

United States
Department of
Agriculture



Federal Crop
Insurance
Corporation



Risk Management
Agency



Product
Administration
& Standards
Division

FCIC 24040
(05-2011)

FCIC 24040-01
(06-2012)

FCIC 24040-02
(02-2013)

Document and Supplemental Standards Handbook (DSSH)

2013 and Succeeding Crop Years

**U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250**

FEDERAL CROP INSURANCE CORPORATION DIRECTIVE		NUMBER: 24040-02 (02-2013) 24040-01 (06-2012) 24040 (05-2011)
SUBJECT: AMENDMENTS TO DOCUMENT AND SUPPLEMENTAL STANDARDS HANDBOOK (DSSH)	DATE: February 11, 2013	
	OPI: Product Administration and Standards Division (PASD)	
	APPROVED: /s/ Tim B. Witt Deputy Administrator, Product Management	

1 PURPOSE

This directive provides the form standards and procedures for use in the sales and service of any eligible crop insurance policy; required statements and disclosures; and the standards for submission and review of non-reinsured supplemental policies in accordance with the Standard Reinsurance Agreement (SRA).

2 SUMMARY OF CHANGES

The following are the significant changes to this directive, and may not represent all applicable changes.

- A Removed Exhibit 41 Texas Citrus Grove Inspection Report.
- B Incorporated the 2014 Florida Citrus Fruit Crop Provisions, effective for 2014 and subsequent crop years.
 - 1 Added Exhibit 41 Florida Citrus Fruit Producer’s Pre-Acceptance Worksheet.
 - 2 Replaced Exhibit 42 Florida Citrus Grove Inspection Report and Plat Map with Florida Citrus Fruit Perennial Crop Pre-Acceptance Inspection Report.

RESERVED

41 FLORIDA CITRUS FRUIT PRODUCER'S PRE-ACCEPTANCE WORKSHEET

This worksheet applies to the Dollar Plan, Category D Crop, Florida Citrus Fruit; refer to the CIH for form completion instructions.

1 GENERAL INFORMATION

A "Applicant/Insured Name" (Substantive)

B "Applicant/Insured Mailing Address" (Substantive)

C "Applicant/Insured Telephone Number" (Substantive)

D "Policy Number" (Substantive)

E "Legal Description" (Substantive)

___ "Section:"

___ "Township:"

___ "Range:"

___ "FSA Farm/Tract/Field Number

___ "Other Land Identifier (e.g., Spanish land grants, metes and bounds, etc.):"

F "Crop Year" (Substantive)

G "County" (Substantive)

2 CROP INFORMATION

Create a spread sheet with the following columns:

A "Block Number" (Substantive)

B "Unit Number" (Substantive)

C "Month/Year Planted" (Substantive)

D "Month/Year Topworked or Buckhorned" (Substantive)

E "Citrus Fruit Group" (Substantive)

F "Number of Trees" (Substantive)

G "Planting Pattern" (Substantive)

H "Acres in Block" (Substantive)

FLORIDA CITRUS FRUIT PRODUCER'S PRE-ACCEPTANCE WORKSHEET

- I "Tree Spacing" (Substantive)
- J "Percent Stand" (Substantive)
- K "Density" (Substantive)
- L "Organic Practice" (Substantive)
- M "Insurable or Uninsurable" (Substantive)
- N "Totals: (for Acres in Block, and Number of Plants)" (Substantive)
- O "Estimated Production Boxes" (Substantive)

3 REQUIRED QUESTIONS

The following questions are to be completed by the insured with the assistance of the AIP representative. Create a list of the following questions, and instruct the insured to check/circle either "Yes" or "No" and fill in the blank, where applicable.

- A "Date of Last Inspection" (Substantive)
- B "Has the dollar amount of insurance for the insured crop been previously adjusted due to a reduction of the crop's production potential?" (Substantive)
- C "Has an adjustment been applied to the crop's insurable acres resulting in a comparable reduction in yield?" (Substantive)
- D "Has damage (e.g., disease, hail, freeze) occurred to the trees that will reduce the insured crop's production?" (Substantive)
- E "Have cultural practices or production methods (e.g., heavy pruning, transitioning to organic) been performed that will reduce the insured crop's production?" (Substantive)
- F "Have trees been removed, buckhorned, topworked or replaced with uninsurable trees resulting in a change of the original plant stand for any reported insurable acreage?" (Substantive)

4 SIGNATURE AND STATEMENTS

- A "Insured's Printed Name, Signature and Date" (Substantive)
- B Certification Statement [(Substantive) See Exhibit 2]
- C Privacy Act Statement [(Substantive) See Exhibit 3]
- D Nondiscrimination Statement [(Substantive) See Exhibit 4]

42 FLORIDA CITRUS FRUIT PERENNIAL CROP PRE-INSPECTION REPORT

This report is to be completed by the AIP. Refer to CIH Section 20 for form completion instructions.

1 GENERAL INFORMATION

- A "Applicant's/Insured's Name" (Substantive)
- B "Applicant's/Insured's Telephone Number" (Substantive)
- C "Applicant's/Insured's Address" (Substantive)
- D "County" (Substantive)
- E "Policy Number" (Substantive)
- F "Name of Owner" (Substantive)
- G "Name of Operator" (Substantive)
- H "Crop Year" (Substantive)
- I "Month/Year Planted" (Substantive)
- J "Month/Year Topworked or Buckhorned" (Substantive)
- K "Planting Pattern" (Substantive)
- L "Legal Description:" (Substantive)
 - ___ "Section:"
 - ___ "Township:"
 - ___ "Range:"
 - ___ "FSA Farm/Tract/Field Number"
 - ___ "Other Land Identifier (e.g., Spanish land grants, metes and bounds,

FLORIDA CITRUS FRUIT PERENNIAL CROP PRE-ACCEPTANCE INSPECTION REPORT**2 INDIVIDUAL CITRUS GROVE DATA**

A "Citrus Fruit Group" (Substantive)

B "Unit Number" (Substantive)

C "Block Number" (Substantive)

D "Acres in Block" (Substantive)

E "Tree Spacing" (Substantive)

F "Number of Trees" (Substantive)

G "Month/Year of Set out" (Substantive)

H "Tree Age in Years" (Substantive)

I "Insurable Condition" (Substantive)

J "Estimated Production, Boxes" (Substantive)

K "Tree Condition" (Substantive)

L "Totals" (Substantive)

M "Excluded Acreage" Include the following instruction

"Enter an (1) for Production less than 100 boxes per acre; enter (2) if trees are not of insurable age." (Substantive)

N "Fresh Fruit Records Verification" (Substantive)

FLORIDA CITRUS FRUIT PERENNIAL CROP PRE-ACCEPTANCE INSPECTION REPORT

3 OTHER INFORMATION

Create a Block Map* (Substantive)

A At minimum, map should be 8 rows by 8 columns

For example,

4 REQUIRED QUESTIONS

Create a list of the following questions, and instruct the insured to check/circle either "Yes" or "No" and/or fill in the blank, where applicable.

A "Has the dollar amount of insurance for the insured crop been previously adjusted due to a reduction of the crop's production potential?" If yes, list block(s) and explain:" (Substantive)

B "Has an adjustment been applied to the crop's insurable acres resulting in a comparable reduction in yield?" If yes, list block(s) and explain:" (Substantive)

C "Has damage (e.g., disease, hail, freeze) occurred to the trees that will reduce the insured crop's production? If yes, list block(s) and explain:" (Substantive)

* The AIP can choose to develop the block map on a form separate from the report or use GPS in conjunction with aerial photos or satellite imagery and overlay with the information contained on the plat map. The standards in section 9 apply.

FLORIDA CITRUS FRUIT PERENNIAL CROP PRE-ACCEPTANCE INSPECTION REPORT

- D** “Have cultural practices or production methods (e.g. buckhorning, transitioning to organic) been performed that will reduce the insured crop’s production? If yes, list block(s) and explain.” (Substantive)
- E** “Have trees been removed, buckhorned, topworked or replaced with uninsurable trees resulting in a change of the original plant stand for any reported insurable acreage? If yes, list block(s) and explain.” (Substantive)
- F** “Describe weed control measures used for the unit. Include a description of the orchard/vineyard/plantation/bog floor management: (e.g., sterile/sod/cover crop)” (Substantive)
- G** “Describe the fertilization program used for the unit. Include the insured’s method of monitoring soil fertility (e.g., soil analysis, foliar analysis, or both)” (Substantive)
- H** “Describe in detail insect control measures used (i.e., integrated pest management/calendar spray program):

Evidence of disease/insects (check one): ___rare ___moderate ___severe” (Substantive)
- I** “Is a tree replacement program being carried out?” (Substantive)

“If applicable, is fumigation used in the replacement program?” (Substantive)
- J** “Crops Grown Primarily for: (Check one):

___Fresh Market ___Processor ___Juice Market” (Substantive)
- K** “Describe in detail the irrigation water source:
- Surface: ___percentage of total supply
 - Irrigation district name;
 - Allocation last year: ___percentage of normal
 - Expected allocation this year; ___percentage of normal
 - Irrigation Well(s): ___percentage of normal
 - How many wells? ___
 - Total gallons per minute? ___GPM
 - Water obtained through water transfer: ___acre feet per acre” (Substantive)

FLORIDA CITRUS FRUIT PERENNIAL CROP PRE-ACCEPTANCE INSPECTION REPORT

- L "Is the unit subject to above normal flood hazards? If so, explain:" (Substantive)
- M "Are there soil limitations (i.e., slope, depth, drainage, Ph, saline/alkali, toxicity)?" If so, explain:" (Substantive)

5 ACREAGE/INSPECTION INFORMATION

- A "Measured or Determined Acres of Unit, Total Unit Acreage Insurable, and Uninsurable, and Method of Measurement" (Substantive)
- B "Measured or Determined Acres of Unit, and Total Unit Acreage Insurable" (Substantive)
- C "Determine whether current observed conditions reconcile to prior records" (Substantive)
- D "Percent Stand by Block" (Substantive)

Create a table with the following columns:

- "Less than 50%
- 50-60%
- 61-70%
- 71-80%
- 81-90%
- 91-100%" (Substantive)

Add the following rows to the table:

- "Based on original planting pattern
- Spaces occupied by live trees
- Bearing trees (percent stand)
- Insurable Stand"(Substantive)

- E "Determine the current Unit potential: ___ Stable ___ Declining ___ Increasing (Check one)" (Substantive)

FLORIDA CITRUS FRUIT PERENNIAL CROP PRE-ACCEPTANCE INSPECTION REPORT

F "Do trees have sufficient vigor to produce the amount of insurance computed for this unit?" (Substantive)

" ___ Yes ___ No" (Check one)

Plant Vigor: ___ Good ___ Average ___ Poor" (Substantive)

G "Verify and/or correct Producer's PAW(s)." (Substantive)

H "Attach aerial photo(s)/map(s)" (Substantive)

I "Additional information and comments (attach additional sheets if necessary):" (Substantive)

J "Your evaluation of the management of the operation:" (Substantive)

" ___ Above Average ___ Average ___ Below Average (check one)" (Substantive)

K "You evaluation of the grove conditions:" (Substantive)

" ___ Above Average ___ Average ___ Below Average (check one)" (Substantive)

L "Action Recommended:" (Substantive)

___ Acceptance
 ___ RMA RO Determined Yield Request
 ___ Rejection

6 SIGNATURE

A "Inspector's Printed Name and Signature" (Substantive)

B "Inspector's Code Number" (Substantive)

C "Date of Inspection" (Substantive)

D Supervisor Printed Name, Signature and Date (Substantive)

E Supervisor Telephone Number (Substantive)