

Customer Requirements Document

2015 and Future NAP Application for Coverage

PECD-XXX
Version 1
XXXXXX XX, 2014

FSA/DAFP/ PECD





Project Identification	
Initiating Organization: <u>PECD</u>	Date: <u>12/02/2010</u>
Project Name: <u>2015 and Future NAP Application for Coverage</u>	Project Code: <u>NAP-AFC</u>
Project Lead: <u>Todd Pfeifer</u>	
Business Lead: <u>Lisa Berry</u>	
IT Lead: <u>Sharon Lovelace</u>	

Version No.	Date	Part No.	Description of Change	Author



TABLE OF CONTENT

1.1	Purpose	6
1.2	Document Scope	6
1.3	Assumptions and Constraints	6
1.3.1	Assumptions	6
1.3.2	Constraints	6
1.4	References	6
1.4.1	Handbooks	6
1.4.2	Related Requirements	6
1.4.3	Supplemental Requirements	6
2	GENERAL OVERVIEW	8
2.1	Synopsis	8
2.2	Application Process	9
2.2.1	Narrative	9
2.3	Business Lifecycle	9
2.4	Areas of Anticipated Change	9
3	PROGRAM LOAD TABLE	10
3.1	Functional Requirements	10
3.1.1	Data Fields	10
3.2	Business Rules	10
4	SYSTEM ACCESS	12
4.1	Functional Requirements	12
4.1.1	National Administrative User	12
4.1.2	State Office Administrative User	12
4.1.3	County Office User	13
4.1.4	FSA Employee User	13
4.2	Business Rules	13
5	BASIC INFORMATION	14
5.1	Functional Requirements	14
5.1.1	Crop Year Selection	14
5.1.2	State and County Selection	14
5.1.3	Producer Selection	14
5.2	Business Rules	14
6	ELIGIBILITY WEB SERVICE	16
6.1	Functional Requirements	16
6.1.1	Determining Eligibility	16
6.1.2	Calling the Eligibility Web Service	16
6.2	Business Rules	17
7	OWNERSHIP SHARE/AGI WEB SERVICE	18
7.1	Functional Requirements	18
7.2	Calling the Web Service	18
8	CROP SELECTION	19
8.1	Functional Requirements	19
8.1.1	Data Fields	19
8.2	Business Rules	19



9	LIMITED RESOURCE	23
9.1	Functional Requirements	23
9.2	Business Rules	23
10	FEE DETERMINATION	24
10.1	Functional Requirements	24
10.2	Business Rules	24
11	PRODUCER SIGNATURE DATE	29
11.1	Functional Requirements	29
11.1.1	Signature Date	29
11.2	Business Rules	29
12	CCC REPRESENTATIVE SIGNATURE DATE	30
12.1	Functional Requirements	30
12.1.1	CCC Representative Signature Date	30
12.2	Business Rules	30
13	STATE OFFICE ADMINISTRATIVE OVERRIDE	31
13.1	Functional Requirements	31
13.1.1	STO Override	31
13.2	Business Rules	31
14	REPORTS	32
14.1	Functional Requirements	32
14.1.1	CCC-471	32
14.1.2	County Office Application for Coverage Summary	32
14.1.3	Producer Application for Coverage Summary	32
14.1.4	Pending Applications for Coverage Report	33
14.1.5	State Office Application for Coverage Summary Report	33
14.1.6	CCC Representative Signed Report	33
14.1.7	Producer Signed But Not CCC Representative Signed Report	33
14.1.8	Initiated Report	34
14.1.9	Cancelled Report	34
14.1.10	Summary of Producers with Coverage	34
14.2	Business Rules	34
15	NATIONWIDE CUSTOMER SERVICE OPTION	36
15.1	Functional Requirements	36
15.1.1	Nationwide Customer Service	36
15.2	Business Rules	36
16	CANCELLATIONS	37
16.1	Functional Requirements	37
16.1.1	Manual Cancellation	37
16.1.2	Automatic Cancellation	37
16.2	Business Rules	37
17	APPLICATION MODIFICATIONS	38
17.1	Functional Requirements	38
17.1.1	Producer Modification	38
17.1.2	Crop Year Modification	38
17.1.3	State/County Office Modification	38



- 17.2 Business Rules 38
- 18 CONTINUOUS COVERAGE 40**
 - 18.1 Functional Requirements 40
 - 18.1.1 Continuous Coverage Letter 40
 - 18.2 Business Rules 40
- 19 USER REQUIREMENTS 41**
 - 19.1 Access NAP Application for Coverage Main Menu 41
 - 19.1.1 Basic Flow of Events 41
 - 19.1.2 Alternate Flows 41
 - 19.2 Record New NAP Application for Coverage 42
 - 19.2.1 Basic Flow of Events 42
 - 19.2.2 Alternate Flows 42
 - 19.3 View NAP application for Coverage 43
 - 19.3.1 Basic Flow of Events 43
 - 19.3.2 Alternate Flows 43
 - 19.4 Add Crop to NAP Application for Coverage 44
 - 19.4.1 Basic Flow of Events 44
 - 19.4.2 Alternate Flows 44
 - 19.5 Delete Crop from Application for Coverage 45
 - 19.5.1 Basic Flow of Events 45
 - 19.5.2 Alternate Flows 45
 - 19.6 Cancel NAP Application for Coverage 46
 - 19.6.1 Basic Flow of Events 46
 - 19.6.2 Alternate Flows 46
 - 19.7 Generate Reports 47
 - 19.7.1 Basic Flow of Events 47
 - 19.7.2 Alternate Flows 47
- 20 CCC-471 48**
- 21 DETERMINING ELIGIBILITY FOR PAYMENT ENTITY 49**
- 22 DETERMINING ELIGIBILITY FOR MEMBERS OF JOINT OPERATIONS 54**
- 23 CONTINUOUS COVERAGE LETTER EXAMPLE 59**



1 INTRODUCTION

1.1 Purpose

The purpose of this document is to provide requirements for modifications for 2015 and future NAP Applications for Coverage.

1.2 Document Scope

This document provides the requirements for:

- Buy-up coverage
- SDA and BFR
- Using the collection service
- Form changes
- Continuous Coverage letter changes.

1.3 Assumptions and Constraints

1.3.1 Assumptions

ID	Description
1	Use of SCIMS for selection of producers
2	Use of eAuth for authorizing users
3	578 data is available
4	National Crop Table data for the selected year is available
5	National Crop Table data for the selected year and crop is approved
6	Collection service is available
7	Subsidiary system is available

1.3.2 Constraints

ID	Description
1	This process must be available at the same time as NAP Continuous Coverage
2	This process must be available prior to the availability of the NAP Notice of Loss
3	This process must be available prior to NAP Units
4	This process must be available prior to NAP Application for Payment
5	This process must be available prior to NAP APH's

1.4 References

1.4.1 Handbooks

Handbook / Notice Name	Title	Purpose
1-NAP (Rev. 2)	Noninsured Crop Disaster Assistance Program for 2015 and Subsequent Years	Provide policy and procedure for 2015 and future NAP

1.4.2 Related Requirements

Number	Title	Relationship
PECD-1002	NAP Unit Maintenance	Provides the requirements for establishing and maintaining NAP units
PECD-999	NAP Notice of Loss	Provides the requirements for entering and storing NAP notices of loss
PECD-1023	NAP Approved Yields	Provides the requirements for establishing and storing NAP APH's
PECD-998	NAP Application for Payment	Provides the requirements for entering and storing NAP Applications for Payment

1.4.3 Supplemental Requirements

Supplemental Requirement Name	Title	Relation
PECD-XXX	National Crop Table	



Customer Requirements Document
2015 and Future NAP Application for Coverage

Supplemental Requirement Name	Title	Relation
PECD-XXX	Crop Acreage Reporting System	
XXXX	NRRS Collection Service	
PECD-XXX	AGI Shared Service	
PECD-XXX	Eligibility Shared Service	



2 GENERAL OVERVIEW

2.1 Synopsis

A NAP application for coverage must be filed by every producer that wishes to participate in NAP. The fees will be charged at the pay crop/pay type/planting period (pay group) level.

Example 1: Producer A intends to plant anaheim peppers, red bell peppers and sweet green bell peppers. All three types of peppers have pay crop code of 0083 and pay type code of 001; therefore, the fee for peppers is \$250 and will cover all types and intended uses of peppers with pay crop code 0083 and pay type code of 001. (The planting period is 01.)

Example 2: Producer A intends to plant 2 plantings of anaheim peppers. Planting period 1 and planting period 2, which are planted and harvested at different times during the crop year. Planting period 1 has pay crop code of 0083, pay type code of 001 and planting period 1. Planting period 2 has the same pay crop and pay type code, but the planting period is 2. In this case, producer A would be required to pay a \$500 fee, because the 2 plantings of peppers are considered different crops.

Producers are required to pay the service fee at the time the application for coverage is filed. Producers will be charged:

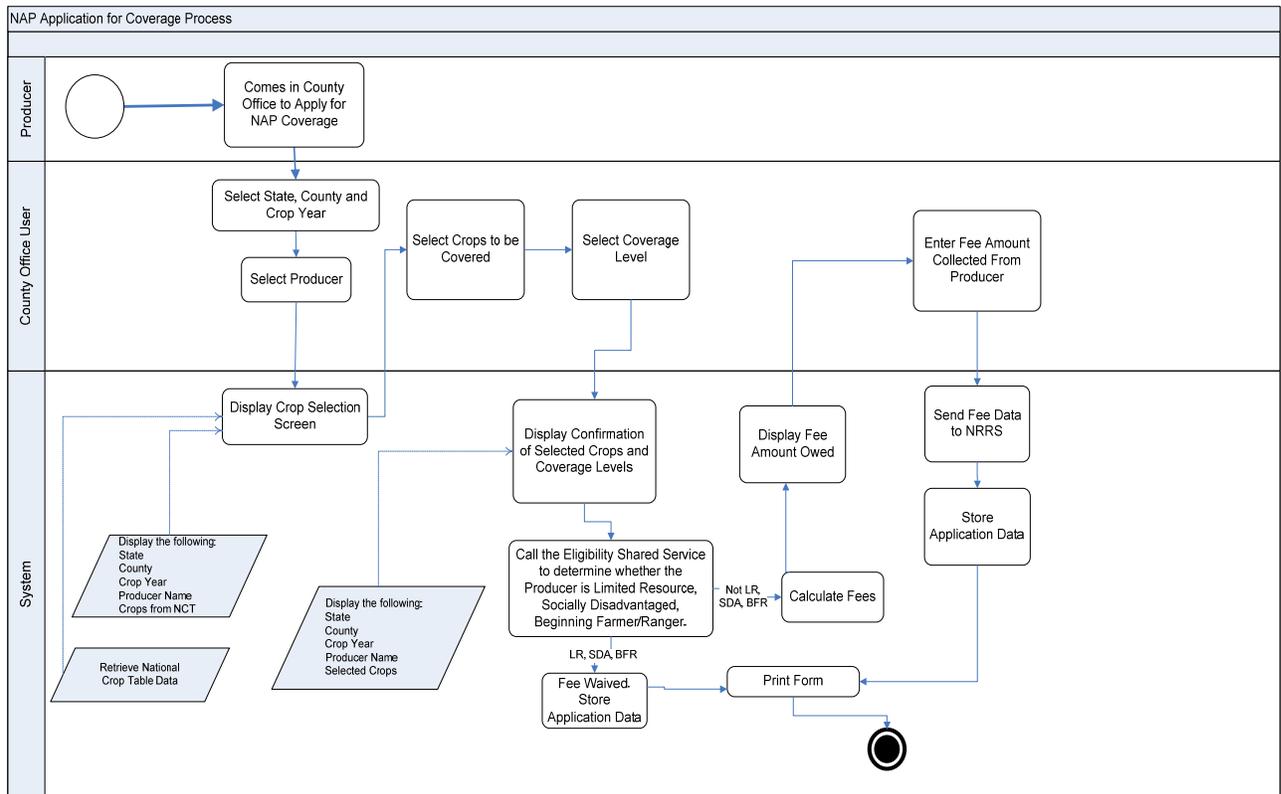
- \$250 per pay crop/pay type/planting period
- \$750 per producer per administrative county, but not to exceed a total of \$1,875 per producer.

The service fee is waived for Limited Resource, Socially Disadvantaged, and Beginning Farmer/Ranchers who certify on the FSA-860.

Producers have the ability to select CAT level coverage (50/55) or buy-up coverage (50/100, 55/100, 60/100, or 65/100). If users select to buy-up coverage, a premium will be calculated. The producer has the option of paying the premium up front or having the fee offset from any NAP payments issued. There is a deadline for paying the premium and if it is not paid by the deadline, the premium will be sent as a receivable and become a debt.

2.2 Application Process

Figure 1 - Application Process



2.2.1 Narrative

1. Producer comes into the county office to apply for NAP coverage.
2. County Office user selects the producer from SCIMS.
3. Producer selects crops to be covered and coverage levels.
4. Service Fees are calculated by the system.
5. County Office enters amount of service fees paid.
6. System sends fee data to NRRS and stores the application.

2.3 Business Lifecycle

This system is anticipated to be used for 2015 and future years.

2.4 Areas of Anticipated Change

The following components or parameters are anticipated to have changes either annually or due to business rule changes and this should be considered when designing the system:

- Program Year
- Service Fee Amounts



3 Program Load Table

3.1 Functional Requirements

The Program Load Table (PLT) is an administrative tool used to describe NAP Application for Coverage data types that will populate the selections in the drop down lists and define the data entry in the user interface for the Data Load Process. The PLT will be used by National Administrative Users to add/change/delete the list items and data entry types created for the application. An automated process will be needed to roll over the PLT data every year. PLT data will be rolled over in an approved but inactive status. All PLT data will need to be rolled over.

3.1.1 Data Fields

Requirement Number	Functional Requirement Description
3.1.1.1	The system shall provide an interface which will be used to activate or inactivate the following data types for NAP Application for Coverage
	3.1.1.1.1 Crop Year
	3.1.1.1.2 Crop Service Fee
	3.1.1.1.3 County Maximum Service Fee
	3.1.1.1.4 Producer Maximum Service Fee
	3.1.1.1.5 Cancellation Reason
	3.1.1.1.6 Signature Type
	3.1.1.1.7 Deletion Reason
	3.1.1.1.8 Premium Fee Percent
	3.1.1.1.9 Maximum Premium
3.1.1.2	The system shall allow National Administrative Users to enter data for all data types
3.1.1.3	The system shall require approval of all entries prior to updating to production
3.1.1.4	The system shall apply changes to production immediately upon approval by the National Administrative User
3.1.1.5	The system shall allow National Administrative Users to Delete data for all data types
	3.1.1.5.1 The system shall immediately cancel all NAP Applications for Coverage that contain deleted data
3.1.1.6	3.1.1.5.2 The system shall immediately notify the NAP Notice of Loss, NAP Application for Payment, NAP Approved Yields, and NAP Payment process of the cancelled NAP Application for Coverage
	The system shall allow National Administrative Users to inactivate program year data
3.1.1.6.1	The system shall hide inactivated program year data from the Data Load Process interface
3.1.1.7	The system shall allow National Administrative Users to "roll over" PLT data each year
	3.1.1.7.1 The system shall roll over all PLT data fields during this process
	3.1.1.7.2 The system shall roll over all data in an approved but inactive status

3.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC1	Crop year is a 4 digit number	3.1.1.1.1
NAP-AFC2	Crop year cannot be less than 2010	3.1.1.1.1
NAP-AFC3	There is no maximum program year	3.1.1.1.1
NAP-AFC4	Crop Service Fee is a 5 digit number	3.1.1.1.2
NAP-AFC5	Crop Service Fee is a whole number	3.1.1.1.2
NAP-AFC6	County Maximum Service Fee is a 6 digit number	3.1.1.1.3
NAP-AFC7	County Maximum Service Fee is a whole number	3.1.1.1.3
NAP-AFC8	Producer Maximum Service Fee is a 7 digit number	3.1.1.1.4
NAP-AFC9	Producer Maximum Service Fee is a whole number	3.1.1.1.4
NAP-AFC10	Cancellation Reasons can be any of the following: <ul style="list-style-type: none"> Dishonored check not replaced by Application Closing Date 	3.1.1.1.5



Customer Requirements Document
2015 and Future NAP Application for Coverage

Business Rule	Rule	FR Ref
NAP-AFC12	Signature types can be either of the following: <ul style="list-style-type: none"> • Paper • Fax 	3.1.1.1.6
NAP-AFC13	Approval of PLT data must be completed by a National administrative user other than the National administrative user who entered the data	3.1.1.2 3.1.1.3
NAP-AFC14	Deleted PLT data cannot be accessed after it is deleted	3.1.1.5
NAP-AFC15	Inactive PLT data can still be accessed through the PLT	3.1.1.6
NAP-AFC16	Inactive PLT data can be made active again at any time	3.1.1.6
NAP-AFC132	Deletion Reasons can be any of the following: <ul style="list-style-type: none"> • CAT Level Coverage Available • Wrong Crop Selected 	3.1.1.7
NAP-AFC	Premium fee percent is 3 numbers and 2 decimal places	3.1.1.1.8
NAP-AFC	Premium fee percent cannot exceed 100.00	3.1.1.1.8
NAP-AFC	Maximum premium is the program payment limitation times the premium fee percent	3.1.1.1.9
NAP-AFC	Maximum premium is a 5 digit number	3.1.1.1.9



4 System Access

4.1 Functional Requirements

The NAP Application for Coverage shall be accessible from USDA sites. The application will utilize role based access according to eAuth level 2 certification, as well as National Administrative Users and State Office Administrative Users.

4.1.1 National Administrative User

Requirement Number	Functional Requirement Description
4.1.1.1	The system shall allow National Administrative Users permission to update all PLT fields
4.1.1.2	The system shall assign the following users as Administrative users
4.1.1.2.1	Alison Groenwoldt
4.1.1.2.2	Lenior Simmons
4.1.1.2.3	Todd Pfeifer
4.1.1.2.4	Removed
4.1.1.2.5	Lisa Berry
4.1.1.2.6	Andrea Naughton
4.1.1.3	The system shall allow National Administrative Users to have read, write, and modify access to the Data Load Process for all counties in the Nation
4.1.1.4	The system shall allow National Administrative Users to complete NAP Applications for Coverage on behalf of the Producer for all counties in the Nation
4.1.1.5	The system shall allow National Administrative Users to print the CCC-471 for the producer to complete manually for all counties in the Nation
4.1.1.6	The system shall allow National Administrative Users to view and print County Office Reports for all counties in the Nation
4.1.1.7	The system shall allow National Administrative Users to make any modifications to Applications for Coverage on behalf of the Producers for all counties in the Nation
4.1.1.8	The system shall allow National Administrative Users to have access to Nationwide Customer Service
4.1.1.9	The system shall allow National Administrative Users to cancel NAP Applications for Coverage for all counties in the Nation
4.1.1.10	The system shall allow National Administrative Users to add NAP applications for all counties in the Nation
4.1.1.11	The system shall allow National Administrative Users to add crops to or remove crops from NAP applications for all counties in the Nation
4.1.1.12	The system shall allow National Administrative Users to authorize refunds for all counties in the Nation
4.1.1.13	The system shall allow National Administrative Users to override applications entered after the Application Closing Date for all counties in the Nation
4.1.1.14	The system shall allow National Administrative Users to view and print State Office reports for all States in the Nation

4.1.2 State Office Administrative User

Requirement Number	Functional Requirement Description
4.1.2.1	The system shall allow authorized State Office Administrative Users to have read, write, and modify access to the Data Load Process for counties in their assigned State
4.1.2.2	The system shall allow authorized State Office Administrative Users to complete NAP Applications for Coverage on behalf of the Producer for counties in their assigned State
4.1.2.3	The system shall allow authorized State Office Administrative Users to print the form (CCC-471) for the producer to complete manually for counties in their assigned State
4.1.2.4	The system shall allow authorized State Office Administrative Users to view and print County Office Reports for counties in their assigned State
4.1.2.5	The system shall allow authorized State Office Administrative Users to make any modifications to "NAP Applications for Coverage on behalf of the Producers for counties in their assigned State



4.1.2.6	The system shall allow State Office Administrative Users to access State Office Reports for counties in their assigned State
4.1.2.7	The system shall allow State Office Administrative Users to have access to Nationwide Customer Service
4.1.2.8	The system shall allow State Office Administrative Users to cancel NAP Applications for Coverage for counties in their assigned State
4.1.2.9	The system shall allow State Office Administrative Users to add NAP applications for counties in their assigned State
4.1.2.10	The system shall allow State Office Administrative Users to add crops to or remove crops from NAP applications for counties in their assigned State
4.1.2.11	The system shall allow State Office Administrative Users to authorize refunds for counties in their assigned State
4.1.2.12	The system shall allow State Office Administrative Users to override applications entered after the Application Closing Date for counties in their assigned State

4.1.3 County Office User

Requirement Number	Functional Requirement Description
4.1.3.1	The system shall allow County Office Users to have read, write, and modify access to the Data Load Process
4.1.3.2	The system shall allow County Office Users to complete NAP Applications for Coverage on behalf of the Producer
4.1.3.3	The system shall allow County Office Users to print the form (CCC-471) for the producer to complete manually
4.1.3.4	The system shall allow County Office Users to view and print County Office Reports
4.1.3.5	The system shall allow County Office Users to make any modifications to NAP Applications for Coverage on behalf of the Producers
4.1.3.6	The system shall allow County Office Users to have access to Nationwide Customer Service

4.1.4 FSA Employee User

Requirement Number	Functional Requirement Description
4.1.4.1	The system shall allow FSA Employee Users to view NAP Applications for Coverage for all counties in the Nation (Read-only access)
4.1.4.2	The system shall assign the FSA Employee User role to any FSA employee who is not authorized by another role

4.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC17	Additional National Administrative Users can be added at any time	4.1.1
NAP-AFC18	State Office Administrative Users will be given access through an FSA-13A	4.1.2
NAP-AFC19	Additional State Office Administrative Users can be added at any time	4.1.2
NAP-AFC20	County Office Users will be all FSA County Office employee users	4.1.3
NAP-AFC21	FSA Employee Users will be all FSA employees who are not authorized by another role	4.1.4



5 Basic Information

5.1 Functional Requirements

The system shall allow the user to select the Basic Information for which a NAP Application for Coverage will be entered.

5.1.1 Crop Year Selection

Requirement Number	Functional Requirement Description
5.1.1.1	The System shall allow Users the ability to select a year
5.1.1.2	The System shall limit User to selecting only one year at a time
5.1.1.3	The System shall default to the current crop year

5.1.2 State and County Selection

Requirement Number	Functional Requirement Description
5.1.2.1	The System shall allow Users to select only one state at a time
5.1.2.2	The System shall allow Users to select only one county at a time from the State selected
5.1.2.3	The System shall allow Users the ability to select State from a drop down box
5.1.2.4	The System shall allow Users the ability to select a County from a drop down box
5.1.2.5	The System shall display only the state to which the user is assigned in e-authentication
5.1.2.6	The System shall display only the county, or counties, to which the user is assigned in e-authentication
5.1.2.6.1	The system shall default to the first county alphabetically, if the user is assigned to more than one county

5.1.3 Producer Selection

Requirement Number	Functional Requirement Description
5.1.3.1	The system shall allow Users the option to select the Producer from SCIMS
5.1.3.2	The system shall allow only one producer to be selected at any given time
5.1.3.3	The system shall determine if the selected producer is eligible for continuous coverage
5.1.3.4	The system shall determine if the selected producer has a NAP premium debt in any previous year

5.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC22	Crop Year is obtained from the PLT	5.1.1
NAP-AFC23	NAP Applications for Coverage will be entered through the producer's administrative county office.	5.1.2
NAP-AFC24	State Selection only includes States that participate in FSA programs	5.1.2
NAP-AFC25	County Selection only includes Counties that participate in FSA programs	5.1.2
NAP-AFC26	The selected producer must have a Legacy Link in SCIMS to the selected State and County	5.1.3
NAP-AFC27	General Partnerships must be active in the business file for the selected crop year	5.1.3
NAP-AFC28	Joint Ventures must be active in the business file for the selected crop year	5.1.3
NAP-AFC134	Entities must be active in the business file for the selected crop year	5.1.3
NAP-AFC29	Continuous coverage means the producer had coverage for the same crop(s) in the previous crop year	5.1.3.3
NAP-AFC30	If the selected producer was limited resource in the previous crop year, continuous coverage does not apply	5.1.3.3
NAP-AFC133	Tropical regions eligible for NAP are: <ul style="list-style-type: none"> Hawaii Puerto Rico 	5.1.2



Customer Requirements Document
2015 and Future NAP Application for Coverage

Business Rule	Rule	FR Ref
	<ul style="list-style-type: none">American SamoaGuamUS Virgin IslandsNorthern Mariana Islands	
NAP-AFC	Send application year and producer to the financial system to determine whether there is a previous year NAP premium debt	5.1.3
NAP-AFC	If the financial system indicates that there is a previous year NAP premium debt, provide message "Selected Producer Has a NAP Premium Debt in a Prior Year. The producer is ineligible Until the Debt is Paid."	5.1.3



6 Eligibility Web Service

6.1 Functional Requirements

The eligibility web service is:

- designed to read the subsidiary eligibility system and return all certification/determination information for the customer specified when the web service is called
- not designed to determine if the customer meets payment eligibility requirements for the specific program. Each program is required to determine whether the values returned make the customer eligible or ineligible for the applicable program.

The remainder of this section defines how the web service is called and the eligibility requirements for NAP.

In order to determine eligibility for the payment entity and members of joint operations, subsidiary eligibility data must be read for the year of the application to determine if the payment entity/member is complying with program provisions.

6.1.1 Determining Eligibility

Requirement Number	Functional Requirement Description
6.1.1.1	The system shall utilize the Eligibility web service.
6.1.1.2	The system shall determine if the payment entity meets eligibility requirements according to Exhibit 23.
6.1.1.3	The system shall determine whether members of joint operations meet eligibility requirements according to Exhibit 24.
6.1.1.3.1	The system shall determine if the 1 st level members meet eligibility requirements if the payment entity is a joint operation.
6.1.1.3.2	The system shall determine if the 2 nd level members meet eligibility requirements if the payment entity is a joint operation and the 1 st level member is also a joint operation. Note: This requirement only applies to members of the embedded joint operation.
6.1.1.3.3	The system shall determine if the 3 rd level members meet eligibility requirements if the payment entity is a joint operation and the 1 st and 2 nd level members are also a joint operation. Note: This requirement only applies to members of the embedded joint operations.
6.1.1.4	The system shall display an informational message providing all invalid eligibility determinations
6.1.1.4.1	The system shall allow the user to continue to the crop selection process after viewing the invalid eligibility determinations

6.1.2 Calling the Eligibility Web Service

Requirement Number	Functional Requirement Description
6.1.2.1	The system shall call the Eligibility web service according to the following
6.1.2.1.1	Year for which the ownership share and AGI eligibility provisions are applicable to the specified contract or application
6.1.2.1.2	Core customer ID number for the payment entity
6.1.2.1.3	Core customer ID number for each member of a joint operation



6.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC31	Year associated with the NAP application	6.1.2.1.1
NAP-AFC32	Core Customer ID associated with the applicant on the NAP application	6.1.2.1.2 6.1.2.1.3



7 Ownership Share/AGI Web Service

7.1 Functional Requirements

The following functional requirements are applicable when determining payment eligibility.

Requirement Number	Functional Requirement Description
5.1.1	System shall utilize the Ownership Share/AGI web service
5.1.2	System shall send the information described in subpart 7.2 when calling the Ownership Share/AGI web service.

7.2 Calling the Web Service

The system shall call the ownership share/AGI web service according to the following table.

Information/Question	Data
Year for which the ownership share and AGI eligibility provisions are applicable to the specified contract or application	Year Associated with the NAP Application
Core customer ID number for the payment entity	Applicable from SCIMS for the Payment Entity
ID type for the payment entity	
Business Type for the payment entity	
Indicator specifying whether permitted entity rules are applicable to the program.	No
Indicator specifying whether AGI is applicable to the program.	Yes
Indicator specifying whether the \$2.5 million AGI provisions are applicable to the program.	No
Indicator specifying whether the payment being issued is a DCP direct payment	No
Indicator specifying whether the calling application is a conservation program.	No
Indicator specifying whether the \$900,000 AGI is applicable?	Yes
Indicator specifying whether the member contribution provisions are applicable to the program.	No
Indicator specifying whether substantive change provisions are applicable to the program.	Yes
Indicator specifying whether the 3 member level rule is applicable to the calling application.	Yes
Indicator specifying whether cash rent tenant provisions are applicable to the program.	No
Indicator specifying whether federal entities are eligible for the applicable program.	No
Indicator specifying whether state and local governments are eligible for the applicable program.	No
Indicator specifying whether public schools are eligible for the applicable program.	No
Indicator specifying whether foreign person rules are applicable to the applicable program.	No
Indicator specifying whether the AGI SED determination is applicable to the program.	No



8 Crop Selection

8.1 Functional Requirements

8.1.1 Data Fields

Requirement Number	Functional Requirement Description
8.1.1.1	The system shall display the data fields for the Crop Selection Process
	8.1.1.1.1 Crop Year
	8.1.1.1.2 State
	8.1.1.1.3 County
	8.1.1.1.4 Producer
	8.1.1.1.5 Crop
	8.1.1.1.6 Type
	8.1.1.1.7 Intended Use
	8.1.1.1.8 Planting Period
	8.1.1.1.9 Pay Crop
	8.1.1.1.10 Pay Type
8.1.1.1.11 Application Closing Date	
8.1.1.2	The system shall display a single line for each unique combination of crop, type, intended use, planting period, pay crop, and pay type that was historically planted
8.1.1.3	The system shall allow for the selection of crops to be covered
	8.1.1.3.1 The system shall maintain a record of which crops were selected
8.1.1.4	The system shall allow users to delete crop selections
	8.1.1.4.1 The system shall allow users to select a reason for crop deletion
8.1.1.5	The system shall display confirmation of selected crops
8.1.1.6	The system shall provide an option to add a crop from the National Crop Table if it's not displayed through functional rule 8.1.1.2
	8.1.1.6.1 The system shall maintain a record of which crops were selected

8.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC33	If an application closing date changes in the NCT for a crop after an application is completed, automatically update the application closing date on all NAP applications.	8.1.1.1.11
NAP-AFC34	Display crops from Crop Acreage Reporting System	8.1.1.2
NAP-AFC37	If the application is continuous coverage, display crop, type, intended use, planting period, pay crop, pay type, and application closing date only for those crops that were covered (includes all crops in a selected pay group) in the previous crop year	8.1.1.2
NAP-AFC39	If any crop on a continuous coverage application has passed the application closing date, the application is not eligible for continuous coverage	8.1.1.2
NAP-AFC40	If a crop is deleted from the NCT after an application is completed and the crop is not the last crop in the pay group, automatically remove that crop from all NAP applications.	8.1.1.2
NAP-AFC41	Multiple crops can be selected	8.1.1.3
NAP-AFC42	Crops can be added to an application at any time	8.1.1.3
NAP-AFC48	Crops can be deleted from an application at any time	8.1.1.4
NAP-AFC51	If all crops on the application are deleted and no additional crops are added, the application is considered deleted	8.1.1.4
NAP-AFC55	All crops within a pay crop and pay type will be considered covered	8.1.1.5
NAP-AFC35	Display crops from National Crop Table that are not insurable.	8.1.1.6
NAP-AFC	Display approved crops	8.1.1.6
NAP-AFC46	If any selected crop has passed the application closing date, provide an informational message to the user and allow the user to continue	8.1.1.3



Customer Requirements Document
2015 and Future NAP Application for Coverage

NAP-AFC135	Only list certified crops from the acreage report	8.1.1.2
NAP-AFC136	Prior year's acreage report should be used	8.1.1.2
NAP-AFC	Maintain Native Sod Conversion status for the field as reported in CARS	8.1.1.2



9 Coverage Level Selection

9.1 Functional Requirements

9.1.1 Data Fields

Requirement Number	Functional Requirement Description
9.1.1.1	The system shall display the data fields for the Coverage Level Selection Process
	9.1.1.1.1 Crop Year
	9.1.1.1.2 State
	9.1.1.1.3 County
	9.1.1.1.4 Producer
	9.1.1.1.5 Crop
	9.1.1.1.6 Pay Crop
	9.1.1.1.7 Type
	9.1.1.1.8 Pay Type
	9.1.1.1.9 Intended Use
	9.1.1.1.10 Planting Period
	9.1.1.1.11 Coverage Level
	9.1.1.1.12 Dollar Value
	9.1.1.1.13 Market
	9.1.1.1.14 Market Percent
9.1.1.1.15 Month Designation	
9.1.1.2	The system shall display a single line for each unique combination of crop, type, intended use, and planting period selected according to Part 8
9.1.1.3	The system shall allow for the selection of coverage level for each crop, type, intended use, and planting period selected according to Part 8
	9.1.1.3.1 The system shall maintain a record of what coverage level was selected
9.1.1.4	The system shall allow for the entry of a dollar value for specific crop, type, intended use, and planting period selected according to Part 8
	9.1.1.4.1 The system shall maintain a record of what dollar value was entered
9.1.1.5	The system shall allow for selection of one or markets based on how the producer markets the crop for specific crop, type, intended use, and planting period selected according to Part 8
	9.1.1.5.1 The system shall maintain a record of what market(s) were selected
9.1.1.6	The system shall allow for entry of a market percent for each market selected according to 9.1.1.5
	9.1.1.6.1 The system shall maintain a record of what market percent was entered
9.1.1.7	The system shall allow users to modify coverage level, dollar value, market, and market percent anytime
9.1.1.8	The system shall display confirmation of coverage level selections

9.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC	If a crop is deleted according to Part 8, automatically delete the crop and coverage level selections	9.1.1.2 9.1.1.3 9.1.1.4 9.1.1.5 9.1.1.6
	Display crops selected according to Part 8	9.1.1.2
	For 2016 and future, if any crop is marked as "Ineligible", provide an informational message to the user and allow the user to continue with coverage level selections	9.1.1.2
	If a crop with the intended use of FG was selected according to Part 8 and the pay	9.1.1.2



Customer Requirements Document
2015 and Future NAP Application for Coverage

	group also contains a crop with the intended use of GZ and GZ was not selected according to Part 8, display the crop, type, and planting period for FG and GZ	
NAP-AFC	If a crop with the intended use of GZ was selected according to Part 8 and the pay group also contains a crop with the intended use of FG and FG was not selected according to Part 8, display the crop, type, and planting period for FG and GZ	9.1.1.2
NAP-AFC	For 2015 only, if any crop is marked as "Ineligible", default all selections to Basic (50/55) and do not allow modifications. Require STO override of eligibility before selection.	9.1.1.3
NAP-AFC	Provide a drop down box with the following options: <ul style="list-style-type: none"> • Basic (50/55) • Buy-Up (50/100) • Buy-Up (55/100) • Buy-Up (60/100) • Buy-Up (65/100) 	9.1.1.3
NAP-AFC	Allow for selection of one coverage level per crop, type, intended use, and planting period	9.1.1.3
NAP-AFC	Crops with an intended use of GZ shall default to a coverage level of Basic (50/55)	9.1.1.3
NAP-AFC	Do not allow for selection of a coverage level of Basic (50/55) for crops with an intended use of GZ	9.1.1.3
NAP-AFC	Allow for entry of 9 whole numbers	9.1.1.4
NAP-AFC	Cannot be less than 0	9.1.1.4
NAP-AFC	Cannot be equal to 0	9.1.1.4
NAP-AFC	Allow for entry of one dollar value per crop, type, intended use, and planting period	9.1.1.4
NAP-AFC	This field is applicable only to value loss crops without a graduated price code listed in Exhibit 26	9.1.1.4
NAP-AFC	Provide a drop down box with the following options: <ul style="list-style-type: none"> • FH – Direct • FH – Wholesale • PR 	9.1.1.5
NAP-AFC	Allow for selection of multiple markets per crop, type, intended use, and planting period	9.1.1.5
NAP-AFC	This field is applicable only to multiple market crops listed in Exhibit X	9.1.1.5
NAP-AFC	Allow for entry of up to 3 whole number and 2 decimal places	9.1.1.6
NAP-AFC	Cannot be less than 0.00	9.1.1.6
NAP-AFC	Cannot be greater than 100.00	9.1.1.6
NAP-AFC	Cannot be equal to 0.00	9.1.1.6
NAP-AFC	Allow for entry of one market percent per crop, type, intended use, planting period, and market	9.1.1.6
NAP-AFC	This field is applicable only to multiple market crops listed in Exhibit 25	9.1.1.6
NAP-AFC	Modifications overwrite previous entries	9.1.1.7
NAP-AFC	Maintain the modification date and the user who made the modification	9.1.1.7
NAP-AFC	Display the selections made and allow the user to go back and make changes	9.1.1.8
NAP-AFC	Applicable Only to Virgin Islands	9.1.1.1.15



10 Limited Resource, Socially Disadvantaged, Beginning Farmer/Rancher

10.1 Functional Requirements

10.1.1 Data Fields

Requirement Number	Functional Requirement Description
10.1.1.1	The system shall display the following data fields
	10.1.1.1.1 Is this producer a Limited Resource Producer?
	10.1.1.1.2 Is this producer a Socially Disadvantaged Producer?
	10.1.1.1.3 Is this producer a Beginning Farmer/Rancher?
10.1.1.2	The system shall utilize the Eligibility Web Service to determine whether the producer is LR, SDA, BFR
10.1.1.3	The system shall provide for a Yes or No checkbox for each data field.
10.1.1.4	The system shall waive the service fee if the producer is LR, SDA, BFR
10.1.1.5	The system shall continue to Fee Determination if the producer is not LR, SDA, BFR
10.1.1.6	The system shall allow the user to print the Socially Disadvantaged, Limited Resource, and Beginning Farmer or Rancher Certification (CCC-860)
10.1.1.7	The system shall allow override of the determination received from the Eligibility Web Service

10.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC	Fields are display only	10.1.1.1
NAP-AFC	Refer to Part 6 and Exhibit s 21 and 22	10.1.1.2
NAP-AFC	If the Eligibility Web Service returns "Yes", update the Yes checkbox	10.1.1.3
NAP-AFC	If the Eligibility Web Service returns "No", update the No checkbox	10.1.1.3
NAP-AFC	The service fee for LR, SDA, and BFR producers is \$0	10.1.1.4
NAP-AFC137	Direct the user to CCC-860	10.1.1.6
NAP-AFC	Any user of the system can override the determination	10.1.1.7
NAP-AFC	Maintain the date of override and the user who overrode the determination	10.1.1.7



11 Fee Determination

11.1 Functional Requirements

11.1.1 Data Fields

Requirement Number	Functional Requirement Description
11.1.1.1	The system shall display the following basic data fields:
	11.1.1.1.1 Crop Year
	11.1.1.1.2 State
	11.1.1.1.3 County
	11.1.1.1.4 Producer
11.1.1.2	11.1.1.1.5 Native Sod Conversion Status
	11.1.1.2.1 The system shall display the following data fields for calculating the producer maximum service fee
	11.1.1.2.2 Producer Maximum Service Fee
	11.1.1.2.3 Total Fees Paid in All Counties
11.1.1.3	11.1.1.2.4 Remaining Producer Maximum Service Fee
	11.1.1.3.1 The system shall display the following data fields for calculating the county maximum service fee
	11.1.1.3.2 County Maximum Service Fee
	11.1.1.3.3 Total Fee Paid in This County
11.1.1.4	11.1.1.3.4 Remaining County Maximum Service Fee
	11.1.1.4.1 The system shall display the following data fields for calculating the service fee for the application
	11.1.1.4.2 Calculated Service Fee for the Application
	11.1.1.4.3 Total Fee Paid in This County
	11.1.1.4.4 Remaining Service Fee for the Application
11.1.1.5	11.1.1.4.5 Actual Service Fee for the Application
	11.1.1.5.1 The system shall allow the user to enter the Service Fee Collected from the producer
	11.1.1.5.2 The system shall allow the user to enter the: <ul style="list-style-type: none"> • Service Fee Collected • Remittance Type • Remitter Name • Check Number • Check Received Date
	11.1.1.5.3 The system shall send Service Fee Collected to NRRS using the NRRS Collection Service in Part 12
11.1.1.6	11.1.1.6.1 The system shall save the application
	11.1.1.6.2 The system shall update crop status
	11.1.1.6.3 The system shall update selected crops with "Service Fee Paid Date"
11.1.1.7	11.1.1.7.1 The system shall send refund request to NRRS, if applicable

11.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC58	"Producer Maximum Service Fee" is populated from PLT	11.1.1.2.2
NAP-AFC59	"Total Fees Paid in All Counties" is calculated by adding all service fees the producer has paid Nationwide in the crop year	11.1.1.2.3
NAP-AFC60	"Remaining Producer Maximum Service Fee" is calculated by subtracting: <ul style="list-style-type: none"> • "Producer Maximum Service Fee", minus • "Total Fees Paid in All Counties" 	11.1.1.2.4
NAP-AFC61	"County Maximum Service Fee" is populated from PLT	11.1.1.3.2



Customer Requirements Document
2015 and Future NAP Application for Coverage

NAP-AFC62	"Total Fee Paid in This County" is calculated by adding all service fees the producer has paid in the selected crop year for the State and County	11.1.1.3.3 11.1.1.4.3
NAP-AFC63	"Remaining County Maximum Service Fee" is calculated by subtracting: <ul style="list-style-type: none"> • "County Maximum Service Fee", minus • "Total Fee Paid in This County" 	11.1.1.3.4
NAP-AFC64	The service fee for each crop is equal to the "Crop Service Fee" from PLT	11.1.1.4.2
NAP-AFC65	Each pay group (pay crop, pay type, and planting period) selected is considered one crop for fee calculation purposes	11.1.1.4.2
NAP-AFC66	"Calculated Service Fee for the Application" cannot exceed "County Maximum Service Fee" from PLT	11.1.1.4.2
NAP-AFC67	"Remaining Service Fee for the Application" is calculated by subtracting: <ul style="list-style-type: none"> • "Calculated Service Fee for the Application", minus • "Total Fee Paid in This County" 	11.1.1.4.4
NAP-AFC68	"Actual Service Fee for the Application" is calculated by taking the smaller of: <ul style="list-style-type: none"> • "Remaining Producer Maximum Service Fee" • "Remaining County Maximum Service Fee" • "Remaining Service Fee for the Application" 	11.1.1.4.5
NAP-AFC69	If the user is a County Office user and the "Actual Service Fee for the Application" is calculated as negative, display a zero.	11.1.1.4.5
NAP-AFC70	If the user is a State Office Administrative User or National Administrative User and the "Actual Service Fee for the Application" is calculated as negative, display the negative.	11.1.1.4.5
NAP-AFC120	If the "Actual Service Fee for the Application" is negative, allow the user to select whether a refund will be authorized.	11.1.1.4.5
NAP-AFC71	"Service Fee Collected" is a number up to 6 whole numbers and 2 decimal places	11.1.1.5
NAP-AFC72	"Service Fee Collected" must be equal to or greater than zero	11.1.1.5
NAP-AFC73	"Service Fee Collected" must be equal to or less than "Actual Service Fee for the Application"	11.1.1.5
NAP-AFC74	If "Actual Service Fee for the Application" is equal to or less than zero, DO NOT allow entry in "Service Fee Collected"	11.1.1.5
NAP-AFC79	Mark crops on application as "Active" status when "Service Fee Collected" is equal to "Actual Service Fee for the Application"	11.1.1.6.2
NAP-AFC80	If "Service Fee Collected" is less than "Actual Service Fee for the Application" mark the crops selected on the application as "Pending"	11.1.1.6.2
NAP-AFC75	Partial service fees can be collected prior to the application closing date	11.1.1.5
NAP-AFC81	Update "Pending" crops to "Active" status when "Service Fee Collected" is equal to "Actual Service Fee for the Application"	11.1.1.6.2
NAP-AFC82	If Service Fee Collected is less than Actual Service Fee for the Application DO NOT update "Service Fee Paid Date"	11.1.1.6.3
NAP-AFC138	Partial "Service Fee Collected" is allowed	11.1.1.5
NAP-AFC139	Amount entered in "Service Fee Collected" can be greater than "Actual Service Fee for the Application"	11.1.1.5
NAP-AFC	If any crop selected was planted on a field that was converted from Native Sod (see NAP-AFCXX), the service fee is multiplied by 200%	11.1.1.4.2
NAP-AFC	If any crop selected was planted on a field that was converted from Native Sod (see NAP-AFCXX), display "Yes"	11.1.1.1.5
NAP-AFC	If there are no crops selected that were planted on a field that was converted from Native Sod (see NAP-AFCXX), display "No"	11.1.1.1.5
NAP-AFC47	If Service Fee Collected is entered after the application closing date, mark crops for which the service fee is being collected as "Ineligible"	11.1.1.5
NAP-AFC50	If Check Received Date is equal to or less than the application closing date, mark crops for which the service fee is being collected as "Eligible"	11.1.1.5
NAP-AFC52	If an application is "Pending" and the application closing date passes for a crop and the Check Received Date has not been entered, DO NOT mark applicable crops as "Ineligible"	11.1.1.5
NAP-AFC117	If Service Fee Collected is greater than zero, send amount to NRRS using the NRRS collection service in Part 12	11.1.1.7
NAP-AFC76	If Service Fee Collected is equal to zero, do not send amount to NRRS using NRRS the collection service in Part 12	11.1.1.7
NAP-AFC118	If the user selects to authorize a refund, send amount to NPS (Future Version)	11.1.1.7



Customer Requirements Document
2015 and Future NAP Application for Coverage

NAP-AFC	Remittance Type is a drop down box with the following values: <ul style="list-style-type: none">• Personal Check• Cashier Check• Money Order• Multi-Party Check• Wire Transfer• Cash and Coin	11.1.1.5.2
NAP-AFC	Remitter Name is ??????	11.1.1.5.2
NAP-AFC	Check Number is ?????	11.1.1.5.2
NAP-AFC	Check Received Date is ?????	11.1.1.5.2



12 NRRS Collection Service

The NRRS collection service is designed to use the fee determination process in the application software to establish a remittance in NRRS.

12.1 Functional Requirements

The following functional requirements are applicable when calling the NRRS Collection Service.

Requirement Number	Functional Requirement Description
12.1.1.1	The system shall utilize the NRRS Collection Service.
12.1.1.2	The system shall send recorded fee amounts to the Collection Service each time a user sends the request.
12.1.1.3	The system shall utilize the Retrieve NRRS Collection Service (Future Version)
12.1.1.4	The system shall utilize the Delete NRRS Collection Service (Future Version)

12.2 Business Rules

Business Rule	Rule	Functional Requirement Reference
	Information described in subpart 12.3 shall be used when calling the NRRS Collection Service.	



12.3 Calling the NRRS Collection Service

The system shall send information to the NRRS Collection Service according to the following table.

Information/Question	Description
Transaction Request ID	System generated ID. Maximum length of 24 characters. Must be unique for each transaction.
Transaction Request Source Code	System Code for NAP Web Application for Coverage. Maximum length of 2 characters.
Core Customer ID	Core customer ID of the producer from the application.
Customer Source Code	SCIMS
Primary Accounting Reference Code	CT
Primary Accounting Reference Number	Application Number. Maximum length of 12 characters.
Collection Amount	Amount entered in the "Service Fee Collected" field. Must contain decimal and 2 characters after the decimal.
Program Code	???? (4 digit program code)
Program Year	Program year of the application
Commodity Code	Blank
State Code	State code of the application
County Code	County code of the application
GL Transaction Data	
GL Data List	1
Transaction Amount	Amount entered in the "Service Fee Collected" field. Must contain decimal and 2 characters after the decimal.
Transaction Code	424
Budget Fiscal Year	Based on October 1 through September 30 time period. I.E. October 1, 2014 through September 30, 2015 is the 2015 BFY.
Remittance	
Office ID	OIP code of the State and County on the application
Core Customer ID	Core customer ID of the producer from the application
Customer Source Code	SCIMS
Remittance Amount	Amount entered in the "Remittance Amount" field. Must contain decimal and 2 characters after the decimal.
Remittance Type	Type selected from the "Remittance Type" field. ?????
Remitter Name	Name entered in the "Remitter Name" field.
Check Number	Check number entered in the "Check Number" field.
Effective Date	Date entered in the "Check Received" field.



13 Producer Signature Date

13.1 Functional Requirements

The system will allow Users to enter the date that the producer signed a hardcopy CCC-471.

13.1.1 Signature Date

Requirement Number	Functional Requirement Description
13.1.1.1	13.1.1.1.1 The System shall display a field for the User to enter a "Date" for the producer signature
13.1.1.2	13.1.1.2.1 The System shall provide a field to select the signature type

13.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC83	Date must be less than or equal to the system date	13.1.1.1
NAP-AFC85	Remove the existing Signature Date if the application is accessed and modified.	13.1.1.1
NAP-AFC86	Date must be entered as MMDDYYYY, MM/DD/YYYY, MMDDYY, or MM/DD/YY format	13.1.1.1
NAP-AFC87	Date can be entered as numbers or through a calendar	13.1.1.1
NAP-AFC88	The calendar shall default to the current system date	13.1.1.1
NAP-AFC89	If continuous coverage application, automatically populate signature date with the date the application was completed	13.1.1.1
NAP-AFC90	DO NOT allow for modification of signature date for continuous coverage applications	13.1.1.1
NAP-AFC91	The signature type field shall be provided as a drop down	13.1.1.2
NAP-AFC92	The signature type field shall be populated from the PLT	13.1.1.2
NAP-AFC93	If continuous coverage application, automatically populate signature type with "Continuous Coverage"	13.1.1.2
NAP-AFC94	DO NOT allow for modification of signature type for continuous coverage applications	13.1.1.2



14 CCC Representative Signature Date

14.1 Functional Requirements

The system shall allow Users to enter a CCC representative signature date after the producer signature date is entered into the system.

14.1.1 CCC Representative Signature Date

Requirement Number	Functional Requirement Description
14.1.1.1	The system shall provide a field titled "CCC Representative Signature"
	14.1.1.1.1 The system shall allow the users to enter a "CCC Representative Signature Date"
14.1.1.2	The system shall provide for bulk entry of "CCC Representative Signature Date"
	14.1.1.2.1 The system shall provide for selection of one or more applications to which the entered "CCC Representative Signature Date" will apply

14.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC95	The CCC representative signature date cannot be entered until the producer signature type and date are entered	14.1.1.1.1
NAP-AFC96	If all crops are marked "Eligible" after the CCC representative signature date has been entered, the application shall be considered "Approved"	14.1.1.1.1
NAP-AFC84	If any crop is marked "Ineligible" after the CCC representative signature date has been entered, the application shall be considered "Awaiting STO Action"	14.1.1.1.1
NAP-AFC97	CCC representative signature date must be equal to or greater than the producer signature date.	14.1.1.1.1
NAP-AFC83	Date must be less than or equal to the system date	14.1.1.1.1
NAP-AFC86	Date must be entered as MMDDYYYY, MM/DD/YYYY, MMDDYY, or MM/DD/YY format	14.1.1.1.1
NAP-AFC87	Date can be entered as numbers or through a calendar	14.1.1.1.1
NAP-AFC85	Remove existing signature date if the application is accessed and modified.	14.1.1.1.1
NAP-AFC88	The calendar shall default to the current system date	14.1.1.1.1
NAP-AFC89	If continuous coverage application, automatically populate signature date with the date the application was completed	14.1.1.1.1
NAP-AFC98	Only list applications that contain a producer signature date	14.1.1.2



15 State Office Administrative Override

15.1 Functional Requirements

The system shall allow State Office Administrative Users to override crop eligibility after the CCC Representative Signature Date is entered into the system.

15.1.1 STO Override

Requirement Number	Functional Requirement Description
15.1.1.1	The system shall provide an override function for State Office Administrative Users
	15.1.1.1.1 The system shall allow STO Admin users to change the crop status from "Ineligible" to "Eligible"
15.1.1.2	The system shall provide a field titled "STO Admin Signature"
	15.1.1.2.1 The system shall allow the users to enter a "STO Admin Signature Date"

15.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC128	Only allow for entry for applications that contain a "CCC Representative Signature Date" and have crops marked "Ineligible"	15.1.1
NAP-AFC129	The STO Admin signature date cannot be entered until the CCC Representative signature date is entered	15.1.1.2.1
NAP-AFC130	After the STO Admin signature date has been entered, the application shall be considered "Approved"	15.1.1.2.1
NAP-AFC131	STO Admin signature date must be equal to or greater than the CCC Representative signature date.	15.1.1.2.1
NAP-AFC83	Date must be less than or equal to the system date	15.1.1.2.1
NAP-AFC86	Date must be entered as MMDDYYYY, MM/DD/YYYY, MMDDYY, or MM/DD/YY format	15.1.1.2.1
NAP-AFC87	Date can be entered as numbers or through a calendar	15.1.1.2.1
NAP-AFC85	Remove existing signature date if the application is accessed and modified.	15.1.1.2.1
NAP-AFC88	The calendar shall default to the current system date	15.1.1.2.1
NAP-AFC	Allow for "Select All" functionality	15.1.1.1



16 Reports

16.1 Functional Requirements

16.1.1 CCC-471

Requirement Number	Functional Requirement Description
16.1.1.1	The system shall allow users to print a blank CCC-471
16.1.1.2	The system shall allow users to print a CCC-471 for producers who have not "Initiated" an application
	16.1.1.2.1 The system shall require users to select the producer before printing
16.1.1.3	The system shall allow users to print a CCC-471 for applications that are "Pending"
	16.1.1.3.1 The system shall require users to select the producer before printing
16.1.1.4	The system shall allow users to print a CCC-471 for applications that are "Active"
	16.1.1.4.1 The system shall require users to select the producer before printing

16.1.2 County Office Application for Coverage Summary

Requirement Number	Functional Requirement Description
16.1.2.1	The system shall provide users the ability to display a "County Office Application for Coverage Summary" report
	16.1.2.1.1 The report shall use the Common Reports format
	16.1.2.1.2 The report shall display the total number of producers who applied for NAP coverage in the county in the selected crop year
	16.1.2.1.3 The report shall display the total Service Fees received in the county in the selected crop year
	16.1.2.1.4 The report shall display Crop Name, Pay Crop, Pay Type, Planting Period , and coverage level selection (Unique Crop)
	16.1.2.1.5 The report shall display, by unique crop, the number of applications in the county that contain that crop, by status
	16.1.2.1.6 The report should open in a separate window
	16.1.2.1.7 The report will display "No Applications for Coverage" if there are no applications for coverage in the county
16.1.2.2	The system shall provide users the ability to print the displayed report

16.1.3 Producer Application for Coverage Summary

Requirement Number	Functional Requirement Description
16.1.3.1	The system shall provide users the ability to display a "Producer Application for Coverage Summary" report
	16.1.3.1.1 The report shall use the Common Reports format
	16.1.3.1.2 The report shall display the producer name, Service Fee Collected, and Limited Resource response
	16.1.3.1.3 The report shall display the crop, type, intended use, planting period, pay crop, pay type, and coverage level selection for the producer
	16.1.3.1.4 The report shall annotate which crops were selected
	16.1.3.1.5 The report shall display the Service Fee Paid Date for each crop
	16.1.3.1.6 The report should open in a separate window
	16.1.3.1.7 The report will display "No Application for Coverage" if the producer does not have an application for coverage
16.1.3.2	The system shall provide users the ability to print the displayed report



16.1.4 Pending Applications for Coverage Report

Requirement Number	Functional Requirement Description
16.1.4.1	The system shall provide users the ability to display a "Pending Applications for Coverage" report
	16.1.4.1.1 The report shall use the Common Reports format
	16.1.4.1.2 The report shall display the producer name
	16.1.4.1.3 The report shall display the crop, type, intended use, planting period, pay crop, and pay type that are "Pending"
	16.1.4.1.4 The report should open in a separate window
	16.1.4.1.5 The report will display "No Pending Applications for Coverage" if there are no applications in the county in "Pending" status
16.1.4.2	The system shall provide users the ability to print the displayed report

16.1.5 State Office Application for Coverage Summary Report

Requirement Number	Functional Requirement Description
16.1.5.1	The system shall provide State Office Administrative users the ability to display a "State Office Application for Coverage Summary " report
	16.1.5.1.1 The report shall use the Common Reports format
	16.1.5.1.2 The report shall display the County name
	16.1.5.1.3 The report shall display the total number of "Pending" applications
	16.1.5.1.4 The report shall display the total number of "Active" applications
	16.1.5.1.5 The report shall display the total number of Limited Resource applications
	16.1.5.1.6 The report shall display the total number of buy-up applications
	16.1.5.1.7 The report shall display the total Service Fees Paid in the county
	16.1.5.1.8 The report should open in a separate window
16.1.5.2	The system shall provide users the ability to print the displayed report

16.1.6 CCC Representative Signed Report

Requirement Number	Functional Requirement Description
14.1.6.1	The system shall provide users the ability to display a "CCC Representative Signed" report
	14.1.6.1.1 The report shall use the Common Reports format
	14.1.6.1.2 The report shall display the producer name
	14.1.6.1.3 The report shall display the crop, type, intended use, planting period, pay crop, and pay type that are "CCC Representative Signed"
	14.1.6.1.4 The report should open in a separate window
	14.1.6.1.5 The report will display "No CCC Representative Signed Applications for Coverage" if there are no applications in the county in "CCC Representative Signed" status
14.1.6.2	The system shall provide users the ability to print the displayed report

16.1.7 Producer Signed But Not CCC Representative Signed Report

Requirement Number	Functional Requirement Description
14.1.7.1	The system shall provide users the ability to display a "Producer Signed But Not CCC Representative Signed" report
	14.1.7.1.1 The report shall use the Common Reports format
	14.1.7.1.2 The report shall display the producer name
	14.1.7.1.3 The report shall display the crop, type, intended use, planting period, pay crop, and pay type that are "Producer Signed But Not CCC Representative Signed"



	14.1.7.1.4 The report should open in a separate window
	14.1.7.1.5 The report will display “No Producer Signed But Not CCC Representative Signed Applications for Coverage” if there are no applications in the county in “Producer Signed But Not CCC Representative Signed” status
14.1.7.2	The system shall provide users the ability to print the displayed report

16.1.8 Initiated Report

Requirement Number	Functional Requirement Description
14.1.8.1	The system shall provide users the ability to display a “Initiated” report
	14.1.8.1.1 The report shall use the Common Reports format
	14.1.8.1.2 The report shall display the producer name
	14.1.8.1.3 The report shall display the crop, type, intended use, planting period, pay crop, and pay type that are “Initiated”
	14.1.8.1.4 The report should open in a separate window
	14.1.8.1.5 The report will display “No Initiated Applications for Coverage” if there are no applications in the county in “Initiated” status
14.1.8.2	The system shall provide users the ability to print the displayed report

16.1.9 Cancelled Report

Requirement Number	Functional Requirement Description
14.1.9.1	The system shall provide users the ability to display a “Cancelled” report
	14.1.9.1.1 The report shall use the Common Reports format
	14.1.9.1.2 The report shall display the producer name
	14.1.9.1.3 The report shall display the crop, type, intended use, planting period, pay crop, and pay type that are “Cancelled”
	14.1.9.1.4 The report shall display the cancellation reason
	14.1.9.1.5 The report should open in a separate window
	14.1.9.1.6 The report will display “No Cancelled Applications for Coverage” if there are no applications in the county in “Cancelled” status
14.1.9.2	The system shall provide users the ability to print the displayed report

16.1.10 Summary of Producers with Coverage

Requirement Number	Functional Requirement Description
14.1.10.1	The system shall provide users the ability to display a “Summary of Producers with Coverage” report
	14.1.10.1.1 The report shall use the Common Reports format
	14.1.10.1.2 The report shall display the producer name
	14.1.10.1.3 The report shall display the crop, type, intended use, planting period, pay crop, pay type, and coverage level selection for the producer
	14.1.10.1.4 The report should open in a separate window
	14.1.10.1.5 The report will display “No Covered Producers” if the county does not have any applications for coverage
14.1.10.2	The system shall provide users the ability to print the displayed report

16.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC99	Print page numbers on every page of the form. Example: Page X of X	16.1.1
NAP-AFC100	“Blank form” means that none of the blocks on the form are pre-filled	16.1.1.1
NAP-AFC101	“The form for producers who have not ‘Initiated’ an application” means that Basic Information is printed on the form (Program Year, State, County, and Producer	16.1.1.2



Customer Requirements Document
2015 and Future NAP Application for Coverage

Business Rule	Rule	FR Ref
	Name)	
NAP-AFC102	“The form for applications that are ‘Pending’” means that all information that currently exists in the system for the selected producer should be printed on the form, including the pending status in “Box 11”	16.1.1.3
NAP-AFC103	“The form for applications that are ‘Active’” means that all information that currently exists in the system for the selected producer should be printed on the form	16.1.1.4
NAP-AFC140	List only pay groups that have been selected on an application for coverage	16.1.2 16.1.5
NAP-AFC141	List all crops in a pay group	16.1.3
NAP-AFC142	Selected crop will be identified with a checkbox	16.1.3
NAP-AFC	Provide reports in a format that can be exported into Excel	16



17 Nationwide Customer Service Option

17.1 Functional Requirements

The system shall provide a Nationwide Customer Service Option that will allow users to access NAP Application for Coverage in any State and County office in the Nation.

17.1.1 Nationwide Customer Service

Requirement Number	Functional Requirement Description
17.1.1.1	The system shall allow users to select a "Nationwide Customer Service" option
	17.1.1.1.1 The system shall allow users to select any State in the Nation
	17.1.1.1.2 The system shall allow users to select any County in the Nation
17.1.1.2	The system shall allow users who select "Nationwide Customer Service" to view/print reports for any State and County in the Nation.
17.1.1.3	The system shall allow users who select "Nationwide Customer Service" to initiate applications
17.1.1.4	The system shall allow users who select "Nationwide Customer Service" to modify existing applications
17.1.1.5	The system shall NOT allow users who select "Nationwide Customer Service" to cancel applications.
17.1.1.6	The system shall NOT allow users who select "Nationwide Customer Service" to enter CCC Representative signature date

17.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC112	National Administrative, State Office Administrative, and County Office users shall have access to Nationwide Customer Service.	17.1.1.1
NAP-AFC113	State Selection only includes States that participate in FSA programs	17.1.1.1.1
NAP-AFC114	County Selection only includes Counties that participate in FSA programs	17.1.1.1.2
NAP-AFC115	Applications cannot be modified through Nationwide Customer Service after the Application Closing Date has passed	17.1.1.4



18 Cancellations

18.1 Functional Requirements

18.1.1 Manual Cancellation

Requirement Number	Functional Requirement Description
18.1.1.1	The System shall allow State Office Administrative Users and National Administrative Users to manually cancel applications
18.1.1.1.1	The System shall allow Users the ability to select a Cancellation Reason from a drop down box
18.1.1.1.2	The System shall default to the first Cancellation Reason alphabetically

18.1.2 Automatic Cancellation

Requirement Number	Functional Requirement Description
18.1.2.1	The system shall automatically cancel applications if National Crop Table data for a crop that is covered is modified
18.1.2.1.1	The system shall automatically select "National Crop Table Modification" as the Cancellation Reason
18.1.2.2	The system shall automatically cancel applications if a SCIMS change occurs
18.1.2.2.1	The system shall automatically select "SCIMS Change" as the Cancellation Reason

18.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC116	For all cancellations, place the application in a "Cancelled" status and delete all data from the application	18.1.1 18.1.2
NAP-AFC117	After Cancellation reason has been selected, the application shall be considered "Cancelled"	18.1.1.1
NAP-AFC118	Cancellation Reason is populated from the PLT	18.1.1.1
NAP-AFC121	Manual cancellations can be completed by State Office Administrative Users and National Administrative Users	18.1.1.1
NAP-AFC104	Allow user to authorize a refund when the application is cancelled	18.1.1 18.1.2
NAP-AFC105	If the user selects to authorize a refund, send amount to NPS	18.1.1 18.1.2
NAP-AFC122	"National Crop Table Modification" includes the following changes in the NCT: <ul style="list-style-type: none"> The last crop in a pay group is deleted 	18.1.2.1
NAP-AFC123	"SCIMS Change" includes the following changes in SCIMS: <ul style="list-style-type: none"> Customer is inactivated Legacy link is removed Duplicate merge and "losing" record is on application 	18.1.2.2



19 Application Modifications

19.1 Functional Requirements

19.1.1 Producer Modification

Requirement Number	Functional Requirement Description
19.1.1.1	The System shall allow users to modify the producer on the application
	19.1.1.1.1 The system shall allow users to select a different producer from SCIMS
	19.1.1.1.2 The system shall allow only one producer to be selected at any given time
19.1.1.2	19.1.1.2.1 The system shall save the application under the new producer's name

19.1.2 Crop Year Modification

Requirement Number	Functional Requirement Description
19.1.2.1	The System shall allow users to modify the crop year on the application
	19.1.2.1.1 The System shall allow user the ability to select a different year
	19.1.2.1.2 The System shall limit User to selecting only one year at a time
	19.1.2.1.3 The System shall default to the current crop year
19.1.2.2	19.1.2.2.1 The system shall save the application under the new crop year

19.1.3 State/County Office Modification

Requirement Number	Functional Requirement Description
19.1.3.1	The System shall allow users to modify the State/county office on the application
	19.1.3.1.1 The System shall allow users to select only one state at a time
	19.1.3.1.2 The System shall allow users to select only one county at a time from the State selected
	19.1.3.1.3 The System shall allow users the ability to select State from a drop down box
	19.1.3.1.4 The System shall allow users the ability to select County from a drop down box
	19.1.3.1.5 The System shall display only the state(s) to which the user is assigned in e-authentication
	19.1.3.1.6 The System shall display only the county, or counties, to which the user is assigned in e-authentication
	19.1.3.1.7 The System shall default to the first state and county alphabetically, if the user is assigned to more than one State and county
	19.1.3.1.8 The System shall ensure that the producer does not have an existing application is the new State/county
19.1.3.2	19.1.3.2.1 The system shall save the application under the new State/county office

19.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC106	Modifications can be made by County Office Users if application closing has not passed	19.1.1 19.1.2 19.1.3
NAP-AFC107	State Office Administrative User or National Administrative User must make modifications after application closing date	19.1.1 19.1.2 19.1.3
NAP-AFC26	The selected producer must have a Legacy Link in SCIMS to the selected State and County	19.1.1
NAP-AFC27	General Partnerships must be active in the business file for the selected crop year	19.1.1
NAP-AFC28	Joint Ventures must be active in the business file for the selected crop year	19.1.1
NAP-AFC	Entities must be active in the business file for the selected crop year	19.1.1



Customer Requirements Document
2015 and Future NAP Application for Coverage

NAP-AFC22	Crop Year is obtained from the PLT	19.1.2
NAP-AFC23	NAP Applications for Coverage will be entered through the producer's administrative county office.	19.1.3
NAP-AFC24	State Selection only includes States that participate in FSA programs	19.1.3
NAP-AFC25	County Selection only includes Counties that participate in FSA programs	19.1.3
NAP-AFC53	Do not allow for State/county change if an application already exists for the producer in the new State/county	19.1.3



20 Continuous Coverage

20.1 Functional Requirements

20.1.1 Continuous Coverage Letter

Requirement Number	Functional Requirement Description
20.1.1.1	The system shall provide users the ability to display a "Continuous Coverage Letter"
	20.1.1.1.1 The letter shall be formatted according to Exhibit 25
	20.1.1.1.2 The letter shall open in a separate window
20.1.1.2	The system shall allow users to select to print "All" letters
	20.1.1.2.1 The system shall allow for selection of an application closing date from a drop down box
20.1.1.3	The system shall allow users to select a producer from SCIMS to print a single letter
20.1.1.4	The system shall provide users the ability to print the displayed letter

20.2 Business Rules

Business Rule	Rule	FR Ref
NAP-AFC54	Only one producer can be selected at a time	20.1.1.1
NAP-AFC108	Only producers who had coverage in the previous crop year are eligible to have continuous coverage letters printed	20.1.1.1
NAP-AFC109	If the selected producer was marked as "Limited Resource" in the previous crop year, do not allow a letter to be printed	20.1.1.1
NAP-AFC1110	If the selected producer has coverage in the current crop year, do not allow a letter to be printed	20.1.1.1
NAP-AFC111	If any crop that was covered in the previous crop year is not on the NCT in the current crop year, do not allow a letter to be printed	20.1.1.1
NAP-AFC124	Selection of an application closing date is required	20.1.1.2.1
NAP-AFC125	Only display letters that contain crops with the selected application closing date	20.1.1.2.1
NAP-AFC126	Display each application closing date in the selected State and County from the NCT	20.1.1.2.1



21 User Requirements

21.1 Access NAP Application for Coverage Main Menu

Pre-condition: User has requested access to the System

Post-condition: NAP Application for Coverage Main Menu is displayed

21.1.1 Basic Flow of Events

1. The user requests access to the NAP Application for Coverage System.
2. The System validates the request and presents eAuthentication log in screen.
3. The user inputs valid eAuthentication username and password.
4. The System validates the information, and displays the NAP Application for Coverage main menu.

21.1.2 Alternate Flows

1. At any step, the CTS may choose to abort this use case. The use case ends.



21.2 Record New NAP Application for Coverage

Pre-condition: User logged into System

Post-condition: A new NAP Application for Coverage has been recorded

21.2.1 Basic Flow of Events

1. The user requests to record a new NAP Application for Coverage.
2. The System validates the request, and prompts for State, County, and Crop Year selection.
3. The user selects the appropriate State, County, and Crop Year.
4. The System validates the selection and prompts for Producer selection.
5. The user selects Producer.
6. The System validates the request and presents crops that were historically planted.
7. The user selects crops.
8. The System validates the selection and presents buy-up coverage options
9. The user selects coverage levels.
10. The System validates the selection and presents a summary of the crops selected.
11. The user confirms the selection.
12. The System calculates fees based on crops selected.
13. The user enters fee amount collected.
14. The system validates the entry, records the application data, and presents confirmation.

21.2.2 Alternate Flows

1. If the producer had coverage in the previous crop year, the system will display crops that were selected in the previous crop year. The crops are already selected and use case skips from step 6 to step 9.
2. If there were no crops historically planted, display crops from National Crop Table and continue with step 6.
3. Allow producers to select crops not on National Crop Table. Select from CVS
4. Allow producers to manually enter crops.
5. If the producer is a limited resource producer, the use case skips steps 10 and 11 and continues with step 12.
6. If a non-data-entry validation fails, the System logs the error and presents a message. The use case ends.
7. If a data-entry validation fails, the System presents a message and prompts the user again. The flow resumes at the previous step.
8. If a request fails, the System logs the error and presents a message. The use case ends.
9. If recording fails, the System logs the error and presents a message. The use case ends.
10. At any step, the user may choose to abort this use case. The use case ends.



21.3 View NAP application for Coverage

Pre-condition: User logged into system.

Pre-condition: A NAP Application for Coverage has been recorded.

Post-condition: A NAP Application for Coverage has been presented for viewing.

21.3.1 Basic Flow of Events

1. The user requests to view a NAP Application for Coverage.
2. The System validates the request and prompts for State, County, and Crop Year selection.
3. The user selects the appropriate State, County, and Crop Year.
4. The System validates the selection and prompts for Producer selection.
5. The user selects Producer.
6. The System validates the request and presents summary of crops that were selected.

21.3.2 Alternate Flows

1. If a non-data-entry validation fails, the System logs the error and presents a message. The use case ends.
2. If a data-entry validation fails, the System presents a message and prompts the user again. The flow resumes at the previous step.
3. If a request fails, the System logs the error and presents a message. The use case ends.
4. At any step, the user may choose to abort this use case. The use case ends.

21.4 Add Crop to NAP Application for Coverage

Pre-condition: User logged into System

Pre-condition: A NAP Application for Coverage has been recorded.

Pre-condition: A NAP Application for Coverage has been presented for viewing.

Post-condition: A crop has been added to NAP Application for Coverage.

21.4.1 Basic Flow of Events

1. The user requests to add a crop to a NAP Application for Coverage
2. The System validates the request and prompts for State, County, and Crop Year selection
3. The user selects the appropriate State, County, and Crop Year.
4. The System validates the selection and prompts for Producer selection.
5. The user selects Producer.
6. The System validates the request and presents summary of crops that were previously selected.
7. The user selects a new crop to add.
8. The System validates the selection and presents buy-up coverage options.
9. The user selects coverage level.
10. The System validates the selection and presents an updated summary of the crops selected.
11. The user confirms the information.
12. The system calculates fees based on crops selected.
13. The user enters the fee amount collected.
14. The system validates the entry, records the application data, and presents confirmation.

21.4.2 Alternate Flows

1. If the producer is a limited resource producer, the use case skips steps 10 and 11 and continues with step 12.
2. If a non-data-entry validation fails, the System logs the error and presents a message. The use case ends.
3. If a data-entry validation fails, the System presents a message and prompts the user again. The flow resumes at the previous step.
4. If a request fails, the System logs the error and presents a message. The use case ends.
5. If recording fails, the System logs the error and presents a message. The use case ends.
6. At any step, the user may choose to abort this use case. The use case ends.



21.5 Delete Crop from Application for Coverage

Pre-condition: User logged into System

Pre-condition: A NAP Application for Coverage has been recorded.

Pre-condition: A NAP Application for Coverage has been presented for viewing.

Post-condition: A crop has been deleted from NAP Application for Coverage.

21.5.1 Basic Flow of Events

1. The user requests to delete a crop from a NAP Application for Coverage
2. The System validates the request and prompts for State, County, and Crop Year selection
3. The user selects the appropriate State, County, and Crop Year.
4. The System validates the selection and prompts for Producer selection.
5. The user selects Producer.
6. The System validates the request and presents summary of crops that were previously selected.
7. The user selects a crop to delete.
8. The System validates the selection and presents an updated summary of the crops selected.
9. The user confirms the information.
10. The system validates the entry, records the application data, and presents confirmation.

21.5.2 Alternate Flows

1. If a non-data-entry validation fails, the System logs the error and presents a message. The use case ends.
2. If a data-entry validation fails, the System presents a message and prompts the user again. The flow resumes at the previous step.
3. If a request fails, the System logs the error and presents a message. The use case ends.
4. If recording fails, the System logs the error and presents a message. The use case ends.
5. At any step, the user may choose to abort this use case. The use case ends.



21.6 Cancel NAP Application for Coverage

Pre-condition: User logged into System

Pre-condition: A NAP Application for Coverage has been recorded.

Pre-condition: A NAP Application for Coverage has been presented for viewing.

Post-condition: A NAP Application for Coverage has been cancelled.

21.6.1 Basic Flow of Events

1. The user requests to cancel a NAP Application for Coverage.
2. The System validates the request and prompts for State, County, and Crop Year selection.
3. The user selects the appropriate State, County, and Crop Year.
4. The System validates the selection and prompts for Producer or selection.
5. The user selects a Producer.
6. The System validates the request, presents a summary of crops selected, and provides for selection of a cancellation reason
7. The user selects a cancellation reason.
8. The system validates the selection and presents a confirmation.
9. The user confirms the cancellation.
10. The System validates the confirmation, records the cancellation, and notifies of success.

21.6.2 Alternate Flows

1. If the user is not a State Office Administrative User, this use case is not applicable
2. If a request fails, the System logs the error and presents a message. The use case ends.
3. If recording fails, the System logs the error and presents a message. The use case ends.
4. At any step, the user may choose to abort this use case. The use case ends.

21.7 Generate Reports

Pre-condition: User logged into system.

Pre-condition: A NAP Application for Coverage has been recorded.

Post-condition: A report has been generated.

21.7.1 Basic Flow of Events

1. The user requests to generate a report.
2. The System validates the request and presents a list of report types and prompts for selection.
3. The user selects a report type.
4. The System validates the selection and generates the report in the desired format.

21.7.2 Alternate Flows

1. If a non-data-entry validation fails, the System logs the error and presents a message. The use case ends.
2. If a data-entry validation fails, the System presents a message and prompts the user again. The flow resumes at the previous step.
3. If a request fails, the System logs the error and presents a message. The use case ends.
4. At any step, the user may choose to abort this use case. The use case ends.



22 CCC-471

CCC-471 will be provided at a later date.



23 Determining Eligibility for Payment Entity

The system shall determine whether the payment entity has invalid eligibility determinations according to the following table.

Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Actively Engaged	COC Determination	Actively Engaged	Not Applicable
		Not Filed	
		Awaiting Determination	
		Awaiting Revision	
		Not Actively Engaged	
		Exempt	
Actively Engaged – 2002 Farm Bill	Date Documentation Filed by Producer		Not Applicable
		COC Determination Date	
AD-1026	Certification/COC Determination	Certified	Yes
		Not Filed	No
		Good Faith Determination	Yes
		COC Exemption	Yes
		Awaiting Affiliate Certification	No
		Affiliate Violation	No
Referred to NRCS	Date Referred to NRCS	Yes	Not Applicable
		No	
Date Continuous Certification/ Authorization Signed by Producer		Not Applicable	



Eligibility Determination/ Certification	Fields	Value	Eligible for NAP		
Adjusted Gross Income – 2008 Farm Bill	Conservation Program \$1 Million Nonfarm Income Certification/COC Determination	Compliant - Producer	Not Applicable		
		Compliant - Agent			
		Exempt			
		Not Filed			
		Not Met - COC			
		Not Met - Producer			
		Not Met - SED			
		Date of SED Determination			
	Date Documentation Filed by Producer				
	COC Disapproval Date				
Adjusted Gross Income – 2002 Farm Bill	Certification/COC Determination	Compliant – CCC-526	Not Applicable		
		Compliant - Agent			
		Exempt			
		Not Filed			
		Not Met - COC			
		Not Met - Producer			
		Date Documentation Filed by Producer			
		COC Disapproval Date			



Customer Requirements Document
2015 and Future NAP Application for Coverage

Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Adjusted Gross Income – 2014 Farm Bill	\$900,000 Total Income Certification/COC Determination	Compliant - Producer	Not Applicable. AGI eligibility is determined through the Ownership Share/AGI Web Service
		Compliant	
		Exempt	
		Not Filed	
		Not Compliant	
		Not Met - Producer	
		Failed Verification	
	SED Determination	No Determination	
	Date Processed by IRS	Compliant – SED	
		Not Met - SED	
Date Documentation Filed by Producer		Not Applicable	
Date of SED Determination		Not Applicable	
Beginning Farmer or Rancher	Certification	Yes	Yes (service fee is waived and premium is reduced by 50%)
		No	Yes
	Month/Year Farmer Or Rancher began Farming		Not Applicable
Cash Rent Tenant	COC Determination	Eligible	Not Applicable
		Partially Eligible	
		Ineligible	
		Not Applicable	
		Awaiting Determination	
		Exempt	
	Cropland Factor		



Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Conservation Compliance	Highly Erodible Land Conservation	No HEL	Applicable, but eligibility should be determined from Farm/Tract Eligibility
		Compliant	
		Not Compliant	
		Pending Determination	
		Landlord/Tenant Exemption	
		Good Faith	
		Appeal Rights Exhausted	
		No Association	
	Planted Converted Wetland	Compliant	
		Not Compliant	
		Good Faith	
		No Association	
	Converted Wetland	Compliant	
		Not Compliant	
		Good Faith	
		Restored Wetland	
		Appeal Rights Exhausted	
		No Association	
Farm/Tract Eligibility	In Compliance	Yes	
	Partial Compliance	Yes	
	In Violation	No	
	No Association	Yes	
	Past Violation	No	
	Reinstated	Yes	
Year of Violation		Not Applicable	
State and County Where Violation Occurred			
Controlled Substance	Notification of Determination	No Violation	Yes
		Growing	No
		Trafficking	No
		Possession	No
		Action Required	No
	Year of Conviction		Not Applicable
Number of Years of Ineligibility			
Delinquent Debt	COC Determination/ Certification	No	Not Applicable
		Yes	
	Source of Delinquent Debt Determination	Producer Certified	
		FSA Debt	
		Credit Report	
		CAIVRS	
		TOPS	
		Other	
Additional Information			



Customer Requirements Document
2015 and Future NAP Application for Coverage

Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Federal Crop Insurance	Certification/COC Determination	Requirements Met	Not Applicable
		Requirements Not Met	
Fraud, including FCIC Fraud	Notification of FCIC Determination	Compliant	Yes
		Not Compliant	No
	Year of Violation Years of No Program Benefits		Not Applicable
Foreign Person	COC Determination	Yes	Not Applicable
		No	
		Pending	
		Not Applicable	
Limited Resource Farmer or Rancher	Certification/COC Determination	Yes	Yes
		No	Yes
NAP Non-Compliance	COC Determination	Compliant	Yes
		Not Compliant - COC	No
	Year of Violation		
Permitted Entity – 2002 Farm Bill	COC Determination	Yes	Not Applicable
		No	
Person Eligibility – 2002 Farm Bill	COC Determination	COC Determination Completed	Not Applicable
		Not Filed	
		Awaiting Determination	
		Awaiting Revision	
	Date Documentation Filed by Producer COC Determination Date		
Socially Disadvantaged Farmer or Rancher	Includes Racial, Ethnic and Gender	Yes	Yes (service fee is waived and premium is reduced by 50%)
		No	Yes



24 Determining Eligibility for Members of Joint Operations

The system shall determine whether the members of joint operations have invalid eligibility determinations according to the following table.

Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Actively Engaged	COC Determination	Actively Engaged	Not Applicable
		Not Filed	
		Awaiting Determination	
		Awaiting Revision	
		Not Actively Engaged	
		Exempt	
Actively Engaged – 2002 Farm Bill	Date Documentation Filed by Producer		Not Applicable
		COC Determination Date	
AD-1026	Certification/COC Determination	Certified	Yes
		Not Filed	No
		Good Faith Determination	Yes
		COC Exemption	Yes
		Awaiting Affiliate Certification	No
		Affiliate Violation	No
Referred to NRCS	Date Referred to NRCS	Yes	Not Applicable
		No	
Date Continuous Certification/ Authorization Signed by Producer		Not Applicable	



Eligibility Determination/ Certification	Fields	Value	Eligible for NAP	
Adjusted Gross Income – 2008 Farm Bill	Conservation Program \$1 Million Nonfarm Income Certification/COC Determination	Compliant - Producer	Not Applicable	
		Compliant - Agent		
		Exempt		
		Not Filed		
		Not Met - COC		
		Not Met - Producer		
		Not Met - SED		
		Date of SED Determination		
	Date Documentation Filed by Producer			
	COC Disapproval Date			
Adjusted Gross Income – 2002 Farm Bill	Certification/COC Determination	Compliant – CCC-526	Not Applicable	
		Compliant - Agent		
		Exempt		
		Not Filed		
		Not Met - COC		
		Not Met - Producer		
	Effective Program Year			
	Date Documentation Filed by Producer			
	COC Disapproval Date			



Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Adjusted Gross Income – 2014 Farm Bill	\$900,000 Total Income Certification/COC Determination	Compliant - Producer	Not Applicable. AGI eligibility is determined through the Ownership Share/AGI Web Service
		Compliant	
		Exempt	
		Not Filed	
		Not Compliant	
		Not Met - Producer	
		Failed Verification	
	SED Determination	No Determination	Not Applicable
	Compliant – SED		
	Not Met - SED		
Date Processed by IRS		Not Applicable	
Date Documentation Filed by Producer		Not Applicable	
Date of SED Determination		Not Applicable	
Beginning Farmer or Rancher	Certification	Yes	Yes (service fee is waived and premium is reduced by 50%)
		No	Yes
	Month/Year Farmer Or Rancher began Farming		Not Applicable
Cash Rent Tenant	COC Determination	Eligible	Not Applicable
		Partially Eligible	
		Ineligible	
		Not Applicable	
		Awaiting Determination	
		Exempt	
	Cropland Factor		



Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Conservation Compliance	Highly Erodible Land Conservation	No HEL	Applicable, but eligibility should be determined from Farm/Tract Eligibility
		Compliant	
		Not Compliant	
		Pending Determination	
		Landlord/Tenant Exemption	
		Good Faith	
		Appeal Rights Exhausted	
		No Association	
	Planted Converted Wetland	Compliant	
		Not Compliant	
		Good Faith	
		No Association	
	Converted Wetland	Compliant	
		Not Compliant	
		Good Faith	
		Restored Wetland	
		Appeal Rights Exhausted	
		No Association	
	Farm/Tract Eligibility	In Compliance	Yes
		Partial Compliance	Yes
In Violation		No	
No Association		Yes	
Past Violation		No	
Reinstated		Yes	
Year of Violation		Not Applicable	
State and County Where Violation Occurred			
Controlled Substance	Notification of Determination	No Violation	Yes
		Growing	No
		Trafficking	No
		Possession	No
		Action Required	No
	Year of Conviction		Not Applicable
	Number of Years of Ineligibility		
Delinquent Debt	COC Determination/ Certification	No	Not Applicable
		Yes	
	Source of Delinquent Debt Determination	Producer Certified	
		FSA Debt	
		Credit Report	
		CAIVRS	
		TOPS	
		Other	
Not Applicable			
Additional Information			
Fields	Value		



Customer Requirements Document
2015 and Future NAP Application for Coverage

Eligibility Determination/ Certification	Fields	Value	Eligible for NAP
Federal Crop Insurance	Certification/COC Determination	Requirements Met	Not Applicable
		Requirements Not Met	
Fraud, including FCIC Fraud	Notification of FCIC Determination	Compliant	Yes
		Not Compliant	No
	Year of Violation Years of No Program Benefits		Not Applicable
Foreign Person	COC Determination	Yes	Not Applicable
		No	
		Pending	
		Not Applicable	
Limited Resource Farmer or Rancher	Certification/COC Determination	Yes	Yes
		No	Yes
NAP Non-Compliance	COC Determination	Compliant	Yes
		Not Compliant - COC	No
	Year of Violation		
Permitted Entity – 2002 Farm Bill	COC Determination	Yes	Not Applicable
		No	
Person Eligibility – 2002 Farm Bill	COC Determination	COC Determination Completed	Not Applicable
		Not Filed	
		Awaiting Determination	
		Awaiting Revision	
	Date Documentation Filed by Producer COC Determination Date		
Socially Disadvantaged Farmer or Rancher	Includes Racial, Ethnic and Gender	Yes	Yes (service fee is waived and premium is reduced by 50%)
		No	Yes



25 Continuous Coverage Letter Example (New Version Will Be Provided Later)

Dear (enter producer name),

Our records indicate you had (enter current crop year i.e. 2012) NAP coverage for the following crop(s):

<u>Pav Crop</u>	<u>Pav Type</u>	<u>Planting Period</u>	<u>Application Closing Date</u>	<u>Crop</u>	<u>Type</u>	<u>Intended Use</u>
XXXX	XXX	XX	XX-XX-XXXX	XXXXXXXXXXXX	XXX	XX
XXXX	XXX	XX	XX-XX-XXXX	XXXXXXXXXXXX	XXX	XX

If you wish to continue coverage of the same crop(s) for the (enter the subsequent crop year i.e. 2013) crop year, the applicable service fee must be received in the (enter name of the administrative county office) county office by (enter the producer’s earliest application closing date). The total service fees calculated based on (enter current crop year i.e. 2012) coverage is \$(enter dollar amount). Please note these fees are calculated only for crops and land administered out of this county office. Multi-county producers having land administered by other county offices will be notified by those offices. The maximum service fee per producer is \$750 per administrative county not to exceed \$1,875 for multi-county producers. Upon receipt of the applicable service fee, the (enter name of the administrative county office) county office will process your application and send you a copy of your application for coverage for the (enter the subsequent crop year i.e. 2013) crop year.

Please note that by sending the applicable service fees you are not required to visit the county office and complete another CCC-471, Application for Coverage, for the applicable crop(s) listed on the attachment. However, if you are adding crop(s) not specifically listed on the attachment, deleting crops specifically listed, or you choose not to pay the total service fees by (enter the producer’s earliest application closing date), in order to have crop coverage, you must file another application for coverage and pay the applicable service fees in the administrative county office by the application closing date for the crop(s). Please make your check payable to “CCC”.

Service fees received after (enter the producer’s earliest application closing date) will be returned and continuous coverage will not apply. Coverage may be obtained for specific crops as long as the application closing date for that crop has not passed, however, you will have to visit the county office and file an application for coverage.

Application closing dates for all crops are available in your local county FSA office. If you have questions regarding additional program requirements to maintain NAP eligibility, please contact the (enter name of the administrative county office) County FSA office.

NOTE: It is important to note that coverage is not continuous from the date of initial purchase of NAP. Coverage periods are established by type of crop (i.e. annual, perennial, value loss, etc.) and these periods are established annually. For more information about coverage periods please contact your administrative county office.

Sincerely,

/S/ CED Name
County Executive Director

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.



26 Multiple Market Crops

Crop	Code	Crop Types
Apples	0054	All types
Apricots	0326	All types
Bananas	0173	All types
Cherries	0128	All types
Grapefruit	0030	All types
Lemons	0035	All types
Limes	0036	All types
Oranges	0023	All types
Peaches	0034	All types
Pears	0144	All types
Plums	0254	All types
Prunes	0086	All types
Sweet Potatoes	0156	All types
Tangelos	0024	All types
Tangerines	0048	All types



27 Value Loss Crops without Graduated Prices

Following are value loss crops without graduated prices:

- Nursery (1010)
- Mushrooms (0403)
- Floriculture (7501)

Note: Floriculture for SD is a yield based crop

- Finfish with type code of TRO, HAP, LAM, MBU, and TAN (3000)

Note: All other Finfish are value loss crops with graduated prices

- All crops with an intended use of RS and SE