

For: Alabama, Florida, Louisiana, Mississippi, North Carolina, and Texas State and County Offices

Corrected Hurricane Indemnity Program (HIP) Final Download

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The RMA download received in May was incorrect for some producers and crops. RMA has prepared a corrected download of all producers eligible for HIP. This download will be transmitted to County Offices on or about Tuesday, August 18, 2009.

As a result of the corrected RMA download, producers may be underpaid or overpaid. All new or additional payments to producers must be paid through the manual payment process according to this notice as software for processing HIP applications, payments, and overpayments was disabled in County Release No. 670.

B Purpose

This notice informs State and County Offices in the affected States of the following:

- the final RMA download for HIP will be transmitted on or about Tuesday, August 18, 2009
- County Offices **must** reconcile HIP applications to match final RMA download data
- County Offices will need to determine if the producers affected by the download are due a payment or if they have been overpaid
- documentation **must** be submitted to the National Office if a HIP payment was earned by the producer, but the payment was **not** issued **before** County Release No. 670 disabled the payment processing software

Disposal Date	Distribution
January 1, 2010	Above State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose (Continued)

- requests for payment authorizations shall be submitted to the National Office no later than November 1, 2009
- overpayments should be entered into the receivable system according to 67-FI.

C Software

Software to open HIP application processing will be transmitted to County Offices on or about August 14, 2009. The software will also be included in County Release No. 674.

Applications shall be corrected according to paragraph 2 before submitting requests for payment authorizations.

2 HIP Final Download

A RMA Download Report

The final HIP download will be transmitted on or about Tuesday, August 18, 2009. At start-of-day on the day following receipt of the final HIP download, County Offices may receive 1 or 2 download reports. Separate reports will be printed for the following producers:

- active in SCIMS with a legacy link to the county that received the RMA download
- **not** active in SCIMS with a legacy link to the county that received the RMA download; the County Office **must** load the producer in SCIMS, if applicable, and add a legacy link to the county that received the RMA download.

These reports will contain only producers who have:

- never been on a HIP RMA download
- had changes since the previous HIP RMA download.

To access applications for the producers listed on the reports, County Offices shall follow 5-DAP (Rev. 1), and take appropriate action according to subparagraph 829 D.

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2 HIP Final Download (Continued)

B Deleted Downloads

At start-of-day on the day following receipt of the final HIP download, the HIP RMA Deleted Download Report may be printed. The HIP RMA Deleted Download Report will contain data that was on a previous download, but was **not** on the final download. All payments issued based on the deleted download data are considered overpayments. County Offices shall:

- follow procedure in 5-DAP (Rev. 1), subparagraph 829 D to ensure that the appropriate action is taken on the producer's application
- enter overpayments into the receivable system according to 67-FI.

C Changed RMA Data

5-DAP (Rev. 1), subparagraph 829 D provides information on handling new, changed, and deleted RMA indemnity data. Follow subparagraph 829 D to ensure that each producer's HIP application is updated correctly.

D Discrepancies

5-DAP (Rev. 1), paragraph 838 provides instructions for using the HIP Discrepancy Report. County Offices shall follow paragraph 838 to print the HIP Discrepancy Report, after the final RMA download is received, and ensure that all discrepancies are resolved.

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3 HIP Payment and Overpayment Processing

A Determining HIP Payments and Overpayments

The following steps must be completed after the download and reconciliation processes have been completed to determine if a HIP payment is due or if an overpayment has occurred.

Step	Action	
1	Print the Statement of Projected Payment Amounts according to 5-DAP (Rev. 1), paragraph 840.	
2	Print the Producer Payment History (PPH) Print according to 5-DAP (Rev. 1), paragraph 922 B.	
3	Compare the Total Net Payment Amount on the Statement of Projected Payment Amounts to the Total Payments Amount on the PPH Print.	
	IF Total Net Payment Amount on the Statement of Projected Payment Amounts is...	THEN...
	greater than the Total Payments Amount on the PPH Print	<ul style="list-style-type: none"> • the producer is due a payment • follow paragraph 4 to request authorization to issue the payment
	less than the Total Payments Amount on the PPH Print	<ul style="list-style-type: none"> • the producer is overpaid • follow procedure in 67-FI to create a receivable.

B Disabled Software

County Offices shall complete the actions in subparagraph 4 B to request payment authorization for HIP payments that were not issued before the payment software was disabled or follow 67-FI to create a receivable for producers that are determined to be overpaid.

Note: If an appeal to NAD results in a determination in the producer’s favor, County Offices shall ensure that **all** documentation is reviewed and acted on by FSA representative **before** requesting payment authorization from the National Office.

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4 State and County Office Action

A State Office Action

State Offices shall:

- ensure that County Offices:
 - are immediately informed of the contents of this notice
 - determine if producers have been underpaid or overpaid as a result of the download
 - request payment authorization for producers that are underpaid
 - enter overpayments into the receivable system according to 67-FI
- submit all payment authorization requests no later than November 1, 2009
- if it is determined that a payment is due, forward an authorization request to PECD, Common Provisions Branch (CPB), using either of the following methods:
 - FAX to Sandy Bryant at 202-720-0051
 - overnight mail to:

USDA, FSA, PECD, CPB
Attn: Sandy Bryant
STOP 0517
1400 Independence Ave SW
Room 5172, South Building
Washington, DC 20250-1021.

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4 State and County Office Action (Continued)

B County Office Action

County Offices shall:

- determine if producers have been underpaid or overpaid as a result of the download according to subparagraph 3 A
- request payment authorization according to this paragraph if a producer has been underpaid no later than November 1, 2009
- enter overpayments into the receivable system according to 67-FI
- submit the following HIP documentation to the State Office for any payment that was not issued before installing County Release No. 670:
 - CCC-573
 - CCC-573E, if applicable
 - PPH for each of the following:
 - producer
 - affected member of the joint operation
 - combined producer

Reminders: If the producer is a joint operation, PPH **must** be submitted for each member of the joint operation.

PPH **must** be submitted for each combined producer, if applicable.

The option to print PPH will still be available on the Payment Reports Menu after installing County Release No. 670.

Note: PPH shall be printed by selecting the applicable menu options from the enabled HIP payment menus.

- current MABDIG for each:
 - producer
 - member, if the producer is a joint operation
- excerpt about the case from the COC minutes, if applicable.