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Department of
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Federal Crop
Insurance
Corporation



Product
Development
Division

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FCIC-25620-1 (04-1999)

SWEETPOTATO PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK

1999 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK		NUMBER: 25620 (02-1999) 25620-1 (04-1999)
SUBJECT: SWEETPOTATO PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK 1999 AND SUCCEEDING CROP YEARS	DATE: April 08, 1999	
	OPI: Product Development Division	
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THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 1999 AND SUCCEEDING CROP YEARS. IN THE ABSENCE OF INDUSTRY-DEVELOPED, FCIC-APPROVED PROCEDURE FOR THIS CROP FOR 1999 AND SUCCEEDING CROP YEARS, ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

Major changes: See changes or additions in text which have been redlined.

A. Changes for April 1999 Issuance (FCIC-25620-1):

- (1) Corrected section 3A(A) to 3A(1).
- (2) Corrected section 5A(1)D to 5A(1)(d).
- (3) Corrected language in items 13, 15, and 17 of the appraisal worksheet entries and completion information.
- (4) Replaced Appraisal Worksheet with new form and added a note page.
- (5) Corrected language in section 9A(3)(c) to new standards language.

B. Changes for February 1999 Issuance (FCIC-25620):

- (1) Added definition of Jumbo in section 2B.
- (2) Added language in section 3A and section 4 regarding replanting requirements.
- (3) Added language in section 6C to convert pounds per acre to hundred weight.
- (4) Added language in section 9B, item H, Stage, regarding direct marketing of production.

SWEETPOTATO PILOT LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART

(5) Sweetpotato handbook has been converted to a “Standard” format.

Control Chart For: Sweetpotato Pilot Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	1-2		1-4 7-12		02-1999 02-1999	FCIC-25620 FCIC-25620
Insert	1-2		1-4 7-12		04-1999 04-1999	FCIC-25620-1 FCIC-25620-1
Current Index	1-2	1-2	1-4 5-6 7-12 13-26	27	02-1999 04-1999 02-1999 04-1999 02-1999	FCIC-25620 FCIC-25620-1 FCIC-25620 FCIC-25620-1 FCIC-25620

1. INTRODUCTION

This handbook identifies the crop-specific procedural requirements for adjusting Multiple Peril Crop Insurance (MPCI) 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 slipsheets or bulletins). If slipsheets have been issued for a handbook, the original handbook as amended by slipsheet pages shall constitute the handbook. A bulletin can supersede either the original handbook or subsequent slipsheets.

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 their approved plan of operations.

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

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

Harvest Digging the sweetpotatoes for the roots.

Jumbo In all states except California, sweetpotatoes that meet the quality standards for U. S. Number 1 or 2, and weigh more or are larger in size than a U. S. Number 1.

Sweetpotatoes

Plants of the genus and species *Ipomoea batatas*, grown for roots that are used primarily for human consumption.

- (a) In California, only sweetpotatoes that grade as California Number 1, California Medium or California Jumbo will be considered sweetpotatoes.
- (b) In all other states, sweetpotatoes that grade as Jumbo, U. S. Extra Number 1, U.S. Number 1, U.S. Commercial or U.S. Number 2 will be considered sweetpotatoes.

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. INSURABILITY

- (1) The crop insured will be all sweetpotatoes in the county:
 - (a) That are planted for harvest as roots for human consumption;
 - (b) That are not interplanted with another crop, unless allowed by the Special Provisions or by written agreement;
 - (c) That are not sold by direct marketing, unless allowed by the Special Provisions or by written agreement.
 - (d) That meet rotational requirements, if shown in the Special Provisions.
- (2) Any acreage of the insured crop damaged before the final planting date, to the extent that the majority of growers in the area would normally not further care for the crop, must be replanted unless the insurance provider agrees that replanting is not practical. Refer to the LAM for replanting provision issues. See section 4 of this handbook for replanting requirements.

B. 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).

C. 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.

4. REPLANTING REQUIREMENTS

There is currently no replant payment for sweetpotatoes. Refer to the Basic Provisions and the crop provisions for this crop for replanting requirements prior to the final planting date. See section 3A(2).

5. SWEETPOTATO APPRAISALS

A. GENERAL INFORMATION

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

- (1) Appraisals are to be made:
 - (a) When the insured chooses not to harvest acreage; or
 - (b) When production (that would be counted as sweetpotatoes) remains in harvested acreage.
 - (c) If the crop is to be direct marketed as allowed by the Special Provisions or by written agreement. (See crop provisions for specifics).
 - (d) If the insured is a broker, packer, processor, wholesaler, buyer or other handler of sweetpotatoes. (See crop provisions for specifics).
- (2) See the LAM for additional reasons for appraisals.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

- (1) Determine the number of required samples for a field or subfield by the field size, the average stage of growth, age (size) and 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) Use as many samples as necessary to accurately determine potential production. Minimum sample requirements are shown in **TABLE A**.

C. SAMPLE SIZE BY APPRAISAL METHOD

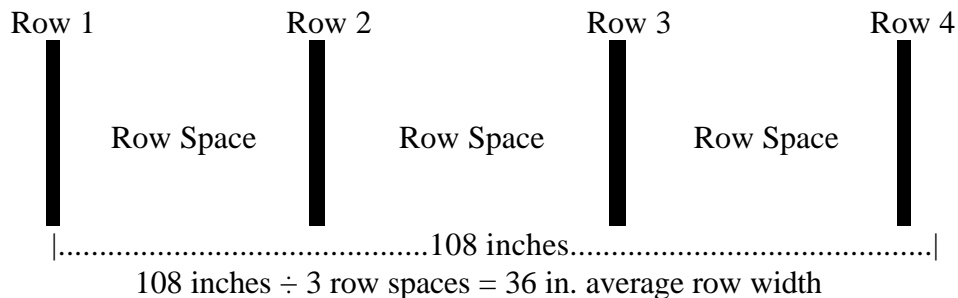
- (1) Deferred Appraisals: One sample is 1/1000th of an acre. A sample size can be measured on the basis of area or row length (see **TABLE B**)
- (2) Hand-harvested sweetpotatoes: One sample is a 1/1000 of an acre which can be based on measured area or the row length of the sample (**TABLE B**). For machine-harvested samples, one sample is the representative area harvested by machine.

D. MEASURING ROW WIDTH FOR SAMPLE SELECTION

Use these instructions for all appraisal methods:

- (1) Use a measuring tape marked in inches or convert a tape marked in tenths, to inches, to measure row width (see LAM for conversion table).
- (2) Measure across **THREE OR MORE** row spaces, from the center of the first row to the center of the fourth row (or as many rows as needed), and divide the result by the number of row spaces measured across, to determine an average row width in whole inches.

EXAMPLE:



- (3) Refer to **TABLE B** for row length requirements.

7. 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. See the LAM for additional information.

8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. GENERAL INFORMATION

- (1) Include the insurance provider name in the appraisal worksheet title if not preprinted on the insurance provider's worksheet, when a worksheet entry is not provided.
- (2) 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 paragraph B. An example appraisal worksheet is also provided to illustrate how to complete entries.

B. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No.

Information 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 Summary of Coverage 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. **Claim Number:** Claim number as assigned by the insurance provider.
6. **Stage:** Determined stage of growth at time of damage (e.g., Vegetative, Midvegetative, or Root Enlargement).
7. **Type:** Three-digit code number entered exactly as specified on the actuarial documents, for the type grown by the insured. If “No Practice Specified,” enter appropriate 3-digit code number from the actuarial documents.
8. **Sample Number:** Sample identification numbers are on the appraisal form. MAKE NO ENTRY.
9. **Field Identification:** Field identification symbol.
10. **Row Space:** Row width to nearest inch. **(See section 5 D)**
11. **Field Acres:** Record the number of acres in the field, to tenths.
12. **Pounds per Sample:** Enter the sample weight in pounds, to tenths.
13. **Subtotal:** Total all item 12 entries, results in pounds, to tenths.
14. **Total No. of Samples:** Enter the number of samples taken.
15. **Lbs. per Sample Appraisal:** Item 13 divided by item 14 (results in pounds, to tenths).
16. **Conv. Factor to Cwt.:** The conversion factor of “10” appears on the sample worksheet.
17. **Cwt. per Acre Appraisal:** Item 15 multiplied times item 16 to convert the appraisal to hundredweight per acre (results to tenths).
18. **Remarks:** Remarks pertinent to the appraisal. Include any appropriate calculations, cause of damage, date of damage, etc.
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.
20. **Adjuster’s Signature, Code No., 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.
21. **Page Number:** Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

For Illustration Purposes Only				COMPANY				1. INSURED'S NAME									
SWEETPOTATO APPRAISAL WORKSHEET				ANY COMPANY				I. M. INSURED									
				2. POLICY NUMBER XXXXXXX		3. UNIT NUMBER 00100		4. CROP YEAR YYYY		5. CLAIM NUMBER XXXXXXXXX		6. STAGE MATURITY					
Type 7	Field ID 9	Row Space 10	Field Acres 11	8. Sample Number								Subtotal 13	Total No. Of Samples 14	Lbs. Per Sample Appraisal 15	Conv. Factor To CWT. 16	CWT. Per Acre Appraisal 17	
				Pounds Per Sample 12													
182	A	32	9.0	1	2	3	4	5	6	7	8	= 28.6	÷ 3	= 9.5	x 10	= 95.0	
				9	10	11	12	13	14	15	16						
182	B	36	120.0	1	2	3	4	5	6	7	8	= 53.6	÷ 6	= 8.9	x 10	= 89.0	
				9	10	11	12	13	14	15	16						
				1	2	3	4	5	6	7	8	=	÷	=	x 10	=	
				9	10	11	12	13	14	15	16						
				1	2	3	4	5	6	7	8	=	÷	=	x 10	=	
				9	10	11	12	13	14	15	16						
				1	2	3	4	5	6	7	8	=	÷	=	x 10	=	
				9	10	11	12	13	14	15	16						
				1	2	3	4	5	6	7	8	=	÷	=	x 10	=	
				9	10	11	12	13	14	15	16						
18. REMARKS																	
19. ADJUSTER'S SIGNATURE/CODE NUMBER										DATE		20. INSURED'S SIGNATURE				DATE	
MR. ADJUSTER XXXXX										MM/DD/YYYY		I. M. INSURED				MM/DD/YYYY	

9. 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 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 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) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.

B. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No. Information Required

1. **Crop/Code #:** "Sweetpotatoes" (0085).
2. **Unit #:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
3. **Legal Description:** Section, township, and range number or other legal description that identifies the location of the unit.
4. **Date of Damage:** 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:** Name of insured cause of loss for **this crop** 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: See the Basic Provisions and the crop provisions for this crop for information pertaining to insured and uninsured causes of loss.

6. **Primary Cause %:**

PRELIMINARY: MAKE NO ENTRY.

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" for 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 Number:** Claim number as assigned by the insurance provider.
10. **Policy Number:** Insured's assigned policy number.
11. **Crop Year:** Crop year, as defined in the policy, for which the claim is filed.