

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Supplemental Revenue Assistance  
Payments Program  
1-SURE**

**Amendment 25**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 303 A has been amended to include a reference to paragraph 134.

Subparagraph 308 A has been amended to add a note about when prices are not included with crops insured under a written agreement.

Paragraph 314 has been added to provide instructions for fresh market beans starting with crop year 2011.

Paragraph 315 has been added to provide instructions for sweet potatoes starting with crop year 2011.

Subparagraphs 514 A, 515 A, 574 A, 575 A, 613 C, 614 A, 663 C, and 664 A have been amended to include instructions for enabling macros in Windows 7.

Subparagraph 614 K has been amended to correct dates in a screen shot and a reference.

Exhibit 4 has been amended to add a reference to paragraph 308, add Guarantee Reduction Code "Y", and update language.

Exhibit 6 has been amended to include final NAMPS.

**Amendment Transmittal (Continued)**

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**303 Peanuts****A Background**

Peanut insurance policies allow a producer to elect a higher price based on Sheller Contracts. Certain peanut insurance policies require additional clarification and action for input into the SURE Workbook. Peanut producers may or may not have Sheller Contracts that make their production eligible to be insured at a higher price election. Further, while a producer may have Sheller Contracts that would cover the total potential production, the producer may choose to insure the peanuts at the contract price, which may vary, or the RMA price for noncontract peanuts.

Peanuts will be loaded into the SURE Workbook just like all other insured APH yield-based crops; County Offices shall use the RMA Guarantee Basis and other RMA data as provided in SIR RMA Section when there are no "A" (Acreage) Records that provide an acreage **greater** than zero with an RMA Guarantee Basis of zero.

Producers who have multiple price elections on the same acreage will have 1 or more "A" (Acreage) Records with acreage greater than zero and an RMA Guarantee Basis of zero. There will also be other "A" (Acreage) Records with zero acreage and an RMA Guarantee Basis greater than zero.

**\*--Note:** See paragraph 134 for RMA weighted adjusted yield.--\*

**B When RMA Data for Peanuts Must be Combined**

SIR's RMA Section will provide data elements on **multiple** "A" (Acreage) Records for producers with peanuts for which **2 or more** prices are guaranteed on select acreages within **1** unit. This will be evident when there are 2 or more "A" (Acreage) Records present for the same unit number and 1 or more of these "A" Records contain a zero "0" in the acreage data field **and** contain an RMA Guarantee Basis. **Additionally**, 1 "A" (Acreage) Record will contain acres and an RMA Guarantee Basis.

**303 Peanuts (Continued)****C Which Data Elements Must Match**

\*--Counties **must** add together peanut unit data from SIR RMA Data Section and enter into the SURE Workbook only **once** when the following RMA data elements, if present, are the--\* same, and 2 or more prices are elected as outlined in subparagraph B:

- Unit
- Crop/Type/Practice
- Plan
- Share
- Coverage Election
- Price Election Percentage

**Note:** Price will **not** match.

- Unit of Measure (UOM)
- Guarantee Reduction Code
- Guarantee Reduction Factor
- Planting Date
- Stage Code
- Stage Code Factor
- Multiple Cropping Factor, from “L” (Loss) Record, if present.

## 308 Crops With Written Agreement Codes \* \* \*

**A Background**

RMA provides crop insurance through written agreements when other policies or plans of insurance are not readily available for the location, or the crops and/or practices are not supported actuarially.

**\*--Note:** Beginning in crop year 2011, some “A” (Acreage) Records, for crops insured under a written agreement, will **not** include a price. County Offices **must** contact the State Office SURE specialist who will obtain the price from RO.

**B Crops With Written Agreements for “GP”, “SC”, or “TP”**

Written agreements for certain specialty crops can be based on the yellow corn, regular--\* grain sorghum, or common soybean prices and yields, rather than the actual variety insured under the written agreement. Therefore, **the RMA Guarantee Basis that is provided in SIR is not reflective of the specialty crops insured and is not correct for purposes of the SURE Program.** These crops or varieties/practices are **not** eligible for a standard policy or plan of insurance and insureds accept the terms of the written agreement to obtain some level of coverage. Written agreements are an option that meets RMPR for the crop.

Written Agreement Codes “GP”, “SC”, and “TP” **require** additional action by County Offices. This includes loading a different plan code into the SURE Workbook than what is provided on SIR to allow the correct data to be loaded into the SURE Workbook for these unique cases, as follows.

**Note:** See table in subparagraph E.

- “GP”:
- is **only** used for Group Risk Plan (Plan Code 04), Group Risk Income Protection - Harvest Revenue Option (Plan Code 05), Group Risk Income Protection (Plan Code 06), Group Risk Plan (Plan Code 12) or GRIP (Plan Code 73)
- pertains to **only** the following crops:
  - hybrid grain sorghum
  - hybrid corn seed
  - popcorn
  - sweet corn
  - any other specialty corn or grain sorghum.
- “SC” is used for multiple plan codes and considered Special Purpose Corn (for example, Blue Corn) and the crop code must equal corn (0041).

308 Crops With Written Agreement Codes \* \* \* (Continued)

\*--B Crops With Written Agreements for “GP”, “SC”, or “TP”--\*

- “TP” is used for multiple plan codes and insures special types and practices, such as Edamame Soybean varieties.

**Note:** Written Agreement Codes “GP”, “SC”, and “TP” are an indication to County Offices that 1 or more of these crops are covered under a written agreement. **These crops must have a guarantee calculated according to subparagraph 162 C.**

C Example of SIR RMA Section

This is an example of SIR RMA Section for a crop that has a Written Agreement Code of “SC”. This subparagraph will show how to identify the pertinent Written Agreement Code.

| REC TYPE | CROP         | TYPE             | PRACTICE           | PLAN  | SHR              | UNIT   | COVERGE CAT/LVL         | PRICE ELC PCT           |
|----------|--------------|------------------|--------------------|-------|------------------|--------|-------------------------|-------------------------|
|          | 0041 Corn    | 015 Grain        | 002 Irrigated      | 90    | 1.000            | 0206   | A 0.7500                | 1.000                   |
| A        | Acres        | 38.30            | ZERO ACRE:         |       | PRICE:           | 4.7500 | GUAR BASIS: 21,763      | UOM: BU                 |
|          | Yield:       | 167.00           | GUAR REDUC CDE:    |       | GUAR REDUC FCTR: | 0.000  | PROD PREMIUM: 590       | GRID ID:                |
|          | ADJ APH:     | 167.00           | OPTION CD:         |       | OPTION FACTR:    | 1.0000 | WRTN AGMT: SC           | PLANT DATE: 05-20-2008  |
|          | WTD ADJ YLD: | 159.44           | LOC ST/CTY: 31/047 |       | FSN:             | 1230   | AGR: N                  | UPDATE DATE: 02-12-2010 |
| L        | STAGE: UH    | STAGE FCTR:      | 1.0000             |       | PRICE:           | 4.7500 |                         |                         |
|          | UOM: BU      | ACRES: 38.30     | PROD TO COUNT:     | 0.000 | GROSS INDM:      | 22,795 | GLEANED ACRE:           |                         |
|          |              | MULTI CROP CODE: | WI                 |       | MULTI CROP FCTR: | 1.0000 | UPDATE DATE: 02-12-2010 |                         |
| Y        | SY YLD:      | 0.00             | SY ACRES:          | 38.3  | SHARING WITH:    |        |                         |                         |

D Example of SIR FSA-578 Data Section

This is an example of SIR FSA Data Section for a crop that has a Written Agreement Code of “SC”. This subparagraph will describe how to identify the crop that matches the applicable written agreement policy.

| CROP        | TYPE       | IU        | STATUS    | PRAC     | RPT ACRES    | DET ACRES   | SHARE         | PLANT DATE        | FARM        | TRACT       | FIELD     |
|-------------|------------|-----------|-----------|----------|--------------|-------------|---------------|-------------------|-------------|-------------|-----------|
| ALFALFA     | FG         | I         | N         |          | 34.7         | 0.00        | 1.0000        | 04-10-2000        | 1233        | 2492        | 2B        |
| <b>CORN</b> | <b>BLU</b> | <b>GR</b> | <b>IF</b> | <b>I</b> | <b>38.30</b> | <b>0.00</b> | <b>1.0000</b> | <b>05-20-2008</b> | <b>1230</b> | <b>2222</b> | <b>1B</b> |
| CORN        | YEL        | GR        | I         | I        | 18.10        | 0.00        | 1.0000        | 05-07-2008        | 1234        | 6666        | 1         |
| CORN        | YEL        | GR        | I         | I        | 21.9         | 0.00        | 1.0000        | 05-07-2008        | 1233        | 2492        | 2A        |

**Note:** There may be **no** indication that a crop is related to a written agreement other than the code. In this example, the only way to identify the specific crop is by:

- acres (38.3)
- Crop Type (BLU)
- FSN (matches in this example, but **not** typically)
- plant date
- any other unique indicators that match to the written agreement.

308 Crops With Written Agreement Codes \* \* \* (Continued)

**E Determining What to Dataload for Codes “GP”, “SC”, or “TP”**

Follow these steps to determine what to load for crops with Written Agreement Codes of “GP”, “SC”, or “TP”.

| Step | Action   |
|------|--|
| 1    | Determine which crop/type/IU and acreage in the FSA-578 data matches the Written Agreement Code “GP”, “SC”, or “TP” in SIR RMA Section.  |
| 2    | Do <b>not</b> use the RMA Guarantee Basis, yield, or price to load into the SURE Workbook.   |
| 3    | Load the crop with <b>Plan Code “63”</b> regardless of the plan code provided with the written agreement in SIR.   |
| 4    | Follow the procedure in subparagraph 162 C for the applicable acreage to assign the appropriate price, yield, and NAMP.  |
| 5    | Use the appropriate unit of measure, yield, and price for the actual crop/type/IU from FSA-578.<br><br><b>Note:</b> In the example, the unit of measure (UOM) is bu, but blue corn in this State/county is in lbs. Load as lbs and ensure that the price and yield are consistent with the unit of measure.) |

**Result:** Unit 0206 from the example would be loaded into the SURE Workbook with:

- 38.3 acres
- 100 percent of CEY for the crop/type/IU from FSA-578 (irrigated blue corn for grain)
- 100 percent of the NAP price for the crop/type/IU from FSA-578 (irrigated blue corn for grain)
- RMA coverage level (0.7500)
- RMA price election (1.000)
- all adjustment factors used for NAP crops (“UH” factor for applicable State).

**F Production**

Producers will be required to submit production evidence according to subparagraphs 201 G through J for all crops with Written Agreements Codes of “GP”, “SP”, and “TP”. This will be required regardless if the Written Agreement Codes are based on APH policies. The appropriate NAMP will be applied by crop/type/IU of the actual specialty crop.

309 Raisins

**A Background**

Raisins are insured under Dollar Amount of Insurance (Plan Code 50). Plan Code 50 is referred to as “50R”, “Dollar Amount of Insurance - Regular (Non-Nursery)” in Exhibit 12.

When calculating the SURE guarantee and revenue, raisin RMA policies **require** additional County Office action.

**B RMA Data for Raisins**

Unique characteristics of raisin policies for SURE Program implications are as follows:

- an RMA Guarantee Basis **will** be provided for raisin Dollar Plans (for information only)
- there are **no acres** to load into the SURE Workbook
- there is **no yield** to load into the SURE Workbook
- producers **must** provide production to count
- the “Y” (Yield) Record will **not** display “SY Yield” or “SY Acres”.

**C Data Elements for Raisins on SIR**

SIR for raisins will use the following “A” (Acreage) Record RMA data elements.

| Element             | Reference  |
|---------------------|--|
| Record Type         | “A”.   |
| CROP                | “0037 Raisins”.  |
| TYPE                | “997 No Type Specified”.   |
| PRAC                | *--As provided.--*   |
| PLAN                | 50   |
| SHR                 | As provided.   |
| UNIT                | As provided.   |
| COVERAGE CAT/LVL    | As provided.   |
| PRICE ELC PCT       | As provided.   |
| <b>ACRES</b>        | <b>Total tons of raisins insured (laid out in trays to dry).</b> |
| ZERO ACRE           | Not applicable.  |
| PRICE               | As provided.   |
| RMA Guarantee Basis | For comparison purposes only.                                    |
| UOM                 | Ton.   |

\*--313 ARH Cherry Pilot Program (Continued)

**C Data Elements for ARH Cherries on SIR**

SIR for Sweet Cherries will use the following RMA data elements from the A “Acreage” Record.

| <b>Element</b>      | <b>Reference</b>   |
|---------------------|--|
| Record Type         | “ <b>A</b> ”.  |
| CROP                | “ <b>0057 Cherries</b> ”.  |
| TYPE                | As provided; for example, “ <b>111 Fresh</b> ” or “ <b>112 Processing</b> ”.                             |
| PRAC                | As provided.   |
| PLAN                | “47”.  |
| SHR                 | As provided. (Compare as with other crops.)  |
| UNIT                | As provided.   |
| COVERAGE CAT/LVL    | As provided.   |
| PRICE ELC PCT       | As provided.   |
| ACRES               | As provided.   |
| ZERO ACRE           | As provided.   |
| PRICE               | <b>Load NCT price</b> for the 10 percent and 50 percent loss threshold calculations.                     |
| RMA Guarantee Basis | As provided.   |
| UOM                 | Will display “DOL” for dollars on SIR, but RMA is providing a <b>yield</b> in pounds.                    |
| YIELD               | As provided. County Offices will <b>load</b> the 10 percent and 50 percent loss threshold calculations.. |
| ADJ APH             | Not applicable, set to zero.   |
| WTD ADJ YLD         | Not applicable, set to zero.   |
| GUAR REDUC CDE      | As provided.   |
| GUAR REDUC FCTR     | As provided.   |
| PROD PREMIUM        | As provided.   |
| GRID ID             | As provided.   |
| OPTION CODE         | As provided.   |
| OPTION FCTR         | As provided.   |
| WRTN AGMT           | As provided.   |
| PLANT DATE          | Not applicable.  |
| LOC ST/CTY          | As provided.   |
| FSN                 | As provided.   |
| AGR                 | As provided.   |
| UPDATE DATE         | As provided.   |

--\*

313 ARH Cherry Pilot Program (Continued)

**D Calculating a SURE Guarantee for ARH Cherries**

The SURE Workbook will calculate the SURE guarantee, revenue, and payment data with the elements entered into the SURE Workbook as provided in subparagraph C.

**Notes:** For waived-in ARH cherries, follow subparagraph 162 C to calculate the SURE guarantee.

For NAP-covered ARH cherries, follow subparagraph 163 A.

**E Production**

See subparagraphs 201 G through J for production evidence requirements. Producers **must** bring in production evidence.

**\*--314 Fresh Market Beans Starting With Crop Year 2011****A Background**

Before crop year 2011, for the SURE Program, fresh market beans were treated like all other APH (Plan Code 90) RMA policies.

**B RMA Data Starting in 2011**

Fresh market beans are still insured under APH (Plan Code 90) policies. However, starting with 2011, these RMA fresh market bean policies contain producer historical acreage limitations. If planted acreage exceeds the historical acreage limitation, an overplant factor may apply to the RMA Guarantee Basis, under certain conditions. Fresh market bean policies require additional clarification and action.

County Offices shall use the RMA Guarantee Basis and other RMA data as provided in the SIR, RMA Data Section. Fresh market beans will be loaded into the SURE Workbook in the same manner as other insured APH yield-based crops with the exception described in subparagraph C.

**C SIR Guarantee Reduction Code “Y”**

When planted acreage exceeds the producer’s historical acreage limit, a “Y” code will be present in the SIR, RMA Data Section “Guarantee Reduction Code” field. If a Guarantee Reduction Factor accompanies this code, the factor **must** be loaded into the SURE Workbook as a “Guarantee Reduction”. Exhibit 4 has been amended to include the Guarantee Reduction Code, “Y.”

**Note:** The RMA “A” (Acreage) Record displayed in SIR will contain the producer’s actual planted acres reported to RMA, regardless of the historical acreage limit. This will allow County Offices to compare RMA planted acres to FSA planted acres reported on FSA-578.

**D Fresh Market Beans Production**

Fresh market bean production for SURE will be handled according to subparagraph 201 D. Production from all acres will be included because all acres are considered insured, even if the planted acres exceed the producer’s historical acreage limit.--\*

**\*--315 Sweet Potatoes Starting With Crop Year 2011****A Background**

According to paragraph 305, before crop year 2011, sweet potatoes were insured under APH - Alternatively Rated (Plan Code 92) RMA policies.

**B RMA Data Starting in 2011**

For 2011 and subsequent crop years, sweet potatoes are insured under Plan Code 90 that is an APH policy. These RMA sweet potato policies contain producer historical acreage limitations. If planted acreage exceeds the acreage limitation, an overplant factor may apply to the RMA Guarantee Basis, under certain conditions. Sweet potato policies require additional clarification and action.

County Offices shall use the RMA Guarantee Basis and other RMA data as provided in the SIR, RMA Data Section. Sweet potatoes will be loaded into the SURE Workbook in the same manner as other insured APH yield-based crops with the exception described in subparagraph C.

There could be an “A” (Acreage) Record for “fresh” sweet potatoes (Type 162) that is distinct from the “A” (Acreage) Record for “processing” (Type 163) sweet potatoes. They will carry 2 distinct prices.

**C SIR Guarantee Reduction Code “Y”**

When planted acreage exceeds the producer’s historical acreage limit, a “Y” code will be displayed in the SIR, RMA Section “Guarantee Reduction Code” field. If a Guarantee Reduction Factor accompanies this code, the factor **must** be loaded into the SURE Workbook as a “Guarantee Reduction”. Exhibit 4 has been amended to include the Guarantee Reduction Code, “Y.”

**Note:** The RMA “A” (Acreage) Record acreage that is displayed in SIR will contain the producer’s actual planted acres reported to RMA, regardless of the historical acreage limit. This will allow County Offices to compare RMA planted acres to FSA planted acres reported on FSA-578.--\*

**\*--315 Sweet Potatoes Starting With Crop Year 2011 (Continued)****D Sweet Potato Production**

Producers will be **required** to submit actual production records for processed and fresh production according to subparagraphs 201 G through J. All production will count, including production from acres that exceed the acreage limitation, if applicable, because all acres are considered insured.

HMP's shall be established for multiple market crops as instructed in subparagraph 65 B. For appraisals that are completed and submitted for production evidence, these HMP's shall be applied. HMP's shall also apply to certified production or the maximum average loss levels for those producers who are unable to provide verifiable production records.

If a producer has both fresh and processed (types 162 and 163) "A" (Acreage) Records, as outlined in subparagraph B, the appropriate production will be entered with the matching "A" (Acreage) Record.

When a producer provides production evidence that includes both fresh and processed sales, or when HMP's apply to appraised or certified production, and the producer only has 1 type (162 or 163) insured, production to count **must** be entered on separate lines in the SURE Workbook. This will allow fresh and processed production to be associated with the correct NAMP to calculate total crop value correctly.

When this is necessary, County Offices shall enter all production to count that was marketed as:

- fresh on the same line as the RMA Guarantee Basis insured, as determined in subparagraph A, using NAMP for fresh sweet potatoes

**Note:** User shall enter indemnity and premium, if applicable, here.--\*

**\*--315 Sweet Potatoes Starting With Crop Year 2011 (Continued)**

**D Sweet Potato Production (Continued)**

- processed using NAMP for processed sweet potatoes, on a new line, with the following guidance about which entries to load and which entries to load as zeroes.

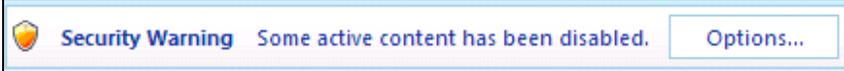
| <b>Item</b>           | <b>Entry</b>   |
|-----------------------|--|
| Crop                  | “Potatoes Sweet”.  |
| IU                    | “PR”.  |
| Status Code           | As applicable.   |
| Practice              | As applicable.   |
| Acres                 | “0” (all acres were entered on the first line).  |
| Producer Share        | As applicable.   |
| RMPR Code             | “P”.   |
| Plan/Coverage Code    | “90”.  |
| Stage Code            | Leave blank.   |
| Stage Code Adjustment | Leave blank.   |
| Unit #                | As applicable  |
| RMA Guarantee Basis   | “0” (entered on first line).   |
| Coverage Level        | As applicable.   |
| Price Election        | As applicable.   |
| Price                 | “0” (not needed to enter production).  |
| Production to Count   | Production to count for processed sales of sweet potatoes as provided by the producer. |
| 2011 NAMP             | Processed NAMP for sweet potatoes.   |

**Note:** Do not load HMP’s into the SURE Workbook.--\*

**316-320 (Reserved)**

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

A Accessing and Saving the SURE Interim Workbook Template (Continued)

| Step                | Action                                    |  |
|---------------------|---|--|
| <p>3<br/>(Cntd)</p> | <p><b>IF using...</b><br/>Office 2007</p> | <p><b>THEN...</b><br/>at the top of the screen, between the toolbar and the window, the following security warning will be displayed; CLICK “Options...”.</p>  <p>The following Microsoft Office Security Options dialog box will be displayed; CLICK “Enable this content” and CLICK “OK”.</p>  <p><b>Notes:</b> This step needs to be performed every time the SURE Interim Workbook is opened.</p> <p>*--For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--*</p> <p><b>Warning:</b> Do <b>not</b> attempt to permanently enable macros; this will make the SURE Interim Workbook unusable and could potentially create a security breach.</p> |

514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)

A Accessing and Saving the SURE Interim Workbook Template (Continued)

| Step  | Action  |   |
|---|---|---|
| 4   | <b>IF using...</b>  | <b>THEN save the document as follows...</b>   |
|   | Office 2003   | <ul style="list-style-type: none"> <li>• CLICK “File”</li> <li>• CLICK “Save as”</li> <li>• navigate to user’s desktop</li> <li>• CLICK “Save”</li> </ul> |
| Office 2007   | <ul style="list-style-type: none"> <li>• CLICK “Office Button” → </li> <li>• scroll to “Save as”</li> <li>• CLICK “Excel Macro Enabled Workbook”</li> <li>• navigate to user’s desktop</li> <li>• CLICK “Save”.</li> </ul> |   |
| <p>By following these steps, the document will be placed on the user’s desktop with an icon. The document will be named,<br/>                     *--“2008_SURE_Interim_Workbook_Template_vX.0”.</p> <p>The version number shall correspond with the current version posted on the SURE Intranet Web Page.--*</p> <p><b>Note:</b> There will be a need for more than 1 SURE Interim Workbook template saved to a user’s desktop for the purposes of summarizing multi-county data. For additional SURE Interim Workbook templates, name them as follows:</p> <p style="padding-left: 40px;">*--“2008_SURE_Interim_Workbook_Template_vX.0.2”<br/>                     “2008_SURE_Interim_Workbook_Template_vX.0.3”.--*</p> |   |   |

**Note:** The SURE Interim Workbook is for FSA internal use **only** and shall **not** be distributed.

**514 Accessing, Saving, Retrieving, and Transferring the 2008 SURE Interim Workbook (Continued)****E Transferring SURE Interim Workbook Data to the Recording County**

After a multi-county producer's SURE Interim Workbook has been completed in an administrative county, the administrative county shall e-mail the encrypted .xml file to the recording county.

**Note:** The .xml file is automatically encrypted when the "Save to File" macro is used. No further encryption is required.

The recording county and administrative county/counties shall coordinate with each other to timely complete and transmit the completed 2008 SURE Interim Workbook and any other data needed to conduct and execute the 2008 SURE Program.

**Warning:** Using external drives, such as flash drives, thumb drives, jump drives, etc., is strictly **prohibited** and should **never** be used to transfer an .xml file from 1 computer to another.

**515 Completing SURE Interim Workbook Data Entry Worksheet****A Overview**

When the SURE Interim Workbooks is opened, the Start Page will be displayed with the following:

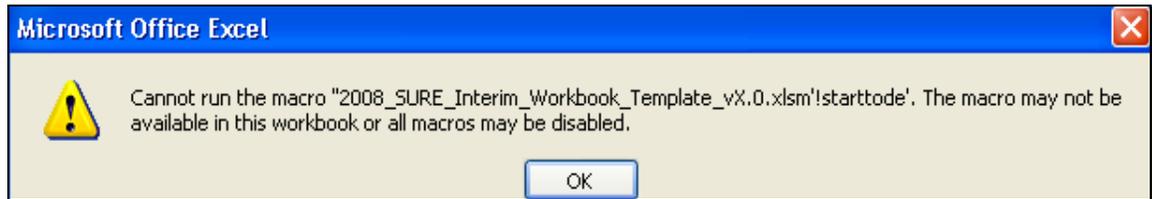
- disclaimer message, "FSA Internal Use Only: The SURE Interim Workbook shall not be distributed."

**Note:** The SURE Interim Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Interim Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

515 Completing SURE Interim Workbook Data Entry Worksheet (Continued)

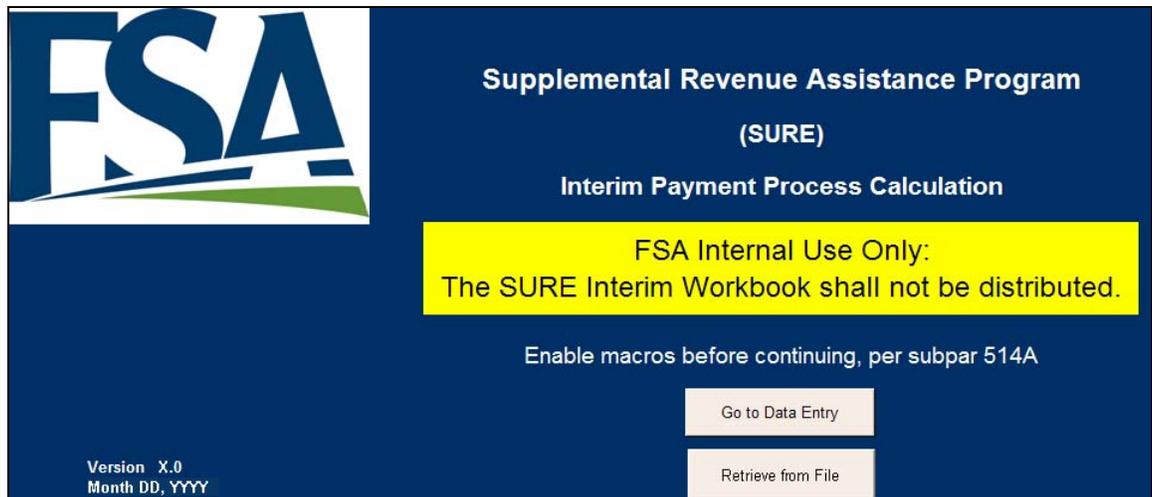
A Overview (Continued)

- reminder, “Enable macros before continuing per subpar 514 A”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed



\*--**Note:** For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--\*

- version number and date
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved .xml file.



The Data Entry Worksheet contains producer’s basic information, other payment amounts, crop data, SURE guarantee data, SURE revenue data, and COC determinations used to calculate SURE payment. The data will be entered by a County Office employee.

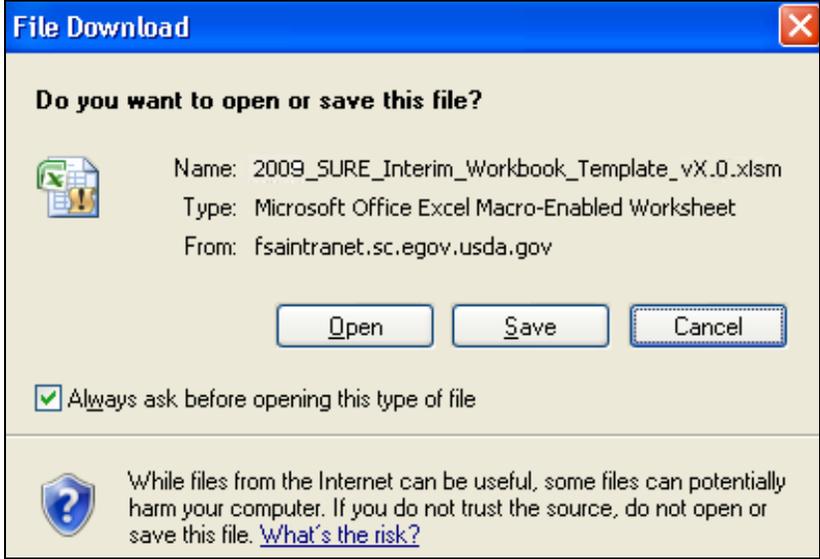
To enter RMA data, see Exhibit 4.

As data is entered, the applicable cells will highlight or dim accordingly.

**\*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook**

**A Accessing and Saving the SURE Workbook Template**

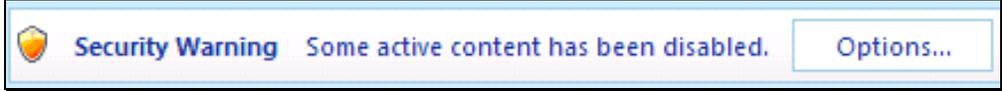
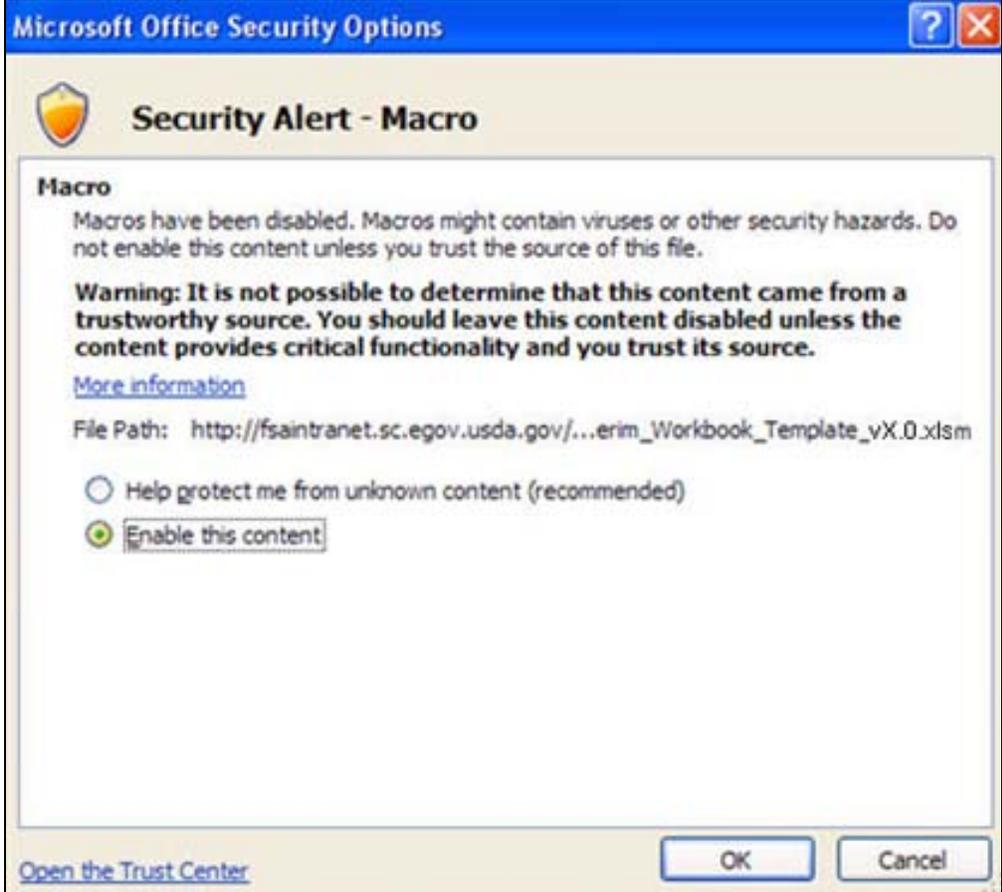
Follow these steps to access and save the SURE Workbook template.

| Step | Action  |
|------|---|
| 1    | Go to <b>http://fsaintranet.sc.egov.usda.gov/fsa/sure/Default.htm</b> on signup beginning date.   |
| 2    | <p>CLICK “<b>2009_SURE__Workbook_Template_vX.0</b>”. The File Download dialog box will be displayed. CLICK “<b>Open</b>”.</p>  |

--\*

574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

A Accessing and Saving the SURE Workbook Template (Continued)

| Step | Action   |
|------|--|
| 3    | <p data-bbox="391 327 1474 401">At the top of the screen, between the toolbar and the window, the following security warning will be displayed; CLICK “Options...”.</p> <div data-bbox="391 436 1393 527" style="border: 1px solid black; padding: 5px;">  <p data-bbox="391 436 1393 527">Security Warning Some active content has been disabled. Options...</p> </div> <p data-bbox="391 569 1398 642">The following Microsoft Office Security Options dialog box will be displayed; CLICK “Enable this content” and CLICK “OK”.</p> <div data-bbox="391 678 1393 1570" style="border: 1px solid black; padding: 5px;">  <p data-bbox="391 678 1393 1570">Microsoft Office Security Options</p> <p data-bbox="391 758 1393 821"><b>Security Alert - Macro</b></p> <p data-bbox="391 852 1393 936"><b>Macro</b><br/>Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.</p> <p data-bbox="391 957 1393 1041"><b>Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.</b></p> <p data-bbox="391 1052 1393 1083"><a href="#">More information</a></p> <p data-bbox="391 1094 1393 1125">File Path: http://fsaintranet.sc.egov.usda.gov/...erim_Workbook_Template_vX.0.xlsm</p> <p data-bbox="391 1146 1393 1178"><input type="radio"/> Help protect me from unknown content (recommended)</p> <p data-bbox="391 1188 1393 1220"><input checked="" type="radio"/> <b>Enable this content</b></p> <p data-bbox="391 1524 1393 1556"><a href="#">Open the Trust Center</a> OK Cancel</p> </div> <p data-bbox="391 1612 1463 1644"><b>Notes:</b> This step needs to be performed every time the SURE Workbook is opened.</p> <p data-bbox="448 1686 1463 1791">*--For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--*</p> <p data-bbox="391 1833 1463 1896"><b>Warning:</b> Do <b>not</b> attempt to permanently enable macros; this will make the SURE Workbook unusable and could potentially create a security breach.</p> |

**\*--574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

**D Retrieving a Producer’s SURE Workbook Data**

Follow this table to retrieve a producer’s SURE Workbook data; for example, to continue work, make changes, or summarize multi-county information.

| Step | Action   |
|------|--|
| 1    | Open the SURE Workbook template from the desktop and CLICK “ <b>Retrieve From File</b> ” <span style="border: 1px solid black; padding: 2px;">Retrieve From File</span> from the Data Entry Worksheet or Start Page.   |
| 2    | <p>After users click “Retrieve From File”, the following Browse dialog box will be displayed with the content of the “S:\Service_Center\FSA\2009_SURE” folder where the user has saved the producer’s SURE Workbook data. The user will select the producer’s XML file and CLICK “<b>OK</b>”.</p> <div data-bbox="397 699 1458 1220" style="border: 1px solid black; padding: 5px;"> </div> <p>After user has selected the appropriate XML file and clicked “OK”, the data will populate into the blank “2009_SURE_Workbook_Template_vX.0.xlsm”.</p> |

--\*

**574 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)****E Transferring SURE Workbook Data to the Recording County**

After a multi-county producer's SURE Workbook has been completed in an administrative county, the administrative county shall e-mail the encrypted XML file to the recording county.

**Note:** The XML file is automatically encrypted when the "Save to File" macro is used. No further encryption is required.

The recording and administrative counties shall coordinate with each other to timely complete and transmit the completed SURE Workbook and any other data needed to conduct and execute the 2009 SURE Program.

**Warning:** Using external drives, such as flash drives, thumb drives, jump drives, etc., is strictly **prohibited** and should **never** be used to transfer an XML file from 1 computer to another.

**Note:** When a recording county receives an XML file by e-mail, the file **must** be saved to the 2009 SURE folder, and opened from the 2009 SURE folder.

**575 Completing SURE Workbook Data Entry Worksheet****A Overview**

When the SURE Workbook is opened, the Start Page will be displayed with the following:

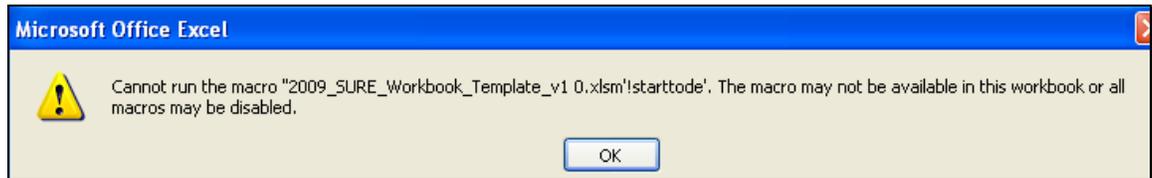
- disclaimer, "FSA Internal Use Only: The SURE Workbook shall not be distributed."

**Note:** The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

575 Completing SURE Workbook Data Entry Worksheet (Continued)

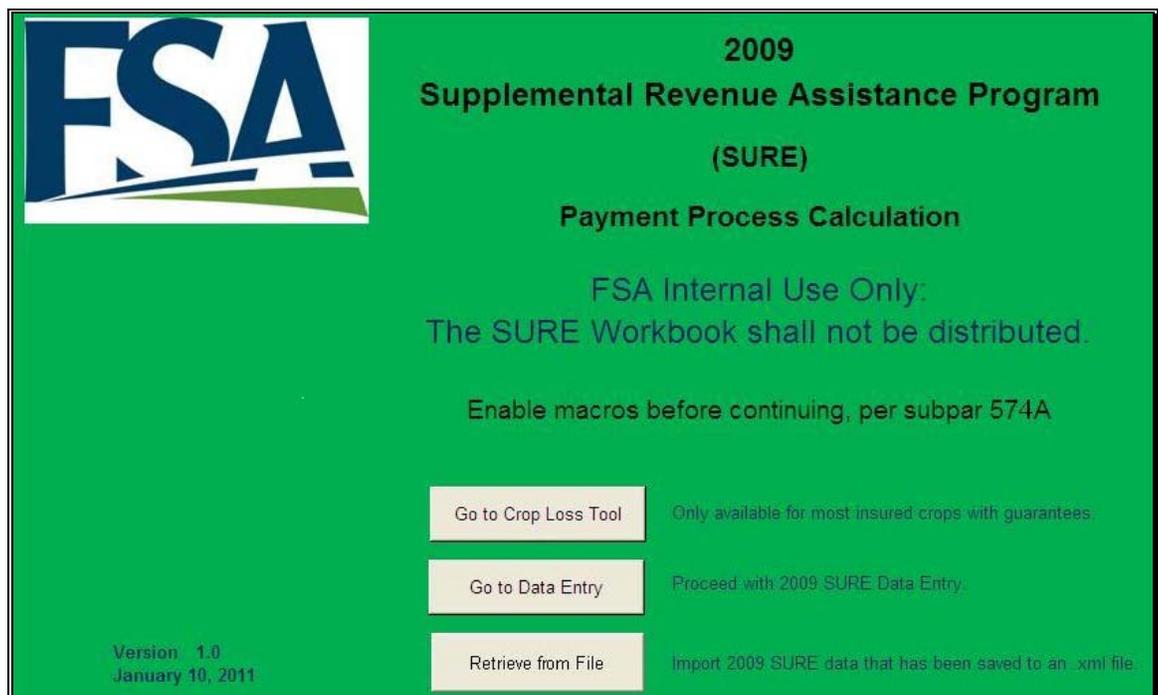
A Overview (Continued)

- reminder, “Enable macros before continuing per subpar 574 A”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed



\*--Note: For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--\*

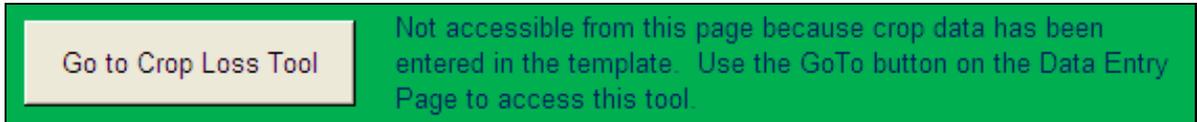
- version number and date
- “Go to Crop Loss Tool” button, to access the Crop Loss Tool (see paragraph 577 for completing the 2009 Crop Loss Tool)
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved XML file.



## \*--575 Completing SURE Workbook Data Entry Worksheet (Continued)

## A Overview (Continued)

If there is data in the SURE Workbook while the user is on the Start Page, the following message will be displayed next to “Go to Crop Loss Tool”.



**Note:** If data has been entered in the SURE Workbook and users click “Go to Crop Loss Tool” when this text is displayed, the following Microsoft Excel dialog box error message will be displayed.



When users click “OK”, the Data Entry Worksheet will be displayed.

The Data Entry Worksheet contains producer’s basic information, other payment amounts, crop data, SURE guarantee data, SURE revenue data, and COC determinations used to calculate SURE payment. The data will be entered by a County Office employee.

To enter RMA data, see Exhibit 4.

As data is entered, the applicable cells will highlight or dim accordingly.

**Notes:** For 2009, unit of measure, price, and NAMP only have to be entered once for a county/crop/type/IU. These data cells on subsequent lines for the same county/crop/type/IU will be darkened to indicate that this data has already been accepted and is not needed to be entered again. This applies to all crops **except** peanuts.

For crops that could have different prices or NAMP’s, such as peanuts, these cells will remain yellow and will have to be manually entered.--\*

613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

C Enabling Macros

Enable macros in the SURE Workbook according to the following.

| Step | Action  |
|------|---|
| 1    | <p>Every time a user opens the SURE Workbook Template, at the top of the screen, between the toolbar and the window, the following security warning will be displayed. CLICK “Options...”.</p>  <p>The following Microsoft Office Security Options dialog box will be displayed. CLICK “Enable this content” and CLICK “OK”.</p>  <p><b>Notes:</b> This step needs to be performed every time the SURE Workbook is opened.</p> <p>*--For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--*</p> <p><b>Warning:</b> Do <b>not</b> attempt to permanently enable macros; this will make the SURE Workbook unusable and could potentially create a security breach.</p> |

**\*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

**D Saving a Producer’s SURE Workbook**

When the user needs to save a producer’s SURE Workbook, the user shall save the data according to the following.

| Step | Action  |
|------|---|
| 1    | CLICK <b>“Save to File”</b> from the Data Entry or Farm Summary Worksheet.  |
| 2    | <p>The following Browse For Folder dialog box will be displayed. To save an .xml file to the <b>“S:\Service_Center\FSA\2010_SURE”</b> folder that was created by following subparagraph B, CLICK <b>“OK”</b>.</p> <div data-bbox="396 617 906 1117" data-label="Image"> <p>The screenshot shows a 'Browse For Folder' dialog box with a blue title bar. The text 'Please choose a folder' is at the top. Below it is a list box containing a single folder icon labeled '2010_SURE'. At the bottom, there are three buttons: 'Make New Folder', 'OK', and 'Cancel'.</p> </div> <p><b>Note:</b> If the <b>“2010_SURE folder”</b> was <b>not</b> created, the following Browse For Folder dialog box will be displayed.</p> <div data-bbox="488 1264 976 1743" data-label="Image"> <p>The screenshot shows a 'Browse For Folder' dialog box with a blue title bar. The text 'Please choose a folder' is at the top. Below it is a list box showing a standard Windows file explorer view with icons for Desktop, My Documents, My Computer, My Network Places, and Recycle Bin. At the bottom, there are three buttons: 'Make New Folder', 'OK', and 'Cancel'.</p> </div> <p>CLICK <b>“Cancel”</b> and return to subparagraph B to create the folder as instructed.</p> |

--\*

**\*--613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

**E Retrieving a Producer’s SURE Workbook Data**

Retrieve a producer’s SURE Workbook data; for example, to continue work, make changes, or summarize multi-county information, according to the following.

| Step | Action   |
|------|--|
| 1    | Open the SURE Workbook Template from the Desktop and <b>CLICK “Retrieve From File”</b> from the Data Entry Worksheet or Start Page.  |
| 2    | After users click “Retrieve From File”, the following Browse dialog box will be displayed with the content of the “S:\Service_Center\FSA\2010_SURE” folder where the user has saved the producer’s SURE Workbook data. The user will select the producer’s .xml file and <b>CLICK “OK”</b> . |

After user has selected the appropriate .xml file and clicked “OK”, the data will populate into the blank “2010\_SURE\_Workbook\_Template\_vX.0.xlsm”.

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**613 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)****F Transferring SURE Workbook Data to the Recording County**

After a multi-county producer's SURE Workbook has been completed in an administrative county, the administrative county shall e-mail the encrypted .xml file to the recording county.

**Note:** The .xml file is automatically encrypted when the "Save to File" macro is used. No further encryption is required.

The recording and administrative counties shall coordinate with each other to timely complete and transmit the completed SURE Workbook and any other data needed to conduct and execute the 2010 SURE Program.

**Warning:** Using external drives, such as flash drives, thumb drives, jump drives, etc., is strictly **prohibited** and should **never** be used to transfer an .xml file from 1 computer to another.

**Note:** When a recording county receives an .xml file by e-mail, the file **must** be saved to the 2010 SURE folder, and opened from the 2010 SURE folder.

**614 Completing SURE Workbook Data Entry Worksheet****A Overview**

When the SURE Workbook is opened, the Start Page will be displayed with the following:

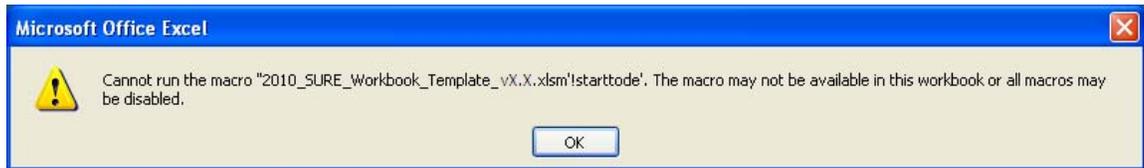
- disclaimer, "FSA Internal Use Only: The SURE Workbook shall not be distributed."

**Note:** The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

614 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

- reminder, “Enable macros before continuing per subpar 613 C”; will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed:



**\*--Note:** For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--\*

- version number and date
- “Go to Crop Loss Tool” button, to access the Crop Loss Tool; see subparagraphs 616 A and B for completing the 2010 Crop Loss Tool
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved .xml file.

**\*--614 Completing SURE Workbook Data Entry Worksheet (Continued)****A Overview (Continued)**

The Data Entry Worksheet contains producer's basic information, other payment amounts, crop data, SURE guarantee data, SURE revenue data, and COC determinations used to calculate SURE payment. The data will be entered by a County Office employee.

To enter RMA data, see Exhibit 4.

As data is entered, the applicable cells will highlight or dim accordingly.

**Note:** For 2010, unit of measure, price, and NAMP only have to be entered once for a county/crop/type/IU. These data cells on subsequent lines for the same county/crop/type/IU will be darkened to indicate that this data has already been accepted and is not needed to be entered again.

If the user chooses to enter the **same** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell yellow. This will **not** corrupt the workbook. If the user enters a **different** unit of measure, price, and/or NAMP on the subsequent line, it will turn the cell orange. This is a warning to the user to review that unit of measure, price, and/or NAMP are, in fact, different.

For crops that could have different prices or NAMP's, these cells will remain yellow and will have to be manually entered.

The price for the following crops will remain yellow and will have to be entered manually:

- barley, regardless of type or use
- peanuts, regardless of type or use
- apples, regardless of type or use
- sweet potatoes, by stage code
- California processed grapes, by crushing district.--\*

614 Completing SURE Workbook Data Entry Worksheet (Continued)

K Yield Determination Tool (Continued)

NAP adjusted yield for NAP is provided on the 2010 SIR (S36), “2010 NAP Approved Yield History File” Section.

\*--

| CROP YEAR | YIELD | YLD TYPE |
|-----------|-------|----------|
| 2009      | 1.77  | A        |
| 2008      | 1.68  | R        |
| 2007      | 1.70  | A        |
| 2006      | 1.60  | O        |
| 2005      | 1.59  | P        |
| 2004      | 1.79  | A        |

--\*

The SURE Workbook has been designed to identify SURE crops that the user has loaded from the Data Entry Worksheet for which the NAP adjusted APH applies to the Yield Determination Tool, using the RMPR Code and Coverage Code.

In the following example, the Yield Determination Tool has identified NAP Alfalfa FG as a noninsured crop with purchased coverage for which NAP adjusted APH applies. The user has entered **all** of the annual yield data for NAP, including year, yield, and yield type from \*--SIR Section 3, “2010 NAP Approved Yield History File”.--\*

Clear Entries
↶
Go To Data Entry
➔
Go To Weighted Average Yield Tool

NAP Yield - Vertical Format:  
 Enter x on a crop line and click here.

| Crop Information for NAP Adjusted Yield |         |           |     |          |       |    |       |                   | NAP Yields |      |       |          |      |       |          |
|---|---------|-----------|-----|----------|-------|----|-------|-------------------|------------|------|-------|----------|------|-------|----------|
| Unit                                    | Crop    | Crop Type | Use | Plnt Per | U O M | Pr | Acres | Message           | Vertical   | Year | Yield | Yld Type | Year | Yield | Yld Type |
| 100                                     | Alfalfa |           | Fg  | 1        | Ton   | N  | 19.10 | Adj Yld: 1.69 Ton |            |      | 2009  | 1.77     | A    | 2008  | 1.68     |

---

| Year | Yield | Yld Type | Adj NAP Yield |
|------|-------|----------|------|-------|----------|------|-------|----------|------|-------|----------|------|-------|----------|---------------|
| 2007 | 1.70  | A        | 2006 | 1.60  | O        | 2005 | 1.59  | P        | 2004 | 1.79  | A        |      |       |          | 1.69          |

**Note:** The user will enter **every** year, yield, and yield type present in 2010 SIR (S36), “2010 NAP Approved Yield History File” Section. The Yield Determination Tool has been designed to remove the applicable replacement yields.

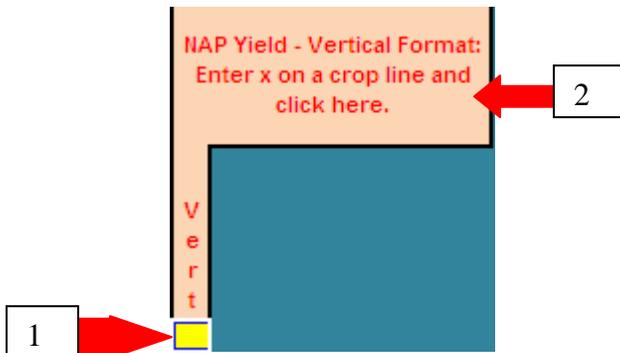
614 Completing SURE Workbook Data Entry Worksheet (Continued)

**K Yield Determination Tool (Continued)**

The 2010 SURE Workbook features a NAP Yield Vertical Format, to assist in the loading of NAP Adjusted Yield Data.

\*--To use the NAP Yield Vertical Format, do the following.

1. ENTER “X” in the ‘Vert’ cell.
2. CLICK “NAP Yield-Vertical Format: Enter x on a crop line and click here.”--\*



After the user clicks the “NAP Yield-Vertical Format: Enter x on a crop line and click here.” button, the NAP Yield-Vertical Format pop-up window will be displayed. The user can then enter the crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window.

| NAP Yield Vertical Format |       |          |
|---------------------------|-------|----------|
| CROP YEAR                 | YIELD | YLD TYPE |
| 2009                      | 1.77  | A        |
| 2008                      | 1.68  | R        |
| 2007                      | 1.70  | A        |
| 2006                      | 1.60  | O        |
| 2005                      | 1.59  | P        |
| 2004                      | 1.79  | A        |
|                           |       |          |
|                           |       |          |

After the user has entered all applicable crop years, yields, and yield types in the NAP Yield-Vertical Format pop-up window, the user shall click the “Return to Yield Determination Tool” button. This button will return the user to the Yield Determination Tool and the NAP Adjusted Yields the user entered in the NAP Yield-Vertical Format will be displayed in the tool.



**\*--663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)**

**B Creating a New Folder in Which to Save All SURE Workbook Data**

Before completing and saving a SURE Workbook for a producer, a new folder will need to be created on the **S:**\ drive according to the following.

| Step | Action   |
|------|--|
| 1    | Do either of the following: <ul style="list-style-type: none"> <li>• on the Desktop, DOUBLE-CLICK “<b>My Computer</b>”</li> <li>• at the bottom left corner of user’s screen, RIGHT-CLICK “<b>Start</b>” and LEFT-CLICK “<b>Explore</b>”.</li> </ul>   |
| 2    | DOUBLE-CLICK “(S:) drive”. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Network Drives</b></p> <p>  cwashing2s614 n on 'Dcwashing2s614\Γhome\$ (I:)'                             <br/>  Fshared\$ on 'Dcwashing2scl2' (S:) ←                             <br/>  Shareu\$ on 'Dcwashing2scl2' (U:)                         </p> </div> |
| 3    | DOUBLE-CLICK “ <b>Service_Center</b> ”.  |
| 4    | DOUBLE-CLICK “ <b>FSA</b> ”.   |
| 5    | Left-click “ <b>Make a new Folder</b> ”   , or if neither of these buttons are available right-click in blank white area within the folder window, left-click “ <b>New</b> ”, left-click “ <b>Folder</b> ”.  |
| 6    | A new folder will be created in the S:\Service_Center\FSA folder, the default name of the new folder will be “New Folder”. Rename the folder according to step 7.  |
| 7    | RIGHT-CLICK “ <b>New Folder</b> ” and LEFT-CLICK “ <b>Rename</b> ”.  |
| 8    | Rename the folder “ <b>2011_SURE</b> ”.  |

**Note:** Creating the new “2011\_SURE” folder **only needs to be done 1 time at each Service Center**. All SURE Workbook data can be saved to this location.

**Important:** The naming format of this folder is **extremely important** for the SURE Workbook “**Save**” function to operate. Ensure that the folder is named, “**2011\_SURE**”, with the underscore **exactly** as displayed here.--\*

663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)

C Enabling Macros

Enable macros in the SURE Workbook according to the following.

| Step | Action  |
|------|---|
| 1    | <p data-bbox="391 401 1422 506">Every time a user opens the SURE Workbook Template, at the top of the screen, between the toolbar and the window, the following security warning will be displayed. CLICK “Options...”.</p> <div data-bbox="391 537 1393 604" style="border: 1px solid black; padding: 5px;">  <p data-bbox="391 537 1393 604">Security Warning Some active content has been disabled. Options...</p> </div> <p data-bbox="391 636 1398 705">The following Microsoft Office Security Options dialog box will be displayed. CLICK “Enable this content” and CLICK “OK”.</p> <div data-bbox="391 737 1393 1623" style="border: 1px solid black; padding: 5px;">  <p data-bbox="391 737 1393 1623">Microsoft Office Security Options</p> <p data-bbox="391 821 870 877"><b>Security Alert - Macro</b></p> <p data-bbox="391 909 1352 999"><b>Macro</b><br/>Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.</p> <p data-bbox="391 1014 1300 1104"><b>Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.</b></p> <p data-bbox="391 1115 638 1140"><a href="#">More information</a></p> <p data-bbox="391 1150 1365 1182">File Path: http://fsaintranet.sc.egov.usda.gov/...erim_Workbook_Template_vX.0.xlsm</p> <p data-bbox="391 1213 1076 1245"><input type="radio"/> Help protect me from unknown content (recommended)</p> <p data-bbox="391 1255 716 1287"><input checked="" type="radio"/> <b>Enable this content</b></p> <p data-bbox="391 1591 643 1623"><a href="#">Open the Trust Center</a> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p data-bbox="391 1654 1463 1686"><b>Notes:</b> This step needs to be performed every time the SURE Workbook is opened.</p> <p data-bbox="448 1717 1463 1829">*--For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--*</p> <p data-bbox="391 1860 1463 1927"><b>Warning:</b> Do <b>not</b> attempt to permanently enable macros; this will make the SURE Workbook unusable and could potentially create a security breach.</p> |

**663 Accessing, Saving, Retrieving, and Transferring the SURE Workbook (Continued)****F Transferring SURE Workbook Data to the Recording County**

After a multi-county producer's SURE Workbook has been completed in an administrative county, the administrative county shall e-mail the encrypted .xml file to the recording county.

**Note:** The .xml file is automatically encrypted when the "Save to File" macro is used. **No further encryption is required.**

The recording and administrative counties shall coordinate with each other to timely complete and transmit the completed SURE Workbook and any other data needed to conduct and execute the 2011 SURE Program.

**Warning:** Using external drives, such as flash drives, thumb drives, jump drives, etc., is strictly **prohibited** and should **never** be used to transfer an .xml file from 1 computer to another.

**Note:** When a recording county receives an .xml file by e-mail, the file **must** be saved to the 2011 SURE folder, and opened from the 2011 SURE folder.

**664 Completing SURE Workbook Data Entry Worksheet****A Overview**

When the SURE Workbook is opened, the Start Page will be displayed with the following:

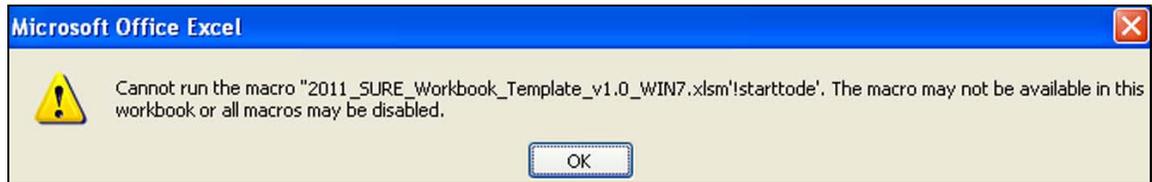
- disclaimer, "FSA Internal Use Only: The SURE Workbook shall not be distributed."

**Note:** The SURE Workbook contains sensitive data. It is for FSA internal use **only** and shall **not** be distributed. This applies to the SURE Workbook template and the .xml files that are generated when the workbook is saved. **Only** the producer for which the application was filed may be provided the printed Farm Summary page and the workbook-generated FSA-682, page 2.

664 Completing SURE Workbook Data Entry Worksheet (Continued)

A Overview (Continued)

- reminder to enable macros, according to subparagraph 663 C, step 1, will **only** display in Office 2007, users **must** enable macros before continuing or the following message will be displayed



\*--**Note:** For Windows 7, macros only need to be enabled the first time the SURE Workbook is opened on a computer. This applies to each copy of the SURE Workbook on a computer.--\*

- version number and date
- “Go to Crop Loss Tool” button, to access the Crop Loss Tool; see subparagraphs 666 A and B for completing the 2011 Crop Loss Tool
- “Go to Data Entry” button, to access the Data Entry Worksheet
- “Retrieve from File” button, to import a saved .xml file.

SIR RMA Data (Continued)

| RMA Label   | RMA Label Description  | Data Entry Workbook Label | Description  | Action Required  |  |
|---|--|---------------------------|--|--|--|
| AGR   | AGR Policy Flag  |                           | Listed in "A" (Acreage) Record, as follows: <ul style="list-style-type: none"> <li>"Y"</li> <li>"N"</li> </ul>   | <b>IF...</b>   | <b>THEN...</b>   |
|   |  |                           |  | "N"  | <b>no</b> action is required. Indicates producer does <b>not</b> have both an AGR/AGR Lite policy and an MPCI policy.  |
|   |  |                           |  | "Y"  | see paragraph 162.   |
| WRN<br>AGMT   | Written Agreement Type   |                           | Listed in the "A" (Acreage) Record, code that indicates that the crop is insured with a written agreement.<br><br><b>Note:</b> The balance of the Written Agreement Codes may be found in RMA Manual 13, FCIC Appendix III, Exhibit 11-8 by applicable year. | *--See paragraph 308.--*   |  |
|   |  |                           |  | For crops with the following Written Agreement Codes, it is necessary for County Offices to compare the "A" (Acreage) Record acreage and crop/type to FSA-578 data to determine which crop is included in the written agreement. Comparing the crop/type and acreage may be the only way to identify the crop and acreage. See paragraph 308 for more details. |  |
|   |  |                           |  | <b>IF the Written Agreement Code is...</b>   | <b>THEN load...</b>  |
|   |  |                           |  | "SC", the producer has a "Special Purpose Corn" (such as Blue Corn, for example) and the <b>crop code must equal corn (0041) and applies to any plan code where present</b>  | <b>all</b> corn included in the written agreement according to <b>subparagraph 162 C</b> . County Offices assign a yield and price, use RMA policy coverage level and price election, <b>and</b> apply all adjustment factors used for NAP crops.<br><br><b>Note:</b> This is an insured crop and NAMP is <b>not</b> capped at the NAP price to calculate revenue.   |
|   |  |                           |  | "GP", the producer has a Group Risk Plan or GRIP with hybrid grain sorghum, hybrid corn seed, popcorn, sweet corn, or any other specialty corn or grain sorghum. The <b>plan code must be either 12 or 73</b>  | the crop and acreage included in the written agreement according to <b>paragraph 308 and subparagraph 162 C</b> . County Offices assign a yield and price, use RMA policy coverage level percent and price election percent, <b>and</b> apply all adjustment factors used for NAP crops.<br><br><b>Note:</b> This is treated as an insured crop and NAMP is <b>not</b> capped at the NAP price to calculate revenue. |
| "TP", the producer has a variety, type, or practice of a crop for which a standard policy or plan of insurance is not available without a written agreement. The coverage may be based on a more standard variety or practice and type, rather than the actual crop insured under the written agreement. <b>Code "TP" may be used with multiple plan codes.</b> | the crop and acreage included in the written agreement according to <b>paragraph 308 and subparagraph 162 C</b> . County Offices assign a yield and price, use RMA policy coverage level percent and price election percent, <b>and</b> apply all adjustment factors used for NAP crops.<br><br><b>Note:</b> This is treated as an insured crop and NAMP is <b>not</b> capped at the NAP price to calculate revenue. |                           |  |  |  |

SIR RMA Data (Continued)

| RMA Label | RMA Label Description | Data Entry Workbook Label | Description   | Action Required   |
|-----------|-----------------------|---------------------------|---|---|
| STAGE     | Stage Code            | Stage Code                | <p>Listed in “L” (Loss) Record, as follows:</p> <ul style="list-style-type: none"> <li>• “0”, Harvested</li> <li>• *--“1”, Unharvested – Stage of plant growth</li> <li>• “2”, Unharvested – Stage of plant growth</li> <li>• “2G”, Unharvested – Stage of plant growth, gleaned</li> <li>• “3”, Unharvested – Stage of plant growth</li> <li>• “3G”, Unharvested – Stage of plant growth, gleaned</li> <li>• “4”, Unharvested – Stage of plant growth</li> <li>• “4G”, Unharvested – Stage of plant growth, gleaned</li> <li>• “C”, Harvested – Certified for seed</li> <li>• “DC”, Denied Claim</li> <li>• “FL”, Unharvested – Final loss, check with producer to see if acreage was harvested or unharvested</li> <li>• “H”, Harvested</li> <li>• “HD”, Harvested – Harvested dry</li> <li>• “HG”, Harvested – Gleaned acreage</li> <li>• “I”, Unharvested – Immature</li> <li>• “M”, Unharvested – Mature, check with producer to see if acreage was harvested or unharvested--*</li> </ul> | <p>Enter the “H”, harvested; “PP”, prevented; or “UH”, unharvested code, as applicable, into the SURE Workbook according to the stage codes provided by RMA.</p> <p><b>Notes:</b> If the Guarantee Reduction Code is “P” or “E”, in the SURE Workbook, “Stage Code” field, select “PP” code.</p> <p>Stage Code “DC” applies to any claim inspected by the adjuster and denied, resulting in no indemnity payment. Ask the producer why the claim was denied to determine SURE eligibility. Reasons span a wide range.</p> |

SIR RMA Data (Continued)

| RMA Label            | RMA Label Description | Data Entry Workbook Label | Description  | Action Required   |
|----------------------|-----------------------|---------------------------|--|---|
| GUAR<br>REDUC<br>CDE | Guarantee Reduction   | Guarantee Adjustment Code | <p>Listed in "A" (Acreage) Record, as follows:</p> <ul style="list-style-type: none"> <li>• "L", Late Planting</li> <li>• "M", Maximum Late Planted Reduction</li> <li>• "P", Prevented Planting</li> <li>• "E", Eligible PP acres from another unit and/or crop</li> <li>• "F", First Year thinning for Pecan</li> <li>• "C", Percent Stand Limitation for Cherries</li> <li>• *--"Y", When an overplant factor may apply--*</li> <li>• "D", Amount of Insurance Reduction for the following:                             <ul style="list-style-type: none"> <li>• Fixed Dollar Citrus (0215) in California</li> <li>• Fixed Dollar Strawberries (0110)</li> <li>• Reduction Other Than Percent Stand Limitation for Cherries (0057)</li> </ul> </li> <li>• "_", No Reduction.</li> </ul> | <p>Enter the Guarantee Reduction Code as displayed, <b>unless</b> the Guarantee Reduction Code is "P" or "E".</p> <p>If the Guarantee Reduction Code is "P" or "E", select the prevented "PP" code in the SURE Workbook, "Stage Code" field.</p> <p><b>Notes:</b> Do <b>not</b> enter the Guarantee Reduction Code in the "Guarantee Adjustment Code" field if the Guarantee Reduction Code is "P" or "E".</p> <p>For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do <b>not</b> load this entry into the SURE Workbook.</p> |

SIR RMA Data (Continued)

| RMA Label             | RMA Label Description      | Data Entry Workbook Label   | Description   | Action Required  |
|-----------------------|----------------------------|-----------------------------|---|--|
| GUAR<br>REDUC<br>FCTR | Guarantee Reduction Factor | Guarantee Adjustment Factor | Listed in "A" (Acreage) Record, Reduction factor provided by RMA based on Guarantee Reduction flag. | <p>Enter the Guarantee Reduction factor as displayed, <b>unless</b> the Guarantee Reduction Code is "P" or "E".</p> <p>If 0.000 or 1.000, enter 1.000 or leave blank.</p> <p>If the Guarantee Reduction Code is "P" or "E", enter the factor in the SURE Workbook, "Adjustment Factor #1" field; this factor supersedes the Stage Code factor provided by RMA.</p> <p><b>Notes:</b> Do not enter the Guarantee Reduction factor in the "Guarantee Adjustment Factor" field if the Guarantee Reduction Code is "P" or "E".</p> <p>*--For crops/policies with no RMA Guarantee Basis provided and included in subparagraph 162 C, do <b>not</b> load this entry into the SURE Workbook.--*</p> |

SIR RMA Data (Continued)

| RMA Label     | RMA Label Description | Data Entry Workbook Label | Description  | Action Required   |
|---------------|-----------------------|---------------------------|--|---|
| PRICE         | Price                 | Price                     | Listed in “A” (Acreage) Record, RMA price that would be used to calculate an indemnity.  | <p>Enter the price as displayed. If the price is not listed, see Part 6 to determine the correct price for SURE Workbook data entry.</p> <p><b>Notes:</b> For the price to load into the SURE Workbook for:</p> <ul style="list-style-type: none"> <li>• <b>Avocados</b>, see paragraph 310</li> <li>• <b>Pecans</b>, see paragraph 311</li> </ul> <p>*--Beginning in crop year 2011, some “A” (Acreage) Records for crops insured under a written agreement will <b>not</b> include a price. County Offices <b>must</b> contact the State Office SURE specialist who will obtain the price from RO.--*</p> |
| PROD TO COUNT | Production to Count   | Production to Count       | Listed in “L” (Loss) Record, sum of net harvested and net appraised production, adjusted for moisture and quality. Production is provided from RMA on a unit basis if a loss has been filed. | The production to count shall be used for SURE Workbook data entry, as applicable, according to Part 7.   |
| FMV-A         | FMV-A                 | FMV-A                     | Listed in “L” (Loss) Record, for value-loss crops (nursery and clams only), FMV-A represents the value of the crop immediately before the disaster.  | Enter FMV-A as displayed.   |
| FMV-B         | FMV-B                 | FMV-B                     | Listed in “L” (Loss) Record, for value-loss crops (nursery and clams only), FMV-B represents the value of the crop immediately after the disaster.   | Enter FMV-B as displayed.   |
| FSN           | Farm Serial Number    |                           | Listed in “A” (Acreage) Record, FSA FSN provided by RMA; may <b>not</b> be current or correct.   | For informational purposes only.  |
| GRID ID       | Grid ID               |                           | Listed in “A” (Acreage) Record, PRF information to show the location of insured grids or areas of land covered by the policy.  | No action required. Informational to indicate where insured land is located under a PRF policy.   |
| GLEANED ACRE  | Gleaned Acreage Code  |                           | Listed in “L” (Loss) Record, identifier for Salvage Value (“UG”/”HG”)  | If a code is present, a Salvage Value may be required. If blank, no action required. See subparagraph 263 F.  |

## SIR RMA Data (Continued)

| RMA Label       | RMA Label Description           | Data Entry Workbook Label             | Description  | Action Required   |
|-----------------|---------------------------------|---------------------------------------|--|---|
| SY-YLD          | SY Yield                        | Production to Count (see action item) | Listed in “Y” (Subsequent Year Yield) Record, yield per acre from the subsequent year’s APH record.  | When there is no “L” (Loss) Record for the unit, calculate production to count, as applicable, according to subparagraph 201 D. Enter the result in the SURE Workbook. “Production to Count” field. |
| SY-ACRES        | SY Acres                        |                                       | Listed in “Y” (Subsequent Year Yield) Record, acres from the subsequent year’s APH record.   |   |
| SY-YIELD TYPE   | SY Yield Type                   |                                       | Listed in “Y” (Subsequent Year Yield) Record, yield type indicator from the subsequent year’s APH record.  | If blank, no action required. If equal to “PW”, see subparagraph 201 D.   |
| SKIP-ROW        | Skip-Row Code                   |                                       | Listed in “Y” (Subsequent Year Yield) Record, lists indicates skip-row cotton.   | If code is present ( <b>only for cotton</b> ) see subparagraph 201 D.   |
| SY SHARING WITH | SY Person Sharing               |                                       | Listed in “Y” (Subsequent Year Yield) Record, lists persons sharing in the risk, from the SBI file for the subsequent year.                                    | No action required  |
| PLANT DATE      | Date Planted                    |                                       | Listed in “A” (Acreage) Record, date the crop was planted, as provided by RMA.   | No action required. For informational purposes only. This is <b>not</b> the date that FSA uses to determine the late planting factor. It is used to determine eligible acres.                       |
| UPDATE DATE     | Update Date                     |                                       | Listed in “A” (Acreage) Record, date of RMA data refresh.  | No action required. Informational purposes only for reference of current status of data.  |
| LOSS DATE 1     | Date of Loss - Primary          |                                       | Listed in “L” (Loss) Record, primary date of damage, for value loss crops only.  | For value loss crops, these dates will be used to determine multiple disaster events. Each disaster event will be loaded as a separate line entry in the SURE Workbook.                             |
| LOSS DATE 2     | Date of Loss - Secondary        |                                       | Listed in “L” (Loss) Record, secondary date of damage, for value loss crops only.  |   |
| AIP             | SBI Approved Insurance Provider |                                       | Listed in “S” (SBI) Record, approved insurance provider information.   | No action required.   |
| ID              | SBI ID Number                   |                                       | Listed in “S” (SBI) Record, last 4 digits of the producer’s TIN in SBI file.   | No action required.   |
| TYPE            | SBI ID Type Code                |                                       | Listed in “S” (SBI) Record, producer’s ID type code in SBI file, as follows: <ul style="list-style-type: none"> <li>• “S”, SSN</li> <li>• “E”, EIN.</li> </ul> | No action required.   |
| NAME            | SBI Name                        |                                       | Listed in “S” (SBI) Record, producer’s name in SBI file, as provided by RMA.   | SBI’s are used to substantiate producer eligibility according to Part 2.  |

NASS U.S. Prices (Continued)

D 2011 NASS U.S. Prices

This table provides NASS U.S. prices for determining NAMF.

| Crop Code | Type Abbr | Crop Name                   | Type Name                  | Use | Meas | 2011 Price |
|-----------|-----------|-----------------------------|----------------------------|-----|------|------------|
| 0001      |           | Tobacco Burley              |                            |     | LBS  | 1.751      |
| 0002      | FCA       | Tobacco Flue Cured          | Flue Cured (012)           |     | LBS  | 1.682      |
|           | FCB       | Tobacco Flue Cured          | Flue Cured (013)           |     | LBS  | 1.682      |
|           | FCC       | Tobacco Flue Cured          | Flue Cured (014)           |     | LBS  | 1.682      |
|           | FCD       | Tobacco Flue Cured          | Flue Cured (11a)           |     | LBS  | 1.682      |
|           | FCE       | Tobacco Flue Cured          | Flue Cured (11b)           |     | LBS  | 1.682      |
| 0003      |           | Tobacco Virginia Fire Cured |                            |     | LBS  | 2.030      |
| 0004      | FRA       | Tobacco Fire Cured          | Flue Cured (022)           |     | LBS  | 2.557      |
|           | FRB       | Tobacco Fire Cured          | Flue Cured (023)           |     | LBS  | 2.557      |
| 0005      | DAA       | Tobacco Dark Air Cured      | Dark Air Cured (035)       |     | LBS  | 2.278      |
|           | DAB       | Tobacco Dark Air Cured      | Dark Air Cured (036)       |     | LBS  | 2.278      |
| 0008      | CBA       | Tobacco Cigar Binder        | Cigar Binder (051)         |     | LBS  | 6.200      |
| 0010      | CGA       | Tobacco Cigar Filler        | Cigar Filler Tobacco (041) |     | LBS  | 1.750      |
| 0011      | HRS       | Wheat                       | Hard Red Spring Wheat      | GR  | BU   | 8.24       |
|           | HRW       | Wheat                       | Hard Red Winter Wheat      | GR  | BU   | 6.81       |
|           | HWR       | Wheat                       | Hard White Winter Wheat    | GR  | BU   | 6.81       |
|           | HWS       | Wheat                       | Hard White Spring Wheat    | GR  | BU   | 8.24       |
|           | SRW       | Wheat                       | Soft Red Winter Wheat      | GR  | BU   | 6.81       |
|           | SWS       | Wheat                       | Soft White Spring Wheat    | GR  | BU   | 8.24       |
|           | SWW       | Wheat                       | Soft White Winter Wheat    | GR  | BU   | 6.81       |
| 0016      | SPR       | Oats                        | Spring                     | GR  | BU   | 3.49       |
|           | WTR       | Oats                        | Winter                     | GR  | BU   | 3.49       |
| 0018      | LGR       | Rice                        | Long Grain                 |     | LBS  | NA         |
|           | MGR       | Rice                        | Medium Grain               |     | LBS  | NA         |
|           | SGR       | Rice                        | Short Grain                |     | LBS  | NA         |
| 0022      |           | Cotton, ELS                 |                            |     | LBS  | *--1.45    |
| 0031      | COM       | Flax                        | Common                     | SD  | BU   | 13.90      |
|           | LIN       | Flax                        | Linola                     | SD  | BU   | 13.90      |
| 0038      |           | Sugarcane                   |                            | PR  | LBS  | 0.1881     |
| 0039      |           | Sugar Beets                 |                            | PR  | TON  | 69.50--*   |

NASS U.S. Price (Continued)

D 2011 NASS U.S. Prices (Continued)

| Crop Code | Type Abbr | Crop Name      | Type Name                   | Use | Meas | 2011 Price |
|-----------|-----------|----------------|-----------------------------|-----|------|------------|
| 0041      | YEL       | Corn           | Yellow                      | GR  | BU   | 6.22       |
|           | YEL       | Corn           | Yellow                      | SD  | BU   | 6.22       |
|           | YEL       | Corn           | Yellow (Certified Organic)  | GR  | BU   | 10.55      |
| 0051      | GRS       | Sorghum        | Grain                       | GR  | BU   | 5.99       |
|           | HIF       | Sorghum        | Hybrid Interplanting Fg     | SD  | BU   | 5.99       |
|           | HIG       | Sorghum        | Hybrid                      | SD  | BU   | 5.99       |
|           | HSF       | Sorghum        | Hybrid Standardplant Fg     | SD  | BU   | 5.99       |
|           | HSG       | Sorghum        | Hybrid Standardplant Gr     | SD  | BU   | 5.99       |
|           | HSS       | Sorghum        | Hybrid Standardplant Su     | SD  | BU   | 5.99       |
| 0058      |           | Cranberries    |                             | FH  | BBL  | 44.60      |
|           |           | Cranberries    |                             | PR  | BBL  | 44.60      |
| 0067      | AUS       | Peas           | Austrian Peas               | DE  | LBS  | 0.195      |
| 0075      | RUN       | Peanuts        | Runner Peanuts              | NP  | LBS  | 0.318      |
|           | SPE       | Peanuts        | Southeast Spanish Peanuts   | NP  | LBS  | 0.318      |
|           | SPW       | Peanuts        | Southwest Spanish Peanuts   | NP  | LBS  | 0.318      |
|           | VAL       | Peanuts        | Valencia Peanuts            | NP  | LBS  | 0.318      |
|           | VIR       | Peanuts        | Virginia Peanuts            | NP  | LBS  | 0.318      |
| 0078      | NON       | Sunflowers     | Confectionery - Sunflower   | GR  | LBS  | *--0.338   |
|           | OIL       | Sunflowers     | Sunflower Oil               | GR  | LBS  | 0.280      |
| 0080      | DOP       | Millet         | Dove Proso                  | GR  | BU   | 6.01--*    |
| 0081      | COM       | Soybeans       | Common                      | GR  | BU   | 12.50      |
|           | COM       | Soybeans       | Common (Certified Organic)  | GR  | BU   | 18.90      |
|           | EDA       | Soybeans       | Edamame Soybeans            | GR  | BU   | 12.50      |
|           | EDA       | Soybeans       | Edamame (Certified Organic) | GR  | BU   | 18.90      |
|           | LER       | Soybeans       | Lerado                      | GR  | BU   | 12.50      |
|           | LER       | Soybeans       | Lerado (Certified Organic)  | GR  | BU   | 18.90      |
| 0091      | SPR       | Barley         | Spring Barley               | GR  | BU   | 4.91       |
|           | WTR       | Barley         | Winter Barley               | GR  | BU   | 4.91       |
| 0094      |           | Rye            |                             | GR  | BU   | 7.76       |
| 0129      |           | Rapeseed       |                             | SD  | LBS  | *--0.270   |
| 0469      |           | Macadamia Nuts |                             |     | LBS  | 0.780      |
| 0711      | FAL       | Canola         | Fall Seeded                 | SD  | LBS  | 0.240      |
|           | SPR       | Canola         | Spring Canola               | SD  | LBS  | 0.240--*   |

**Note:** All prices entries with “NA,” prices are not currently available and will be updated when the price becomes available.