

United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation



Product  
Development  
Division

# **FORAGE LOSS ADJUSTMENT STANDARDS HANDBOOK**

FCIC-25150 (09-2000)

**2001 and Succeeding Crop Years**

UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>FEDERAL CROP INSURANCE HANDBOOK</b>	<b>NUMBER: 25150</b>
<b>SUBJECT:</b>  <b>FORAGE LOSS ADJUSTMENT STANDARDS HANDBOOK 2001 AND SUCCEEDING CROP YEARS</b>	<b>DATE: September 1, 2000</b>
	<b>OPI: Product Development Division</b>
	<b>APPROVED:/S:/ Kenneth D. Ackerman</b>  <b>Administrator, Risk Management Agency</b>

**THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2001 AND SUCCEEDING CROP YEARS. IN THE ABSENCE OF INDUSTRY-DEVELOPED, FCIC-APPROVED PROCEDURE FOR THIS CROP FOR 2001 AND SUCCEEDING CROP YEARS, ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.**

**SUMMARY OF CHANGES/CONTROL CHART**

Major Changes: See changes or additions in text which have been **redlined**. Three stars (\*\*\*) identify information that has been removed.

Changes:

- A. Revised the definition of "Cutting" to match the definition in the 2001 Forage Production policy.
- B. Added definition for clipping.
- C. Added newly developed standards language for section 2, Special Instructions, section 3, Insurance Contract Information.
- D. Section 4 was added to include information necessary to work forage seeding replant claims. Examples were included.
- E. Added newly developed standards language for section 5, Forage Appraisals.
- F. Reformatted information in section 6, Appraisal Methods. Added information about clipping.
- G. Deleted all references to FCI-74A, referenced as appraisal worksheet now.

# FORAGE LOSS ADJUSTMENT STANDARDS HANDBOOK

## SUMMARY OF CHANGES/CONTROL CHART (continued)

- H. Changed all references to the “FCI-74 Field Inspection and Claim for Indemnity” form to “claim form.”
- I. Claim form completion instructions are based on a “Production Worksheet” which resembles that currently used by the insurance industry.
- J. Section 10 was converted to a Standards format. The completion instructions are based on a NCIS-M912 Production Worksheet. All references to the FCI-74 have been removed. For this example, entry fields for Crop Year, Additional Units, Date(s) of Damage, Assignment of Indemnity, Transfer of Right to Indemnity, Estimated Production Per Acre, and Companion Policy(s), have been added as Standard items.
- K. Clarified any production harvested after the end of the insurance period will not be counted as production.
- L. Paragraph 10 E, section I - Item J; Moved procedure on converting other plants in the samples to “Alfalfa Equivalents” to the appraisal section. Conversion will be made on the appraisal worksheet instead of the Production Worksheet.
- M. Added claim form completion examples for Forage Production, Forage Seeding, and Forage Seeding replant claims.
- N. Reference material; **TABLE B** - removed reference to Lake County, Montana.
- O. Removed the 10% planted acreage requirement.
- P. Added blank “Top Unloading Silo Tonnage Calculation Sheet,” “Round Silo: Haylage Depth Record,” and “Bottom Unloading Silo Tonnage Calculation Sheet” forms at the end of the handbook which can be reproduced as needed.

<b>CONTROL CHART FOR: FORAGE LOSS ADJUSTMENT STANDARDS HANDBOOK</b>						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	<b>ENTIRE HANDBOOK</b>					
Current Index	1-2	1-4	1-50	51-67	09-2000	FCIC-25150

# FORAGE LOSS ADJUSTMENT STANDARDS HANDBOOK

## TABLE OF CONTENTS

### PAGE

1.	<b>INTRODUCTION</b> .....	1
2.	<b>SPECIAL INSTRUCTION</b> .....	1
	A. DISTRIBUTION .....	1
	B. TERMS, ABBREVIATIONS, AND DEFINITIONS .....	1
3.	<b>INSURANCE CONTRACT INFORMATION</b> .....	3
	A. FORAGE PRODUCTION INSURABILITY .....	3
	B. FORAGE SEEDING INSURABILITY .....	4
	C. PROVISIONS NOT APPLICABLE TO CAT COVERAGE .....	4
	D. UNIT DIVISION .....	4
4.	<b>REPLANTING PAYMENT PROCEDURES (FORAGE SEEDING ONLY)</b>	5
	A. GENERAL INFORMATION .....	5
	B. QUALIFICATION FOR REPLANTING PAYMENT .....	5
	C. REPLANTING PAYMENT INSPECTIONS .....	7
5.	<b>FORAGE APPRAISALS</b> .....	7
	A. GENERAL INSTRUCTIONS .....	7
	B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS .....	7
	C. PRE-ACCEPTANCE INSPECTIONS .....	7
	D. SAMPLE SELECTION PROCEDURES .....	8
6.	<b>FORAGE PRODUCTION APPRAISAL METHODS</b> .....	8
	A. GENERAL INFORMATION .....	8
	B. APPLICABILITY .....	9
	C. TIMELINESS: NOTICES AND APPRAISALS .....	9
	D. ADEQUATE/MINIMUM PLANT POPULATION-PER-SQUARE-FOOT .....	10
	E. STAND-COUNT METHOD .....	10
	F. WEIGHT METHOD APPRAISALS .....	11
	G. CROP TYPE DESIGNATIONS .....	13
	H. MOISTURE TESTER CAPABLE OF TESTING MOISTURE IN FORAGE PRODUCTION (WEIGHT METHOD ONLY) .....	13

# FORAGE LOSS ADJUSTMENT HANDBOOK

## TABLE OF CONTENTS (continued)

### PAGE

<b>7. FORAGE SEEDING APPRAISAL METHODS</b> .....	14
A. GENERAL INFORMATION .....	14
B. APPLICABILITY .....	14
<b>8. APPRAISAL DEVIATIONS AND MODIFICATIONS</b> .....	15
A. DEVIATIONS .....	15
B. MODIFICATIONS .....	15
<b>9. APPRAISAL FORM ENTRIES AND COMPLETION PROCEDURES</b> ...	15
A. GENERAL INFORMATION .....	15
B. FORM ENTRY AND COMPLETION INFORMATION - STAND COUNT APPRAISAL METHOD(FORAGE PRODUCTION) .....	15
STAND COUNT APPRAISAL WORKSHEET EXAMPLE .....	18
C. FORM ENTRY AND COMPLETION INFORMATION - WEIGHT METHOD APPRAISALS (FORAGE PRODUCTION) .....	19
WEIGHT METHOD APPRAISAL WORKSHEET EXAMPLE .....	21
D. FORM ENTRY AND COMPLETION INFORMATION - STAND COUNT APPRAISAL METHOD(FORAGE SEEDING) .....	22
STAND COUNT APPRAISAL WORKSHEET EXAMPLE .....	25
<b>10. CLAIM FORM ENTRIES AND CALCULATION PROCEDURES</b> .....	26
A. GENERAL INFORMATION .....	26
B. COMPUTING GREEN-CHOPPED FORAGE WEIGHT (FORAGE PRODUCTION CLAIMS ONLY) .....	27
C. DETERMINING HARVESTED PRODUCTION .....	27
D. HAYLAGE IN STORAGE OTHER THAN ROUND SILOS .....	30
E. FORM ENTRY AND COMPLETION INFORMATION .....	32
CLAIM FORM EXAMPLE (FORAGE PRODUCTION) .....	47
CLAIM FORM EXAMPLE (FORAGE SEEDING) .....	48
CLAIM FORM EXAMPLE (REPLANT - FORAGE SEEDING ONLY) .....	49

# FORAGE LOSS ADJUSTMENT HANDBOOK

## TABLE OF CONTENTS (continued)

### PAGE

<b>11. REFERENCE MATERIAL</b> .....	51
<b>TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS</b> .....	51
<b>TABLE B - YIELD FACTOR TABLE FOR USE IN STAND COUNT APPRAISAL METHOD</b> .....	51
<b>TABLE C - MOISTURE AND WEIGHT ADJUSTMENTS FOR WEIGHT METHOD APPRAISALS</b> .....	53
<b>TABLE D - MOISTURE ADJUSTMENT TABLE FOR WEIGHING HAYLAGE IN CHOPPER BOXES, SILAGE WAGONS, OR TRUCKS</b> .....	54
<b>TABLE E - HARVESTED AND APPRAISED POTENTIAL TABLE</b> .....	55
<b>TABLE F - TONS OF DRY MATTER CAPACITY (ROUND SILOS)</b> .....	56
<b>TABLE G - CUBIC FEET PER TON OF FORAGE PRODUCTION IN STORAGE</b> .....	59
<b>EXHIBIT 1 - MEASURING DEVICES</b> .....	60
<b>EXHIBIT 2 - FORAGE PRODUCTION STAND COUNT APPRAISAL METHOD WORKSHEET</b> .....	61
<b>EXHIBIT 3 - TOP LOADING SILO:</b> .....	62
ROUND SILO: HAYLAGE DEPTH RECORD .....	63
TONNAGE CALCULATION SHEET .....	64
<b>EXHIBIT 4 - BOTTOM LOADING SILO:</b> .....	65
ROUND SILO: HAYLAGE DEPTH RECORD .....	66
TONNAGE CALCULATION SHEET .....	67

**FORAGE LOSS ADJUSTMENT HANDBOOK**

**TABLE OF CONTENTS (Continued)**

**THIS PAGE INTENTIONALLY LEFT BLANK**

# **1. INTRODUCTION**

---

---

This handbook identifies the crop-specific procedural requirements for adjusting Multiple Peril Crop Insurance (MPCI) forage losses in a uniform and timely manner. These procedures, which include crop appraisal methods and claims completion instructions, supplement the general (not crop-specific) procedures, forms, and manuals for loss adjustment identified in the Loss Adjustment Manual (LAM).

# **2. SPECIAL INSTRUCTIONS**

---

---

This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through amendments or bulletins). If amendments have been issued for a handbook, the original handbook as amended by amendment pages shall constitute the handbook. A bulletin can supersede either the original handbook or subsequent amendments.

## **A. DISTRIBUTION**

The following is the minimum distribution of forms completed by the adjuster for the loss adjustment inspection:

One legible copy to the insured. The original and all remaining copies as instructed by the insurance provider.

**NOTE:** It is the insurance providers' responsibility to maintain original insurance documents relative to policyholder servicing as designated in the approved plan of operations.

## **B. TERMS, ABBREVIATIONS, AND DEFINITIONS**

- (1) General. Terms, abbreviations, and definitions **general** (not crop specific) to loss adjustment are identified in the LAM.
- (2) Specific. Terms, abbreviations, and definitions **specific** to forage loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.
- (3) Abbreviation(s):

<b>DM</b>	Dry Matter
<b>FP</b>	Forage Production
<b>FS</b>	Forage Seeding
<b>I</b>	Irrigated
<b>NI</b>	Non-Irrigated



(4) Definition(s):

Information labeled Forage Production (**FP**) applies only to forage production. Information labeled Forage Seeding (**FS**) applies only to forage seeding.

<b>Adequate stand (FP)</b>	A population of live forage plants that equals or exceeds the minimum required number of plants per square foot as shown in the Special Provisions.
<b>Air-dry forage (FP)</b>	Forage production that has dried in windrows by natural means to less than 13 percent moisture before being put into stacks or bales.
<b>Cutting (FP)</b>	Severance of the forage plant from its roots.
<b>Clipping (FP) (FS)</b>	Mechanically clipping of the forage crop to promote future regrowth as a good farming practice. No production from clipped acreage will be removed from the field. Acreage clipped will not be considered harvested.
<b>Established Stand (FS)</b>	The acres with an established stand will include: (1) Acreage that has at least 75 percent of a normal stand; (2) Acreage abandoned or put to another use without our prior written consent; (3) Acreage damaged solely by an uninsured cause; or (4) Acreage that is harvested and not reseeded.
<b>Fall planted (FP) (FS)</b>	A forage crop seeded after June 30.
<b>Forage (FP) (FS)</b>	Planted perennial alfalfa, perennial red clover, perennial grasses, or a mixture thereof, or other species as shown in the actuarial documents.
<b>Harvest (FP)</b>	Removal of forage from the windrow or field. Grazing will not be considered harvested.
<b>Harvest (FS)</b>	Severance of the forage plant from its roots. Acreage that is only grazed will not be considered harvested.
<b>Normal stand (FS)</b>	A population of live plants per square foot that meets the minimum required number of plants as shown in the Special Provisions.
<b>Nurse crop (FS) (companion crop)</b>	A crop seeded into the same acreage as another crop, that is intended to be harvested separately, and that is planted to improve growing conditions for the crop with which it is grown.

**Spring planted (FP) (FS)** A forage crop **seeded** before July 1.

**Windrow (FP)** Forage that is cut and placed in a row.

**Year of Establishment (FP)** The period between seeding and when the forage production crop has developed an adequate stand. Insurance during the year of establishment may be available under the forage seeding policy. Insurance under this policy does not attach until after the year of establishment. The year of establishment is determined by the date of seeding. The year of establishment for spring planted forage is designated by the calendar year in which seeding occurred. The year of establishment for fall planted forage is designated by the calendar year after the year in which the crop was planted.

### **3. INSURANCE CONTRACT INFORMATION**

---

The insurance provider is to determine that the insured has complied with all policy provisions of the insurance contract. Crop provisions which are to be considered in this determination include (but are not limited to):

#### **A. FORAGE PRODUCTION INSURABILITY**

- (1) The crop insured will be all the forage production in the county for which a premium rate is provided by the actuarial documents, in which the insured has a share, and:
  - (a) that is grown during one or more years after the year of establishment;
  - (b) that has an adequate stand at the beginning of the insurance period;
  - (c) that is not grown with a non-forage crop; and
  - (d) does not exceed the age limitations for the forage stands contained in the Special Provisions.
- (2) Insurance is not provided against loss of production that occurs after removal from the windrow.

## **B. FORAGE SEEDING INSURABILITY**

- (1) The crop insured will be all the forage seeding in the county for which a premium rate is provided by the actuarial documents, in which the insured has a share, and:
  - (a) that is planted during the current crop year, or replanted during the calendar year following planting, to establish a normal stand of forage;
  - (b) that is not grown with the intent to be grazed, or not grazed at any time during the insurance period; and
  - (c) that is not interplanted with another crop, except nurse crops, unless allowed by the Special Provisions or by written agreement;
- (2) **IN CALIFORNIA COUNTIES LASSEN, MODOC, MONO, SHASTA, SISKIYOU AND ALL OTHER STATES**, any acreage of the insured crop damaged before the final planting date, to the extent that such acreage has less than 75 percent of a normal stand, must be replanted unless the insurance provider agrees that it is not practical to replant; and
- (3) In California, unless otherwise specified in the Special Provisions, any acreage of the insured crop damaged anytime during the crop year to the extent that such acreage has less than 75 percent of a normal stand must be replanted unless it cannot be replanted and reach a normal stand within the insurance period.
- (4) Indemnity for spring-seeded acreage will be reduced by 50% for any acreage with less than 75% stand but greater than 55%. Follow the procedure outlined above for acreage with stand less than 55%.

## **C. PROVISIONS NOT APPLICABLE TO CAT COVERAGE**

- (1) Optional units.
- (2) Written Agreements.
- (3) Hail and Fire Exclusion provisions (also not applicable to limited buy-up).
- (4) High-Risk Land Exclusion.
- (5) Replanting payments.

## **D. UNIT DIVISION**

See the insurance contract for unit provisions. **NOTE:** Unless limited by the Crop or Special Provisions, a basic unit, as defined in the Basic Provisions, may be divided into optional units if, for each optional unit, all the conditions stated in the applicable provisions are met.

**NOTE: Forage Seeding:** A basic unit will also be divided into additional basic units by spring planted and fall planted acreage.

## 4. REPLANTING PAYMENT PROCEDURES (FORAGE SEEDING ONLY)

---

---

### A. GENERAL INFORMATION

- (1) Replacing new seed into an existing damaged stand, which results in a reduced seeding rate from the original seeding rate, will not be considered replanting.
- (2) The amount of the replanting payment will be equal to 50 percent of the amount of indemnity determined in accordance with the crop provisions unless otherwise specified in the Special Provisions.
- (3) No replanting payment will be made on acreage for which one replanting payment has been allowed.
- (4) If the information reported by the insured on the acreage report results in a lower premium than the actual premium determined to be due based on the acreage, share, practice, or type determined actually to have existed, the replanting payment will be reduced proportionately.

### B. QUALIFICATIONS FOR REPLANTING PAYMENT

- (1) A replanting payment is allowed if:
  - (a) In California, unless specified otherwise in the Special Provisions, acreage planted to the insured crop is damaged by an insurable cause of loss occurring within the insurance period to the extent that less than 75 percent of a normal stand remains and the crop can reach maturity before the end of the insurance period;
  - (b) In Lassen, Modoc, Mono, Shasta, Siskiyou counties in California, and all other states:
    - 1 A replanting payment is allowed only whenever the Special Provisions designate both fall and spring final planting dates;
    - 2 The insured fall planted acreage is damaged by an insurable cause of loss to the extent that less than 75 percent of a normal stand remains;
    - 3 It is practical to replant;
    - 4 The insurance provider gives written consent to replant; and
    - 5 Such acreage is replanted the following spring by the spring planting date.

**NOTE:** NO REPLANTING PAYMENT WILL BE MADE ON SPRING PLANTED FORAGE SEEDING ACREAGE. A final claim can be completed for damaged spring planted forage seeding after the final spring planting date contained in the Special Provisions if it was not practical to replant. Insureds are required to replant spring planted forage at their own expense, if practical to replant.

- (2) If the replanting is destroyed and it is practical to replant again, the insured must replant again at his/her own expense. A final claim can be adjusted after the final spring planting date, if not practical to replant.

**NOTE:** In addition to the notice requirements in the Basic Provisions, the insured must give the insurance provider written notice before destroying any fall planted acreage that is damaged, if he has decided to replant the acreage by the spring final planting date.

**EXAMPLE 1:**

Insured has 100% share in 85.5 acres of alfalfa

Amount of insurance per acre elected is \$104 (\$160 ref-max-amt x 65% coverage level)

The minimum number of live plants per square foot for a normal stand is 9 (stated in the Special Provisions).

Stand count appraisal determines 7 live plants per square foot over 65.5 acres (78% of normal stand), and 5 live plants per square foot over 20.5 acres (56% of normal stand). Qualifies for a replanting payment on 20.5 acres.

85.5 acres x \$104.00 (amount of insurance per acre) = \$8,840 amount of insurance

65.0 acres (with established stand) x \$104.00 amount of insurance per acre = \$6,760

production to count

\$8,840 - \$6,760 = \$2,080 (indemnity)

\$2,080 x 50% (replanting amount allowed) = \$1,040 replant payment

**EXAMPLE 2:**

Insured has 50% share in 85.5 acres of alfalfa

Amount of insurance per acre elected is \$104 (\$160 ref-max-amt x 65% coverage level)

The minimum number of live plants per square foot for a normal stand is 9 (stated in the Special Provisions).

Stand count appraisal determines 7 live plants per square foot over 65.5 acres (78% of normal stand), and 5 live plants per square foot over 20.5 acres (56% of normal stand). Qualifies for a replanting payment on 20.5 acres.

85.5 acres x \$104.00 (amount of insurance per acre) = \$8,840 amount of insurance

65.0 acres (with established stand) x \$104.00 amount of insurance per acre = \$6,760

production to count

\$8,840 - \$6,760 = \$2,080 x .500 = \$1,040 (indemnity)

\$1,040 x 50% (replanting amount allowed) = \$520 replant payment

**NOTE:** Enter \$520 in Section I, “Total to count” column of the claim form if share has been applied or \$1,040 if share has yet to be applied. (Follow individual insurance provider guidelines). Indicate in the narrative if adjusted potential has/has not been reduced for share on claim form according to individual insurance provider guidelines.

### **C. REPLANTING PAYMENT INSPECTIONS**

Replanting payment inspections are to be prepared as final inspections on the claim form only when qualifying for a replanting payment. Non-qualifying replanting payment inspections (**unless the claim is withdrawn by the insured**) are to be handled as preliminary inspections. If qualified for a replanting payment, a Certification Form may be prepared on the initial farm visit. Refer to the LAM.

## **5. FORAGE APPRAISALS**

---

---

### **A. GENERAL INSTRUCTIONS**

Potential production will be appraised in accordance with procedures specified in this handbook and the LAM.

### **B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS**

- (1) Determine the minimum number of required samples for a field or subfield by the field size, the average stage of growth, general capabilities of the plants, and variability of potential production and plant damage within the field or subfield.
- (2) Split the field into subfields when:
  - (a) variable damage causes the crop potential to appear to be significantly different within the same field; or
  - (b) the insured wishes to destroy a portion of a field.
- (3) Each subfield must be appraised separately.
- (4) Take not less than the minimum number (count) of representative samples required in **TABLE A**.

### **C. PRE-ACCEPTANCE INSPECTIONS**

- (1) Refer to the Crop Insurance Handbook (CIH) for when and if pre-harvest inspections are required.

- (2) Take not less than the minimum number of representative samples required in **TABLE A** in order to determine the number of plants per square foot. Refer to the required number of viable plants per square foot in the Special Provisions as the basis for recommending acceptance or rejection of inspected acreage.
  - (a) For **alfalfa** (or alfalfa in mixtures), examine such crown and the connecting root(s). Separate them into individual plants according to their individual taproots.
  - (b) For **grass** mixtures, no acceptable method is currently available for accurately determining number of **grass** plants in sample areas. Contact the **insurance provider** for specified "acceptability" criterion such as sight evaluation of the grass cover, verified recent production.

\*\*\*

#### **D. SAMPLE SELECTION PROCEDURES**

- (1) Use one of the measuring devices described in **EXHIBIT 1** to outline each sample.
- (2) Select a size (in square feet) for all samples in the field; the thinner the stand, the larger the sample.
- (3) Determine the number of live plants within each representative sample area.
- (4) Alfalfa seed and forage mixtures are planted in rows or by broadcasting. Since planting in rows usually results in a scattering of plants, all plant population counts are made on a broadcast basis.

## **6. FORAGE PRODUCTION APPRAISAL METHODS**

### **A. GENERAL INFORMATION**

These instructions provide information on appraisal methods for:

<b>Appraisal Method...</b>	<b>Use...</b>
Stand-count Method	for appraisal of alfalfa and/or clover stands that have <b>less</b> than one percent bloom.
Weight Method	for alfalfa or alfalfa-grass mixtures when the alfalfa has <b>one percent</b> , or more bloom. It also applies to clover that has <b>one percent</b> , or more bloom.

## **B. APPLICABILITY**

- (1) Appraise the potential production on acreage for which the insured has requested consent to **put to** another use, **or** on such acreage which is further damaged by an insured cause before being put to another use.
- (2) Appraise the potential production on acreage for which a determination of production will be impossible **at a later date** (if plowed, grazed, etc.).
- (3) Appraise any production which remains unharvested on the unit if there was sufficient growth for **another** harvest at the end of the **normal time** for the final cutting.
- (4) **Production guarantees are based on the total production from all cuttings during the crop year. Appraisals of potential production made prior to the last cutting must include the potential at the time of the inspection plus the potential from future cuttings. Appraisals for potential production for a future cutting are made by using:**
  - (a) **the Stand Count method and the appropriate factor(s) from TABLE B; or**
  - (b) **the Weight Method and the appropriate factor from TABLE C, "Moisture and Weight Adjustment Table (Weight-Method Appraisals)."**

### **EXAMPLE:**

Three cuttings are normal in the county (east of the Continental Divide, refer to **TABLE B (1)**);

The insured harvests the first cutting of alfalfa hay, then intends to plow the field.

The appraisal will include the potential of the second and third cuttings made by the stand-count method using a **.50 factor**.

If appraising after a second cutting, count the production from the first and second cuttings plus the potential of the third cutting as calculated by the stand-count method using a **.15 factor** (refer to **TABLE B (1)**).

**NOTE:** Refer to **subparagraph F** example for determining harvested and appraised production of alfalfa-grass mixtures using the Weight Method appraisal method for acreage destroyed or put to other use, such as grazed, before the final cutting.

## **C. TIMELINESS: NOTICES AND APPRAISALS**

- (1) Inspect reported damage within the specified "notice periods" of 15 days before the forage is cut (or immediately if a probable loss is discovered after harvest has begun), or at least 5 days before grazing any of the **insured forage**. For an "immediate notice," an inspection date that precedes the next cutting (or feeding of that cutting) should have been scheduled.



- (2) If the forage has already been cut (before a 15-day notice has elapsed or before an "immediate notice" appraisal was performed), appraise the harvested forage under the "5 days before grazing" provisions, if possible. When an accurate appraisal is not possible because the insured cut and/or fed the forage before the end of the notice period (insufficient notice), Refer to the LAM for "delayed notice" instructions.
- (3) The insured must notify the insurance provider within 3 days of the date harvest on each cutting should have started if the insured crop will not be harvested. If the crop will be clipped, a weight-method will be made prior to the clipping to determine potential of the cutting.

#### **D. ADEQUATE/MINIMUM PLANT-POPULATION-PER-SQUARE-FOOT**

Adequate/Minimum stand requirements for living plants per square foot for each year after the year of establishment are contained in the Special Provisions.

#### **E. STAND-COUNT METHOD**

- (1) **Alfalfa and/or clover, birdsfoot trefoil.**
  - (a) Use one of the measuring devices described in **EXHIBIT 1** to outline each sample by tossing the device into representative areas of the field;
  - (b) Count the number of live plants in the samples, compute the average number of plants per square foot (total number of plants divided by total number of square feet); and
  - (c) Calculate the appraisal by using the procedure found in **section 9**, Appraisal Form Entries and Completion Procedures (item 17).

**NOTE:** Individual alfalfa or clover plants consist of one tap root. Examine each crown and count each tap root as an individual plant.

- (2) **Alfalfa-grass mixtures and grass mixtures**
  - (a) The Stand Count Method may be used for alfalfa-grass mixtures where **clover** is designated as **grass**. (Currently, there is no acceptable method of determining the number of "other" grass plants in a sample area.)
  - (b) Appraise all other alfalfa-grass or grass mixtures by using the **Weight** Method. In such cases, the insured will be required to leave representative strips of such forage until maturity (or the regular harvest time in the locality).

## **F. WEIGHT METHOD APPRAISALS**

- (1) This procedure is for growers who destroy or put to other use, such as graze, all or part of a forage production field prior to the final cutting. This procedure can be used to appraise acreage of alfalfa/grass mixtures, grass mixtures, and alfalfa.
- (2) Adjusters will use stand count where applicable, harvested production from prior cuttings, vigor of the existing stand, and local area growing conditions to determine if the harvested and appraised potential will equal or exceed the insured's approved APH Yield.
- (3) Calculate the projected appraisals on the Appraisal Worksheet. Determine the current appraisal, and use the remaining space in the body of the worksheet to multiply the appropriate cutting factor (e.g., .67, .40, etc.; refer to **TABLE E**) times either the current appraisal (in cases where the harvested and appraised potential is less than 100 percent of APH yield) or the insured's APH yield (in cases where the harvested and appraised potential equals or exceeds 100 percent of the APH yield).
- (4) Alfalfa, alfalfa-grass mixtures, and clover
  - (a) Use one of the measuring devices described in **EXHIBIT 1** to outline each sample area by tossing the device into representative areas of the field. Cut all plants within each sample area (pruning shears or scissors) at mowing-machine height (not to exceed three inches).

**NOTE:** Retain all samples for use in determining moisture percentage.

- (b) Weigh the plants in each sample for entries on the Appraisal Worksheet. When all of the samples have been gathered, determine the average percent of moisture by using the cuttings from all samples (refer to subparagraph H for instructions). The appraised weight will be adjusted by the factor obtained when the Moisture and Weight Adjustment (**TABLE C**) is applied to the average percent of moisture in the forage.
- (5) Grass mixtures
  - (a) Appraise these when the majority of the field is heading; i.e., the head is out of the whorl. If the forage grass(es) is a non-heading species or is ordinarily harvested before heading, arrange to appraise it when harvest of the species is general in the locality.
  - (b) Select samples, weigh them, determine moisture content, and calculate the appraisal as described above for alfalfa, alfalfa-grass mixtures, and clover.

**NOTE:** Where the appraisal of an unharvested cutting **precedes other use** of the acreage (plowing for crop rotation grazing, etc.), refer to **subparagraph F** instructions for calculating the **total** seasonal appraisal.

- (6) Since appraisals generally are needed because the crop is damaged, **EXAMPLE 1** shows how this information is used to calculate harvested and appraised production. The less than APH yield (refer to **TABLE E**) is used to project the potential in order to determine whether the less than APH yield or Equal to or greater than **approved APH yield** (refer to **TABLE E**) will actually be used to establish the projected appraisal. **EXAMPLE 2** illustrates how to calculate harvested and appraised production when the projected potential is equal to or greater than the APH yield. Enter a note in the narrative portion of the claim form referring to the Appraisal Worksheet with the projected calculations.

#### **EXAMPLE 1:**

The insured has 10.0 acres of insured non-irrigated alfalfa which he plans to plow up. He/she normally harvests three cuttings per year, but made only one cutting this year that yielded 40.0 tons (4.0 tons/acre). The approved APH yield is 10.0 tons/acre. The insured requested an appraisal to determine potential production. The sum of the harvested production of 4.0 tons/acre plus the adjuster's current appraisal of 2.5 tons/acre after the first cutting plus the 1.0 tons/acre projected appraisal are LESS THAN the APH Yield. Therefore, use calculations in the **TABLE E** - less than the approved APH yield for 3 non-irrigated cuttings before the second cutting to project the future potential. Calculations below show how to determine the appraisal.

Harvested production from the first cutting = 4.0 tons/acre

Current appraisal = 2.5 tons/acre

Approved APH Yield = 10.0 tons/acre

Projected appraisal =  $.15 \times 2.5 = .4$  tons/acre

$4.0 + 2.5 + .4 = 6.9$  tons/acre harvested and appraised production

Harvested production (**Section II, item I** of the claim form) = 40.0 T

Appraised production (**Section I, item J** of the claim form) = 2.9 tons/acre (current appraisal and projected appraisal)

#### **EXAMPLE 2:**

The insured has 10.0 acres of insured non-irrigated alfalfa which he plans to plow up. He/she normally harvests three cuttings per year, but made only one cutting this year that yielded 55.0 T (5.5 tons/acre). The approved APH Yield is 10.0 tons/acre. The insured requested an appraisal to determine potential production for this acreage. The sum of the harvested production of 5.5 tons/acre plus the adjuster's current appraisal of 3.9 tons/acre after the first cutting plus the 1.5 tons/acre projected appraisal is equal to or greater than the approved APH Yield. Therefore, use calculations in **TABLE E - Greater Than or Equal to the Approved APH Yield** for 3 non-irrigated cuttings before the second cutting to project the future potential. The following calculations show how to determine the appraisal.

Harvested production from the first cutting = 5.5 tons/acre

Current appraisal = 3.9 tons/acre

Approved APH Yield = 10.0 tons/acre

Projected appraisal = .40 X 10.0 = 4.0 tons/acre

$5.5 + 3.9 + 4.0 = 13.4$  tons/acre total harvested and appraised production

Harvested production (Section II, item I of the claim form) = 55.0 T

Appraised production (Section I, item J of the claim form) = 7.9 tons/acre (current appraisal and projected appraisal)

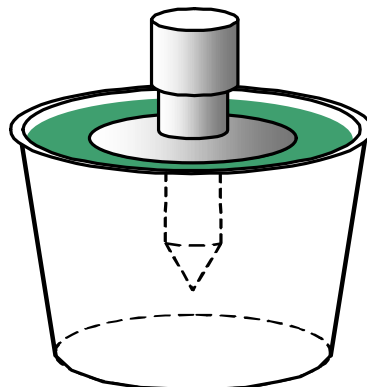
## **G. CROP TYPE DESIGNATIONS**

Check the actuarial document for specific applicability in the county involved.

**EXAMPLE:** Alfalfa "A" is Alfalfa acreage where 60 percent or more of the ground cover is alfalfa.

## **H. MOISTURE TESTER CAPABLE OF TESTING MOISTURE IN FORAGE PRODUCTION (WEIGHT METHOD APPRAISAL ONLY)**

- (1) The following equipment will be needed:
  - (a) Diet scales or fish scales calibrated to tenths of an ounce;
  - (b) Scissors or clippers;
  - (c) 5-gallon pail if a probe-type tester will be used.
- (2) For a regular forage-type moisture tester, cut the forage to specified length and insert representative samples (equal to the number of field samples) into the tester. Average the readings.
- (3) For a probe-type moisture tester, fill the 5-gallon pail (shown here) with representative clippings (**not more** than six inches long) from all of the sample areas mixed together. Insert the clippings as **five layers** (one layer at a time). Hand-compress each layer with about 30 pounds of pressure. Insert the probe into the center of the forage without touching any part of the pail with it.



## 7. FORAGE SEEDING APPRAISAL METHODS

---

---

### A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

Appraisal Method...	Use...
Stand-count Method	to determine the established stand of forage from spring or fall planting.

### B. APPLICABILITY

#### (1) APPRAISAL BASIS FOR FORAGE SEEDING

- (a) **Varieties.** Forage seedings are insured on the basis of 100 percent alfalfa seed or forage mixtures (alfalfa and tame grass seed) which contain at least 50 percent alfalfa seed by weight, **unless otherwise stated in the Special Provisions.**
- (b) **Seeding Methods.** Alfalfa seed and forage mixtures are planted in rows or by broadcasting. Since planting in rows usually results in a scattering of plants, all plant population counts are made on a broadcast basis.

#### (2) Determine plant populations as follows:

- (a) Select representative areas of each field (refer to subsection **5 B**).
- (b) Select a size (area in square feet) for all samples in the field; i.e., the thinner the stand, the larger the sample.
- (c) Use one of the measuring devices described in **EXHIBIT 1**. Sample by tossing the device into representative areas throughout the field.
- (d) Count the number of live plants within each sample area. Refer to the **Special Provisions** for applicable plant population.
- (e) Prepare the applicable forms for:
  - 1 Spring or fall planting with less than 75 percent of a normal stand - Certification Form, Appraisal Worksheet, and Claim Form.
  - 2 Replanted fall planting (for a replanting payment) - Certification Form, Appraisal Worksheet, and Claim Form.

**NOTE:** Prepare a Certification Form, on the initial farm visit in all cases.

## **8. APPRAISAL DEVIATIONS AND MODIFICATIONS**

---

---

### **A. DEVIATIONS**

Deviations in appraisal methods require FCIC written authorization (as described in the LAM) prior to implementation.

### **B. MODIFICATIONS**

There are no pre-established modifications contained in this handbook. Refer to the LAM for additional information.

## **9. APPRAISAL FORM ENTRIES AND COMPLETION PROCEDURES**

---

---

### **A. GENERAL INFORMATION**

- (1) Include the **insurance provider's** name in the appraisal worksheet title if not preprinted on the insurance provider's **worksheet or when** a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the insurance provider), when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit appraised, and for each field or subfield which has a differing base (APH) yield or farming practice. Refer to section 5 for sampling requirements.

**NOTE:** Standard appraisal worksheet items are numbered consecutively in **subsection B**. An example appraisal worksheet is also provided to illustrate how to complete entries.

### **B. FORM ENTRY AND COMPLETION INFORMATION - STAND COUNT METHOD APPRAISALS (FORAGE PRODUCTION)**

**Verify or make the following entries:**

**Item**

**No.      Information Required**

**Company Name:** Name of insurance provider, if not preprinted on the worksheet.  
(Company Name).

**Claim Number:** Claim number as assigned by the insurance provider.

1. **Insured's Name:** Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Five-digit unit number from the acreage report after it is verified to be correct. (e.g., 00100)
4. **Crop Year:** Crop year, as defined in the policy, for which the claim has been filed.
5. **Forage Seeding:** MAKE NO ENTRY.
6. **Forage Production:** Enter "X" to designate this as forage production appraisal. Also enter before "specific cutting" to be appraised, etc. **EXAMPLE:** "before first cutting," "before second cutting," etc.
7. **Field ID:** Field Identification symbol.
8. **Type Code:** Enter "A" for alfalfa, "AM" for alfalfa-grass mixture, "GM" for grass mixtures.
9. **Acres To Tenths:** Number of determined acres, to tenths, in field or sub-field being appraised.
10. **Plant Counts Per Sample:** Total number of live plants in each sample. Strike the words "or ounces per sample" in the column heading.  
  
**NOTE:** Individual alfalfa or clover plants consist of one tap root. Examine each crown and count each tap root as an individual plant.
11. **Total From All Samples:** Total number of plants from all samples.
12. **Number Samples:** Total number of samples.
13. **Avg. Number Plants Per Sample:** Result of dividing item 11 by item 12, rounded to tenths. Strike the words "or ounces" in the column heading.
14. **Number Square Feet In Sample Device:** Number of square feet in the measuring device used. Refer to **EXHIBIT 1**.
15. **Avg. Number of Plants or Ounces Per Square Feet:** Result of dividing item 13 by item 14, rounded to the nearest tenth. Strike out the words "or ounces" in the column heading.
16. **Factor:** MAKE NO ENTRY. (See item 17).

17. **Production in Tons:** Appraisal in Tons, to tenths, per acre. Compute the appraisal on a Special Report using the following formula:

Determined plant count per square foot divided by applicable plant population per square foot from the Special Provisions for the specific crop year, times APH approved yield, times applicable factor for the cutting from **TABLE B** for the specific area. Round only the last computation (to tenths). Refer back to FORAGE PRODUCTION appraisal methods, subsection 6 E, Stand Count Method.

**EXAMPLE:** (Refer to **EXHIBIT 2**, Forage Production Stand Count Appraisal Method Worksheet)

Insured crop is alfalfa.

Determined plant count per square foot is 2.0 plants.

Plant count (second harvest year plant population) per square foot from the Special Provisions for the specific harvest year, is 6.0 plants for the second harvest year.

APH approved yield is 3.5 tons per acre.

The prior to second cutting is being appraised, 0.50 from **TABLE B**.

(2.0 divided by 6.0, 2nd harvest year) times 3.5 times .50 equals 0.6 tons per acre. Round only at the last computation to tenths.

18. **Adjuster's Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (If available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
19. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. **BEFORE** obtaining insured's signature, **REVIEW ALL ENTRIES** on the appraisal worksheet **WITH THE INSURED**, particularly explaining codes, etc., which may not be readily understood.

**Page Number:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).



COMPANY NAME: ANY COMPANY

CLAIM NUMBER: XXXXXX

**FOR ILLUSTRATION PURPOSES ONLY**  
**COMPANY NAME: ANY COMPANY**  
**CLAIM NUMBER: XXXXXXXX**  
**APPRAISAL WORKSHEET**  
 (Forage Seeding - Forage Production)

1 INSURED'S NAME <p style="text-align: center;">I. M. INSURED</p>	2 POLICY NUMBER <p style="text-align: center;">XXXXXXX</p>	3 UNIT NUMBER <p style="text-align: center;">00100</p>	4 CROP YEAR <p style="text-align: center;">YYYY</p>
CROP TYPE CODES <b>A = Alfalfa    AM = Alfalfa Grass Mixtures</b> <b>GM = Grass Mixtures</b>	5 FORAGE SEEDING	6 FORAGE PRODUCTION <p style="text-align: center;">X <b>Before second cutting</b></p>	

Field ID 7	Type Code 8	Acres To Tenths 9	Plant Counts Per Sample or <b>Ounces Per Sample</b>										Total From All Samples 11	Number Samples 12	Avg. Number Plants of <del>Ounces</del> Per Sample 13	Number Square Feet In Sample Device 14	Avg. Number of Plants of <del>Ounces</del> Per Square Feet 15	Factor 16	Production in Tons 17
			1	2	3	4	5	6	7	8	9	10							
A	A	50.0	5	6	4	7	9	5	7	5	6	= 61	÷ 10	= 6.1	÷ 3	= 2.0	x	= 0.6	
			10	11	12	13	14	15	16	17	18								
			7																
			1	2	3	4	5	6	7	8	9	=	÷	=	÷	=	x	=	
			10	11	12	13	14	15	16	17	18								
			1	2	3	4	5	6	7	8	9	=	÷	=	÷	=	x	=	
			10	11	12	13	14	15	16	17	18								
			1	2	3	4	5	6	7	8	9	=	÷	=	÷	=	x	=	
			10	11	12	13	14	15	16	17	18								
			1	2	3	4	5	6	7	8	9	=	÷	=	÷	=	x	=	
			10	11	12	13	14	15	16	17	18								
			1	2	3	4	5	6	7	8	9	=	÷	=	÷	=	x	=	
			10	11	12	13	14	15	16	17	18								

18 SIGNATURE OF ADJUSTER <p style="text-align: center;">I. M. ADJUSTER</p>	CODE NUMBER <p style="text-align: center;">XXXXX</p>	DATE <p style="text-align: center;">MM/DD/YYYY</p>	19 INSURED'S SIGNATURE <p style="text-align: center;">I. M. INSURED</p>	DATE <p style="text-align: center;">MM/DD/YYYY</p>
-------------------------------------------------------------------------------	---------------------------------------------------------	-------------------------------------------------------	----------------------------------------------------------------------------	-------------------------------------------------------

## C. FORM ENTRY AND COMPLETION INFORMATION - WEIGHT METHOD APPRAISALS (FORAGE PRODUCTION)

Verify or make the following entries:

**Item No.**

**Information Required**

**Company Name:** Name of insurance provider, if not preprinted on the worksheet. (Company Name).

**Claim Number:** Claim number as assigned by the insurance provider.

1. **Insured's Name:** Name of the **insured** that identifies exactly the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Five-digit unit number from the acreage report after it is verified to be correct. (e.g., 00100)
4. **Crop Year:** Crop year, as defined in the policy, for which the claim has been filed.
5. **Forage Seeding:** MAKE NO ENTRY.
6. **Forage Production:** Enter "X" to designate this as forage production appraisal. Also enter before "specific cutting" to be appraised, etc. **EXAMPLE:** "before first cutting," "before second cutting," etc.
7. **Field ID:** Field Identification symbol.
8. **Type Code:** Enter "A" for alfalfa, "AM" for alfalfa-grass mixture, "GM" for grass mixtures.
9. **Acres To Tenths:** Number of determined acres, to tenths, in field or sub-field being appraised.
10. **Plant Counts Per Sample (Stand Count Method) or Ounces Per Sample (Weight Method):** Weight in ounces to tenths for each sample. Strike the words "plant counts per sample" in the column heading.
11. **Total From All Samples:** Total weight of plant cuttings from all samples in ounces to tenths.
12. **Number Samples:** Total number of samples.

13. **Avg. Number Plants or Ounces Per Sample:** Results of dividing item 11 by item 12, rounded to tenths. Strike the words “plant or” in the column heading.
14. **Number Square Feet In Sample Device:** Number of square feet in the measuring device used. Refer to **EXHIBIT 1**.
15. **Avg. Number of Plants or Ounces Per Square Feet:** Results of dividing item 13 by item 14 rounded to the nearest tenth. Strike the words “plant or” in the column heading.
16. **Factor:** Percent moisture (lower entry) determined from all cuttings obtained in item 10, and the applicable factor (upper entry) from the **Moisture & Weight Adjustment Table (TABLE C)**. See “Forage Production Appraisal Methods,” subsection 6 H for details of determining moisture content in field appraisals.
17. **Production in Tons:** Result of multiplying item 15 times the moisture factor (upper entry) in item 16, rounded to tenths. Use section 6 F when applicable.
18. **Adjuster’s Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured’s authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (If available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
19. **Insured’s Signature and Date:** Insured’s (or insured’s authorized representative’s) signature and date. **BEFORE** obtaining insured’s signature, **REVIEW ALL ENTRIES** on the appraisal worksheet **WITH THE INSURED**, particularly explaining codes, etc., which may not be readily understood.

**Page Number:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

COMPANY NAME: ANY COMPANY

CLAIM NUMBER: XXXXXX

**FOR ILLUSTRATION PURPOSES ONLY**  
**COMPANY NAME: ANY COMPANY**  
**CLAIM NUMBER: XXXXXXXX**  
**APPRAISAL WORKSHEET**  
 (Forage Seeding - Forage Production)

1 INSURED'S NAME I. M. INSURED	2 POLICY NUMBER XXXXXXX	3 UNIT NUMBER 00100	4 CROP YEAR YYYY
CROP TYPE CODES A = Alfalfa    AM = Alfalfa Grass Mixtures GM = Grass Mixtures	5 FORAGE SEEDING	6 FORAGE PRODUCTION X Before second cutting	

Field ID 7	Type Code 8	Acres To Tenths 9	Plant Counts Per Sample or Ounces Per Sample 10										Total From All Samples 11	Number Samples 12	Avg. Number Plants or Ounces Per Sample 13	Number Square Feet In Sample Device 14	Avg. Number of Plants or Ounces Per Square Fee.t 15	Factor 16	Production in Tons 17
			1	2	3	4	5	6	7	8	9	10							
B	A	50.0	1	2	3	4	5	6	7	8	9	= 21.0	÷ 10	= 2.1	÷ 3	= 0.7	x	50	= 0.5
			2.1	3.0	2.5	1.0	1.5	2.2	3.5	1.0	2.0								
			10	11	12	13	14	15	16	17	18								
			2.2																
			1	2	3	4	5	6	7	8	9								
			10	11	12	13	14	15	16	17	18								
			1	2	3	4	5	6	7	8	9								
			10	11	12	13	14	15	16	17	18								
			1	2	3	4	5	6	7	8	9								
			10	11	12	13	14	15	16	17	18								
			1	2	3	4	5	6	7	8	9								
			10	11	12	13	14	15	16	17	18								

18 SIGNATURE OF ADJUSTER I. M. ADJUSTER	CODE NUMBER XXXXX	DATE MM/DD/YYYY	19 INSURED'S SIGNATURE I. M. INSURED	DATE MM/DD/YYYY
--------------------------------------------	----------------------	--------------------	-----------------------------------------	--------------------

**D. FORM ENTRY AND COMPLETION INFORMATION - STAND COUNT METHOD APPRAISALS (FORAGE SEEDING)**

Verify or make the following entries:

**Item**

**No.      Information Required**

**Company Name:** Name of insurance provider, if not preprinted on the worksheet. (Company Name).

**Claim Number:** Claim number as assigned by the insurance provider, if required.

1. **Insured's Name:** Name of the **insured** that identifies exactly the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Unit Number:** Five-digit unit number from the acreage report after it is verified to be correct. (e.g., 00100)
4. **Crop Year:** Crop year, as defined in the policy, for which the claim has been filed.
5. **Forage Seeding:** "X" in space provided for **forage seeding**.
6. **Forage Production:** MAKE NO ENTRY.
7. **Field ID:** Field Identification symbol.
8. **Type Code:** Enter "A" for alfalfa, "AM" for alfalfa-grass mixture, "GM" for grass mixtures.
9. **Acres To Tenths:** Number of determined acres, to tenths, in field or subfield being appraised.
10. **Plant Counts Per Sample or Ounces Per Sample:** Strike the words "or ounces per sample" in the column heading. Enter the total number of live **alfalfa** plants in each sample.

For alfalfa-grass mixtures, enter the number of alfalfa plants above the number of **clover** plants in each block.

**EXAMPLE:**            4 (total number of alfalfa plants)  
                              5 (total number of **clover** plants)

11. **Total From All Samples:** Total number of plants from all samples.

For alfalfa-grass mixtures, IN COUNTIES WHERE THE NUMBER OF PLANTS PER SQUARE FOOT FOR A NORMAL STAND OF ALFALFA AND CLOVER ARE SHOWN IN THE SPECIAL PROVISIONS, enter the total number of alfalfa plants, the total number of **clover** plants (AFTER BEING CONVERTED TO “ALFALFA EQUIVALENTS), and THE SUM OF BOTH.

**NOTE:** Convert clover plants in the sample to “alfalfa equivalents.” “Alfalfa Equivalents” equal the Normal stand of alfalfa plants per square foot divided by the Normal stand of clover plants per square foot, and multiplying this result by Number of Clover plants in the sample, **ROUNDED TO THE NEAREST WHOLE NUMBER.** Document calculations in the Remarks section of the appraisal worksheet of on a Special Report.

**EXAMPLE:**

(AS SHOWN ON THE ACTUARIAL DOCUMENTS)

Normal stand is 12.0 alfalfa plants per square foot.

Normal stand is 16.0 red clover plants per square foot.

$$12.0 \div 16.0 = .75 \text{ factor}$$

42 (total number of alfalfa plants)

41 (54 total number of **clover** plants x .75)

83 (total number of all plants)

12. **Number Samples:** Total number of samples.

13. **Avg. Number Plants or Ounces Per Sample:** Result of dividing item 11 by item 12, rounded to tenths. For alfalfa-grass mixtures, enter the results for alfalfa, for grass, and for all plants. Strike the words “or ounces” in the column heading.

14. **Number Square Feet In Sample Device:** Number of square feet in the measuring device used. Refer to **EXHIBIT 1.**

15. **Avg. Number of Plants or Ounces Per Square Feet:** Result of dividing item 13 by item 14, rounded to the nearest tenth. Strike the words “or ounces” in the column heading. For alfalfa-grass mixtures, enter the results for alfalfa, for grass, and for all plants.

16. **Factor:** MAKE NO ENTRY.

17. **Production in Tons:** MAKE NO ENTRY.

18. **Adjuster's Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (If available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
19. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the appraisal worksheet WITH THE INSURED, particularly explaining codes, etc., which may not be readily understood.

**Page Number:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

COMPANY NAME: ANY COMPANY

CLAIM NUMBER: XXXXXX

FOR ILLUSTRATION PURPOSES ONLY COMPANY NAME: ANY COMPANY CLAIM NO. XXXXXXXX	1 INSURED'S NAME I . M . INSURED	2 POLICY NUMBER XXXXXXXXXXXX	3 UNIT NUMBER 00100	4 CROP YEAR YYYY	
APPRAISAL WORKSHEET (Forage Seeding - Forage Production)		CROP TYPE CODES A = Alfalfa    AM = Alfalfa Grass Mixtures GM = Grass Mixtures	5 FORAGE SEEDING X		6 FORAGE PRODUCTION

Field ID 7	Type Code 8	Acres To Tenth 9	Plant Counts Per Sample or Ounces Per Sample 10									Total From All Samples 11	Number Samples 12	Avg. Number Plants of Ounces Per Sample 13	Number Square Feet In Sample Device 14	Avg. Number of Plants of Ounces Per Square Feet 15	Factor 16	Production in Tons 17	
			1	2	3	4	5	6	7	8	9								
A	A	50.0	21	18	19	25	23	12	19	16	28	210	10	21	3	7.0	X	=	
			10	11	12	13	14	15	16	17	18								
			29																
B	AM	50.0	5 6	3 5	4 6	6 7	3 5	4 5	5 6	4 6	3 4	42 41 83	10	8.3	3	2.8	X	=	
			10	5	11	12	13	14	15	16	17								18
			4																
			1	2	3	4	5	6	7	8	9								
			10	11	12	13	14	15	16	17	18						X	=	
			1	2	3	4	5	6	7	8	9								
			10	11	12	13	14	15	16	17	18						X	=	
			1	2	3	4	5	6	7	8	9								
			10	11	12	13	14	15	16	17	18						X	=	

18 ADJUSTER'S SIGNATURE I.M. ADJUSTER	CODE NUMBER XXXXX	DATE MM/DD/YYYY	19 INSURED'S SIGNATURE I.M. INSURED	DATE MM/DD/YYYY
------------------------------------------	----------------------	--------------------	----------------------------------------	--------------------



## 10. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

### A. GENERAL INFORMATION

- (1) The claim form (hereafter referred to as “Production Worksheet”) is a progressive form containing all notices of damage for all preliminary, replant, and final inspections on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
  - (a) Acreage report errors.
  - (b) Delayed notices and delayed claims.
  - (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
  - (d) Claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use, when acreage is being appraised for a replanting payment and all acreage on the unit has been initially planted, or other reasons described in the LAM).
  - (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
- (4) The adjuster is responsible for determining if any of the insured's requirements under the notice and claim provisions of the policy have not been met. If any have not, the adjuster should contact the insurance provider.
- (5) Any forage production harvested AFTER the end of the insurance period (e.g., regrowth harvested after grazing has commenced) will not be counted a production for claim or APH purposes.
- (6) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only.  
Instructions labeled “**REPLANT**” apply ONLY to replant inspections for FALL PLANTED FORAGE SEEDING acreage.  
Instructions labeled “**FINAL**” apply to final inspections only.  
Instructions not labeled apply to ALL inspections.

**B. COMPUTING GREEN-CHOPPED FORAGE WEIGHT  
(FORAGE PRODUCTION CLAIMS ONLY)**

When forage production is green-chopped and fed **without** being air-dried or stored, compute the weight as follows:

Net cubic feet of forage multiplied by “7” equals the net pounds of air-dried forage production to count. Enter this production in Section II, item I, of the Production Worksheet after converting to tons to tenths.

**C. DETERMINING HARVESTED PRODUCTION**

Use the following instructions to determine the tonnage of harvested hay in the following methods of storage. Also refer to **TABLE G** for cubic feet per ton.

(1) **Loose Hay Stacks** (Except Round Stacks):

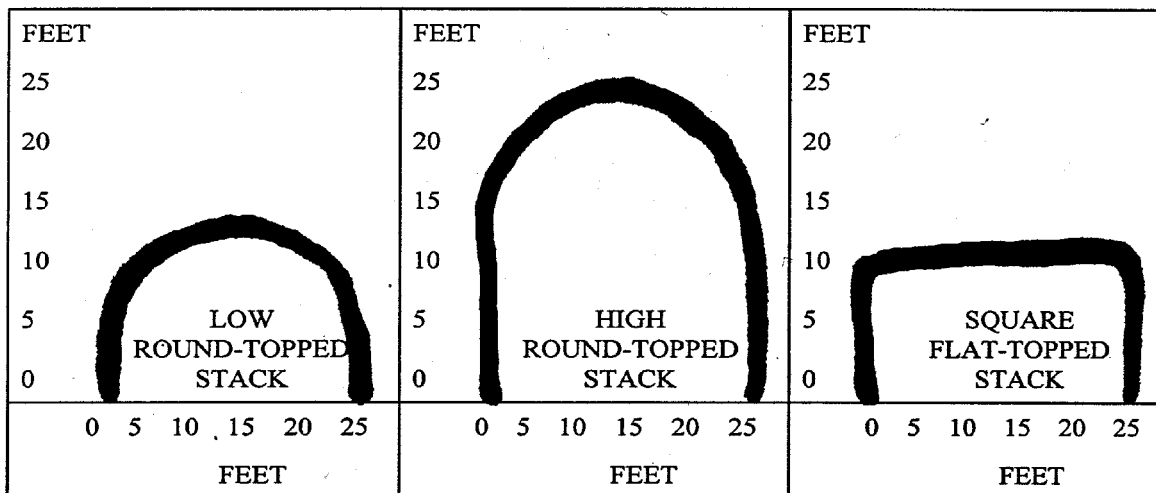
The method of measuring oblong or rectangular stacks for cubic feet content is as follows:

**FORMULA:**

Low round-topped stacks  $[(0.52 \times T) - (0.44 \times W)] \times (W \times L)$   
 High round-topped stacks  $[(0.52 \times T) - (0.46 \times W)] \times (W \times L)$   
 Square flat-topped stacks  $[(0.56 \times T) - (0.55 \times W)] \times (W \times L)$

**NOTE:**

“T” = the average distance over the top and to the ground on each side  
 (determined by using a measuring tape, twine or string)  
 “W” = Width  
 “L” = Length



**EXAMPLE:** (High Round-Topped Stacks)

T = 50.0 ft., W = 20.0 ft., L = 60.0 ft.:

Volume = (0.52 x 50.0 ft.) - (0.46 x 20.0 ft.) x (20.0 x 60.0 ft.) (round to whole cubic feet)

50.0 ft.(T)	20.0 ft. (W)	60.0 ft. (L)	
<u>x 0.52</u>	<u>x 0.46</u>	<u>x 20.0 ft. (W)</u>	
26.00 cu. ft.	- 9.20 cu. ft.	x 1,200.0 cu. ft.	= 20,160 cu. ft. in the stack

20,160 ÷ 500 cu. ft. per ton (for 30-day storage alfalfa hay as shown in **TABLE G**) = 40.3 tons

(2) **Round Loose Hay Stacks**

(a) The method of measuring round stacks to determine volume is as follows:

**FORMULA:** Volume = [(0.04 x T) - (.012 x C)] x C<sup>2</sup> (round to whole cubic feet)

**NOTE:** C = the circumference in feet.  
T = the average distance over the top and to the ground on each side (determined by using a twine or string).

**EXAMPLE** of a round stack:

A stack having an "over the top" distance of 36 feet and a circumference of 62 feet would have the following volume:

$$\begin{aligned} \text{Volume} &= [(0.04 \times 36.0) - (.012 \times 62.0)] \times 62.0^2 \\ &= (1.44 - .744) \times 3,844 \\ &= .696 \times 3,844 = 2,675 \text{ cubic feet} \\ &2,675 \div (500 \text{ cu. ft. per ton for 30-day storage alfalfa hay as shown in} \\ &\quad \text{TABLE G}) = 5.4 \text{ tons.} \end{aligned}$$

(3) **Large Round Bales**

(a) If the baler tally count is acceptable, multiply the number of bales times the average weight of at least two bales. If the tally count is not acceptable, count the individual bales.

**Alternate Method:** If the baler's average bale weight cannot be determined, measure at least two representative bales (as shown in 3b) and compute an average bale weight. Multiply the result by the tally count or individual bale count for total tons.

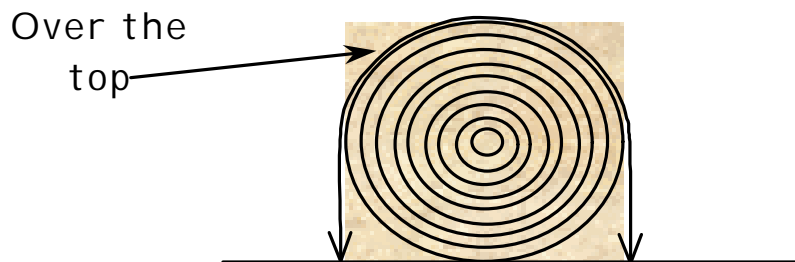
- (b) When the tons of forage production cannot be determined by any other method use the following formula:

**FORMULA:**

$[(3 \times T) - 17.2] \times L =$  volume per bale in cubic feet (round to whole cubic feet)

**T** = The average distance over the top of the bale and to the ground on each side

**L** = Length of the bale in feet



Average volume per bale  $\div$  cubic feet per ton (refer to **TABLE G**) = tons per bale (rounded to nearest hundredth)  $\times$  number of bales = tons of forage production (rounded to tenth of ton).

**EXAMPLE:**

21 tight-rolled large round bales; average length of bale is 5 feet; average distance over the top of the bale is 15.0 feet.

- $[(3 \times 15.0 \text{ ft. } T) - 17.2] \times 5.0 \text{ ft. } L = 139 \text{ cu. ft.}$
- $139 \text{ cu. ft. } \div 170 \text{ cu. ft. per ton (tight-rolled bale for 30 day storage) alfalfa hay (TABLE G)} = .82 \text{ tons per bale (rounded to hundredths)}$
- $.82 \text{ tons per bale } \times 21 \text{ bales} = 17.22 \text{ or } 17.2 \text{ (rounded to tenths)}$

(4) **Small Bales**

- (a) To determine tons for small square or round bales when the production remains in the field **weigh 3 or 4** representative bales for an **average** bale weight. If acceptable baler tally counts are available, use the tally count times the average bale weight to compute the total tons. If tally counts are not available, count the number of bales in the field.
- (b) To determine tons for small square or round bales which have been stacked and the number of bales can be determined, use the number of bales times the average bale weight.

- (c) To determine tons for small square or round bales which are piled (not stacked) and the number of bales cannot be determined, use the following method:
- 1 Determine the size of the pile of bales and the average size of each bale: length times width times depth equals cubic feet.
  - 2 Determine the average weight per bale, then divide the average weight per bale by the average number of cubic feet per bale to equal the number of pounds per cubic ft.
  - 3 Divide 2,000 pounds by the pounds per cubic foot to equal the number of cubic feet per ton.
  - 4 Divide the number of cubic feet in the pile by the number of cubic feet per ton to equal the number of tons in the pile.

**EXAMPLE:**

Pile is 30.0 ft. x 20.0 ft. x 10.0 ft. = 6,000 cu. ft.

Average bale is 1.5ft. x 1.2 ft. x 2.5 ft. = 4.5 cu. ft. @ 47 lbs. per bale

47 lbs. ÷ 4.5 cu. ft. = 10.4 lbs. per cu. ft.

2000 lbs. per ton ÷ 10.4 lbs. per cu. ft. = 192 cu. ft. per ton (round to whole cubic feet)

6000 cu. ft. ÷ 192 cu. ft. per ton = 31.3 tons

- (5) **Stack Wagons** (chopped hay):

Multiply length times width times depth then divide by the appropriate cubic feet per ton shown in item 4a or 4b of **TABLE G** to arrive at the number of tons.

**D. HAYLAGE IN STORAGE OTHER THAN ROUND SILOS**

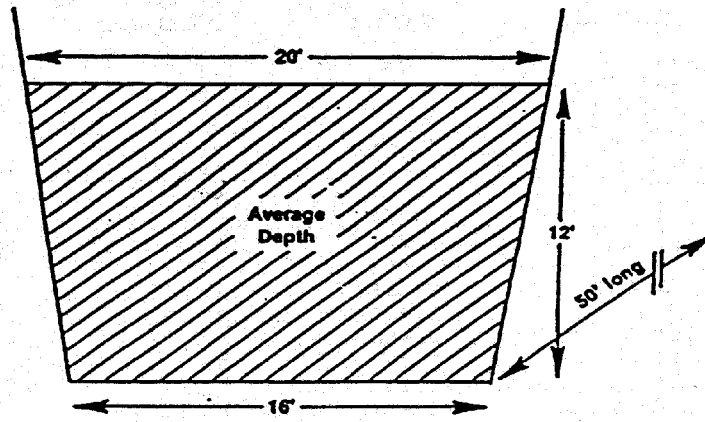
- (1) Haylage in trench silo calculations:

**FORMULA:**

(Average Width (**W**) x Length (**L**) x Depth of silage (**D**) = cu. ft.) ÷ 50 = wet tons.

Convert to dry tons by multiplying the wet tons by .35 (DM Factor with 65 percent moisture silage) = 100 percent D.M.

Multiply 100% D.M. tons times 1.15 (87 percent moisture factor) = Tons @ 87 percent D.M.



**EXAMPLE:**

- $(20\text{ft.} + 16\text{ft.}) \div 2 = 18\text{ft.}$  Avg. Width
- $(18\text{ft. (W)} \times 50\text{ft. (L)} \times 12\text{ft. (D)}) = 10,800\text{ cu. ft.}$
- $10,800\text{ cu. ft.} \div 50 = 216.0\text{ wet tons.}$
- $216\text{ wet tons} \times .35 = 75.6$  100 percent D.M.
- $75.6 \times 1.15$  (87 percent moisture factor) = 86.9 tons of 13 percent moisture dry hay equivalent.

(2) Horizontal Plastic Tubes (60-70 percent Moisture):

- 8 Ft. Diameter = 885 pounds of 13 percent moisture haylage per linear foot.
- 9 Ft. Diameter = 1045 pounds of 13 percent moisture haylage per linear foot.
- 10 Ft. Diameter = 1205 pounds of 13 percent moisture haylage per linear foot.

**FORMULA:** (Length (L) x pounds per linear foot)  $\div$  2000 lbs. per ton = tons.

**EXAMPLE:**

- $50\text{ft. (L)} \times 885\text{ lbs. per ft. (8' diameter)} = 44,250\text{ lbs.}$
- $44,250\text{ lbs.} \div 2,000\text{ lbs. per ton} = 22.1\text{ tons at 13 percent moisture.}$

## **E. FORM ENTRY AND COMPLETION INFORMATION**

Verify or make the following entries:

### **Item**

### **No.**

### **Information Required**

1. **Crop/Code #:** “Forage Production” (0033)  
“Forage Seeding” (0032)
2. **Unit #:** Five-digit unit number from the acreage report after it is verified to be correct. (e.g., 00100)
3. **Legal Description:** Section, township, and range numbers or other legal description that identifies the location of the unit.
4. **Date of Damage:** Enter the first three letters of the month during which MOST of the insured damage (including progressive damage) occurred for each inspection. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., AUG 11).
5. **Cause of Damage:** Insured **cause(s)** of loss. EXACTLY as listed in the LAM. If it is evident that no indemnity is due, enter “NONE.” If an insured cause of loss is coded as “Other,” explain in the Narrative.  
  
**NOTE:** Refer to the Basic Provisions and the **applicable** crop provisions for information pertaining to insured and uninsured causes of loss.
6. **Primary Cause %:**  
  
**PRELIMINARY:** MAKE NO ENTRY.  
  
**REPLANT AND FINAL:** Percent of damage for the cause of damage listed in item 5 above that is determined to be the primary cause of damage, to the nearest whole percent. The primary cause of damage must exceed 50 percent (e.g., 51%). Enter an “X” in the major secondary cause of damage.
7. **Company/Agency:** Name of company and agency servicing the contract.
8. **Name of Insured:** Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.
9. **Claim #:** Claim number as assigned by the insurance provider.
10. **Policy #:** Insured’s assigned policy number.
11. **Crop Year:** Crop year, as defined in the policy, for which the claim is filed.

12. **Additional Units:**

**PRELIMINARY AND REPLANT: MAKE NO ENTRY.**

**FINAL:** Unit number(s) for ALL non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet.

**NOTE:** If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the narrative or on an attached Special Report.

13. **Est. Prod. Per Acre:**

**PRELIMINARY AND REPLANT: MAKE NO ENTRY.**

**FINAL:**

**Forage Seeding** - Estimated average plant population per square foot for each **non-loss unit** for the **crop** at the time of final inspection.

**Forage Production** - Estimated yield per acre, in tons to tenths, of all non-loss units for the crop at the time of final inspection.

14. **Date(s) Notice of Loss:**

**PRELIMINARY:**

- a. Date the notice of damage was given for the unit in item 2.
- b. A third preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set.
- c. Reserve the “Final” space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- d. If the inspection is initiated by the insurance provider, enter “Company Insp.” instead of the date.

**REPLANT AND FINAL:** Transfer the last date in the 1st or 2nd space to the FINAL space if a final inspection should be made as a result of the notice. Always enter the complete date of notice (month, day, year) for the FINAL inspection in the FINAL space on the first page of the first set of Production Worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.



15. **Companion Policy(s):**

- a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.
- b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril **crop insurance** contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.”
  - (1) If the other person has a multiple-peril **crop insurance** contract and it can be determined that the SAME insurance provider services it, enter the contract number. Handle these companion policies according to insurance provider instructions.
  - (2) If the OTHER person has a multiple-peril **crop insurance** contract and a DIFFERENT insurance provider or agent services it, enter the name of the insurance provider and/or agent (and contract number) if known.
  - (3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the insurance provider for further instructions.

**NOTE:** Refer to the LAM for further information regarding companion contracts.

## **SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS**

Make separate line entries for varying:

- (1) **Risk classes**, types, or farming practices;
- (2) APH yields;
- (3) Appraisals;
- (4) Adjustments to appraised mature production (moisture and/or quality adjustment factors);
- (5) Stages or intended use(s) of acreage;
- (6) Shares (e.g., 50 percent and 75 percent shares on the same unit); or
- (7) Appraisals for damage due to hail or fire if Hail and Fire Exclusion is in effect.

**Verify or make the following entries:**

**Item**

**No.**

**Information Required**

- A. **Field ID:** The field identification symbol from a sketch map or an aerial photo. See the narrative. In the margin (or in a separate column), enter the date of inspection for the last line entry of each inspection.

**NOTE:** Where acreage is PARTLY replanted, omit the field ID symbol for the fields that have not been replanted and that have been consolidated into a single line entry.

**B. Preliminary Acres:**

**PRELIMINARY:** The number of acres, to tenths, (include “E” if estimated), for which consent for other use has been given. Determine actual acreage, to tenths, when the boundaries of the appraised acreage may not be determined later.

**REPLANT AND FINAL:** MAKE NO ENTRY.

**C. Final Acres:** Refer to the LAM for definition of acceptable determined acres used herein.

Determined acres to tenths (include “E” if estimated) for which consent is given for other use and/or:

- a. Put to other use without consent.
- b. Abandoned.
- c. Damaged by uninsured causes.
- d. For which the insured failed to provide acceptable records of production.

**REPLANT:** Determine the total acres, to tenths, of replanted acreage (DO NOT ESTIMATE). Make a separate line entry for any PART of a field NOT replanted.

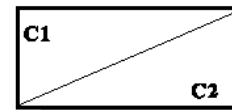
- a. Determine the planted acreage of any fields NOT replanted. Consolidate it into a single line entry UNLESS the usual reasons for separate line entries apply. Record the field identities (from a map or aerial photo) in the narrative.
- b. ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

**FINAL:** Determined acres to tenths.

**NOTE:** Acreage breakdowns WITHIN a unit may be estimated (enter “E” in front of the acres) if a determination is impractical AND if authorization was received from the insurance provider. Document authorization in the Narrative.

ACCOUNT FOR ALL ACREAGE IN THE UNIT. In the event of over-reported acres, handle in accordance with individual insurance provider’s instructions. In the event of under-reported acres, draw a diagonal line in Column “C” as shown.

- C<sub>1</sub> Enter the ACTUAL acres for the field or subfield.
- C<sub>2</sub> Enter the REPORTED acres for the field or subfield.



**D. Interest or Share:** Insured’s interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.

- E. **Risk:** The correct **risk class** from the actuarial documents. Verify with the Summary of Coverage and if the **risk class** is found to be incorrect, revise according to the insurance provider’s instructions. Refer to the LAM.

**NOTE:** Unrated land is uninsurable without a written agreement.

- F. **Practice:** Three-digit code number, entered exactly as specified on the actuarial documents, for the practice carried out by the insured. If “No Practice Specified,” enter appropriate 3-digit code number from the actuarial documents.

- G. **Type/Class/Variety:** Three-digit code number, entered exactly as specified on the actuarial documents, for the type grown by the insured. If “No Type Specified,” enter appropriate 3-digit code number from the actuarial documents.

- H. **Stage:**

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT:** Replant stage abbreviation as shown below.

<u>STAGE</u>	<u>EXPLANATION</u>
--------------	--------------------

“R” .....	<b>Forage seeding</b> acreage replanted and qualifying for replanting payment.
-----------	--------------------------------------------------------------------------------

“NR” .....	<b>Forage seeding</b> acreage not replanted or not qualifying for a replanting payment.
------------	-----------------------------------------------------------------------------------------

Enter “NR” if the extent of loss is such that the insured acreage has 75 percent or greater of a normal stand remaining.

**FINAL:** Stage abbreviation as shown below.

<u>STAGE</u>	<u>EXPLANATION</u>
--------------	--------------------

"P" .....	<b>Forage Production</b> - Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, for which the insured failed to provide records of production which are acceptable to the insurance provider, <b>or from which production was sold by direct marketing if the insured failed to meet the requirements contained in the crop provisions.</b>
-----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Forage Seeding** - Acreage with at least 75 percent of a normal stand, abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production which are acceptable to the insurance provider.

"H" .....Harvested.

"UH" ..... **Forage Production** - Unharvested or put to other use with consent.

**Forage Seeding:** Unharvested; the average number of plants per square foot is less than 75 percent of a normal stand (and it is not practical to replant) for **FALL-PLANTED** acreage and acreage in counties where the actuarial does not specify fall and/or spring planted practices; or the average number of plants per square foot of **SPRING-PLANTED** acreage is "55 percent or less of a normal stand;" or put to other use with consent.

"S" ..... **Forage Seeding** - Spring-Planted acreage on which the plant stand is less than 75 percent, but more than 55 percent.

**NOTE:** The amount of indemnity on any spring planted acreage will be reduced 50 percent if the stand is less than 75 percent but more than 55 percent of a normal stand.

**GLEANED ACREAGE:** Refer to the LAM for information on gleaning.

I. **Intended or Final Use:** Use of acreage. Use the following "Intended Use" abbreviations.

<u>USE</u>	<u>EXPLANATION</u>
------------	--------------------

"Replant".....	Acreage replanted and qualifying for replanting payment
"Not Replanted".....	Acreage not replanted or not qualifying for a replanting payment
"To Millet," etc.....	Use made of the acreage
"WOC" .....	Without Consent
"SU".....	Solely uninsured
"ABA".....	Abandoned without consent
"H".....	Harvested
"UH".....	Unharvested

Verify any "Intended Use" entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct "Final Use."

**GLEANED ACREAGE:** Refer to the LAM for information on gleaning.

J. **Appraised Potential:**

**Forage Production**

**PRELIMINARY AND FINAL:** Per-acre appraisal in tons, to tenths, of POTENTIAL production for the acreage appraised. See appraisal methods for additional instructions.

**Forage Seeding:**

**REPLANT:** Enter "Replant Payment" across columns "J" through "M."

**PRELIMINARY AND FINAL:** Average plant population per square foot as determined on the appraisal worksheet when applicable.

\*\*\*

**NOTE:** If there is no potential on UH acreage, enter "0."

K<sub>1</sub> - L. MAKE NO ENTRY.

M. **+ Uninsured Cause:**

**REPLANT (FORAGE SEEDING ONLY):** MAKE NO ENTRY

**PRELIMINARY AND FINAL:** EXPLAIN IN THE NARRATIVE.

a. Hail and Fire exclusion NOT in effect.

**Forage Production:**

(1) Enter NOT LESS than the insured's production guarantee per acre in tons, to tenths, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any "P" stage acreage:

**NOTE:** On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production.

(2) For acreage that is damaged PARTLY by uninsured causes, enter the APPRAISED UNINSURED loss of production per acre in tons, to tenths, for any such acreage.

**Forage Seeding:**

(1) For "UH" stage acreage, enter "0."

(2) For "P" and "S" stage acreage, enter not less than the production guarantee (dollar amount) per acre. If the yield has been reduced PARTLY by uninsured or avoidable insured causes, enter the appraised loss of production per acre in dollars. Appraisals for hail/fire deletion and/or delayed planting should be recorded as potential to count for uninsured causes.

**NOTE:** Appraisals for hail/fire deletion MUST BE AVERAGED OVER THE ENTIRE UNIT.

- b. **Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.**
- c. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.

**NOTE:** For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.

N. **Adjusted Potential:**

**Forage Production**

**PRELIMINARY AND FINAL:** Column "J" plus Column "M."

**Forage Seeding**

**REPLANT:** Enter the AMOUNT equal to the amount of insurance per acre multiplied by 50 percent (replanting payment per acre). Refer to section 4 for replanting payment qualifications and computations.)

**PRELIMINARY AND FINAL:** For stages "P," "H," and "UH," enter the Column "M." entry.

**For "S" stage,** (Spring-Planted acreage on which the plant stand is less than 75 percent, but more than 55 percent) enter 50% of the item "M" entry.

O. **Total to Count:**

**Forage Production:** Column "C or C<sub>1</sub>" (actual acres) times Column "N," in tons to tenths.

**Forage Seeding:** Column "C or C<sub>1</sub>" (actual acres) times Column "N," rounded to whole dollars.

P. **Per Acre (Per Acre Guarantee):**

**Forage Production** - Enter the **per acre** production guarantee from the insured's policy.

**Forage Seeding** - Enter the **per acre amount of insurance** from the insured's policy.

Q. **Total:**

**Forage Production:** Column "C<sub>2</sub>" (reported acres; "C" if acreage is not under-reported) times Column "P," in tons to tenths.

**Forage Seeding:** Column "C<sub>2</sub>" (reported acres; "C" if acreage is not under-reported) times Column "P," in whole dollars.

16. **Total Acres:**

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT AND FINAL:** Total Actual Acres [Column "C" or ("C<sub>1</sub>" if there are under-reported acres)], to tenths.

**NOTE:** FOR ITEM 17. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APH YIELDS, PRICE ELECTIONS, TYPES, ETC., WITHIN THE UNIT, AND TOTALS NEED TO BE KEPT SEPARATE FOR CALCULATING INDEMNITIES, MAKE NO ENTRY AND FOLLOW THE INSURANCE PROVIDER'S INSTRUCTIONS; OTHERWISE, MAKE THE FOLLOWING ENTRIES.

17. **Totals:**

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT AND FINAL:** Totals of Column "O" and Column "Q."

**NARRATIVE:**

If more space is needed, document on a Special Report, and enter "See Special Report." Attach the Special Report to the Production Worksheet.

- a. Document the appraisal (plus appraisal for uninsured causes of loss, if applicable) for replanted acreage, and the calculations to show that the qualification for a replanting payment have been met. Refer to section 4.
- b. If any acreage to be replanted in the unit does not qualify for a replanting payment, enter Field No., "NOT QUAL FOR RP PAYMENT," date of inspection, adjuster's initials, and reason not qualified.
- c. If no acreage is released on the unit, enter "No acreage released," adjuster's initials, and date.
- d. If notice of damage was given and "No Inspection" is necessary, enter the unit number(s), "No Inspection," date, and adjuster's initials. The insured's signature is not required.
- e. Explain any uninsured causes, unusual, or controversial cases.
- f. If there is an appraisal in Section I, item M for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- g. Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.

- h. State that there is "No other fire insurance" when fire damages or destroys the insured forage crop and it is determined that the insured has no other fire insurance. Also refer to the LAM.
- i. Explain any errors found on the acreage report.
- j. Explain any commingled production. Refer to the LAM
- k. Explain any entry for "Production Not to Count" and/or any production not included in Section II, item I or item B - E entries.
- l. Explain a "NO" checked in item 19.
- m. Attach a sketch map or aerial photograph to identify the total unit:
  - (1) If consent is or has been given to put part of the unit to another use or to replant;
  - (2) If acreage has been replanted to a practice uninsurable as an original practice;
  - (3) If uninsured causes are present; or
  - (4) For unusual or controversial cases.

**NOTE:** Indicate on the aerial photo or sketch map, the disposition of acreage destroyed or put to other use with or without consent.
- n. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the form for signature.
- o. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number and date of inspection of the other adjuster or supervisor in the lower right corner of this space.
- p. Explain the reason for a "No Indemnity Due" claim. "No Indemnity Due" claims are to be distributed in accordance with the insurance provider's instructions.
- q. Document field ID's and date and method of destruction of mycotoxin-infested forages if it has no market value. For further documentation instructions, refer to the LAM.
- r. Explain any delayed notices or delayed claims as instructed in the LAM.
- s. Document any authorized estimated acres shown in Section I item C as follows: "Line 3 'E' acres authorized by insurance provider MM/DD/YYYY."
- t. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- u. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work.



- v. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
- w. Document any other pertinent information, including any data to support any factors used to calculate the production.

## SECTION II - HARVESTED PRODUCTION

### GENERAL INFORMATION:

**Forage Seeding:** MAKE NO HARVESTED PRODUCTION ENTRIES IN COLUMNS “A<sub>1</sub>” THROUGH “S.”

**Forage Production:**

- (1) There generally will be **no** harvested production entries in **items “A<sub>1</sub>” through “S”** for preliminary inspections.
- (2) Record the net tons of production in all cases. When applicable weight records are not available, compute the net tonnage. Refer to **section 10, subparagraphs B, C, D, and E** for production computation formulas, factors, and instructions.
- (3) Do not make moisture adjustments for loose stacked hay, dry chopped hay, baled hay, pellets, and alfalfa meal.
- (4) Account for ALL HARVESTED PRODUCTION (for ALL ENTITIES sharing in the crop) except production appraised BEFORE harvest and shown in Section I because the quantity cannot be determined later. **Count the production from all cuttings, on a line basis for different types of storage.**
- (5) Columns “B” through “E” are for structure measurements entries (Rectangular, Round, Square, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter “Odd Shape” or “Conical Pile” if production is stored in an odd shaped structure or conical pile. Document measurements on a Special Report or other FCIC-approved worksheet used for this purpose.
- (6) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter “Weighed and Stored On Farm” in columns “B” through “E.” Refer to LAM for acceptable weight tickets.
- (7) If acceptable sales or weight tickets are not available, refer to the LAM.

- (8) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
- (a) Separate storage structures.
  - (b) Varying determinations of production (especially varying moisture).
  - (c) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
- (9) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in items A<sub>1</sub> through S by type or practice. If production has been commingled, refer to the LAM.
- (10) If a correction is necessary in items A through S, strike out all entries on the line. The insured and the adjuster should then initial the line deletion in the margin beside A. Make corrected entries on a new line.

**Verify or make the following entries:**

**Item  
No.**

**Information Required**

18. **Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.)**

**PRELIMINARY: MAKE NO ENTRY.**

**REPLANT AND FINAL:**

a. **The earlier of the date the ENTIRE acreage on the unit was:**

**Forage Seeding:**

- (1) Totally destroyed,
- (2) Initially harvested (if a late harvest date is not listed in the Special Provisions), the first harvest after the late harvest date, (if a late harvest date is specified in the Special Provisions),.
- (3) Final adjustment of a loss on the unit,
- (4) Abandonment of the insured crop,
- (5) The date grazing commences on the insured crop,
- (6) May 21 of the calendar year following seeding for spring-planted forage; or
- (7) October 15 of the calendar year following seeding for fall-planted forage.

**NOTE:** The insured may harvest the crop as often as practical in accordance with good farming practices on or before the late harvest date.

**Forage Production:**

- (1) Totally destroyed,
- (2) Removal from the windrow or the field for each cutting,
- (3) Final adjustment of the loss,
- (4) The date grazing commences on the forage crop,
- (5) Abandonment of the forage crop, or
- (6) The following dates of the crop year:

- (a) California counties of Lassen, Modoc, Mono, Shasta and Siskiyou, and all other states; - October 15;
- (b) The last day of the 12th month after the insured crop initially planted in all California Counties except Lassen, Modoc, Mono, Shasta and Siskiyou.

- b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter “**Incomplete.**”
- c. If at the time of final inspection (if prior to the end of the insurance period), **none** of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “**No Harvest.**”
- d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, replanting is complete for the unit, etc. Refer to the LAM.

19. **Similar Damage:**

**PRELIMINARY:** MAKE NO ENTRY.

**REPLANT AND FINAL:** Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other farms in the area. If “No” is checked, explain in the narrative.

20. **Assignment of Indemnity:** Check “Yes” **only** if an assignment of a forage indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.

21. **Transfer of Right to Indemnity:** Check “Yes” **only** if a transfer of right to a forage indemnity is in effect for the unit for the crop year; otherwise, check “No.” **Refer to the LAM.**

A<sub>1</sub>. **Share:** RECORD ONLY VARYING SHARES on SAME unit to three decimal places.

- A<sub>2</sub>. **Field ID:**
- a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.
  - b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding Field ID (from Section I, item "A").

B. - H. Describe the method of storage for the production being accounted for on the line. For production sold, enter the name and address of the buyer.

**EXAMPLE:** "20 large round bales," "2 stack wagons," "Bale stack," "Small bales in field," "Haylage," "Weighed and stored on farm," "Trench Silo," etc.

I. **Bu., Ton, Lbs., Cwt.:** Net production in tons, to tenths, on the basis of air-dried hay. For green-chopped forage fed **without** air drying, refer to **section 10, subparagraph B**. For hay and/or haylage stored in various ways (including silo storage), refer to **section 10, subparagraphs C and D** for formulas, factors, and other instructions. **A copy of all production computations is to be left in the contract folder.**

J. - M<sub>2</sub>. MAKE NO ENTRY.

N. **Adjusted Production:** Enter tons, to tenth, from column I.

O. **Prod. Not to Count:** Net production NOT to count, in tons to tenths, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage).

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN ANY "PRODUCTION NOT TO COUNT" IN THE NARRATIVE.

P. **Production:** Result of subtracting the entry in Column "O" from Column "N," to tenths.

Q<sub>1</sub>. - R. MAKE NO ENTRY.

S. **Production to Count:** Enter result from Column "P."

**NOTE:** FOR ITEMS 22 - 24. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APH YIELDS, PRICE ELECTIONS, TYPES, ETC., WITHIN THE UNIT, AND TOTALS NEED TO BE KEPT SEPARATE FOR CALCULATING INDEMNITIES, MAKE NO ENTRY AND FOLLOW THE INSURANCE PROVIDER'S INSTRUCTIONS; OTHERWISE, MAKE THE FOLLOWING ENTRIES.

22. **Section II Total:**
- PRELIMINARY AND REPLANT: MAKE NO ENTRY.**
- FINAL:** Total of Column “S,” to tenths.
23. **Section I Total:**
- PRELIMINARY AND REPLANT: MAKE NO ENTRY.**
- FINAL:** Enter figure from Section I Column “O” total.
24. **Unit Total:**
- PRELIMINARY AND REPLANT: MAKE NO ENTRY.**
- FINAL:** Total of 22 and 23, to tenths.
25. **Adjuster’s Signature, Code #, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured’s authorized representative) has signed. For an absentee insured, enter adjuster’s code number **ONLY**. The signature and date will be entered **AFTER** the absentee has signed and returned the Production Worksheet.
- NOTE:** Final indemnity inspections and final replanting payment inspections should be signed on bottom line.
26. **Insured’s Signature and Date:** Insured’s (or insured’s authorized representative’s) signature and date. **BEFORE** obtaining insured’s signature, **REVIEW ALL ENTRIES** on the Production Worksheet **WITH THE INSURED**, particularly explaining codes, etc., that may not be readily understood.
- NOTE:** Final indemnity inspections and final replanting payment inspections should be signed on bottom line.
27. **Page Numbers:**
- PRELIMINARY:** Page numbers - “1,” “2,” etc., at the time of inspection.
- REPLANT AND FINAL:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

**PRODUCTION WORKSHEET  
(FOR ILLUSTRATION PURPOSES ONLY)**

1 Crop/Code # Forage Prod..... 0033	2 Unit # 00100	3 Legal Description SW321-32N-16e
4 Date of Damage JAN	JUL	
5 Cause of Damage Winterkill	drought	
6 Primary Cause % X	70%	
12 Additional Units 00200		
13 Est. Prod Per Acre 3.0		

7 Company Any Company  
Agency Any Agency

8 Name of Insured I.M. Insured			
9 Claim # XXXXXXXX		11 Crop Year YYYY	
10 Policy # XXXXXXXX			
14 Date(s) Notice of Loss	1st 1-11-YYYY	2nd	Final 7-30-YYYY
15 Companion Policy(s)			

**SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS**

ACTUARIAL									POTENTIAL YIELD						STAGE GUARANTEE	
A	B	C	D	E	F	G	H	I	J	K.1 K 2	L	M	N	O	P	Q
Field ID	Prelim Acres	Final Acres	Interest or Share	Risk	Practice	Type Class	Stage	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell and/or Quality Factor	Uninsured Cause	Adjusted Potential	Total To Count (C x N)	Per Acre	Total (C x P)
A M/D	E20.0	20.5	1.000	A01	002	551	UH	PASTURED	0.6				0.6	12.3	2.8	57.4
B	E25.0	25.0	1.000	A01	002	551	UH	Plowed	0.5				0.5	12.5	2.8	70.0
C		30.0	1.000	A01	002	551	H	H							2.8	84.0
D		40.0	1.000	A01	002	551	P	WOC				2.8	2.8	112.0	2.8	112.0
E M/D		89.5	1.000	A01	002	551	H	H							2.8	250.6
16 TOTAL		205.0											17 TOTALS	136.8		574.0

NARRATIVE (If more space is needed, attach a Special Report) Field D plowed without consent. Acreage determined from permanent FSA measurements. Field A and B were wheel measured. Production not to count from uninsurable acreage.

**SECTION II - HARVESTED PRODUCTION**

18 Date Harvest Completed MM/DD/YYYY      19 Is damage similar to other farms in the area? Yes  No       20 Assignment of Indemnity? Y  No       21 Transfer of Right To Indemnity? Yes  No

MEASUREMENTS					GROSS PRODUCTION				ADJUSTMENTS TO HARVESTED PRODUCTION									
A.1 A 2	B	C	D	E	F	G	H	I	J	K.1 K 2	L.1 L 2	M.1 M 2	N	O	P	Q 1 Q 2	R	S
Share Field ID	Length of Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod. (F x G)	Bu. Ton Lbs. CWT	Shell/ Sugar Factor	FM % Factor	Moisture % Factor	Test WT Factor	Adjusted Production (Hor)xJxK2xL2xM2	Prod. Not to Count	Production (N - O)	Value Mkt. Price	Quality Factor (Q1 ÷ Q2)	Production to Count (P x R)
	10 LARGE ROUND BALES							75.0					75.0		75.0			75.0
	30 SMALL BALES							9.0					9.0	0.6	8.4			8.4
	HAYLAGE							49.6					49.6		49.6			49.6

I certify the information provided above, to the best of my knowledge, to be true and complete and that it will be used to determine my loss, if any, to my insured crops. I understand that this Production Worksheet and supporting papers are subject to audit and approval by the company. I understand that this crop insurance is subsidized and reinsured by the Federal Crop Insurance Corporation, an agency of the United States. I understand that any false or inaccurate information may result in the sanctions outlined in my policy and administrative, civil, and criminal sanctions under 18 U.S.C. §§ 1006 and 1014, 7 U.S.C. § 1506, 31 U.S.C. §§ 3729 and 3730 and other federal statutes.

22 Section II Total **133.0**  
23 Section I Total **136.8**  
24 Unit Total **269.8**

25 Adjuster's Signature		Code #	Date	26 Insured's Signature		Date
1st Inspection	I.M. Adjuster	12345	MM/DD/YYYY	1st Inspection	I.M. Insured	MM/DD/YYYY
2nd Inspection				2nd Inspection		
Final Inspection	I.M. Adjuster	12345	MM/DD/YYYY	Final Inspection	I.M. Insured	MM/DD/YYYY

27 Page **1** of **1**

**PRODUCTION WORKSHEET  
(FOR ILLUSTRATION PURPOSES ONLY)**

1 Crop/Code # Forage Seeding..... 0032	2 Unit # 00100	3 Legal Description SW321-32N-16e
4 Date of Damage JAN	JUL	
5 Cause of Damage Winterkill	drought	
6 Primary Cause % X	70%	
12 Additional Units 00200		
13 Est. Prod Per Acre 13		

7 Company Agency Any Company  
Any Agency

8 Name of Insured I.M. Insured			
9 Claim # XXXXXXXX		11 Crop Year YYYY	
10 Policy # XXXXXXXX			
14 Date(s) Notice of Loss	1st MM/DD/YYYY	2nd	Final MM/DD/YYYY
15 Companion Policy(s)			

**SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS**

ACTUARIAL									POTENTIAL YIELD					STAGE GUARANTEE			
A	B	C	D	E	F	G	H	I	J	K.1 K 2	L	M	N	O	P	Q	
Field ID	Prelim Acres	Final Acres	Interest or Share	Risk	Practice	Type Class	Stage	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell and/or Quality Factor	Uninsured Cause	Adjusted Potential	Total To Count (Cx N)	Per Acre	Total (C x P)	
A M/D	E20.0	20.5	1.000	D01	082	997	P	PASTURED	13.0			\$104	\$104	\$2,132	\$104	\$2,132	
B	E25.0	25.0	1.000	D01	082	997	S	Plowed	3.2			\$104	\$52	\$1,300	\$104	\$2,600	
C		30.0	1.000	D01	082	997	UH	UH	3.0			0	0	0	\$104	\$3,120	
D M/D		10.0	1.000	D01	082	997	P	WOC				\$104	\$104	\$1,040	\$104	\$1,040	
16 TOTAL		85.5												17 TOTALS	\$4,472		\$8,892

NARRATIVE (If more space is needed, attach a Special Report) Field D plowed without consent. Acreage determined from permanent FSA measurements. Field A and B were wheel measured. Production not to count from uninsurable acreage.

**SECTION II - HARVESTED PRODUCTION**

18 Date Harvest Completed MM/DD/YYYY      19 Is damage similar to other farms in the area? Yes  No       20 Assignment of Indemnity? Y  No       21 Transfer of Right To Indemnity? Yes  No

MEASUREMENTS				GROSS PRODUCTION				ADJUSTMENTS TO HARVESTED PRODUCTION										
A.1 A.2	B	C	D	E	F	G	H	I	J	K.1 K 2	L.1 L 2	M.1 M 2	N	O	P	Q.1 Q.2	R	S
Share Field ID	Length of Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod. (F x G)	Bu. Ton Lbs. CWT	Shell/ Sugar Factor	FM % Factor	Moisture % Factor	Test WT Factor	Adjusted Production (Hor)xJxK2xL2xM2	Prod. Not to Count	Production (N - O)	Value Mkt. Price	Quality Factor (Q1 ÷ Q2)	Production to Count (P x R)

I certify the information provided above, to the best of my knowledge, to be true and complete and that it will be used to determine my loss, if any, to my insured crops. I understand that this Production Worksheet and supporting papers are subject to audit and approval by the company. I understand that this crop insurance is subsidized and reinsured by the Federal Crop Insurance Corporation, an agency of the United States. I understand that any false or inaccurate information may result in the sanctions outlined in my policy and administrative, civil, and criminal sanctions under 18 U.S.C. §§ 1006 and 1014, 7 U.S.C. § 1506, 31 U.S.C. §§ 3729 and 3730 and other federal statutes.

22 Section II Total	
23 Section I Total	\$4,472
24 Unit Total	\$4,472

25 Adjuster's Signature and Code Number		Date	26 Insured's Signature		Date
1st Inspection	I.M. Adjuster 12345	MM/DD/YYYY	1st Inspection	I.M. Insured	MM/DD/YYYY
2nd Inspection			2nd Inspection		
Final Inspection	I.M. Adjuster 12345	MM/DD/YYYY	Final Inspection	I.M. Insured	MM/DD/YYYY

27 Page 1 of 1

**PRODUCTION WORKSHEET  
(FOR ILLUSTRATION PURPOSES ONLY)**

1 Crop/Code # Forage Seeding 0032	2 Unit # 00100	3 Legal Description SW1-96N-30W							
4 Date of Damage JUN 10			7 Company Any Company						
5 Cause of Damage HAIL			Agency Any Agency						
6 Primary Cause % 100%									
12 Additional Units 00200									
13 Est. Prod Per Acre 40									

8 Name of Insured I.M. Insured			
9 Claim # XXXXXXXX		11 Crop Year YYYY	
10 Policy # XXXXXXXX			
14 Date(s) Notice of Loss	1st MM/DD/YYYY	2nd	Final MM/DD/YYYY
15 Companion Policy(s)			

**SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS**

ACTUARIAL									POTENTIAL YIELD						STAGE GUARANTEE	
A	B	C	D	E	F	G	H	I	J	K.1 K 2	L	M	N	O	P	Q
Field ID	Prelim Acres	Final Acres	Interest or Share	Risk	Practice	Type Class	Stage	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell and/or Quality Factor	Uninsured Cause	Adjusted Potential	Total To Count (C x N)	Per Acre	Total (C x P)
A	20.0	20.5	1.000	A01	002	997	R	Replanted	"REPLANT PAYMENT"				\$52	\$1,066	\$104	\$2,132
		65.0					NR	Not Replanted							\$104	\$6,760
16 TOTAL		85.5											17 TOTALS		\$1,066	\$8,892

NARRATIVE (If more space is needed, attach a Special Report) **EXAMPLE 1** - Total acreage from FSA permanent field measurement. Field A wheel measured. See attached Special Report for measurements and calculations.

**SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS**

ACTUARIAL									POTENTIAL YIELD						STAGE GUARANTEE	
A	B	C	D	E	F	G	H	I	J	K.1 K 2	L	M	N	O	P	Q
Field ID	Prelim Acres	Final Acres	Interest or Share	Risk	Practice	Type Class	Stage	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell and/or Quality Factor	Uninsured Cause	Adjusted Potential	Total To Count (C x N)	Per Acre	Total (C x P)
A	20.0	20.5	.500	A01	002	997	R	Replanted	"REPLANT PAYMENT"				\$26	\$533	\$104	\$2,132
		65.0					NR	Not Replanted							\$104	\$6,760
16 TOTAL		85.5											17 TOTALS		\$533	\$8,892

NARRATIVE (If more space is needed, attach a Special Report) **EXAMPLE 2** - Total acreage from FSA permanent field measurement. Field A wheel measured. See attached Special Report for measurements and calculations.





## 11. REFERENCE MATERIAL

**TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS**

ACRES IN FIELD OR SUBFIELD	MINIMUM NO. OF SAMPLES
0.1 - 10.0	3
10.1 - 40.0	4
Add one additional sample for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

**TABLE B - YIELD FACTOR TABLE FOR USE IN STAND COUNT APPRAISAL METHOD**

- (1) **East of the Continental Divide:**

FACTOR	USE:
1.00	if appraising prior to the first cutting
0.50	if appraising prior to the second cutting
0.15	if appraising prior to the third cutting (non-irrigated).
0.20	if appraising prior to the third cutting (irrigated).

**Make no appraisals of potential after the third cutting of the crop.** Any production harvested after the final cutting that is usually harvested in that locality will be counted as production for APH and claim purposes.

- (2) **West of the Continental Divide in localities where three cuttings (or less) are usually harvested**

FACTOR	USE:
1.00	if appraising prior to the first cutting.
0.50	if appraising prior to the second cutting
0.20	if appraising prior to the third cutting.

**NOTE:** Make no appraisals of potential after the third cutting of the crop (where **three cuttings** are usually harvested). Likewise, make no such appraisals after the second cutting where only **two cuttings** are usually harvested. Any production harvested after the final cutting that is usually harvested in that locality will be counted as production for APH and claim purposes.

**TABLE B - YIELD FACTOR TABLE FOR USE IN STAND COUNT APPRAISAL METHOD**

(3) In localities where **four cuttings** are usually harvested -

<b>FACTOR</b>	<b>USE:</b>
<b>1.00</b>	<b>1.00 if appraising prior to the first cutting.</b>
<b>0.50</b>	<b>0.50 if appraising prior to the second cutting.</b>
<b>0.30</b>	<b>if appraising prior to the third cutting</b>
<b>0.20</b>	<b>if appraising prior to the fourth cutting.</b>

Make no appraisals after the **final cutting** (fourth) that is usually harvested in that locality. **Any production harvested after the final cutting that is usually harvested in that locality will be counted as production for APH and claim purposes.**

(c) In California or localities where **five cuttings** (or more) are usually harvested-

<b>FACTOR</b>	<b>USE:</b>
<b>1.00</b>	<b>if appraised prior to the first cutting.</b>
<b>0.85</b>	<b>if appraised prior to the second cutting</b>
<b>0.70</b>	<b>if appraised prior to the third cutting.</b>
<b>0.55</b>	<b>if appraised prior to the fourth cutting</b>
<b>0.40</b>	<b>if appraised prior to the fifth cutting.</b>
<b>0.25</b>	<b>if appraised prior to the sixth cutting</b>
<b>0.10</b>	<b>if appraising any succeeding cuttings.</b>

Make no appraisals after the **final cutting** (fifth, sixth, etc.) that is usually harvested in that locality. **Any production harvested after the final cutting that is usually harvested in that locality will be counted as production for APH and claim purposes.**

**Adequate/Minimum stand requirements for living plants per square foot for each year after the year of establishment are contained in the Special Provisions.**

**TABLE C - MOISTURE AND WEIGHT ADJUSTMENTS FOR WEIGHT METHOD APPRAISALS**

Percent Moisture	Factor	Percent Moisture	Factor
85	.231	50	.773
84	.246	49	.788
83	.262	48	.803
82	.277	47	.819
81	.293	46	.834
80	.308	45	.850
79	.324	44	.865
78	.339	43	.881
77	.355	42	.896
76	.370	41	.912
75	.386	40	.927
74	.401	39	.943
73	.417	38	.958
72	.432	37	.974
71	.448	36	.989
70	.463	35	1.005
69	.479	34	1.020
68	.494	33	1.036
67	.509	32	1.051
66	.525	31	1.067
65	.540	30	1.082
64	.556	29	1.097
63	.571	28	1.113
62	.587	27	1.128
61	.602	26	1.144
60	.618	25	1.159
59	.633	24	1.175
58	.649	23	1.190
57	.664	22	1.206
56	.680	21	1.211
55	.695	20	1.237
54	.711	19	1.252
53	.726	18	1.268
52	.742	17	1.283
51	.757	16	1.299
		15	1.314
		14	1.330
		13	1.345
		12	1.361

**TABLE D - MOISTURE ADJUSTMENT TABLE FOR WEIGHING HAYLAGE IN CHOPPER BOXES, SILAGE WAGONS, OR TRUCKS**

PERCENT MOISTURE	FACTOR	PERCENT MOISTURE	FACTOR
10	1.034	40	.690
11	1.023	41	.678
12	1.011	42	.666
13	1.000	43	.655
14	.989	44	.644
15	.977	45	.632
16	.966	46	.621
17	.954	47	.610
18	.943	48	.598
19	.931	49	.586
20	.920	50	.575
21	.908	51	.563
22	.897	52	.552
23	.885	53	.540
24	.874	54	.529
25	.862	55	.517
26	.851	56	.506
27	.839	57	.494
28	.828	58	.483
29	.816	59	.471
30	.805	60	.460
31	.793	61	.448
32	.782	62	.437
33	.770	63	.425
34	.759	64	.414
35	.747	65	.402
36	.736	66	.391
37	.724	67	.379
38	.713	68	.368
39	.701	69	.356
		70	.345

**NOTE:** Use this table to adjust the amount of production down to 13 percent moisture of air-dried hay and enter adjusted production on the claim form.

**TABLE E - HARVESTED AND APPRAISED POTENTIAL TABLE**

**HARVESTED AND APPRAISED POTENTIAL EQUAL TO OR GREATER THAN THE APPROVED APH YIELD.**

Cutting:	Number of Cuttings Usually Harvested in a Locality:			
	2	3 (NI)	3(I)	4
<b>Before 1st</b>	Current appraisal plus 0.40 times the APH yield	Current appraisal plus 1.00 times the current appraisal	Current appraisal plus 1.00 times the current appraisal	Current appraisal plus 1.50 times the current appraisal
<b>Before 2nd</b>	Harvested production from the 1st cutting plus the current appraisal	Harvested production from the 1st cutting plus the current appraisal plus 0.40 times the current appraisal	Harvested production from the 1st cutting plus the current appraisal plus 0.67 times the current appraisal	Harvested production from the 1st cutting plus the current appraisal plus 1.40 times the current appraisal
<b>Before 3rd</b>	Not applicable	Harvested production from the 1st and 2nd cuttings plus the current appraisal	Harvested production from the 1st and 2nd cuttings plus the current appraisal	Harvested production from the 1st and 2nd cuttings plus the current appraisal plus 0.15 times the APH yield
<b>Before 4th</b>	Not applicable	Not applicable	Not applicable	Harvested production from the 1st and 2nd cuttings plus the current appraisal

**HARVESTED AND APPRAISED POTENTIAL LESS THAN THE APPROVED APH YIELD**

Cutting:	Number of Cuttings Usually Harvested in a Locality:			
	2	3 (NI)	3(I)	4
<b>Before 1st</b>	Current appraisal plus 0.67 times the current appraisal	Current appraisal plus 0.50 times the APH yield	Current appraisal plus 0.50 times the APH yield	Current appraisal plus 0.60 times the APH yield
<b>Before 2nd</b>	Harvested production from the 1st cutting plus the current appraisal	Harvested production from the 1st cutting plus the current appraisal plus 0.15 times the APH yield	Harvested production from the 1st cutting plus the current appraisal plus 0.20 times the APH yield	Harvested production from the 1st cutting plus the current appraisal plus 0.35 times the APH yield
<b>Before 3rd</b>	Not applicable	Harvested production from the 1st and 2nd cuttings plus the current appraisal	Harvested production from the 1st and 2nd cuttings plus the current appraisal	Harvested production from the 1st and 2nd cuttings plus the current appraisal plus 0.60 times the APH yield
<b>Before 4th</b>	Not applicable	Not applicable	Not applicable	Harvested production from the 1st and 2nd cuttings plus the current appraisal

## TABLE F - TONS OF DRY MATTER CAPACITY - ROUND SILOS

Settled Haylage Formula is Considered Factored to 100 Percent Dry Matter.

Depth (feet)	Diameter of Silo (feet)										
	12	14	16	18	20	22	24	25	26	28	30
2	0.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0	3.0
3	0.5	1.5	1.5	2.0	2.0	2.5	3.5	3.5	4.0	4.0	5.0
4	1.0	2.0	2.0	3.0	3.0	4.0	5.0	5.0	6.0	6.0	7.0
5	1.5	2.5	3.0	4.0	4.5	5.5	7.0	7.0	8.0	9.0	10.0
6	2.0	3.0	4.0	5.0	6.0	7.0	9.0	9.0	10.0	12.0	13.0
7	2.5	3.5	5.0	6.0	7.5	9.0	11.0	11.5	12.5	14.5	16.5
8	3.0	4.0	6.0	7.0	9.0	11.0	13.0	14.0	15.0	17.0	20.0
9	3.5	5.0	7.0	8.5	10.5	13.0	15.5	16.5	18.0	20.5	24.0
10	4.0	6.0	8.0	10.0	12.0	15.0	18.0	19.0	21.0	24.0	28.0
11	5.0	7.0	9.0	11.5	14.0	17.0	20.5	22.0	24.0	27.5	32.0
12	6.0	8.0	10.0	13.0	16.0	19.0	23.0	25.0	27.0	31.0	36.0
13	6.5	9.0	11.5	14.5	18.0	21.5	26.0	28.0	30.5	35.0	40.5
14	7.0	10.0	13.0	16.0	20.0	24.0	29.0	31.0	34.0	39.0	45.0
15	8.0	11.0	14.0	17.5	22.0	26.5	32.0	34.5	37.5	43.0	49.5
16	9.0	12.0	15.0	19.0	24.0	29.0	35.0	38.0	41.0	47.0	54.0
17	9.5	13.0	16.5	21.0	26.0	31.5	38.0	41.0	44.5	51.5	59.0
18	10.0	14.0	18.0	23.0	28.0	34.0	41.0	44.0	48.0	56.0	64.0
19	11.0	15.0	19.5	25.0	30.5	37.0	44.5	48.0	52.0	60.5	69.0
20	12.0	16.0	21.0	27.0	33.0	40.0	48.0	52.0	56.0	65.0	74.0
21	13.0	17.5	22.5	29.0	35.5	43.0	51.5	55.5	60.0	69.5	79.5
22	14.0	19.0	24.0	31.0	38.0	46.0	55.0	59.0	64.0	74.0	85.0
23	14.5	20.0	25.5	33.0	40.5	49.0	58.5	63.0	68.5	79.0	91.0
24	15.0	21.0	27.0	35.0	43.0	52.0	62.0	67.0	73.0	84.0	97.0
25	16.0	22.5	29.0	37.0	45.5	55.0	65.5	71.0	77.0	89.0	102.0
26	17.0	24.0	31.0	39.0	48.0	58.0	69.0	75.0	81.0	94.0	108.0
27	18.0	25.0	32.5	41.0	51.0	61.5	73.0	79.5	85.5	99.5	114.0
28	19.0	26.0	34.0	43.0	54.0	65.0	77.0	84.0	90.0	105.0	120.0
29	20.0	27.5	36.0	45.5	56.5	68.0	81.0	88.0	95.0	110.5	126.5
30	21.0	29.0	38.0	48.0	59.0	71.0	85.0	92.0	100.0	116.0	133.0
31	22.0	30.5	39.5	50.0	62.0	74.5	89.0	96.5	104.5	121.5	139.5
32	23.0	32.0	41.0	52.0	65.0	78.0	93.0	101.0	109.0	127.0	146.0
33	24.0	33.5	43.0	54.5	68.0	81.5	97.5	105.5	114.0	132.5	152.5
34	25.0	35.0	45.0	57.0	71.0	85.0	102.0	110.0	119.0	138.0	159.0
	<b>Tons of Dry Matter</b>										

**TABLE F - TONS OF DRY MATTER CAPACITY - ROUND SILOS (Continued)**

Depth (feet)	Diameter of Silo (feet)										
	12	14	16	18	20	22	24	25	26	28	30
35	26.5	36.5	47.0	59.5	74.0	89.0	106.0	115.0	124.5	144.0	165.5
36	28.0	38.0	49.0	62.0	77.0	93.0	110.0	120.0	130.0	150.0	172.0
37	29.0	39.5	51.0	64.5	80.0	96.5	114.5	124.5	135.0	156.0	179.0
38	30.0	41.0	53.0	67.0	83.0	100.0	119.0	129.0	140.0	162.0	186.0
39	31.0	42.5	55.0	69.5	86.0	104.0	123.5	134.0	145.5	168.5	193.0
40	32.0	44.0	57.0	72.0	89.0	108.0	128.0	139.0	151.0	175.0	200.0
41	33.0	45.5	59.0	74.5	92.5	112.0	133.0	144.0	156.0	181.0	207.5
42	34.0	47.0	61.0	77.0	96.0	116.0	138.0	149.0	161.0	187.0	215.0
43	35.5	48.5	63.0	80.0	99.0	120.0	142.5	154.5	167.0	193.5	222.5
44	37.0	50.0	65.0	83.0	102.0	124.0	147.0	160.0	173.0	200.0	230.0
45	38.0	51.5	67.5	85.5	105.5	128.0	152.0	165.0	178.5	206.5	237.5
46	39.0	53.0	70.0	88.0	109.0	132.0	157.0	170.0	184.0	213.0	245.0
47	40.5	55.0	70.0	91.0	112.5	136.0	162.0	175.5	189.5	220.0	252.5
48	42.0	57.0	70.0	94.0	116.0	140.0	167.0	181.0	195.0	227.0	260.0
49	43.0	58.5	74.0	96.5	119.5	144.0	172.0	186.5	201.0	233.5	268.0
50	44.0	60.0	78.0	99.0	123.0	148.0	177.0	192.0	207.0	240.0	276.0
51	45.0	61.5	80.0	101.5	125.5	151.5	181.0	196.5	212.0	246.0	282.5
52	46.0	63.0	82.0	104.0	128.0	155.0	185.0	201.0	217.0	252.0	289.0
53	47.0	64.5	84.0	106.5	131.0	159.0	189.5	205.5	222.0	257.5	295.5
54	48.0	66.0	86.0	109.0	134.0	163.0	194.0	210.0	227.0	263.0	302.0
55	49.0	67.5	88.0	111.5	137.0	166.5	198.0	214.5	232.0	269.0	309.0
56	50.0	69.0	90.0	114.0	140.0	170.0	202.0	219.0	237.0	275.0	316.0
57	51.5	70.5	92.0	116.0	143.0	173.5	206.0	223.5	242.0	280.5	322.5
58	53.0	72.0	94.0	118.0	146.0	177.0	210.0	228.0	247.0	286.0	329.0
59	54.0	73.5	95.5	120.5	149.0	180.5	214.5	233.0	252.0	292.0	335.5
60	55.0	75.0	97.0	123.0	152.0	184.0	219.0	238.0	257.0	298.0	342.0
61	0.0	76.0	99.0	125.5	155.0	187.5	223.0	242.5	262.0	304.0	348.5
62		77.0	101.0	128.0	158.0	191.0	227.0	247.0	267.0	310.0	355.0
63	0.0	78.5	103.0	130.5	161.0	194.5	231.5	251.5	272.0	315.5	362.0
64		80.0	105.0	133.0	164.0	198.0	236.0	256.0	277.0	321.0	369.0
65	0.0	81.5	107.0	135.0	167.0	201.5	240.0	260.5	282.0	327.0	375.5
66		83.0	109.0	137.0	170.0	205.0	244.0	265.0	287.0	333.0	382.0
67	0.0	84.5	110.5	139.5	173.0	208.5	248.5	269.5	292.0	338.5	388.5
68		86.0	112.0	142.0	176.0	212.0	253.0	274.0	297.0	344.0	395.0
69	0.0	87.5	114.0	144.5	179.0	216.0	257.0	279.0	302.0	350.0	401.5
	Tons of Dry Matter										



**TABLE F - TONS OF DRY MATTER CAPACITY - ROUND SILOS (Continued)**

Depth (feet)	Diameter of Silo (feet)										
	12	14	16	18	20	22	24	25	26	28	30
70		89.0	116.0	147.0	182.0	220.0	261.0	284.0	307.0	356.0	408.0
71	0.0	0.0	0.0	149.5	184.5	223.5	265.5	288.5	312.0	361.5	415.0
72				152.0	187.0	227.0	270.0	293.0	317.0	367.0	422.0
73	0.0	0.0	0.0	154.5	190.0	230.5	274.0	297.5	322.0	373.0	428.5
74				157.0	193.0	234.0	278.0	302.0	327.0	379.0	435.0
75	0.0	0.0	0.0	159.0	196.0	237.5	282.5	306.5	332.0	384.5	441.5
76				161.0	199.0	241.0	287.0	311.0	337.0	390.0	448.0
77	0.0	0.0	0.0	163.5	202.0	244.5	291.0	315.5	342.0	396.0	454.5
78				166.0	205.0	248.0	295.0	320.0	347.0	402.0	461.0
79	0.0	0.0	0.0	168.5	208.0	251.5	299.5	325.0	352.0	407.5	468.0
80				171.0	211.0	255.0	304.0	330.0	357.0	413.0	475.0
81	0.0	0.0	0.0	0.0	0.0	258.5	308.0	334.5	361.5	419.0	481.5
82						262.0	312.0	339.0	366.0	425.0	488.0
83	0.0	0.0	0.0	0.0	0.0	266.0	316.5	343.5	371.0	431.0	494.5
84						270.0	321.0	348.0	376.0	437.0	501.0
85	0.0	0.0	0.0	0.0	0.0	273.5	325.0	352.5	381.0	442.5	507.5
86						277.0	329.0	357.0	386.0	448.0	514.0
87	0.0	0.0	0.0	0.0	0.0	280.5	333.5	361.5	391.0	454.0	521.0
88						284.0	338.0	366.0	396.0	460.0	528.0
89	0.0	0.0	0.0	0.0	0.0	287.5	342.0	371.0	401.0	465.5	534.5
90						291.0	346.0	376.0	406.0	471.0	541.0
91	0.0	0.0	0.0	0.0	0.0	294.5	350.5	380.5	411.0	477.05	547.5
92						298.0	355.0	385.0	416.0	483.0	554.0
93	0.0	0.0	0.0	0.0	0.0	301.5	359.0	389.5	421.0	488.5	560.5
<b>Tons of Dry Matter</b>											

**Subparagraph U** Tons of Dry Matter Capacity - Round Silos. Settled haylage formula is considered factored to 100 percent dry matter on above chart. Use the chart to get 100 percent dry matter. Multiply this number by 1.15 to get the **13** percent moisture dry hay equivalent to be entered in item 51 of the claim form, as tons of harvested production.

**EXAMPLE:** Silo diameter is 20 feet. Depth of harvested production is 20 feet. Production taken from the 100 percent dry matter chart of 33 tons X 1.15 factor = 37.95 (rounded to 38.0 tons) of **13** percent moisture, dry hay equivalent.

**TABLE G - CUBIC FEET PER TON OF FORAGE IN STORAGE**

METHOD OF STORAGE	LENGTH OF TIME IN STORAGE	
	0-90 DAYS	OVER 90 DAYS
1. Alfalfa (loose stacked)	500	400
2. Alfalfa/Grass mixture (loose stacked)	550	445
3. Grass Mixtures (loose stacked)	565	550
4. Alfalfa Hay (chopped)		
a. stack wagon-loose (Haybuster)	425	425
b. stack wagon-tight (Hesston-John Deere)	250	250
c. Alfalfa cut 3/8" length	200	200
d. Alfalfa cut 1/2" length	260	260
e. Alfalfa cut 1" length	300	300
f. Alfalfa cut 2" length	370	370
5. Tight large round bales	170	160
6. Loose large round bales	320	310
7. *Large rectangular bales	130	130
8. Alfalfa meal	134	134
9. Alfalfa pellets	53	53
10. Ground Hay	44	44
11. Haylage (trench or bunker silo) - Refer to subparagraph 10 D		
12. Haylage (round silo) - TOP UNLOADING SILO tonnage calculation sheet (Refer to <b>EXHIBIT 3</b> )		
13. Haylage HAULED in chopper boxes, silage wagon, trucks: <u>Cu. Ft.</u> = Tons (at 13 percent equivalent moisture) 225		
*Usually 4' x 4' x 8' used by commercial growers and large producers. Factor reflects alfalfa only.		

## EXHIBIT 1

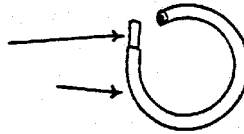
### MEASURING DEVICES

Devices for determination of square feet in sample - use for both stand count and weight method appraisals. The following measuring devices can be constructed in each region. Materials needed and construction steps are as follows:

#### A. ROUND HOOP WITH 3, 4, AND 5 SQUARE FEET INSIDE AREA

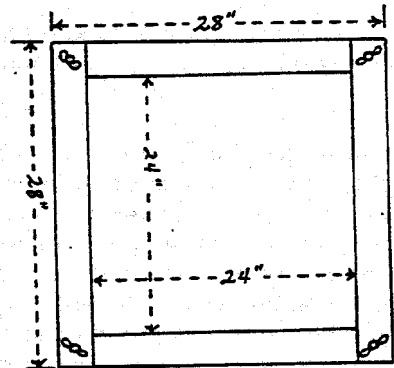
- (1) Material required for round hoop (3 square feet) is 73.7 inches of ½-inch inside diameter plastic hose and 3 inches of ½-inch wooden dowel material.
- (2) Material required for round hoop (4 square feet) is 85.1 inches of ½-inch inside diameter plastic hose and 3 inches of ½-inch wooden dowel material.
- (3) Material required for round hoop (5 square feet) is 95.2 inches of ½-inch inside diameter plastic hose and 3 inches of ½-inch wooden dowel material.
- (4) Construction. Insert dowel pin in one end of hose, form a circle and connect together.

3" Dowel Pin  
½" Plastic Hose



#### B. COLLAPSIBLE WOOD FRAME WITH 4 SQUARE FEET INSIDE AREA

- (1) Collapsible wood frame 24" inside.
- (2) Frame Material:
- (3) Four 1" X 2" X 28" wood pieces;  
Four ¼" X 2" stove bolts with wing nuts; and  
8 flat washers.



## EXHIBIT 2

### FORAGE PRODUCTION STAND COUNT APPRAISAL METHOD WORKSHEET

FIELD ID	AVERAGE NUMBER OF PLANTS PER SQ. FT	PLANT COUNT FROM SPECIAL PROVISIONS FOR SPECIFIC CROP YEAR	APH YIELD	FACTOR FOR CUTTING, APPRAISAL METHODS	TONNAGE APPRAISAL
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=
		÷	X	X	=

Forage Production stand count method calculation steps found in section 9 B, item 17.

**NOTE:** Minimum required living plants per square foot after year of established from the Special Provisions.

# EXHIBIT 3

## TOP LOADING SILO - TONNAGE CALCULATION SHEET

Use the **TOP LOADING SILO - TONNAGE CALCULATION SHEET with TABLE F**, “Tons of Dry Matter Capacity - Round Silos” and the “Round Silo: Haylage Depth Record” sheet (**EXHIBIT 5**).

**CAUTION:** Refer to **TABLE F** only when indicated by the individual item instructions. When interpolating, round to the nearest whole ton; i.e. 3.5 is rounded to 4.0. Likewise, round the measured depth to the nearest whole foot.

**NOTE:** Whenever the measured depth after the latest filling is less than the ORIGINAL measured depth of the previous filling (part of the original filling has been fed), the latest filling (harvested production) is calculated by subtracting the measured depth, before beginning the latest filling, from the measured depth after the latest filling AND then applying that figure to **TABLE F** for the diameter of the silo involved.

**EXAMPLE:** Silo diameter is 20 feet. Depth after the second filling was 75 feet (settled). Depth prior to the beginning of the second filling was 45 feet (30 feet of first filling already fed). Depth after the completion of second filling was 50 feet.

**50 feet is less than 75 feet; hence the adjuster will calculate the harvested production for the second filling by subtracting the depth prior to beginning the filling (45 feet) from the depth after completion of the filling (50 feet). For this 20-foot diameter silo, the difference of 5 feet (when applied to TABLE F), indicates 4.5 tons as the calculated production of 100 percent dry matter.**

### EXPLANATORY “ITEM” INSTRUCTIONS (for items not self-explanatory):

**Item 4** - Enter “Alfalfa,” “Alfalfa-Grass Mixture,” or “Grass Mixture,” as applicable. For mixtures where Timothy grass is predominant (up to 99.9 percent of the ground cover), include “(Timothy).” For mixtures where clover is likewise predominant, include “(Clover).”

**Item 9** - Location/identification of the silo: Make a sketch map, if necessary, or include specific directions to the silo. If production from a unit is stored in two or more silos, so state and locate/identify them.

**Item 30** - Obtain the insured’s signature and enter the date after all entries and calculations are explained to the insured.

## EXHIBIT 3 (continued)

For Illustration Purposes Only

### ROUND SILO: HAYLAGE DEPTH RECORD

1. Company ANY COMPANY		2. Insured's Name I.M. INSURED	3. Policy Number XX-XXX-XXXXX
4. Claim Number XXXXXX		5. Unit Number: 00100 Line Number:	6. Crop FORAGE
7. Crop Year YYYY	8. FSA Farm No./Legal Description 1480	9. Silo Diameter 20 FT.	

NOTE: Record depth to nearest whole foot

- 10. Greatest depth of haylage from previous year:
- 11. Depth before first filling:
- 12. Depth after first filling:
- 13. Depth before second filling:
- 14. Depth after second filling:
- 15. Depth before third filling:
- 16. Depth after third filling:
- 17. Depth before fourth filling:
- 18. Depth after fourth filing:

FEET	DATE MEASURED
65	9-28-YYYY
18	5-20-YYYY
70	5-22-YYYY
55	6-24-YYYY
75	6-26-YYYY
45	7-28-YYYY
50	7-30-YYYY
40	9-12-YYYY
70	9-14-YYYY

**Remarks:**

ALTERNATIVE METHOD of measurement (especially where the haylage depth will not be accessible for measurement): The insured may record the loads of forage placed in the silo from each cutting but only after a pre-harvest weight method appraisal has been done for use in verifying the credibility of the load records.

Adjusters: Record the dimensions of each of each conveyance that will be used. Establish the average depth of filling for each conveyance.

Conversion (tons of 13 percent moisture equivalent hay): Divide total cubic feet by 225. See blank form for round silo haylage depth record to be reproduced as needed.

I submit this report pursuant to the requirements of my above-identified crop insurance policy; and I certify that to the best of my knowledge and belief the information shown above is correct and that such information can be used for processing the claim which I previously signed.

Insured's Signature I.M. INSURED	Date MM/DD/YYYY	Adjuster's Signature I.M. ADJUSTER XXXXX	Date MM/DD/YYYY
-------------------------------------	--------------------	---------------------------------------------	--------------------

For Illustration Purposes Only

### TOP UNLOADING SILO Tonnage Calculation Sheet

1. Company <p style="text-align: center;">ANY COMPANY</p>		2. Insured's Name <p style="text-align: center;">I . M . INSURED</p>		3. Policy Number <p style="text-align: center;">XX-XXX-XXXXX</p>	
4. Claim Number <p style="text-align: center;">XXXXXX</p>		5. Unit Number: 00100 Line Number:		6. Crop <p style="text-align: center;">FORAGE</p>	
7. Crop Year <p style="text-align: center;">YYYY</p>		8. FSA Farm No./Legal Description <p style="text-align: center;">XXXX</p>		9. Silo Diameter <p style="text-align: center;">20 FT.</p>	

<u>ITEM NUMBER</u>	<u>DEPTH IN FEET</u>	<u>SILO TONS</u>	<u>HARVESTED TONS</u>
10. Highest level - previous year (settled)	65ft.	167.0	
11. Item 10 minus carry-over depth	47ft.	112.5	
12. Item 10 - tons minus Item 11 - tons		54.5	
13. First filling depth and tons	70ft.	182.0	
14. First filling harvested production (13 - 12)			127.5
15. Amount Fed. (13 - Depth Prior to 2 <sup>nd</sup> filling)	15ft.	22.0	
16. Item 13 - tons minus Item 15 - tons		160.0	
17. Second filling depth and tons	75ft.	196.0	
18. Second filling harvested production (17 - 16)			36.0
19. Amount Fed (17 - Depth Prior to 3 <sup>rd</sup> filling)	30ft.	59.0	
20. Item 17 - tons minus Item 19 - tons		137.0	
21. Third filling depth and tons	50ft.	***	
22. Third filling harvested production (21 - 20)			4.5***
23. Amount Fed. (21 - Depth prior to 4 <sup>th</sup> filling)	10ft.	12.0	
24. Item 21 - tons minus Item 23 - tons		130.0	
25. Fourth filling depth and tons	70ft.	182.0	
26. Fourth filing harvested production (25 - 24)			52.0
27. TOTAL HARVEST DRY MATTER (Items 14 + 18 + 22 + 26)			220.0
28. CONVERSION TO 13% EQUIVALENT MOISTURE AIR DRIED HAY (Item 27 x 1.15) (Round to Tenths)			253.0

Remarks:

\*\*\*See "NOTE" on instruction page.

Adjuster's Signature	Code No.	Date	Insured's Signature	Date
I . M . ADJUSTER	XXXXXX	MM/DD/YYYY	I . M . INSURED	MM/DD/YYYY

Page \_\_\_\_ of \_\_\_\_

# EXHIBIT 4

## BOTTOM LOADING SILO - TONNAGE CALCULATION SHEET

Use the **BOTTOM LOADING SILO - TONNAGE CALCULATION SHEET** with **TABLE F**, "Tons of Dry Matter Capacity - Round Silos" and the "Round Silo: Haylage Depth Record" sheet (**EXHIBIT 5**).

**CAUTION:** Refer to **TABLE F** only when indicated by the individual item instructions. When interpolating, round to the nearest whole ton; i.e. 3.5 is rounded to 4.0. Likewise, round the measured depth to the nearest whole foot.

**NOTE:** Whenever the measured depth **after** the **latest** filling is less than the ORIGINAL measured depth of the previous filling (part of the original filling has been fed), the latest filling (harvested production) is calculated by subtracting the measured depth, before beginning the latest filling, from the measured depth after the latest filling AND then applying that figure to **TABLE F** for the diameter of the silo involved.

**EXAMPLE:** Silo diameter is 20 feet. Depth after filling #1 was 55 feet (settled). Depth prior to the beginning of filling #2 was 30 feet (25 feet of filling #1 already fed). Depth after the completion of filling #2 was 52 feet.

**CALCULATION:** 52 is less than 55 (feet); hence, the adjuster will calculate the harvested production for filling #2 by **subtracting** the depth prior to beginning the filling (30 feet) from the depth after completion of the filling (52 feet). For this 20-foot diameter silo, the difference of 22 feet (when applied to the **TABLE F**), indicates 38 tons as the calculated production of 100 percent dry matter. Convert that amount to 13 percent moisture air-dried hay by multiplying it by 1.15 and rounding the result to tenths (6.0 tons).

EXPLANATORY "ITEM" INSTRUCTIONS (for items not self-explanatory):

**Item 6** - ENTER "Alfalfa," "Alfalfa-Grass Mixture," or "Grass Mixture," as applicable. For mixtures where Timothy grass is predominant (up to 99.9 percent of the ground cover), include "(Timothy)." For mixtures where clover is likewise predominant, include "(Clover)."

**Location/identification of the silo:** Make a sketch map, if necessary, or include specific directions to the silo in the remarks or on an attachment. If an attachment is used, so indicate. If production from a unit is stored in two or more silos, so state and locate/identify them.

Obtain the insured's signature and enter the date after all entries and calculations are explained to the insured.



# EXHIBIT 4

For Illustration Purposes Only

## ROUND SILO: HAYLAGE DEPTH RECORD

1. Company ANY COMPANY		2. Insured's Name I . M. INSURED	3. Policy Number XX-XXX-XXXXX
4. Claim Number XXXXXX		5. Unit Number: 00100 Line Number:	6. Crop FORAGE
7. Crop Year YYYY	8. FSA Farm No./Legal Description 1480	9. Silo Diameter 20 FT.	

NOTE: Record depth to nearest whole foot

- 10. Greatest depth of haylage from previous year:
- 11. Depth before first filling:
- 12. Depth after first filling:
- 13. Depth before second filling:
- 14. Depth after second filling:
- 15. Depth before third filling:
- 16. Depth after third filling:
- 17. Depth before fourth filling:
- 18. Depth after fourth filling:

FEET	DATE MEASURED
18	5-20-YYYY
55	5-22-YYYY
30	6-24-YYYY
52	6-26-YYYY
45	7-28-YYYY
64	7-30-YYYY
56	9-12-YYYY
63	9-14-YYYY

Remarks:

**ALTERNATIVE METHOD** of measurement (especially where the haylage depth will not be accessible for measurement): The insured may record the loads of forage placed in the silo from each cutting but only after a pre-harvest weight method appraisal has been done for use in verifying the credibility of the load records.

**Adjusters:** Record the dimensions of each conveyance that will be used. Establish the average depth of filling for each conveyance.

**Conversion** (tons of 13 percent moisture equivalent hay): Divide total cubic feet by 225.

I submit this report pursuant to the requirements of my above-identified crop insurance policy; and I certify that to the best of my knowledge and belief the information shown above is correct and that such information can be used for processing the claim which I previously signed.

Insured's Signature I . M. INSURED	Date MM/DD/YYYY	Adjuster's Signature I . M. ADJUSTER XXXXX	Date MM/DD/YYYY
---------------------------------------	--------------------	-----------------------------------------------	--------------------

**BOTTOM UNLOADING SILO**  
Tonnage Calculation Sheet

1. COMPANY ANY COMPANY		2. INSURED'S NAME I.M. INSURED		3. POLICY NUMBER XXXXXXXXXX		4. CLAIM NUMBER XXXXXX	
5. Unit NO. 00100		6. CROP FORAGE PRODUCTION		7. CROP YEAR YYYY		9. SILO DIAMETER 20 FT.	
LINE NO.				8. FSA FARM NO./LEGAL DESCRIPTION 1480			

**ITEM NO.**

- 10 Depth and drymatter tonnage of carryover haylage:
- 11 Settled depth and drymatter tonnage after 1st filling:
- 12 Settled depth and drymatter tonnage before 2nd filling:
- 13 Settled depth and drymatter tonnage after 2nd filling:
- 14 Settled depth and drymatter tonnage before 3rd filling:
- 15 Settled depth and drymatter tonnage after 3rd filling:
- 16 Settled depth and drymatter tonnage before 4th filling:
- 17 Settled depth and drymatter tonnage after 4th filling:
- 18 TOTAL harvested haylage (100% Dry Matter):
- 19 Conversion to 13% equivalent moisture (air-dried) hay:  
(Item 18 x 1.15. round to tenths)

DEPTH IN FEET		TONS
---	-	28
55	+	137
30	-	59
52	+	38
45	-	106
64	+	164
56	-	140
63	+	161
		257
		295.6

Remarks:

INSURED'S SIGNATURE I.M. INSURED	DATE MM/DD/YYYY	ADJUSTER'S SIGNATURE I.M. ADJUSTER	DATE MM/DD/YYYY
-------------------------------------	--------------------	---------------------------------------	--------------------



**FCI-559**  
(Rev. 7-99)

**U. S. DEPARTMENT OF AGRICULTURE**  
Federal Crop Insurance Corporation

**TOP UNLOADING SILO**  
Tonnage Calculation Sheet

1. Company		2. Insured's Name		3. Policy Number	
4. Claim Number		5. Unit Number: Line Number:		6. Crop	
7. Crop Year		8. FSA Farm No./Legal Description		9. Silo Diameter	

ITEM NUMBER	DEPTH IN FEET	SILO TONS	HARVESTED TONS
10. Highest level - previous year (settled)			
11. Item 10 minus carry-over depth			
12. Item 10 - tons minus Item 11 - tons			
13. First filling depth and tons			
14. First filling harvested production (13 - 12)			
15. Amount Fed. (13 - Depth Prior to 2 <sup>nd</sup> filling)			
16. Item 13 - tons minus Item 15 - tons			
17. Second filling depth and tons			
18. Second filling harvested production (17 - 16)			
19. Amount Fed (17 - Depth Prior to 3 <sup>rd</sup> filling)			
20. Item 17 - tons minus Item 19 - tons			
21. Third filling depth and tons			
22. Third filling harvested production (21 - 20)			
23. Amount Fed. (21 - Depth prior to 4 <sup>th</sup> filling)			
24. Item 21 - tons minus Item 23 - tons			
25. Fourth filling depth and tons			
26. Fourth filing harvested production (25 - 24)			
27. TOTAL HARVEST DRY MATTER (Items 14 + 18 + 22 + 26)			
28. CONVERSION TO 13% EQUIVALENT MOISTURE AIR DRIED HAY (Item 27 x 1.15) (Round to Tenths)			

Remarks:

Adjuster's Signature	Code No.	Date	Insured's Signature	Date
----------------------	----------	------	---------------------	------

### **COLLECTION OF INFORMATION AND DATA (PRIVACY ACT)**

To the extent that the information requested herein relates to your individual capacity as opposed to your business capacity, the following statements are made in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a). The authority for requesting information to be furnished on this form is the Federal Crop Insurance Act, (7 U.S.C. 1501 et seq.) and the Federal crop insurance regulations contained in 7 C.F.R. chapter IV.

Collection of the social security account number (SSN) or the employer identification number (EIN) is authorized by section 506 of the Federal Crop Insurance Act (7 U.S.C. 1506), and is required as a condition of eligibility for participation in the Federal crop insurance program. The primary use of the SSN or EIN is to correctly identify you, and any other person with an interest in you or your entity of 10 percent or more, as a policyholder within the systems maintained by the Federal Crop Insurance Corporation (FCIC). Furnishing the SSN or EIN is voluntary; however, failure to furnish that number will result in denial of program participation and benefits.

The balance of the information requested is necessary for the insurance company and FCIC to process this form to: provide insurance; provide reinsurance; determine eligibility; determine the correct parties to the agreement; determine and collect premiums or other monetary amounts (including administrative fees and over payments); and pay benefits. The information furnished on this form will be used by Federal agencies, FCIC employees, insurance companies, and contractors who require such information in the performance of their duties. The information may be furnished to: FCIC contract agencies, employees and loss adjusters; reinsured companies; other agencies within the United States Department of Agriculture; The Department of Treasury including the Internal Revenue Service; the Department of Justice, or other Federal or State law enforcement agencies; credit reporting agencies and collection agencies; other Federal agencies as requested in computer matching programs; and in response to judicial orders in the course of litigation. The information may also be furnished to congressional representatives and senators making inquiries on your behalf. Furnishing the information required by this form is voluntary; however, failure to report the correct and complete information requested may result in rejection of this form; rejection of any claim for indemnity, replanting payment, or other benefit; ineligibility for insurance; and a unilateral determination of any monetary amounts due.

### **PAPERWORK REDUCTION ACT**

In accordance with the Paperwork Reduction Act, public reporting burden for the collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection information, including suggestions for reducing this burden to the Department of Agriculture, Clearance Officer, OIRM (OMB No. 0563-0053), Stop 7630, Washington, D.C. 20250-7630.

### **NONDISCRIMINATION STATEMENT**

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.

☆ **FCI-557**  
(Rev. 5-99)

**U. S. DEPARTMENT OF AGRICULTURE**  
Federal Crop Insurance Corporation

**BOTTOM UNLOADING SILO**  
Tonnage Calculation Sheet

1. COMPANY		2. INSURED'S NAME		3. POLICY NUMBER	4. CLAIM NUMBER
5. Unit NO.	6. CROP		7. CROP YEAR		9. SILO DIAMETER
----- LINE NO.			8. FSA FARM NO./LEGAL DESCRIPTION		

**ITEM NO.**

- 10 Depth and drymatter tonnage of carryover haylage:
- 11 Settled depth and drymatter tonnage after 1st filling:
- 12 Settled depth and drymatter tonnage before 2nd filling:
- 13 Settled depth and drymatter tonnage after 2nd filling:
- 14 Settled depth and drymatter tonnage before 3rd filling:
- 15 Settled depth and drymatter tonnage after 3rd filling:
- 16 Settled depth and drymatter tonnage before 4th filling:
- 17 Settled depth and drymatter tonnage after 4th filling:
- 18 TOTAL harvested haylage (100% Dry Matter):
- 19 Conversion to 13% equivalent moisture (air-dried) hay:  
(Item 18 x 1.15. round to tenths)

**DEPTH IN FEET**

**TONS**

	-
	+
	-
	+
	-
	+
	-
	+

Remarks:

INSURED'S SIGNATURE	DATE	ADJUSTER'S SIGNATURE	DATE
---------------------	------	----------------------	------

### **COLLECTION OF INFORMATION AND DATA (PRIVACY ACT)**

To the extent that the information requested herein relates to your individual capacity as opposed to your business capacity, the following statements are made in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a). The authority for requesting information to be furnished on this form is the Federal Crop Insurance Act, (7 U.S.C. 1501 et seq.) and the Federal crop insurance regulations contained in 7 C.F.R. chapter IV.

Collection of the social security account number (SSN) or the employer identification number (EIN) is authorized by section 506 of the Federal Crop Insurance Act (7 U.S.C. 1506), and is required as a condition of eligibility for participation in the Federal crop insurance program. The primary use of the SSN or EIN is to correctly identify you, and any other person with an interest in you or your entity of 10 percent or more, as a policyholder within the systems maintained by the Federal Crop Insurance Corporation (FCIC). Furnishing the SSN or EIN is voluntary; however, failure to furnish that number will result in denial of program participation and benefits.

The balance of the information requested is necessary for the insurance company and FCIC to process this form to: provide insurance; provide reinsurance; determine eligibility; determine the correct parties to the agreement; determine and collect premiums or other monetary amounts (including administrative fees and over payments); and pay benefits. The information furnished on this form will be used by Federal agencies, FCIC employees, insurance companies, and contractors who require such information in the performance of their duties. The information may be furnished to: FCIC contract agencies, employees and loss adjusters; reinsured companies; other agencies within the United States Department of Agriculture; The Department of Treasury including the Internal Revenue Service; the Department of Justice, or other Federal or State law enforcement agencies; credit reporting agencies and collection agencies; other Federal agencies as requested in computer matching programs; and in response to judicial orders in the course of litigation. The information may also be furnished to congressional representatives and senators making inquiries on your behalf. Furnishing the information required by this form is voluntary; however, failure to report the correct and complete information requested may result in rejection of this form; rejection of any claim for indemnity, replanting payment, or other benefit; ineligibility for insurance; and a unilateral determination of any monetary amounts due.

### **PAPERWORK REDUCTION ACT**

In accordance with the Paperwork Reduction Act, public reporting burden for the collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection information, including suggestions for reducing this burden to the Department of Agriculture, Clearance Officer, OIRM (OMB No. 0563-0053), Stop 7630, Washington, D.C. 20250-7630.

### **NONDISCRIMINATION STATEMENT**

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.

**FCI-558**  
(Rev. 7-99)

**U. S. DEPARTMENT OF AGRICULTURE**  
Federal Crop Insurance Corporation

**ROUND SILO: HAYLAGE DEPTH RECORD**

1. Company		2. Insured's Name	3. Policy Number
4. Claim Number		5. Unit Number: Line Number:	6. Crop
7. Crop Year	8. FSA Farm No./Legal Description	9. Silo Diameter	

NOTE: Record depth to nearest whole foot

- 10. Greatest depth of haylage from previous year:
- 11. Depth before first filling:
- 12. Depth after first filling:
- 13. Depth before second filling:
- 14. Depth after second filling:
- 15. Depth before third filling:
- 16. Depth after third filling:
- 17. Depth before fourth filling:
- 18. Depth after fourth filling:

FEET	DATE MEASURED

Remarks:

I submit this report pursuant to the requirements of my above-identified crop insurance policy; and I certify that to the best of my knowledge and belief the information shown above is correct and that such information can be used for processing the claim which I previously signed.

Insured's Signature	Date	Adjuster's Signature	Date
---------------------	------	----------------------	------



### **COLLECTION OF INFORMATION AND DATA (PRIVACY ACT)**

To the extent that the information requested herein relates to your individual capacity as opposed to your business capacity, the following statements are made in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a). The authority for requesting information to be furnished on this form is the Federal Crop Insurance Act, (7 U.S.C. 1501 et seq.) and the Federal crop insurance regulations contained in 7 C.F.R. chapter IV.

Collection of the social security account number (SSN) or the employer identification number (EIN) is authorized by section 506 of the Federal Crop Insurance Act (7 U.S.C. 1506), and is required as a condition of eligibility for participation in the Federal crop insurance program. The primary use of the SSN or EIN is to correctly identify you, and any other person with an interest in you or your entity of 10 percent or more, as a policyholder within the systems maintained by the Federal Crop Insurance Corporation (FCIC). Furnishing the SSN or EIN is voluntary; however, failure to furnish that number will result in denial of program participation and benefits.

The balance of the information requested is necessary for the insurance company and FCIC to process this form to: provide insurance; provide reinsurance; determine eligibility; determine the correct parties to the agreement; determine and collect premiums or other monetary amounts (including administrative fees and over payments); and pay benefits. The information furnished on this form will be used by Federal agencies, FCIC employees, insurance companies, and contractors who require such information in the performance of their duties. The information may be furnished to: FCIC contract agencies, employees and loss adjusters; reinsured companies; other agencies within the United States Department of Agriculture; The Department of Treasury including the Internal Revenue Service; the Department of Justice, or other Federal or State law enforcement agencies; credit reporting agencies and collection agencies; other Federal agencies as requested in computer matching programs; and in response to judicial orders in the course of litigation. The information may also be furnished to congressional representatives and senators making inquiries on your behalf. Furnishing the information required by this form is voluntary; however, failure to report the correct and complete information requested may result in rejection of this form; rejection of any claim for indemnity, replanting payment, or other benefit; ineligibility for insurance; and a unilateral determination of any monetary amounts due.

### **PAPERWORK REDUCTION ACT**

In accordance with the Paperwork Reduction Act, public reporting burden for the collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection information, including suggestions for reducing this burden to the Department of Agriculture, Clearance Officer, OIRM (OMB No. 0563-0053), Stop 7630, Washington, D.C. 20250-7630.

### **NONDISCRIMINATION STATEMENT**

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, audiotope, 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.