
Pay Type	
Planting Period	
	--Note: If acreage is reported with “GS” intended use, the acreage report will be split into both “GR” and “GZ” pay group line items, if both are covered on the application for coverage.--
Continue	After selecting the pay group, CLICK “ Continue ”. Only 1 pay group may be selected at a time. The Crop Selection Screen will be displayed. See paragraph 1706.
Back	Unit Selection Screen will be displayed. See paragraph 1703.
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.

1706 Crop Selection

A Overview

The Crop Selection Screen displays for selection all crops within the selected pay group that were reported on an acreage report.

Notes: Reported acreage for the crop must be certified on the acreage report to be displayed on the Crop Selection Screen.

*--Acreage report must contain both of the following:

- planting period
- NAP unit.--*

B Example Crop Selection Screen

Following is an example of the Crop Selection Screen.

Crop Selection

Year: 2012 **State:** Mississippi **County:** Coahoma

Producer: PRODUCER, ANY 1

Unit: 5 **Pay Crop/Type:** CORN/002 **Planting Period:** 01

Select Crop

	Name	Type	Intended Use	Practice	Share (%)
<input type="radio"/>	CORN	SWEET (SWT)	Fresh (FH)	NI	100.00
<input type="radio"/>	CORN	SWEET (SWT)	Processed (PR)	NI	100.00

Add Crop

Crop Data

Name	Type	Intended Use	Practice	Share(%)	Action
CORN	SWEET (SWT)	Fresh (FH)	NI	100.00	Edit Delete

Continue

Back

NAP Main Menu

*--1706 Crop Selection (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Crop Selection Screen.

Field/Button	Description
Crop Selection	
Crop Type Intended Use Practice Share	Crop, Type, Intended Use, Practice, and Share from the acreage report.
Add Crop	CLICK “Add Crop” after selecting the crop. Only 1 crop may be selected at a time. One of the following screens will be displayed. <ul style="list-style-type: none"> • Yield Loss Acreage Screen (yield based crops only). See paragraph 1716. • Value Loss Crops (Graduated) Screen (graduated price value loss crops only. See paragraph 1726. • Value Loss Crops (Non-Graduated) Screen. (non-graduated price value loss crops only. See paragraph 1741. • Grazing Loss Acreage Screen (grazing crops only). See paragraph 1756. • Special Forage Screen (forage crops only). See paragraph 1771.
Crop Data (This section will only be displayed if 1 or more of the crops in the pay group are already recorded on the Application for Payment)	
Crop Type Intended Use Practice Share	Crop, Type, Intended Use, Practice, and Share from the acreage report. The crop(s) displayed in this section are already recorded on the Application for Payment.
Action	Select “Edit” to modify existing production data for the crop. <ul style="list-style-type: none"> • For yield based crops, the Yield Loss Acreage Screen will be displayed. See paragraph 1716. • For graduated price value loss crops, the Value Loss Crops (Graduated) Screen will be displayed. See paragraph 1726. • For non-graduated price value loss crops, the Value Loss Crops (Non-Graduated) Screen will be displayed. See paragraph 1741. • For grazing crops, the Grazing Loss Acreage Screen will be displayed. See paragraph 1756. • For forage crops, the Special Forage Screen will be displayed. See paragraph 1771. Select “Delete” to delete existing production data for the crop. The Delete Crop Screen will be displayed. See paragraph 1709.

--*

1757 Grazing “AUD” Loss Calculations (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Grazing Loss Data		
Planting Period	Carrying capacity data that is already entered on the Application for Payment.	
Carrying Capacity		
Grazing Period		
COC Adjustment Factor		
COC Loss Factor		
COC Assigned		
Action	<p>Allows for modification/deletion of existing carrying capacity data.</p> <p>If “Edit” is selected, the data is redisplayed in the Carrying Capacity section.</p> <p>If “Delete” is selected, the Delete Carrying Capacity Screen will be *--displayed. See paragraph 1757.5.--*</p>	
Buttons		
Continue	Data will be saved and the Crop Selection Screen or Application for Payment Summary Screen will be displayed. See paragraph 1706 or 1758.	
Back	The previous screen will be displayed.	
NAP Main Menu	Main Menu will be displayed. See paragraph 1523.	

***--1757.5 Deleting Carrying Capacity**

A Overview

The Delete Carrying Capacity Screen provides users the ability to confirm deleting a carrying capacity.

B Example Delete Carrying Capacity Screen

Following is an example of the Delete Carrying Capacity Screen.

Delete Carrying Capacity

Year: 2012 **State:** Mississippi **County:** Coahoma
Producer: PRODUCER, ANY 1

Pay Crop/Type: BARLEY/002
Planting Period: 01
Unit: 624
Carrying Capacity: 5.00
Grazing Period Days: 90
Share: 40.00%
Intended Use: Grazing
Practice: Non-Irrig

Confirm Deletion of this Carrying Capacity?

C Action

CLICK “**Confirm**” to delete the data for the selected carrying capacity. Data for the selected carrying capacity will be deleted from the Application for Payment.--*

1758 Application for Payment Summary Screen

A Overview

The Application for Payment Summary Screen is displayed after continuing from the Grazing “AUD” Loss Calculations Screen.

The Application for Payment Summary Screen provides the ability to:

- edit or delete previously entered production data for the crop
- add another crop to the application
- enter producer signature and date
- enter LA/FSA representative signature date
- enter COC approval/disapproval and date
- cancel the Application for Payment
- save the Application for Payment
- print CCC-576 (page 2)
- return to the Search Application for Payment Screen.

1758 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Application for Payment Summary Screen.

Field/Button	Description	Action
Date of Loss		
Disaster Start	Notice(s) of Loss associated with the Application for Payment. For grazing crops, Notices of Loss are automatically assigned to the Application for Payment and cannot be modified. All Notices of Loss on file for the unit and pay group will be assigned.	
Disaster End		
Loss Apparent		
Crops (All crops for which data has been entered will be displayed)		
Edit	Allows for modification of existing production data. Grazing Loss Acreage Screen will be displayed. See paragraph 1756.	
Delete	Allows for deletion of existing acreage data. Delete Crop Screen will be displayed. See paragraph 1709.	
Add Another Crop	All crops in the pay group with acreage reported must be on the Application for Payment. Allows for loading additional crops in the pay group with reported acreage on the Application for Payment. Crop Selection Screen will be displayed. See paragraph 1706.	
Additional Information		
Does the Producer Have Additional Acres to Plant or Harvest?	All crops in the pay group with acreage reported must be on the Application for Payment before the producer signs.	Select "Yes" or "No". Note: If "Yes" is selected, the producer signature date cannot be entered. If "No" is selected, the producer signature date can be entered.

1758 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Signature		
Signature Type	Manual selection of the type of signature provided by the producer. Applicable signature types are: <ul style="list-style-type: none"> • paper • FAX •*--independent assessment.--* 	Signature type shall only be selected after either of the following occurs: <ul style="list-style-type: none"> • producer signs and dates the Application for Payment • FAX with the producer's signature and date has been received in the County Office •*--independent assessment was completed.--*
Signature Date	Manual entry of the date the producer signed or FAXed the Application for Payment.	Enter the date the producer signed the Application for Payment. *--Note: If an independent assessment was completed, enter the date the application is completed by the County Office.--*

1758 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
LA/FSA Representative Signature		
Signature Date	Manual entry.	<p>Enter the date the LA signed the Application for Payment.</p> <p>Enter the date the FSA representative signed the Application for Payment if:</p> <ul style="list-style-type: none"> • the loss adjustor was not required to do an appraisal or verify the crop information because of production being harvested • loss adjustor signed CCC-576-1. <p>*--Note: If an independent assessment was completed, enter the date the application is completed by the County Office.--*</p>
COC Determination		
Approved/ Disapproved	Manual selection.	Select whether CCC-576 (page 2) was approved or disapproved.
Determination Date	Manual entry.	Enter the date COC made their determination.
Cancellation		
Do you want to cancel this Application for Payment?	Manual selection.	Select the "Yes" checkbox to cancel CCC-576 (page 2).
Reason	Manual selection.	Select the reason CCC-576 (page 2) is being cancelled.

1758 Application for Payment Summary Screen (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Buttons		
Save & Continue	The Confirmation Screen will be displayed. See paragraph 1708.	
Save & Print	The CCC-576 (page 2) will: <ul style="list-style-type: none"> • be saved • be displayed in a separate window • will contain only data that has been entered into the system as of the date it is being printed. 	
Cancel	The Search Application for Payment Screen will be displayed for the selected producer. See paragraph 1701.	

1759-1770 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)		8, 882, 1110, 1276, 1311, 1367, 1389, 1432
CCC-36	Assignment of Payment		1311
CCC-37	Joint Payment Authorization		1311
CCC-184 <u>1/</u>	CCC Check		1279, 1323, 1350, 1351, 1366, 1425
CCC-257	Schedule of Deposit		23, 24, 885, 888, 890, 1315, 1462, 1463
CCC-441 Income <u>1/</u>	Noninsured Crop Disaster Assistance Program Certification of Income Eligibility	33	Ex. 43
CCC-448	NAP Payment Calculation Worksheet (Loss of Expected Production)		1315
CCC-448A	NAP Payment Calculation Worksheet (Prevented Planting)		1315
CCC-448B	Ornamental Nursery Loss Adjustment and Payment Calculation Worksheet		1315
CCC-448C	Christmas Tree Loss Adjustment and Payment Calculation Worksheet		1315
CCC-448D	Aquaculture Crop Loss Adjustment and Payment Calculation Worksheet		1315
CCC-448E	NAP Loss Adjustment and Payment Calculation Worksheet (Category 1 Forage)		195, 1315

1/ These forms are obsolete.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-452	NAP Production and Yield Report	838	Text
CCC-452 Manual	NAP Actual Production History and Approved Yield Record	Ex. 25	254
CCC-456	NAP Crop Data Information	Ex. 17	106-108, 110, 170
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage (2010 and Subsequent Years)	23	Text, Ex. 2, 7, 7.1, 7.5-7.7, 8
CCC-502	Farm Operating Plan for Payment Eligibility Review		8
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program		Text, Ex. 2, 41, 42
CCC-576-1	Appraisal/Production Report Noninsured Crop Disaster Assistance Program	Ex. 42	Text, Ex. 41
CCC-576A	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet	1280	Text
	2002 and Future Years Noninsured Crop Disaster Assistance Program Manual Payment Calculation Worksheet (Yield Based Crops)	1283	
CCC-576A-1	Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet for Multiple Crop Types With Prevented Planted Acres	1283.5	1278, 1279, 1283

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-576B	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet (Value Loss Crops)	1281	Text
	2002 and Future Years Noninsured Crop Disaster Assistance Program Manual Payment Calculation Worksheet (Value Loss Crops)	1284	
CCC-576C	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet (Grazing Crops)	1282	1276, 1279, 1283, 1314, 1315, 1413
CCC-576E	NAP Estimated Calculated Payment Report		881, 1016, 1315, 1400, 1413, 1414
CCC-577	Transfer of NAP Coverage	Ex. 9	24.5, 1461, 1463
CCC-579	NAP Approved Yield Compliance Worksheet	600	
CCC-770 Eligibility <u>1/</u>	Eligibility Checklist		1311
CCC-770 NAP	Noninsured Crop Disaster Assistance Program Payment Checklist	11	
CCC-902	Farm Operating Plan		29
CCC-926 <u>1/</u>	Livestock Indemnity Program Third Party Certification		1311, Ex. 43
FSA-13A	Data Security Access Authorization Form		771
FSA-325	Application for Payments of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		1276
FSA-570	Waiver of Eligibility for Emergency Assistance		32
FSA-578	Report of Acreage		Text, Ex. 42
FSA-1001 <u>1/</u>	Notice of Peanut Poundage Quota		Ex. 18

1/ These forms are obsolete.

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AUD	animal-unit-day	Text, Ex. 2
BHI	Bahai grass	193, 195
CARS	Crop Acreage Reporting System	1667
CDPS	Common Disaster Provisions Section, DAB, PECD	24.5
CIH	Crop Insurance Handbook	1, 426
CPB	Common Provisions Branch, PECD	1315
CVS	Compliance Validation System	751.5
DAB	Disaster Assistance Branch, PECD	10, 24.5, 170, 189, 1467
E-FC	electronic fund control	1277
ECPR	Estimated Calculated Payment Report	1483
FTA	fescue, tall	194.5, 195
MPCI	Multiple Peril Crop Insurance	426
NAMP	national average market price	777, 779
NAPB	Noninsured Assistance Program Branch, PECD	Ex. 17
NTS	no type specified	193
PP	prevented planted	1110
PRD	production reporting date	Text, Ex. 2
PRF	pasture, rangeland, and forage	197
RI-PRF	Rainfall Index - Pasture, Rangeland, Forage	197
SUD	Sudan	1283.5
SWI	Switch	1283.5
T-yield	transitional yield	107, 152, Part 5, 322, 323, 327, 600, Ex. 2, 17
VI-PRF	Vegetative Index - Pasture, Rangeland, Forage	197

Delegations of Authority

This table lists the delegations of authority in this handbook.

Redelegation	Reference
In routine cases, COC may redelegate, in writing, to CED the authority to act on, or sign, as applicable, CCC-576, Parts C and H.	401
The re delegation must define what COC considers routine.	
COC may redelegate, in writing, to CED and program technicians, the authority to complete and sign automated CCC-452's and CCC-452 Manuals.	838, Ex. 25

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Add Record - County Selection Page	777
	Add Record - Primary Crop Data Page	777
	Add Record - Record Detail Page	777
	Add Record - Results Page	777
	Add Record - Secondary Crop Data Page	777
	Add Record - Summary Page	777
	Application for Payment Summary Screen	1712, 1727, 1742, 1758
	Appraisal or Report of Production Screen	1711
	Approve Record - Confirmation Screen	776, 777
	Approve Record - Results Page	776, 777
	Approved Yield Data Screen	1667, 1672
	Approved Yield Screen	1668, 1671
	Confirmation Screen	1673, 1708
	Crop Selection Screen	1666, 1706
	Date of Loss Selection Screen	1707
	Delete Carrying Capacity Screen	1757.5
	Delete Crop Screen	1709
	Delete Record - Confirmation Screen	778
	Delete Record - Results Page	778
	FSA Applications Screen	771
	Grazing "AUD" Loss Calculation Screen	1757
	Grazing Loss Acreage Screen	1756
	Main Menu	1523
	Mass Approve Records - Confirmation Screen	777
	Mass Approve Records - Results Page	777
	Mass Approve Records - Search Page	777
	Mass Reset Records - Confirmation Screen	778
	Mass Reset Records - Results Page	778
	Mass Reset Records - Search Page	778
	Mass Update Records - Confirmation Screen	777
	Mass Update Records - Records Details Page	777
	Mass Update Records - Results Page	777
	Mass Update Records - Search Page	777
	Mass Update Records - Select Fields Page	777
	Modify Records - Record Detail Page	776, 777
	Modify Records - Results Page	776, 777
	Modify Records - Summary Page	776, 777

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
	NCT - Main Menu	771
	Pay Group Selection Screen	1705
	Program Year 2009 - Main Menu	774
	Program Year 2010 - Main Menu	776-778
	Reports Screen	1674
	Reports - Payment Reports Screen	1781
	Reports - Report Criteria Screen	781
	Reports - Report Selection	781
	Reports - Session Timeout Screen	771
	Reports - State Selection Screen	781
	SCIMS Customer Search Screen	1662, 1702
	Search Application for Payment Screen	1701
	Search Approved Yield Screen	1665, 1669
	Search Approved Yields to Sign Screen	1670
	Search Records - Results Page	776, 777
	Search Records - Search Page	776, 777
	Select State, County, and Year Screen	1522
	Sign Approved Yield Screen	1670
	Special Forage Screen	1771
	Unit Details Screen	1664, 1704
	Unit of Measure Conversion Screen	1675
	Unit Selection Screen	1662, 1663, 1703
	Value Loss Crops (Graduated) Screen	1726
	Value Loss Crops (Non-Graduated) Screen	1741
	View Record - Summary Page	776-778
	Yield Loss Acreage Screen	1535