

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice NAP-100**

**For:** State and County Offices

**Problems Loading CCC-471's**

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



**1 Overview**

**A Background**

The National Office continues to receive 2006 and 2007 CCC-471's that need to be corrected. Many CCC-471's, that require corrections, have errors that would have been prevented if 1-NAP had been followed.

7 CFR 1437.6 requires producers to file CCC-471's and pay applicable service fees in the administrative County Office by the application closing date as established by STC. To validate this requirement has been met, CCC-471's must be loaded in the automated system by the crop's established application closing date. A grace period, of 7 calendar days after the application closing date, was established to enable County Offices to load CCC-471's in the rare event that CCC-471's had to be taken manually.

To assist County Offices in taking timely CCC-471's, a shell record process was developed specifically to add crop records to the National Crop Table (NCT) without requiring price and yield information. Shell records and State-approved crop data are downloaded daily.

The number of CCC-471's submitted to the National Office with problems is causing great concern. State Offices shall ensure that County Offices are following proper procedure in taking CCC-471's. The top 5 errors that are submitted to the National Office are:

- wrong producer selected
- CCC-471 not loaded within the 7-calendar-day grace period
- crop or crop type was not on the county crop table
- wrong crop selected
- wrong year selected.

**Disposal Date**

January 1, 2008

5-24-07

**Distribution**

State Offices; State Offices relay to County Offices

## 1 Overview (Continued)

### B Purpose

This notice:

- informs State and County Offices:
  - that the shell record process shall be used to timely load crop records when CCC-471's are taken for a missing crop and/or crop type on NCT, if producers pay applicable fees
  - that the State Office shall submit to the National Office, the information necessary to correct problems on CCC-471's in a timely manner
  - what documents are required for National Office review
  - when manual CCC-471's can be taken
  - that CCC-471's not loaded within the 7-calendar-day grace period **must** be submitted, with supporting documentation, to the National Office to be reviewed on a case-by-case basis
  - how to add crops for a producer with a continuous coverage CCC-471
  - what to do when incorrect producers are selected on CCC-471's
- obsoletes Notice NAP-97.

### C 1-NAP, Exhibit 7.X

Paragraphs 2 and 7 refer to "1-NAP, Exhibit 7.X". The 1-NAP, Exhibit 7 numbers are year specific. For a:

- 2006 crop, see Exhibit 7
- 2007 crop, see Exhibit 7.1
- 2008 crop, there will be a forthcoming amendment.

## 2 Missing Crop or Crop Type

### A Timely Requests

It is imperative that County Offices make timely requests to the State Office so missing crops can be added to NCT to enable CCC-471's to be loaded within the 7-calendar-day grace period. State Offices shall use the shell record process to download crops to the County Offices so CCC-471's can be loaded before the application closing date or within the 7-calendar-day grace period.

## 2 Missing Crop or Crop Type (Continued)

### B Crop Is Not Listed on County Crop Table

If preparing CCC-471 for a crop **not** on the county crop table, but is listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action	
1	<b>IF 3 or...</b>	<b>THEN process...</b>
	fewer pay groups are available to be selected	a manual CCC-471 and manual CCC-257.
	more pay groups are available to be selected	an automated CCC-471 and notate the missing crop on the automated CCC-471.
2	Immediately notify the State Office of the missing crop, using CCC-456 according to 1-NAP, paragraph 106.	
3	If the downloaded crop is received within the 7-calendar-day grace period, load the crop in the automated system.	
	<b>Note:</b> These steps shall be taken within the 7-calendar-day grace period.	
4	If the downloaded crop is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.	

### C Crop Type Is Not Listed on County Crop Table

If preparing an automated CCC-471 for a crop type **not** on the county crop table, but is listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action
1	Select a crop type with the same pay type code.
2	Select a crop type that most closely represents the requested type in the lowest pay crop/pay type, if there is not a type with the same pay type code.
3	Record the actual requested type in brackets on CCC-471.
4	Immediately notify the State Office of the missing type, using CCC-456 according to 1-NAP, paragraph 106.
5	If the downloaded type is received within the 7-calendar-day grace period, delete the similar type and load the correct type in the automated system.
	<b>Note:</b> These steps shall be taken within the 7-calendar-day grace period.
6	If the downloaded type is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.

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### 2 Missing Crop or Crop Type (Continued)

#### D Crop Is Not Listed on the County Crop Table or in 1-NAP, Exhibit 7.X

If preparing CCC-471 for a crop **not** on the county crop table, and is **not** listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action	
1	<b>IF 3 or...</b>	<b>THEN process...</b>
	fewer pay groups are available to be selected	a manual CCC-471 and manual CCC-257.
	more pay groups are available to be selected	an automated CCC-471 and notate the missing crop on the automated CCC-471.
2	Immediately notify the State Office of the missing type, using CCC-456 according to 1-NAP, subparagraph 170 E.	
3	If the downloaded crop is received within the 7-calendar-day grace period, load the crop in the automated system.	
	<b>Note:</b> These steps shall be taken within the 7-calendar-day grace period.	
4	If the downloaded crop is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.	

#### E Crop Type Is Not Listed on the County Crop Table or in 1-NAP, Exhibit 7.X

If preparing an automated CCC-471 for a crop type **not** on the county crop table, and is **not** listed in 1-NAP, Exhibit 7.X, County Offices shall follow the steps in this table.

Step	Action
1	Select the crop type that most closely represents the requested type in the lowest pay crop pay type.
2	Record the actual requested type in brackets on CCC-471.
3	Immediately notify the State Office of the missing type, using CCC-456 according to 1-NAP, subparagraph 170 E.
4	If the downloaded type is received within the 7-calendar-day grace period, delete the similar type and load the correct type in the automated system.
	<b>Note:</b> These steps shall be taken within the 7-calendar-day grace period.
5	If the downloaded type is received after the 7-calendar-day grace period, submit the required documents, according to paragraph 3, to the State Office.

### 3 Required Documentation for State Office Review

#### A Documentation Required for Review

When County Offices are requesting assistance to load CCC-471's for any reason, County Offices shall submit the following documentation to the State Office:

- a written explanation of the problem
- a signed copy of CCC-471, manual or automated
- a copy of CCC-257, manual or automated

**Note:** Do **not** use a different program code on CCC-257 to process NAP service fees when taking manual CCC-471's. Follow procedure in 1-NAP, subparagraph 24 E.

- diagnostic reports printed according to 1-NAP, subparagraph 890 B.

**Exception:** This does **not** apply to manual CCC-471's.

For transfers, one CCC-577 may be completed for **all** crops and crop types being transferred to a person.

#### B Out-of-Balance CCC-257's

If CCC-471's taken in error result in CCC-257's being out-of-balance, State and County Offices shall notate "CCC-257 is out-of-balance" on FAX cover sheet.

If an out-of-balance CCC-257 is created, do **not** move the service fee to another CCC-257.

### 4 Manual CCC-471's

#### A Accepting Manual CCC-471's

Manual CCC-471's shall be taken according to 1-NAP, subparagraph 24 E, **only** if the:

- automated system is **not** available
- crop or crop type does **not** exist in the county crop table and 3 or fewer pay groups are available to be selected for the producer.

**Notes:** County Offices should maintain all manual CCC-471's in a pending file and review the file periodically to determine which CCC-471's can be loaded in the automated system.

Manual CCC-471's shall be loaded immediately when the automated system or crop data is available.

## 5 Continuous Coverage and Selected Crops

### A Continuous Coverage

County Offices shall review the continuous coverage options provided in 1-NAP, subparagraph 885.5 E.

There are 2 ways to add crops to a continuous coverage application:

- process the continuous coverage application and then add the additional crops on a separate CCC-471; the producer must sign CCC-471 with additional crop records
- delete the continuous coverage application and then load one CCC-471 with all crops the producer wants to have covered; the producer must sign CCC-471.

**Note:** Deleting a continuous coverage crop will delete **all** continuous coverage crops.

### B Selected Crops

Once crops have been selected through continuous coverage or on a new CCC-471, County Offices shall **not** delete any crop unless:

- the crop was selected in error
- instructed to do so in paragraph 2.

An “S” indicator next to the crop indicates the crop has been selected and fees have been paid by the producer. All crops within the pay group will be eligible for NAP.

## 6 Incorrect Producer

### A Incorrect Producer Is Selected

When an incorrect producer is selected and the accounting portion of the application has been accessed, continue with the application process. Do **not** load the correct producer using the same money. On the automated CCC-471, line through the incorrect producer information and write-in the correct information. Immediately submit the documents required, according to paragraph 3, to the State Office.

**Note:** Loading a 2nd CCC-471 will cause the accounting records to be out-of-balance.

## 7 Action

### A State Office Action

State Offices shall:

- remind County Offices that CCC-471's shall **not** be taken manually unless the:
  - automated system is unavailable
  - crop or crop type does **not** exist on the county crop table
- remind County Offices that when manual CCC-471's are not loaded timely or are loaded incorrectly when transferring data from the manual CCC-471's to the automated system, it requires extra resources to complete the task
- review the required documentation submitted by County Offices to ensure that:
  - all applicable documentation has been provided
  - CCC-471's were timely filed

**Note:** Only CCC-471's that were timely filed shall be submitted. CCC-471's that are not timely filed, where relief may be warranted, follow 7-CP.

- County Offices properly followed procedure
- forward the documentation to PECD, Disaster Assistance Branch (DAB), using either of the following methods:
  - FAX to 202-690-3646, Attention: Janice Kolvet
  - mail to:

USDA, FSA, PECD, DAB  
Attention: Janice Kolvet  
Stop 0517  
1400 Independence Ave SW  
Washington DC 20250-0517

- follow 1-NAP, subparagraph 170 E when a crop or crop type has been requested and the crop or crop type is not listed in 1-NAP, Exhibit 7.X, and NAP eligibility has not been determined for the crop or crop type

**7 Action (Continued)**

**A State Office Action (Continued)**

- follow 1-NAP, subparagraph 170 F when a crop or crop type has been requested and the crop or crop type is not listed in 2-CP, Exhibit 10.5, and NAP eligibility has not been determined for the crop or crop type
- use the shell record process when crops are requested that previously have not been loaded in NCT

**Notes:** Follow 1-NAP, subparagraph 756 E, to load a shell record.

Records added according to 1-NAP, subparagraph 756 B will **not** download to the County Office without a State or National approval flag of “Y”.

- research price and yield historical data to ensure that an approved yield can be processed timely
- contact the National Office immediately for guidance, if problems cannot be resolved in taking CCC-471’s.

**B National Office Action**

The National Office shall:

- review submitted documentation
- request additional information, if necessary
- for approved requests, provide assistance to County Offices for loading CCC-471’s in the automated system
- for denied requests, notify the State Office of the denial.

**Note:** Relief may be requested from DAFP, if applicable.