

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Noninsured Crop Disaster Assistance
Program for 2001 Through 2014 Crop Years
1-NAP (Revision 1)**

Amendment 92

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 23.5 has been added to provide information about the life of applications of coverage, cancellation, and termination, and replacement applications for coverage.

Subparagraph 23.5:

- B has been added to provide guidance on handling the impact of death, disappearance, or judicial declaration of incompetence on NAP Application for coverage as applicable
- C has been added to clarify signature authority of participants and applicants
- D has been added to provide guidance on cancellation or termination of NAP coverage
- E has been added to provide guidance on replacement applications for coverage because of death of an individual before coverage is attached.

Subparagraphs 24.5 A, B, and C have been amended to clarify and provide guidance on how NAP participants are to transfer NAP coverage according to CCC-471 NAP BP.

Subparagraph 24.5:

- F has been amended to clarify guidance on processing a transfer
- G has been amended to include notes to clarify all examples for when a transfer of NAP coverage may be used
- H has been amended to update examples for when a transfer of NAP coverage is not applicable.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 25.4 has been amended to clarify that the eligibility for prevented planting is determined by pay group.

Paragraph 322 has been amended to clarify that production records must be either verifiable or reliable and COC will determine acceptability of production records as either verifiable or reliable. Since nonverifiable records are not automatically reliable, they must be reviewed by COC according to subparagraph E.

Paragraph 1562 has been added to provide guidance on transfers of coverage.

Paragraph 1563 has been added to provide guidance on replacement applications.

Subparagraph 1757.5 D has been amended to update the list of grazed forage crops eligible for prevented planted payment under NAP.

Exhibit 9 has been amended update the instructions for completing CCC-577.

Page Control Chart		
TC	Text	Exhibit
Cover	2-22.5 through 2-22.8 (add)	1, pages 1, 2
1-8	2-27 through 2-32	9, pages 1, 2
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	6-1 through 6-6	
	14-20.61 through 14-20.80	
	14-20.81, 14-20.82 (add)	
	14-216.5, 14-216.6	

FSA
HANDBOOK

**Noninsured Crop Disaster Assistance Program
for 2001 Through 2014 Crop Years**

For State and County Offices

SHORT REFERENCE

**1-NAP
(Revision 1)**

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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***--23.5 Life of Applications for Coverage, Cancellation, Termination, and Replacement Applications for Coverage**

A Overview

NAP's basic provisions contain information about:

- life of an application for coverage, cancellation, and termination
- extent or life of NAP coverage
- signature authority for those signing applications for coverage.

Note: 1-CM provisions apply to NAP. Any NAP payment determined owed will be paid to the person or persons determined to be entitled to the NAP payment.

NAP's basic provisions (CCC-471 NAP BP, Section 2) are incorporated into subparagraphs B through E.

CCC-471 NAP BP is available on the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.--*

***--23.5 Life of Applications for Coverage, Cancellation, Termination, and Replacement Applications for Coverage (Continued)**

B Impact of Death, Disappearance, or Judicial Declaration of Incompetence

Following is the impact of death, disappearance, or judicial declaration of incompetence on NAP applications for coverage or NAP coverage, as applicable

IF a participant is...	THEN...
an individual who dies, disappears, or is judicially declared incompetent, or a legal entity that dissolves before NAP coverage attaches	the application for coverage terminates as of the date of death, disappearance determination, or judicial declaration, or the effective date of legal entity dissolution, as applicable. See subparagraph E for information on replacement applications for coverage.
an individual who dies, disappears, or is judicially declared incompetent, or a legal entity that dissolves after NAP coverage attaches	coverage will continue through the crop year and will terminate at the end of the NAP coverage period. The NAP payment will be paid to the person or persons determined to be entitled to the payment.
a partnership that has a member who has died	CCC-471 NAP BP, subparagraph 2 F applies. Contact the OGC Regional Attorney for guidance when necessary.
an entity with 2 or more persons having joint interest and 1 of the persons die	CCC-471 NAP BP, subparagraph 2 F applies. Contact the OGC Regional Attorney for guidance when necessary.

--*

***--23.5 Life of Applications for Coverage, Cancellation, Termination, and Replacement Applications for Coverage (Continued)**

C Signature Authority of Participants and Applicants

Any person may sign documents relative to NAP applications for coverage on behalf of any other person covered by the application or coverage, provided FSA is furnished with a copy of a properly executed valid power of attorney, or other legally sufficient document authorizing the person to sign in a representative capacity.

All provisions of 1-CM and CCC-471 NAP BP, Section 2 apply.

D Cancellation or Termination

If cancellation or termination of NAP coverage occurs for any reason, coverage cannot resume unless a new application is filed for the crop.

Note: For cancellation or termination of an application for coverage that occurs as a result of death of the applicant before coverage attaches, see subparagraph E.

NAP coverage will not be provided for any person who is ineligible under the contract or under any Federal law or regulation.

Service fees submitted with applications for coverage will not be refunded if the applicant is later ineligible for NAP coverage, or the participant is ineligible for payment under any law or regulation.--*

--23.5 Life of Applications for Coverage, Cancellation, Termination, and Replacement Applications for Coverage (Continued)*E Replacement Application for Coverage Because of Death, Disappearance, or Judicially Declared Incompetent Individual Before Coverage Attached**

If an individual who submitted a valid application for coverage dies before coverage attaches, the application for coverage must be terminated as of the date of death. An authorized representative of the deceased individual may file a replacement application for coverage, which will permit the application for coverage to convey effective with the date of termination, provided all the following apply:

- 1-CM, and subparagraph C provisions are met for the person submitting the replacement application
- FSA is satisfied the coverage would have attached to the crop if death of the individual who filed an application for coverage had not occurred
- the person or legal entity seeking to have the application for coverage convey can be viewed as producer in lieu of the individual who filed the valid application
- the replacement application for coverage does not add any additional crops and is not expanded from the original initial application for coverage.

Additional service fees are not required for replacement applications.

Documentation showing signature authority of the signor or the replacement application for coverage is required according to 1-CM and subparagraph C. Absent documentation being furnished by the person or persons seeking conveyance of the application for coverage, FSA will take no action on the replacement application for coverage.

All replacement applications for coverage submitted according to this subparagraph must be submitted to DAFP for review. Copies of the original signed application for coverage must be submitted together with supportive documentation by COC though STC to DAFP.

Follow instructions in paragraph 1563 to complete the replacement application in the automated system.--*

24.5 Transfer of NAP Coverage

A Overview

*--A NAP covered participant may transfer NAP coverage according to CCC-471 NAP BP, Section 23. A transfer of NAP coverage is by producer for all crop types within the grouping that have NAP coverage, and may be used when there is a:

- sale of land
- transfer of lease
- new entity formed
- change in entity type
- change in operator between husband and wife.

Notes: Transfer of partial coverage for a crop is not allowed. Transfers of coverage do not apply to applications for coverage.

B Eligibility

When a transfer of NAP coverage is initiated, the buyer, new lessee, or new entity becomes responsible for meeting all program requirements including eligible producer requirements.

Note: COC will deny the transfer request if the transferor failed to meet any program requirement.

An additional service fee is not required from the transferee, even the transferor's service fee was waived under limited resource farmer provisions and the transferee does not qualify as limited resource farmer.

C When to Transfer

Transfers must be initiated after the coverage period begins and before the earlier of either the disaster event or end of the coverage period. The end of the coverage period is determined as the earlier of:

- the date harvest is complete
- the normal harvest date
- abandonment of the crop
- destruction of the crop.

Notes: Transfers of coverage are always inapplicable before an application closing date as a person or legal entity who might be a transferee can file their own application.

The effective date of transfer is the date a legal document indicates that transfer of the ownership share interest in a commodity and control of the crop acreage on which the commodity is grown has occurred.--*

24.5 Transfer of NAP Coverage (Continued)

C When to Transfer (Continued)

A transfer of NAP coverage shall **not** be used:

- after a disaster has occurred
- before the application closing date for the crop
- when estates are closed or entities are dissolved
- when partial share transfers occur between two parties
- involving divorce between husband and wife unless the transfer is 100 percent
- when land is transferred to another administrative county
- when coverage for the crop already exists by the buyer (added land provisions apply)
- if the coverage period has **not** begun

***--Note:** If the transfer occurs after the acreage reporting date, the acreage reports must be revised according to 2-CP.--*

* * *

D Production and Yields

If a loss occurs in the year of transfer, production must be kept separate and the loss is calculated only on the transferred acreage and production. To establish an approved yield for the transferred crop, follow Part 5 to establish an approved yield using the transferee's actual production history.

If land is purchased or leased by a producer and the transferee has an application for coverage filed for the unit that includes the crop, added land procedure according to paragraph 287 is applicable. There is no adjustment to the approved yield database. Added land and adjustments are used for payment purposes **only**.

E Initiating a Transfer

To initiate a transfer of NAP coverage between producers, CCC-577 shall be filed for each ***--transferee for all** crops being transferred. Only crops selected on CCC-471 that are planted and reported on transferor's FSA-578 may be listed.--*

Note: For succeeding crop years, to continue coverage, a new application for coverage must be filed by the new owner or shareholder before the application closing date for the applicable crop.

24.5 Transfer of NAP Coverage (Continued)

E Initiating a Transfer (Continued)

See Exhibit 9 for:

- example of CCC-577
- instructions for completing CCC-577.

F Processing a Transfer

When a transfer of NAP coverage is approved by COC, County Offices shall submit, through the State Office:

- a written explanation about the nature and circumstances of the transfer
- signed copy of the original CCC-471
- *--producer application for coverage Summary Report for the transferor according to paragraph 1551
- signed copy of the manual CCC-577
- application closing dates for the crops to be transferred
- a signed copy of FSA-578 for the transferor (either farm or producer print, as applicable, according to subparagraph 151 B) for all crops having NAP transfer requested
- documentation to verify the effective date of transfer.

Note: Documentation must be established and/or provided when a valid ownership interest and control of the crop acreage is transferred.

State Offices must review all requests and forward, under State memorandum, only those NAP transfer requests with supporting documentation that meet the requirements of this paragraph to PECD, PPB using either of the following methods:

- FAX to 202-720-4941, ATTN: Steven J. Peterson
- mail to:

USDA FSA PECD PPB
 ATTN: DAB--*
 STOP 0517
 1400 INDEPENDENCE AVE SW
 WASHINGTON DC 20250-0517.

24.5 Transfer of NAP Coverage (Continued)

F Processing a Transfer (Continued)

*--The National Office will review the required documentation for NAP transfer cases to determine compliance with current NAP transfer procedure. After a thorough review of the information provided, the National Office will send a memorandum to the applicable State Office with a course of action.

Note: The National Office will take no action on a transfer request except to return it to the State Office, if the producer requesting the transfer chose not to furnish required documentation. Persons not furnishing documentation to support a transfer request will be considered to have withdrawn the request for transfer.--*

Upon receiving authorization from the National Office to process approved NAP transfer cases, State Offices shall:

- assist the County Office to cancel the initial CCC-471
- process authorized transfer of NAP coverage according to paragraph 1562.

Note: SED's shall ensure that a memorandum authorizing a transfer of NAP coverage is received from the National Office before State Offices initiate a NAP transfer process.

The fee associated to the original application for coverage will be used to initiate an application for coverage for the transferee. No additional fees will be collected if the original application for coverage was filed as a limited resource application.

If a transfer of NAP coverage is approved after the software is locked out for that year, County Offices shall follow paragraph 1315 to process NAP payments. In addition to the documentation required in paragraph 1315, each request submitted must include CCC-577 with a written explanation regarding the nature and circumstances of the transfer.

G Examples

The following are examples of situations when a transfer of NAP coverage can be used:

- land purchased or leased by a producer who does not have current NAP coverage for the crop when transfer is requested before a disaster

Example: Producer A owns and operates FSN 100 and has NAP coverage for green beans. Producer B has planted green beans but has no NAP coverage for green beans. Producer B buys FSN 100 from Producer A. CCC-577 can be used to transfer the coverage on FSN 100 for green beans from Producer A to Producer B but is limited to the land acquired through the sale or lease and must be initiated before a disaster.

24.5 Transfer of NAP Coverage (Continued)

G Examples (Continued)

***--Notes:** The effective date of transfer cannot be earlier than the date the land was sold or leased. Producer B must provide a copy of the deed or lease agreement to verify the effective date of transfer.

Production for the transferred acreage must be kept separate from other green beans harvested by Producer B. The loss is calculated only on the transferred acreage from A to B, which is the NAP covered acreage. To establish an approved yield for the transferred crop, follow Part 5 using the transferee's actual production history.

- changes in operator between husband and wife

Example: Ron conducts a farming operation as an individual. The application for coverage is in Ron's name. Ron retires from farming and transfers 100 percent interest in his farming operation to Mary, his spouse, during the coverage period and before a disaster. Mary requests a transfer of NAP coverage. CCC-577 could be approved in Mary's name.

Note: The effective date of transfer is the date Ron transfers 100 percent interest in his farming operation to Mary, his spouse.

- changes in entity type or changes from an individual to an entity

Example 1: Joe is operating FSN 400 as an individual. The application for coverage is in Joe's name. Joe forms a corporation and no longer conducts a farming operation as an individual. CCC-577 could be approved for FSN 400 in the name of the new corporation.

Note: The effective date of transfer is the date the new corporation acquired ownership interest in the crop and if questioned, must provide documentation to verify when and how the corporation acquired the interest and risk in the NAP crop.

Example 2: The farming operation of Bill and his spouse Joan consists of FSN 200 that they operate as a joint venture. The application for coverage is in the joint venture's name. Bill and Joan form a trust and no longer conduct a farming operation as a joint venture. CCC-577 could be approved for FSN 200 in the name of the new trust.

Note: The effective date of transfer is the date the trust acquired crop ownership interest and if questioned, must provide documentation to verify when and how the trust acquired the interest and risk in the NAP covered Crop.--*

24.5 Transfer of NAP Coverage (Continued)

G Examples (Continued)

Example 3: Tom's farming operation consists of FSN 300 that he operates as an individual. The application for coverage is in Tom's name. Tom and his *--spouse Laurie form a trust that will take over Tom's farming operation. CCC-577 could be approved for FSN 300 in the name of the new trust.

Note: The effective date of transfer is the date the trust acquired ownership interest and risk in the NAP covered crop. If questioned the trust must provide documentation to verify when and how the trust acquired the interest and risk in the NAP covered Crop--*

- land is purchased or leased by a producer and the transferee has an application for coverage filed for his unit that includes the crop.

Example: Producer A has NAP coverage on FSN 300 for pumpkins. Producer B has NAP coverage on FSN 400 for pumpkins. Producer B buys FSN 300 from Producer A. CCC-577 is required even though both producers have coverage for pumpkins. A transfer of coverage NAP coverage must be initiated before a disaster.

*--**Notes:** The effective date of transfer is the date the land lease agreement is signed. If questioned, producer B must provide a copy of the lease agreement to verify the effective date of transfer.

Added land procedure, according to paragraph 287, is applicable.

H Examples Not Applicable

A transfer of NAP coverage must not be used when:--*

- a transfer of land or a change in entity type occurs after a disaster

Note: The transferee or the new entity would not have had a risk in producing the crop according to paragraph 29.

State Offices shall consult with the Regional OGC office for questionable cases.

24.5 Transfer of NAP Coverage (Continued)

H Examples Not Applicable (Continued)

- land is purchased or leased by a producer before the application closing date for the crop

Example: Producer A has NAP coverage on FSN 100 for green beans. Producer B has green beans on FSN 200 but has **no** NAP coverage. Producer B buys FSN 100 from Producer A before the application closing date. A transfer of NAP service fee **cannot** be done to transfer the coverage on FSN 100 for green beans from Producer A to Producer B. Producer B must purchase coverage for all green beans for the unit in which he has an interest before the application closing date.

- estates are closed or entities are dissolved

Notes: FSA-325 shall be used when estates are not closed and a payment is earned.

- partial share transfers occur between 2 parties

Example: Producer A has coverage for green chile on FSN 2. Producer A sells 50 percent share of the crop to Producer B who has no coverage. Producer B will **not** be covered under NAP for that crop for the remainder of the coverage period. Producer A's coverage level is limited to the current 50 percent share.

- *--divorce between spouses, unless it is a 100 percent transfer of coverage on the entire crop in the grouping

Example: Bob has coverage for green chile on FSN 2. Bob and Gladys, his spouse,--* are divorced and Bob gives a 50 percent share of the crop to Gladys who has no coverage. Gladys will **not** be covered under NAP for that crop for the remainder of the coverage period. Bob's coverage level is limited to his current 50 percent share.

Note: State Offices shall consult with the Regional OGC office for questionable cases.

- land is transferred to another administrative county with no change in producer.

25 (Withdrawn--Amend. 82)

25.4 Prevented Planting * * *

***--A Determining Prevented Planting Acreage**

[7 CFR 1437.201] Prevented planting acreage.

(a) In addition to the provisions of this section, the provisions of § 718.103 of this title shall apply.

(b) When determining losses under this section:

(1) Producers must be prevented from planting more than 35 percent of the total eligible acreage intended for planting to the eligible crop and in the case of multiple planting, more than 35 percent of the total eligible acres intended to be planted within the applicable planting period.

(2) Prevented planted acreage will be considered separately from low-yield losses of planted acreage of the same crop.

(c) Acreage and units ineligible for prevented planting coverage includes, but is not limited to:

(1) Value-loss crops, including, but not limited to, Christmas trees, aquaculture, and ornamental nursery;

(2) Tree crops and other perennials, unless:

(i) The producer can prove resources unique to the planting of tree crops and other perennials were available to plant, grow, and harvest the crop, as determined by CCC; and

(ii) CCC has approved the planting period for the crop;

(3) Uninsured crop acreage that is unclassified for insurance purposes;

(4) Any acreage on which a crop was harvested, hayed, or grazed during the crop year;

(5) Acreage of which the producer or any other person received a prevented planted payment for any crop for the same acreage, excluding share arrangements; and

(6) Acreage planted during the late-planting period.

Note: Acreage of a specific crop type prevented from being planted and subsequently planted to a crop type in the same pay group is not eligible prevented planted acreage.--*

25.4 Prevented Planting (Continued)

B Establishing Intent

A producer must meet all requirements in 2-CP, subparagraph 24 H to establish intent to plant.

C Determining Eligible Prevented Planted Acres

See 2-CP, subparagraph 24 K for determining approved prevented planting acres.

A prevented planting payment:

- applies only if the producer is prevented from planting more than 35 percent of the total *--eligible acreage within the pay group on the producer's unit intended for planting for--* any crop type eligible for prevented planting assistance.
- factor must be approved by STC and a final planting date established according to 2-CP, subparagraph 16 A.

Note: Acreage of a specific crop type prevented from being planted and subsequently planted to a crop type in the same pay group is not eligible prevented planted acreage.

D Minimum Percent of Loss Requirement for Prevented Planting

When determining prevented planting losses, producers must be prevented from planting more than 35 percent of the total eligible acreage intended for planting to the eligible crop *--within the pay group and in the case of multiple planting, more than 35 percent of the total eligible acres intended to be planted for the pay group within the applicable planting--* period.

Use the approved prevented planted acres recorded according to 2-CP, subparagraph 24 K when calculating total eligible acreage intended for planting. See Exhibit 9.5.

Prevented planting acreage will be considered separately from low yield losses of planted acreage of the same crop.

E Prevented Planting of Tree Crops and Other Perennials

Prevented planting of tree crops and other perennials applies only if:

- the producer can prove resources were available to plant, grow, and harvest the crop, as applicable
- STC approves the defined planting period for the crop.

Part 6 Production

321 Overview

A Purpose

The purpose of this part is to explain terms, identify production reporting requirements, and clarify policy.

B Definitions

The following terms are used in this part.

Term	Usage and Meaning	References
Actual Production	The total amount of harvested and appraised production on a unit.	Paragraph 326
Harvested Production	The total amount of harvested production from the unit supported by an acceptable record and certification of the producer.	Paragraph 327
Appraised Production	The amount of production: <ul style="list-style-type: none"> • determined present on the unit that is not harvested • harvested, but not included in the unit's acceptable harvested production evidence. 	Paragraph 328
Assigned Production	The amount of unit production: <ul style="list-style-type: none"> • loss because of ineligible causes • that must be attributed to the unit because of a guaranteed contract, payment, or similar arrangement. 	Paragraph 329
Expected Production	The amount of production anticipated on the unit for the crop year.	Paragraph 330
Net Production	Production to count. The total amount of harvested, appraised, and assigned production on the unit. Net production is used to calculate the amount of NAP assistance.	Paragraph 331
Salvage Value	The dollar value of production of the eligible crop type or variety that because of natural disaster cannot be sold or otherwise marketed in any market for which a price or yield is established.	Paragraph 333

322 Records of Production

A Producer Responsibilities

Producers are responsible for providing accurate and complete information. It is the producer's responsibility to report the total amount of unit production on forms containing the producer's signature and certification. It is not CCC's responsibility to determine the producer's amount of production. The producer's responsibilities include, but are not limited to:

- providing, when required, the best verifiable or reliable production evidence available for the crop by practice, type, intended use, or planting period
- summarizing all the production evidence
- accounting for all the crop's production, whether or not records reflect this production

Note: This may include production where u-pick operations are established after normal mechanical harvest has been completed.

- providing the information in a manner that can be easily understood by COC
- reporting production by the date specified by CCC

Note: For 2013 and subsequent years, the production reporting deadline is extended to the latest acreage reporting deadline for the State, according to 2-CP, Exhibit 6.5.

- retaining production evidence for 3 crop years after the crop year it is initially certified.

Notes: All producers including producers of hand harvested crops are required to provide acceptable and verifiable production records for that production that is harvested.

*--Reliability of nonverifiable or reliable records is determined by COC. See subparagraph 322 E.

In addition to furnishing an acceptable production report, during any year that--* CCC-576 is filed because of loss, producers of hand harvested crops are required to notify the County Office 15 calendar days after harvest is complete and before destruction of the crop so an appraisal of remaining production can be completed.

The purpose of the appraisal is to document production left in the field because of *--quality, or is unmarketable because of a lack of market.--*

If selected for spot check, supporting evidence is required for acreage and production that was certified on the current crop year CCC-452.

322 Records of Production (Continued)**A Producer Responsibilities (Continued)**

--If a producer fails to provide acceptable production records where required by COC or as the result of a spot check, an assigned, zero credited, or T-yield will be included in the-- APH database according to Part 5.

Refer to paragraph 36 for actions concerning unacceptable, incorrect, or false records and certifications.

B Acceptable Records

[7 CFR 1437.7 (h)] All acceptable production reports that are continuous, signed, and submitted by PRD by the producer for the applicable base period, will be used. Production records acceptable to CCC include verifiable or reliable:

- commercial receipts, settlement sheets, warehouse ledger sheets, pick records, or load summaries if the eligible crop was sold or otherwise disposed of through commercial channels
- documentary evidence, such as contemporaneous measurements, truck scale tickets, pick records, and contemporaneous diaries, as necessary, to verify information provided by the producer if the eligible crop was stored, sold, fed to livestock, or otherwise disposed of other than through commercial channels
- appraisal information from a loss adjuster acceptable to CCC.

--Notes: Reliability of nonverifiable production records is as determined by COC. See subparagraph 322 E.--

All producers of hand harvested crops will be required to request an appraisal after harvest is complete but before the destruction of the crop to document any production left in the field when CCC-576 is filed because of loss.

C Verifiable Records

Verifiable production records for an eligible crop must be submitted by the producer to support an application for payment or as required to support a certification of production.

[7 CFR 400.52 (q)] Verifiable records of production include contemporaneous records provided by the producer that:

- may be verified by CCC through an independent source
- are used to substantiate the amount of production reported.

322 Records of Production (Continued)**C Verifiable Records (Continued)**

*--Verifiable records **must**:

- be dated
- show disposition of the crop's production, including both quantity and price
- be seasonal or crop specific for crops that are produced more than once in a calendar year
- be provided by the NAP producer, if available:
 - together with the producer's certification of production in support of any application for payment or certification
 - whenever a record of production is otherwise required by CCC.

D Nonverifiable Records

In the event the submission of production records is required and verifiable records are not available, the producer must provide any documentation available, including, but not limited to:

- copies of receipts
- ledgers of income
- income statements of deposit slips
- register tapes
- invoices for custom harvesting
- pick records.

Nonverifiable production records are subject to COC determination of acceptability as reliable records, according to subparagraph E.--*

322 Records of Production (Continued)

***--E COC Review of Production Records**

COC or County Office, as applicable, **must** follow this table when receiving and--* reviewing production records.

Step	Action
1	Date stamp original hard copy records with county name.
2	Photocopy original date-stamped production records submitted by the producer.
3	Place photocopied date-stamped records in the producer's county file.
4	Return original date-stamped production evidence to the producer. Note: The original date-stamped production evidence can only be returned to the producer if the photocopies have been made and placed in the producer's file.
5	Review the producer's file for previously submitted production evidence. Ensure that records have not been duplicated.
6	Ensure that the producer understands that the production records must be: <ul style="list-style-type: none"> • complete and represent the unit's total harvested production • for the correct unit, crop year, and acreage.
7	*--COC will review all production records submitted by the producer and determine if the records support the producer's certification or report of production. If the records: <ul style="list-style-type: none"> • (whether verifiable or nonverifiable) do not support or agree with the producer's certification, notify producer the production records are not acceptable and will not be used for APH purposes or to calculate assistance • support the producer's certification: <ul style="list-style-type: none"> • and are verifiable, the records are acceptable • but are not verifiable, follow step 8. <p>Notes: Once copies of production records have been placed in the producer's file in the county, they shall not be removed or returned to the producer.</p> <p>See step 8 for review of nonverifiable records by COC.--*</p>

322 Records of Production (Continued)

*--E COC Review of Production Records (Continued)

Step	Action	
8	Before acting on any application for payment or determining a nonverifiable production record as reliable and, therefore, acceptable, compare the producer's record of production with neighboring producers of the crop who have provided verifiable or reliable reports of production.	
	IF...	THEN...
	similar levels of production were experienced by other producers on neighboring farms	the producer's certification, supported by some nonverifiable record of production, may be considered reliable and acceptable.
	records do not support the producer's certification of production or the level of production is significantly different than producers on neighboring farms	<p>COC will disapprove NAP assistance and notify the producer that the certification and record of production is neither verifiable nor nonreliable and is unacceptable.</p> <p>Note: Under no circumstances will COC assign production for a lack of acceptable verifiable or reliable production evidence. Production may only be assigned for reasons stated in paragraph 329.</p>

--*

Subsection 4 Continuous Coverage

1559 Continuous Coverage Letters

A Overview

Subparagraph 23 C provides that County Offices are to notify producers of prior year NAP coverage and the ability to purchase coverage for the subsequent year no less than 60 calendar days before the first application closing date. For 2014 and subsequent years, the continuous coverage notification letters will be generated and mailed from the Kansas City Print Shop. The letter will notify producers of the crops/types/intended uses/planting periods that were covered in the previous year and the service fee that will be required to continue the same coverage for the current crop year. All crops in the pay group will continue to be covered if the applicable fees are paid timely.

The letters are based on prior year information in NCT and the application for coverage file. For example, for the 2014 letters, the 2013 NCT and 2013 application for coverage file are being read to determine the data that is printed in the letters.

*--Continuous coverage letters are **not** sent to producers who were limited resource or beginning farmers or ranchers in the prior program year.--*

B Letter Mailing Schedule

Because continuous coverage notification letters will be generated and mailed from the Kansas City Print Shop, County Offices shall take no action to generate or mail letters.

Each producer that had coverage in the prior year will receive 1 continuous coverage notification letter. However, the date that the producer will receive their letter depends on what crops were covered in the prior year and the application closing dates for those crops.

Example 1: Any 1 Producer had NAP coverage on Winter Wheat in 2013. The 2014 application closing date for Winter Wheat is September 1, 2013. The 2014 continuous coverage notification letter will be mailed to Any 1 Producer by July 1, 2013.

Example 2: Any 2 Producer had NAP coverage Soybeans in 2013. The 2014 application closing date for Soybeans is March 15, 2014. The 2014 continuous coverage notification letter will be mailed to Any 2 Producer by January 15, 2014.

Example 3: IMA Farmer has NAP coverage on Winter Wheat and Soybeans in 2013. The 2014 application closing date for Winter Wheat is September 1, 2013, and the 2014 application closing date for Soybeans is March 15, 2014. The 2014 continuous coverage notification letter will be mailed to IMA Farmer by July 1, 2013 (based on the earlier of the 2 closing dates).

1559 Continuous Coverage Letters (Continued)

C Continuous Coverage Report

The Continuous Coverage Report contains a list of all continuous coverage letters that have been sent and the date the letters were mailed. Review the Continuous Coverage Report to determine who has received their letters. See paragraph 1552 for additional information on printing the Continuous Coverage Report.

D E-Mailing Continuous Coverage Letters

If producers have an e-mail address in SCIMS, the continuous coverage letters will be sent through e-mail. If the letter is e-mailed to the producer, the letter will still be mailed through the regular postal service.

1560, 1561 (Reserved)

***--Subsection 5 Transfers of Coverage and Replacement Applications**

1562 Transfers of Coverage

A Overview

Paragraph 24.5 provides policy for handling transfers of coverage. This paragraph provides instructions for completing transfers of coverage in the system.

B Completing Transfers of Coverage

Complete a transfer of coverage in the automated system according to the following steps.

Step	Action
1	Access the CCC-471 for which coverage is being transferred according to Subsection 1.
2	Cancel the application according to paragraph 1537.
3	<p>Enter a new application for the producer receiving the coverage according to Section 1.</p> <p>Notes: If the transferring producer was limited resource, the receiving producer does not have to pay a service fee for the transferred drops. To accomplish this, users shall mark the receiving producer’s CCC-471 as limited resource.</p> <p>If a new CCC-471 is being entered after the application closing date for any crop, the State Office Administrative user shall follow procedure in paragraph 1545 to change crop eligibility.</p> <p>If the receiving producer already has coverage in the county where the transfer is taking place, add the crops from the transferring CCC-471 to the receiving producer’s existing CCC-471.</p>

--*

***--1563 Replacement Applications**

A Overview

Paragraph 23.5 provides policy for handling replacement applications for deceased, missing, and incompetent producers. This paragraph provides instructions for completing replacement applications in the automated system.

B Completing Replacement Applications

Complete a transfer of coverage in the automated system for deceased, missing, and incompetent producers according to the following steps.

Step	Action
1	Access the CCC-471 for the producer who is deceased, missing, or incompetent according to Subsection 1.
2	Cancel the CCC-471 according to paragraph 1537.
3	<p>Enter a replacement CCC-471 for the producer taking over coverage according to Section 1.</p> <p>Notes: If the replacement CCC-471 is being entered after the application closing date for any crop, the State Office Administrative user shall follow procedure in paragraph 1545 to change crop eligibility.</p> <p>If the producer taking over coverage already has coverage in the county where the replacement application is being loaded, add only the crops from the deceased, missing, or incompetent producer's CCC-471 to the replacement CCC-471.</p>

--*

1564-1568 (Reserved)

1757.5 Deleting Carrying Capacity (Continued)

D List of Grazed Forage Crops Eligible for Prevented Planted

Following is a list of annually grazed forage crops that are eligible for a prevented planted payment under NAP.

Crop Code	Crop	Type	Intended Use	Pay Crop	Pay Type
0091	Barley	HUL	GZ, GS	0091	002
0091	Barley	SPR	GZ, GS	0091	002
0091	Barley	WTR	GZ, GS	0091	002
0091	Barley	WXY	GZ, GS	0091	002
0125	Forage Soybean/ Sorghum		GZ	0125	001
*--0080	Millet	COM	GZ	0080	001
0080	Millet	DOP	GZ	0080	001
0080	Millet	PRL	GZ	0080	001
0296	Mixed Forage	ICG	GZ	0102	002
0296	Mixed Forage	MSG	GZ	0102	002
0016	Oats	HUL	GZ, GS	0016	002
0016	Oats	SPR	GZ, GS	0016	002
0016	Oats	WTR	GZ, GS	0016	002
0094	Rye		GZ, GS	0094	002
0050	Sorghum Forage	ALU	GZ	0050	001
0050	Sorghum Forage	CAN	GZ	0050	001
0050	Sorghum Forage	SUD	GZ	0050	001
0050	Sorghum Forage	SWT	GZ	0050	001--*
0052	Sorghum Dual Purpose		GZ	0050	001
0131	Speltz		GZ	0131	001
1223	Teff		GZ	0102	002
0158	Triticale		GZ, GS	0158	002
0011	Wheat	HAD	GZ, GS	0011	002
0011	Wheat	HRS	GZ, GS	0011	002
0011	Wheat	HRW	GZ, GS	0011	002
0011	Wheat	HWR	GZ, GS	0011	002
0011	Wheat	HWS	GZ, GS	0011	002
0011	Wheat	SRW	GZ, GS	0011	002
0011	Wheat	SWS	GZ, GS	0011	002
0011	Wheat	SWW	GZ, GS	0011	002

Reports, Forms, Abbreviations, and Delegations 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 (HELIC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)		8, 882, 1276, 1311
CCC-36	Assignment of Payment		1311
CCC-37	Joint Payment Authorization		1311
CCC-257	Schedule of Deposit		22.5, 24, 1315, 1462, 1463
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

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)	24	Text, Ex. 2, 7.2, 7.3, 7.3.5, 7.4, 7.4.5-7.4.7, 8
CCC-471 NAP BP	Noninsured Crop Disaster Assistance 2015 and Subsequent Years Basic Provisions		23, 23.5
CCC-473	2012 NAP Frost/Freeze Program (NAPFF) Application	1807	1803, 1808, 1809, 1820
CCC-502	Farm Operating Plan for Payment Eligibility Review		8, 29
CCC-509	2013 Direct and Counter-Cyclical Program (DCP) Contract or Average Crop Revenue Election (ACRE) Contract		29
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program	Ex. 42, 43	Text, Ex. 2, 41
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

CCC-577, Transfer of NAP Coverage

A Instructions

Producers use CCC-577 to request a transfer of NAP coverage when a change of share or sale of covered crop acreage occurs during the coverage period.

Producers shall submit the original of the completed CCC-577 in hard copy or FAX to the appropriate FSA servicing office.

The following are instructions for completing CCC-577. Producer must complete items 1 through 17B.

Item	Field Name	Instructions	
1	Transferor's Name and Address	Enter first (name or initial, as applicable) and last name and address. Note: Address is not necessary unless it has changed recently and the new address is being reported. If reporting a new address, enter "New" and the new address.	
2	Taxpayer ID No. or SSN	Enter last 4 digits of taxpayer ID or SSN.	
3	Crop	*--IF...	THEN...
		<ul style="list-style-type: none"> all crops selected on CCC-471 are being requested to be transferred only part of the crops selected on CCC-471 are being requested to be transferred 	<ul style="list-style-type: none"> ENTER "All". only list crops selected on CCC-471 that are being requested to be transferred.
4	Pay Crop	<ul style="list-style-type: none"> all pay crops selected on CCC-471 are being requested to be transferred 	<ul style="list-style-type: none"> ENTER "All".
		<ul style="list-style-type: none"> only part of the pay crops selected on CCC-471 are being requested to be transferred 	<ul style="list-style-type: none"> only list pay crops being transferred.
5	Pay Type	<ul style="list-style-type: none"> all pay types for a crop selected on CCC-471 are being requested to be transferred 	<ul style="list-style-type: none"> ENTER "All".
		<ul style="list-style-type: none"> only part of the pay type for a crop selected on CCC-471 are being requested to be transferred 	<ul style="list-style-type: none"> only list pay types being transferred.--*

CCC-577, Transfer of NAP Coverage (Continued)

A Instructions (Continued)

Item	Field Name	Instructions	
6	Planting Period	<ul style="list-style-type: none"> •*--all planting periods for a crop selected on CCC-471 are being requested to be transferred 	<ul style="list-style-type: none"> • ENTER "All".
		<ul style="list-style-type: none"> • only part of the planting periods for a crop selected on CCC-471 are being requested to be transferred 	<ul style="list-style-type: none"> • only list planting periods being transferred.--*
7	Crop Year	Enter crop year of the crop.	
8	Unit Number	Enter NAP unit number. If NAP unit number is not known, leave blank.	
9	Farm Location	Describe location of the crop acreage. Example: FSA farm and tract number, legal description, map coordinates, common farm name, etc.	
10	Transferee Name and Address	Enter first (name or initial, as applicable) and last name and address of producers receiving the right to the NAP payment.	
11	Social Security Number	Enter last 4 digits of the taxpayer ID or SSN of producers identified in item 10.	
12	Farm Number	Enter farm number associated with producers identified in item 10.	
13	Share Transferred	Enter share transferred to producers identified in item 10.	
14	Effective Date of Transfer	Enter date ownership or operation changed or transferred to a new producer or entity. Examples: Date: <ul style="list-style-type: none"> • land is sold • lease is transferred. 	
15	Nature of Transfer	Enter the nature of the transfer. Example: Sale of land or change of share.	
16A and 16B	Transferor's Signature	Transferor and transferee shall: <ul style="list-style-type: none"> • read Part B - Terms and Conditions • sign and date in their respective space. 	
17A and 17B	Transferee's Signature		
18A- 22	For CCC use only .		