

For: State and County Offices

2009 Catastrophic Risk Protection (CAT) Buy-In Software

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Food, Conservation, and Energy Act of 2008 (2008 Act), Pub. L. 110-246, was enacted June 18, 2008, and amended by Pub. L. 110-398 on October 13, 2008. The 2008 Act amended the Trade Act of 1974 to create several new disaster programs under the title, Supplemental Agricultural Disaster Assistance. To be eligible for these programs, producers must purchase at least the CAT level of crop insurance for all insurable crops and/or NAP coverage for noninsurable crops. Some crop insurance sales closing dates passed before August 14, 2008, for the 2009 crop year. A waiver has been authorized to allow producers to pay a 2009 CAT Buy-In fee to be eligible for Supplemental Agricultural Disaster Assistance for those crops for which 2009 crop insurance sales closing dates had already passed before August 14, 2008.

Software has been developed to allow producers to apply for the 2009 CAT Buy-In.

B Purpose

This notice provides instructions for accessing and using the 2009 CAT Buy-In software.

Disposal Date	Distribution
June 1, 2009	State Office; State Office relay to County Offices

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2 Accessing 2009 CAT Buy-In Software

A Accessing Software

From Menu FAX250, access 2009 CAT Buy-In software according to the following.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "2", "Non-Insured Assistance Program", and PRESS "Enter".
7	MHODYR	Select "2009 Crop Year" and PRESS "Enter". 2009 NAP Menu MHB000 will be displayed.

B Example of Menu MHB000

The following is an example of Menu MHB000.

COMMAND	MENU: MHB000	H2
2009 NAP Menu		

	1. Application for Coverage	
	2. Unit Maintenance	
	3. Approved Yield Maintenance	
	4. Notice of Loss and Application for Payment	
	* 5. Record Gross Revenue for Ineligible Members	
	6. Payment Processing	
	7. Reports	
	* 8. Spot Check Selection Process	
	9. CAT Buy-In	
	21. Return to Application Selection Menu	
	23. Return to Primary Selection Menu	
	24. Sign Off	
Cmd3=Previous Menu		*=Option currently not available.
Enter option and press "Enter".		

C Option on 2009 NAP Menu MHB000

Select option 9, "CAT Buy-In", to enter the producer's 2009 CAT Buy-In application. Producer Selection Screen MHAEEA01 will be displayed.

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3 Informational Screen MHAFA013

A Overview

If there is more than 1 county data set on the system, Screen MHAFA013 will be displayed after option 9, "CAT Buy-In", has been selected on Menu MHB000. Screen MHAFA013 allows the user to verify that the correct county has been selected before entering the Buy-In software.

Note: Screen MHAFA013 will **not** be displayed if there is only 1 county on the system.

B Example of Informational Screen MHAFA013

The following is an example of Screen MHAFA013.

2009 CAT Buy-In Informational Screen	107-A TULARE	Message Version: AF77	MHAFA013 11-11-2008 10:09 Term H2

There is more than one county on your system. Please verify that this is the county that you want to continue processing.			
A TULARE			
Enter (Y) to continue processing or Enter (N) to return to FAX250.			
Enter (Y) or (N)			
Enter=Continue			

C Action

County Offices shall ensure that the correct set of county files has been accessed.

IF the displayed county is the...	THEN...
county that the application shall be processed in, ENTER "Y"	NAP Producer Selection Screen MHAFAA01 will be displayed.
incorrect county, ENTER "N"	Menu FAX250 will be displayed.

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4 NAP Producer Selection Screen MHAFAA01

A Selecting Producer

Access to the 2009 Buy-In software requires entry of 1 of the following on Screen MHAFAA01:

- producer's ID number and type
- last 4 digits of producer's ID
- producer's last name.

B Example of Screen MHAFAA01

The following is an example of Screen MHAFAA01.

```
2009 CAT Buy-In      107-A TULARE      SELECTION      MHAFAA01
NAP Producer Selection Screen      Version: AF77  11/11/2008 10:10 Term H2
-----
                          Producer Selection Screen

                          Last Four of ID      .....

                          OR

                          Producer ID      .....      Type ..

                          OR

                          Last Name      .....

Enter=Continue Cmd7=End
```

C Producer Not Active in SCIMS

If the selected producer is not active in SCIMS, the County Office shall add the producer to SCIMS according to 1-CM.

D Producer Has Temporary ID Number

If the selected producer has a temporary ID number, CAT buy-in fees cannot be taken.

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5 Verification Screen MHAFAA02

A Overview

Screen MHAFAA02 has been provided in an effort to reduce errors. Screen MHAFAA02 will be displayed once a valid producer has been selected on Screen MHAFAA01 according to paragraph 4. Screen MHAFAA02 prompts the user to confirm that the correct producer has been selected.

B Example of Screen MHAFAA02

The following is an example of Screen MHAFAA02.

```

2009 CAT Buy-In      107-A TULARE      SELECTION      MHA?AA01
NAP Producer Selecti on Screen      Versi on: AF77  11/11/2008 10:10 Term H2
-----
                          Producer Selecti on Screen

                          Veri fi cati on Screen                          MHAFAA02

You Have Selected:          Is Thi s Correct?

1234-12-1234  S

JOE VARGAS
123 MAIN ST
ANYTOWN, MT 12345-0001          (Y or N)

Enter=Conti nue  Cmd4=Previ ous Screen

Enter=Conti nue  Cmd7=End
    
```

C Action

Screen MHAFAA02 will be displayed with the question, “You have selected (producer number/type, producer name, and producer mailing address), Is This Correct?”. Field is defaulted to blank. ENTER “Y” if this is the correct producer or “N” if this is not the correct producer.

The County Office shall ensure that the correct producer has been selected before proceeding.

The following provides which screens will be displayed based on how the question is answered on Screen MHAFAA02.

IF the answered is...	THEN...
“Y”	Crop Selection Screen MHAFA01 or Coverage Screen MHAFA01 will be displayed, as applicable.
“N”	NAP Crop Year Selection Menu MHB0YR will be displayed and user will begin the buy-in process again.

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6 Processing Buy-In Applications

A Overview

An automated buy-in application will be processed when option 9, "CAT Buy-In", is selected on Menu MHB000 according to paragraph 2. Screen MHAFAA01 will be displayed according to paragraph 4. Once a valid producer has been selected, Screen MHAFAB01 will be displayed.

B Taking Buy-In Applications

Buy-in applications must be taken according to Notice DAP-298. All buy-in applications must be taken or loaded in the system on the date received from the producer. The system date is automatically entered into the file identifying the date the application was accepted from the producer.

7 Crop Selection Screen MHAFAB01

A Overview

Screen MHAFAB01 will display all crops on the National Crop Table File and all tobacco crops from the Compliance Validation System File.

Since each crop, type, intended use, pay crop, pay type, and planting period must be selected separately; all crop entries will be displayed.

Note: More than 1 crop can be selected at a time.

All crops within a pay grouping will be selected if 1 crop within the pay grouping is selected.

B Example of Screen MHAFAB01

The following is an example of Screen MHAFAB01.

```
2009 CAT Buy-In      107-A TULARE      Entry      MHAFAB01
Crop Selection Screen  Version: AF84 11/11/2008 09:51 Term H2
-----
Producer  JOE VARGAS

          Place an 'X' before desired crop(s) for processing

Crop      Closing      Type Use      Planting Pay      Pay
          Date              Period Crop      Type
.. ALFALFA 03/01/2009      FG      01      0027 001
.. ALFALFA 02/28/2009      GZ      01      0102 002
.. ALFALFA 03/15/2009      SD      01      0027 001
.. APPLES  02/28/2009      COM FH      01      0054 001
.. APPLES  02/28/2009      COM PR      01      0054 001
.. APPLES  02/28/2009      SPC FH      01      0054 002
.. APPLES  02/28/2009      SPC PR      01      0054 002
.. APRI COTS 03/01/2009      PR      01      0326 001
.. APRI COTS 03/01/2009      RS      01      0326 001
.. ASPARAGUS 02/28/2009      FH      01      0104 001

Enter Letter for Crop Selection

Enter=Continue  Cmd4=Previous Screen  Roll=Page
```

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7 Crop Selection Screen MHAFAB01 (Continued)

C Action

Select the crops for which the producer is applying for buy-in by placing an "X" in front of the applicable crop records. Multiple crop records can be selected at the same time. PRESS "Enter" to continue. Screen MHAFAC01 will be displayed.

Screen MHAFAB01 will not be displayed after entering the ID number of a producer that has a buy-in application already on file.

Note: Screen MHAFAC01 will be displayed showing the crops that were previously selected. Additional crops can be selected by pressing "Cmd16=Add", which will display Screen MHAFAB01.

8 Coverage Screen MHAFAC01

A Overview

Screen MHAFAC01 will be displayed with the crop names, application closing date, crop types, intended uses, planting periods, pay crops, and pay types that were selected on Screen MHAFAB01.

Notes: If 1 crop within a pay grouping is selected, all crops within that pay grouping will be displayed on Screen MHAFAC01. An "S" indicator will be displayed in front of the crop records that were actually selected on Screen MHAFAB01. The producer's fee covers all crops within the pay grouping.

Screen MHAFAC01 will be displayed after entering the ID number of a producer that has previously filed a buy-in application. Additional crops can be selected by pressing "Cmd16=Add", which will display Screen MHAFAB01.

B Example of Screen MHAFAC01

The following is an example of Screen MHAFAC01.

2009 CAT Buy-In		107-A TULARE		Entry		MHAFAC01	
Coverage Screen				Version: AF84		11/11/2008 09:54 Term H2	

Producer		JOE VARGAS		ID/Type		1234 S	
	Crop	Closing Date	Type	Use	Planting Period	Pay Crop	Pay Type
S	APPLES	02/28/2009	COM	FH	01	0054	001
	APPLES	02/28/2009	COM	PR	01	0054	001
S	APRI COTS	03/01/2009		PR	01	0326	001
	APRI COTS	03/01/2009		RS	01	0326	001
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd24=Delete							

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8 Coverage Screen MHAFAC01 (Continued)

C Action

County Offices shall review the crops listed on Screen MHAFAC01, paying close attention to the types, intended uses, planting periods, pay crops, and pay types that were selected.

The following provides the commands and functions that are available on Screen MHAFAC01.

Action	Result
Enter	Determination Screen MHAFAC1A will be displayed. See paragraph 9.
Cmd4	Either of the following will be displayed: <ul style="list-style-type: none"> • Screen MHAFAB01 • Screen MHAFAA01.
Cmd7	Menu MHB000 will be displayed.
Cmd16	Screen MHAFAB01 will be displayed. This option will allow counties to add additional crops to a producer’s buy-in application.
Cmd24	<p>Selected pay group will be deleted from the buy-in application. To delete a pay group, place the cursor in front of a crop record in the pay group to be deleted, and PRESS “Cmd24”. User must confirm the delete by pressing “Cmd24” a second time. Crops shall only be deleted if selected in error. Fees are not refundable.</p> <p>Note: Deleting crops will not remove fees from CCC-257. Applications entered in error, such as wrong ID or wrong year, shall be canceled.</p> <p>Example 1: Producer A files a buy-in application on cucumbers and lettuce and pays the applicable \$200 fee. Ten days later the producer decides that he wants to plant cabbage instead of lettuce. The County Office shall not delete the lettuce crop. The County Office shall add cabbage to the producer’s application and collect the applicable fee of \$100.</p> <p>Example 2: Producer A is in the County Office filing a buy-in application for several crops. The County Office completes the application and collected the applicable fee. The buy-in application is generated and when the producer reviews the application for signature, the producer discovers that an incorrect planting number for a crop has been selected. In this situation, the County Office shall delete the incorrect record and add the correct record. No additional fee would be collected.</p>
Roll	If more than 10 “crops” have been selected, the additional crops will be displayed.

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9 Determination Screen MHAFAC1A

A Overview

Screen MHAFAC1A is a pop-up screen that will be displayed when “Enter” is pressed on Screen MHAFAC01. Screen MHAFAC1A is used to enter the following:

- certification for producers who are considered socially disadvantaged, limited resource, or beginning farmer or rancher
- fee amounts collected in other counties.

B Example of Screen MHAFAC1A

The following is an example of Screen MHAFAC1A.

2009 CAT Buy-In Coverage Screen	107-A TULARE	Entry Version: AF84	MHAFAC01 11/11/2008 09:54 Term H2

Producer	JOE VARGAS	ID/Type	1234 S
Determination Screen		MHAFAC1A	
S Crop S APPL S APPL S APRI S APRI	Is this a Limited Resource Producer, Socially Disadvantaged Producer, or a Beginning Farmer or Rancher? Enter Fee Amount Paid in Other Counties.	N (Y or N) 600	Pay Type 001 001 001 001
Enter=Continue Cmd4=Previous Screen			
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd24=Delete			

C Action

Screen MHAFAC1A will be used to certify whether a producer is considered socially disadvantaged, limited resource, or beginning farmer or rancher. Software is defaulted to “N”. County Offices shall change the “N” flag to a “Y” flag if the producer certifies to being socially disadvantaged, limited resource, or beginning farmer or rancher.

Screen MHAFAC1A will also be used to enter fee amounts paid in another county. Entries must be made in hundred dollar increments, from \$100 to \$900. If no fees have been paid in other counties, this field shall be left blank.

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9 Determination Screen MHA FAC1A (Continued)

C Action (Continued)

The fee amount paid in other counties shall include the total for all counties of:

- CAT buy-in fees
- CAT coverage fees
- \$100 per crop insured at a level other than CAT.

Note: The producer must provide the County Office with a copy of the other counties' buy-in applications signed and dated by the CCC representative and/or CAT coverage documentation before any fee amounts paid to other counties are entered into this field.

When Enter is pressed, Fees Screen MHA FAC1B will be displayed.

10 Fees Screen MHA FAC1B

A Overview

Screen MHA FAC1B is a pop-up screen that calculates the total fees and the fees paid in other counties and allows the user to enter the total fee previously paid in this county and the fee amount owed.

B Example of Screen MHA FAC1B

The following is an example of Screen MHA FAC1B.

2009 CAT Buy-In Coverage Screen		107-A TULARE	Entry	MHA FAC01
			Version: AF84	11/11/2008 09:54 Term H2

Producer	JOE VARGAS		ID/Type	1234 S
Fees Screen			MHA FAC1B	
	Total Fee:		\$ 200	Pay
S	Crop APPL	Total Fee Previously Paid in this County:	\$ 200	Type
	APPL	Fees Paid in Other Counties:	\$ 600	001
S	APRI	Fee Amount Owed:	\$ 100	001
	APRI			001
FEE MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED. HAVE YOU COLLECTED THE FEE AMOUNT OWED FROM THE PRODUCER? (Y OR N)				
Enter=Continue Cmd4=Previous Screen				
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd24=Delete				

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10 Fees Screen MHAFA1B (Continued)

C Action

The following provides an explanation of the fields on the Screen MHAFA1B.

Fields	Description							
Total Fee	Fee amount as calculated for the producer from the crops selected in the home county. This field is a display only field.							
Total Fee Previously Paid in this County	<p>Total of fees already paid in this county is a manual entry field. Entry cannot exceed \$300. If no fees have already been paid in this county, this field shall be left blank.</p> <p>The "Total Fee Previously Paid in this County" shall include all fees paid in the county for:</p> <ul style="list-style-type: none"> • CAT buy-in • 2009 CAT coverage • \$100 per crop insured at a level other than CAT. 							
Fees Paid in Other Counties	This will display the amount of fees paid in other counties as entered on Screen MHAFA1A according to paragraph 9. This is a display only field.							
Fee Amount Owed	Total fee amount owed is a manual entry field. Entries cannot exceed \$300. County Offices shall manually calculate the fee amount owed according to the following.							
	Step	Action						
	1	<p>Add:</p> <ul style="list-style-type: none"> • "Total Fee Previously Paid in this County", plus • "Fees Paid in Other Counties". 						
	2	<table border="1"> <tr> <td align="center">IF the result of step 1 is...</td> <td align="center">THEN...</td> </tr> <tr> <td>equal to or greater than \$900</td> <td>the "Fee Amount Owed" is equal to \$0.</td> </tr> <tr> <td>less than \$900</td> <td>continue to step 3.</td> </tr> </table>	IF the result of step 1 is...	THEN...	equal to or greater than \$900	the "Fee Amount Owed" is equal to \$0.	less than \$900	continue to step 3.
	IF the result of step 1 is...	THEN...						
	equal to or greater than \$900	the "Fee Amount Owed" is equal to \$0.						
	less than \$900	continue to step 3.						
3	<p>Subtract:</p> <ul style="list-style-type: none"> • \$900, minus • result of step 1. 							
4	<p>Compare the result of step 3 to the "Total Fee".</p> <table border="1"> <tr> <td align="center">IF the result of step 3 is...</td> <td align="center">THEN...</td> </tr> <tr> <td>greater than or equal to the "Total Fee"</td> <td> <p>"Fee Amount Owed" is equal to the result of:</p> <ul style="list-style-type: none"> • \$300, minus • "Total Fee Previously Paid in this County." </td> </tr> <tr> <td>less than the "Total Fee"</td> <td>"Fee Amount Owed" is equal to the result of step 3.</td> </tr> </table>	IF the result of step 3 is...	THEN...	greater than or equal to the "Total Fee"	<p>"Fee Amount Owed" is equal to the result of:</p> <ul style="list-style-type: none"> • \$300, minus • "Total Fee Previously Paid in this County." 	less than the "Total Fee"	"Fee Amount Owed" is equal to the result of step 3.	
IF the result of step 3 is...	THEN...							
greater than or equal to the "Total Fee"	<p>"Fee Amount Owed" is equal to the result of:</p> <ul style="list-style-type: none"> • \$300, minus • "Total Fee Previously Paid in this County." 							
less than the "Total Fee"	"Fee Amount Owed" is equal to the result of step 3.							

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10 Fees Screen MHAFA1B (Continued)

C Action (Continued)

County Offices **shall** collect the fee amount owed at the time the producer files the buy-in application. Selected crop records can be established as pending records if the producer does not have the money to pay the fee at the time of application. Screen MHAFA1B provides County Offices the opportunity to either establish the records as pending or to proceed to Collection Screen MHAFA1C by answering the question, **“FEES MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED. HAVE YOU COLLECTED THE FEE AMOUNT OWED FROM THE PRODUCER? (Y OR N)”**.

Note: This question will not appear on Screen MHAFA1B if a producer has already met the buy-in fee requirements.

IF...	THEN...
“Y” is entered	Screen MHAFA1C will be displayed. if the County Office has collected the fee amount owed from the producer, ENTER “Y”.
“N” is entered	the crop records will be established as pending. At such time, the producer will return to the County Office to pay the fee amount owed, Screen MHAFA1C will be displayed, with “P” status on the crop records, after the producer is selected on Screen MHAFAA01. Records can now be updated and fees collected according to current procedure.
fee requirements have been previously met	fee amount owed will be \$000. When “Enter” is pressed: <ul style="list-style-type: none">• the message, “Records have been updated, press enter to continue”, will be displayed• Printer Selection Screen will be displayed and CCC-752 will be generated.

11 Collection Screen MHAFA1C

A Overview

Screen MHAFA1C:

- is a pop-up screen that will be displayed if a “Y” is entered on Screen MHAFA1B to answer the collection of fees question
- will be used to enter the fee amount collected from the producer.

In addition, if a manual application was taken, the fee collection date can be entered.

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11 Collection Screen MHAFA1C (Continued)

B Example of Screen MHAFA1C

The following is an example of Screen MHAFA1C.

2009 CAT Buy-In Coverage Screen	107-A TULARE	Entry Version: AF84	MHAFA01 11/11/2008 09:54 Term H2	

Producer	JOE VARGAS	ID/Type	1234 S	
Collection Screen MHAFA1C			Pay Type 001 001 001 001	
S	Crop APPL	Fee Amount Owed:		\$ 100
S	APPL	Enter Fee Amount Collected From Producer:		\$ 100
S	APRI	Is this a Manual Fee Collection? N (Y or N)		
S	APRI	If yes, enter date of collection (MM/DD/YYYY)		
Pressing Cmd5 on this screen will update the fee amount to accounting. Cmd5 shall not be pressed if the fee amount owed has not been collected from the producer.				
Cmd4=Previous Screen Cmd5=Update				
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd24=Delete				

C Action

The following provides an explanation of the fields on Screen MHAFA1C.

Field/Command	Description
Fee Amount Owed	This field provides the fee amount owed from the producer. This is a display only field. Note: Producer must pay the entire amount owed to complete their application.
Enter Fee Amount Collected	County Office employee shall enter the dollar amount received from the producer. Note: County Office must collect the entire fee amount owed from the producer to complete the buy-in application.
Is this a Manual Fee Collection? (Y or N)	This field will be used in the limited situation in which a manual application was taken and the fee was deposited on a manual CCC-257. Field is defaulted to an "N". The flag shall be set to "Y" if the application and fee were taken manually on a previous day and the fee was deposited on a manual CCC-257. Applications taken manually on the current day can be loaded in the system, and the flag shall remain defaulted to "N". If this flag is set to "Y", the buy-in application must be printed through Menu MHACR0, option 14, "CCC-752 (s) – CAT Buy-In". The application will not automatically be generated.
If yes, enter date of collection (MM/DD/YYYY)	If the buy-in application and fee were taken manually and the fee was deposited on a manual CCC-257, the date of the manual application shall be entered. A date shall not be entered if the Manual Fee Collection Flag is set to "N".
Cmd4	Screen MHAFA1B will be displayed.
Cmd5	Record will be updated and fee data will be transferred to accounting. Accounting Schedule of Deposit Screen AGK00500 will be displayed. See 3-FI. Once records have been updated through accounting, Printer Selection Screen will be displayed. Buy-in application will be generated. Note: The record shall not be updated if the applicable fee has not been collected from the producer.

12 Print Process

A Application Print Process

A system generated application will be printed each time a buy-in application is entered into the system. All crop data entered on a single day will be printed on the same application. A different application will be printed for crop data entered on different days.

Note: If crop data is modified after an application is taken, subsequent versions of the application print may contain different fee information than the original application; therefore, County Offices shall maintain all versions of the printed application.

If 1 crop within a pay grouping is selected, all crops within that pay grouping will be printed on the application. The producer's fee covers all crops within the pay grouping. An "S" indicator will print in front of the crop records that were actually selected on Screen MHAFAB01. All crops printed on an application are covered with the fees that were collected.

An application will not be printed during the application process if:

- crop records are updated as pending (application must be printed through Menu MHACR0, option 15, "CCC-752 (s) – Pending CAT Buy-In")
- "Y" is entered on Screen MHAFAC1C to answer the question, "Is this a manual fee collection?".

The application must be printed through Menu MHACR0, option 14, "CCC-752 (s) – CAT Buy-In".

B Menu Option Print Process

Applications can be reprinted through Menu MHACR0 by taking option 14, "CCC-752 (s) – CAT Buy-In". All applications entered for the selected producer will print. The application date (date original application was filed) will print in the upper right corner.