

United States
Department of
Agriculture



Federal Crop
Insurance
Corporation



Product
Development
Division

FCIC-25010 (01-1998)
FCIC-25010-1 (05-1998)
FCIC-25010-2 (05-1999)
FCIC-25010-3 (01-2000)

LOSS ADJUSTMENT MANUAL (LAM)

Also Known As

**GENERAL LOSS
ADJUSTMENT
STANDARDS (GLAS)**

2000 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK	NUMBER: 25010 (01-1998) 25010-1 (05-1998) 25010-2 (05-1999) 25010-3 (01-2000)
SUBJECT: LOSS ADJUSTMENT MANUAL (LAM) (Also known as General Loss Adjustment Standards (GLAS)) 2000 AND SUCCEEDING CROP YEARS	DATE: January 10, 2000
	OPI: Product Development Division
	APPROVED: <i>A.E. Waggoner</i> <i>for Tim B. Witt</i> Deputy Administrator, Research and Development

SUMMARY OF CHANGES/CONTROL CHART

Major Changes: Redline identifies changes or additions in the text. Three stars (***) identifies information that has been removed.

Changes for January 2000 Issuance (FCIC-25010-3):

- (1) PAR. 2 A Deleted the last sentence regarding what issuances constitute this handbook since the cover page and the summary page indicate the issuance numbers and dates of issuance.
- (2) PAR. 12 C (2) Added a subparagraph (subparagraph (3)) to indicate that there can be MPCl coverage for a crop and Adjusted Gross Revenue insurance and it would not be considered duplicate coverage. Also, deleted peas from the list of crops in the "Note."
- (3) PAR. 15 C (2) (c) Revised verbiage to be consistent with the 2000 Crop Insurance Handbook.
- (4) PAR. 15 C (3) Revised verbiage to be consistent with the 2000 Crop Insurance Handbook.
- (5) PAR. 15 C Added a subparagraph (subparagraph (6)) to add "Individual Entity: Competent Individuals Represented by Appointees" to be consistent with the 2000 Crop Insurance Handbook.
- (6) PAR. 36 A (5) Deleted the sentence referring to the LPA (Late Planting Agreement).
- (7) PAR. 50 B (1) Updated dates in this paragraph regarding eligibility for summerfallow practice for the 2000 crop year.
- (8) PAR. 58 In subparagraph B, removed peanuts and added guaranteed production tobacco; changes were due to policy changes. Also,

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SUMMARY OF CHANGES/CONTROL CHART (Continued)

- (8) PAR. 58 (Con't) added "basic" to unit, to clarify that this paragraph addresses basic units for the stated crops. Deleted subparagraph D (3) (regarding guaranteed production tobacco) to agree with the 2000 Crop Insurance Handbook. In subparagraph F, added information about creating optional units from oversized sections or Farm Serial Numbers. Added a subparagraph (subparagraph H) about "Optional Units in the States of Maine and Pennsylvania" which indicates that via written agreement, optional units for annual crops can be created by identified parcels of land that simulate sections.
- (9) PAR. 67 Updated procedures regarding costs of document copies, and the expected time to receive requests for documents. Removed references to FSA-476 (FSA-423) since this document is now obsolete.
- (10) PAR. 78 G Deleted from this paragraph references to FSA employees. Since FSA is no longer directly affiliated with crop insurance services, this type of review is not applicable to FSA employees.
- (11) PAR. 85 C Clarified that not ALL reported and unreported units for a crop must always be appraised to determine whether a unit can be added. If one of the units' appraisal does not appraise at least 90 percent of the yield upon which the per-acre guarantee or per-acre amount of insurance was based, any remaining crop units would NOT have to be appraised.
- (12) PAR. 95 In subparagraph A, revised language to state that FSA measured acres "may" be used as "determined acres" instead of "must" be used. In subparagraph B (2), added a note regarding acreage previously measured by agents or affiliates of agent who service the insured's policy.
- (13) PAR. 109 Incorporated gleaning procedures from MGR-99-023 dated June 28, 1999, and MGR-99-023.1. Also explained that for mint, stages W1, W2, and W3 do not apply to gleaning.
- (14) PAR. 110 Added instructions for determining average row-width when rows are skipped for tractor and planter tires AND the specific crop handbook requires average row-width determinations as part of the sample selection instructions.
- (15) PAR. 112 (E) Updated language and examples to agree with the Special Provisions language for quality adjustment.
- (16) PAR. 112 (F) Deleted rapeseed from "canola/rapeseed" since rapeseed is not eligible for quality adjustment.

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- (17) PAR. 118 N Added paragraph stating that claims involving mycotoxin infected production that exceeds the maximum amounts allowed by the Food and Drug Administration or other public health organization of the United States or agency of the applicable State may not be settled until the production is sold, used, or destroyed.
- (18) PAR. 123 C (2) Clarified the "NOTE" regarding measurement of grain when the previous unit production has not been leveled prior to adding another unit.
- (19) PAR. 143 J (1) Added appropriate parties or points of contact to assist loss adjustment personnel in determining if a variety/type of seed/ plant is adapted to the area.
- (20) PAR. 153 B (1) Revised the verbiage to indicate that broadcast-seeded small grains acreage that WAS NOT prevented from being fully incorporated by the final planting date (FPD) due to an insurable cause would not be considered insured acreage. However, acreage prevented from being incorporated by the FPD due to insurable causes, would be considered insured late-planted acreage.
- (21) PAR. 164 H Added subparagraph (13) to clarify that when wheat acreage that is eligible for the short-rate (not full crop year coverage and premium) has been indicated on the acreage report, such acreage is not eligible for a prevented planting payment.
- (22) PAR. 164 I Added in subparagraph (1) (c) that haying and grazing must occur after the final planting date for the crop. In subparagraph (2) (c), clarified when insurance coverage is not available for a forage crop as used in the context of this subparagraph.
- (23) PAR. 164 K Clarified what would be considered a cover crop for the purpose of this subparagraph. In subparagraph (4), deleted unneeded language.
- (24) Exhibit 1 Definitions. Deleted PCP definition and RCP definition. Updated Production Reporting Date and Regional Service Office definitions.
- (25) Exhibit 2 Policy Information. Updated with appropriate policy information for the 2000 CY (2001, as applicable).
- (26) Exhibit 3 Cause of Loss codes. Added new codes as a result of new and revised policies and Asiatic Canker for Florida Fruit Trees.
- (27) Exhibit 4 Units of Measure. Added new crops and their appropriate measure.
- (28) Exhibit 5 Entities and Documentation Chart. Updated to agree with the Crop Insurance Handbook.
- (29) Exhibit 15 Index - Updated as needed.

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PART 1 GENERAL INFORMATION

1 PURPOSE

This handbook identifies the general (not crop-specific) standards (requirements) for adjusting Multiple Peril Crop Insurance (MPCI) losses in a uniform and timely manner. These standards are to be used with the crop-specific standards for loss adjustment identified in the various Crop Loss Adjustment Handbooks (e.g., Almond Loss Adjustment Handbook). This handbook may contain requirements that are not adjuster specific, but are an overall part of the loss adjustment process for which the insurance provider is responsible.

2 SPECIAL INSTRUCTIONS

A General Information

This handbook serves as the basis for completing crop insurance appraisals, claims for indemnity and claims for replant payments, and is now interchangeably referred to as the Loss Adjustment Manual (LAM) and General Loss Adjustment Standards (GLAS).

B Specific Instructions

- (1) **Titles.** Specific titles of insurance providers' approving officials for which certain events, function, etc., would require the approving official's approval are not indicated in this handbook. However, for specific events, functions, etc., that require FCIC approval; titles of approving offices (or officials) are stated.
- (2) **Forms and Specific Entry Instructions.** Insurance providers must use FCIC-approved forms. The loss adjustment forms must be equivalent to the forms shown in the FCIC-approved loss adjustment handbooks (LAM and crop handbooks). Where instructions in these loss adjustment handbooks are not entry-specific to the FCIC-approved forms used by the insurance provider, insurance providers may update these procedures to show their specific item number that matches the entry instructions in this handbook or crop handbooks. However, any further changes in the instructions will require FCIC approval.
- (3) **Items/provisions or plans of insurance not applicable to Catastrophic Risk Protection (CAT) coverage:**
 - (a) Written agreements.
 - (b) Hail-fire exclusion (also not applicable to Limited coverage).

- (c) High-risk land exclusion.
 - (d) Options or endorsements.
 - (e) Replant payments.
 - (f) Optional units.
 - (g) Prevented planting coverage for double-cropped acreage (even when there is a history of double cropping), or when an initial crop is prevented from planting and a substitute crop is planted (substitute crop not applicable to most spring-planted crops). See Part 5 for details).
 - (h) Group Risk Plan (except for GRP Forage Production and GRP Rangeland).
 - (i) Crop Revenue Protection plan.
 - (j) Revenue Assurance plan.
 - (k) Adjusted Gross Revenue plan.
 - (l) Group Risk Income Protection plan.
- (4) **Definitions, Codes, and Units of Measure.** See Exhibit 1 for definitions. Exhibit 2 contains crop names and codes and other policy information by crop. Exhibit 3 contains cause of loss names and codes, and Exhibit 4 contains units of measure, by crop.

3 OPERATING POLICY

A Procedural Conflict

If there is a conflict between this handbook and comparable FCIC-approved procedures issued by an association or insurance provider, the procedures in this handbook will prevail. If there is a conflict between this handbook and the Crop Insurance Handbook (CIH), the CIH will prevail.

PART 2 INSPECTION DUTIES

SECTION 1 PRODUCER ELIGIBILITY AND ENTITIES

11 GENERAL INFORMATION

Before any loss adjustment or contract service can be initiated, verify that the insured and all who have an interest of 10 percent or more are eligible for insurance and the entity is legal.

12 INSURANCE PROVISIONS

A Eligibility

Insurance will cover a PERSON'S share of an insurable crop as landlord, owner-operator, or tenant.

B Definition

A "Person" or "Insured" is an individual, partnership, association, corporation, estate, trust, other business enterprise, or legal entity and, wherever applicable, a State, a municipality, a political subdivision of a State, or any agency thereof.

C Other MPCl Insurance (Duplicate Coverage)

Only one MPCl policy (issued under the authority of the Federal Crop Insurance Act) is permitted on the same crop/county for the same person/entity EXCEPT for:

- (1) Acreage designated by FCIC as high-risk land which is excluded from a limited or additional coverage policy and insured under a separate CAT policy. High-risk land which is excluded from limited or additional coverage and insured under the CAT endorsement is considered a separate crop for administrative fee and unit division purposes. High-risk land may be insured on a separate CAT policy provided that on or before the crop's sales closing date the insured:
 - (a) Executes a High-Risk Land Exclusion Option Form,
 - (b) Obtains a CAT policy from the **same** Insurance Provider, and
- (2) Hybrid Seed Corn or Hybrid Sorghum Seed grown under contract with more than one seed company. A separate MPCl policy is allowed for acreage grown under contract with each different seed company.

- (a) Different coverage levels may be selected on each different policy. There will be no more than one unit for all production contracted with each processor contract.
- (b) Payment of losses must be made accordingly and coordinated between policies/insurance providers.
- (3) Crops insured under Adjusted Gross Revenue (AGR) policies. MPC I insureds may also obtain AGR insurance.

NOTE: Arizona and California Citrus, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Grapes (California ONLY), Stonefruit, and Guaranteed Tobacco Crop Provisions indicate type/varieties that are insurable as separate crops; therefore, duplicate coverage is not applicable. A separate policy may be written for such type/variety; however, they must be written by the same insurance provider. See Exhibit 2 for insurable crop names and codes.

13 INSURANCE QUALIFICATIONS

A Who Can Be Insured

Only producers who receive all or part of a crop, by reason of their ownership or tenancy, and who are not classified as ineligible can be insured. Ineligibility occurs when a producer (entity): (1) has a delinquent debt to FCIC or an insurance provider; or (2) is disqualified through administrative proceedings. The producer is not eligible for crop insurance until the debt is resolved or the period of disqualification has elapsed. A producer is also ineligible for crop insurance if a producer is in violation of the controlled substance regulations as described in PAR. 61 and for the length of time stated therein.

B Landlord

Landlord is the owner of land upon which the crop is grown and who receives a share of the crop.

C Owner-operator or tenant is a person who:

- (1) Produces the crop.
- (2) Exercises managerial control relating to producing and marketing the crop (controls what to plant, when to plant, when to till, cultivate, irrigate, fertilize, spray, harvest, market, etc.).
- (3) Makes credit arrangements.
- (4) Owns farming equipment, makes arrangements to obtain equipment, or hires custom work.

C Entity Types**(1) Individual Entity: Individuals**

- (a) The applicant must be competent, of legal age (18 years of age or older) and capable of entering into a binding contract, and have the authority to fulfill the requirements of the contract. If the applicant is less than 18 years old, see subparagraph (5).
- (b) The applicant incurs debt (if any) related to production, stores or markets in his/her name, and receives proceeds. ***
- (c) The application covers the individual's share as a co-owner, joint-operator, or as an individual in a partnership, provided the co-owner, joint-operator, or partnership does not have separate contracts.
- (d) A landlord and tenant must have separate contracts unless the application clearly states the landlord will insure the tenant's share, or the tenant will insure the landlord's share. Evidence must be provided to the insurance provider, and retained, of the other party's approval (lease, power of attorney, etc.).
- (e) When more than one member of a family in the same household applies for insurance or the applicant resides in the household of an insured, applicants must provide evidence on a signed statement indicating separate insurable shares. In most cases, this is not applicable to spouses. See subparagraph (2).

(2) Individual Entity: Spouses

- (a) Only one contract is required when the insurable share is owned jointly or separately by husband and wife. This includes shares owned in community property states.
- (b) Some married persons are sole owners of land and farm as landlords, owner-operators, or as tenants independently of their spouses. For example, if a wife separately owns land which is operated and managed by the husband as head of a family farming enterprise, only one policy is needed for the family operation and share. This is also true if such land is all or part of the land farmed by the husband as owner-operator with the proceeds deposited in either the husband's bank account or a joint bank account. Only one application in the husband's name, wife's name, or both names as co-owners is required and either spouse may sign the insurance documents.
- (c) If a spouse operates a SEPARATE farming operation independently of the other spouse, each spouse (if they choose) may submit a separate application and insure his or her interest separately. To

qualify as a separate farming operation ALL of the following criteria must be met: separate ownership of land, separate capital, separate accounting of cost for equipment and/or labor, separate management, and separate records maintained.

(3) **Individual Entity: An Individual Operating as a Company**

The guidelines for an individual operating as a company are identical to those of an individual. The application must be signed by the owner or authorized representative of the company. A statement from the company which lists the authorized representative must be maintained in the insured's file folder in the service office. A company for this purpose is not a Corporation.

(4) **Individual Entity: Joint and Survivor Interests**

"Joint and Survivor Interests" are applicable in "community property" states in which a husband and wife have joint and survivor interest in insurable acreage and in states where such an interest may be created by deed. In such states, the application is completed in the name of the joint and survivor interest (e.g., "John W. Doe, James C. Smith", or whomever).

- (a) Both parties must sign the application. Exceptions: husband and wife or when a statement is prepared and signed by both parties showing the authority of either to act as agent for the other for crop insurance purposes.
- (b) If either party dies, the contract continues, but a successor-in-interest application must be obtained. The CIH contains information concerning the effective crop year for which the successor-in-interest application must be prepared.

(5) **Individual Entity: Minors or Mental Incompetents**

- (a) A minor must provide evidence that an insurable share exists and must have a court-appointed guardian or a parent co-sign the application and other crop insurance documents. **EXCEPTION: Under the CAT level of coverage**, a minor who is competent and capable of entering into a contract is not required to have a co-signer.
- (b) A mental incompetent may be insured ONLY if a court-appointed guardian signs the documents.

- (c) A written statement describing the farming operation and the insurable share must be provided and maintained in the insured's file folder in the service office.
- (d) When a minor becomes capable of entering into a binding contract or when incompetency is dissolved, a successor-in-interest application is required. See the CIH for information concerning the effective crop year for which the successor-in-interest application must be prepared.

(6) **Individual Entity: Competent Individuals Represented by Appointees**

If the application is signed by someone other than the individual entity, a Power of Attorney giving that person authority to sign must be maintained in the insured's file folder. The Power of Attorney must be considered to be legally executed by the state in which it was executed, and it must give the appointee the authority to sign crop insurance documents for the insured. In states that require the Power of Attorney to be acknowledged (notarized), the signature of the individual and appointee must be notarized. In states that do not require the Power of Attorney to be notarized, the signatures of the individual and appointee must be witnessed and the signature of the witness obtained on the document. The FSA Power of Attorney Form is acceptable if it meets these requirements.

G Preparation, Documentation, and Submission

Prepare a revised acreage report and Special Report explaining errors or omissions on the previous acreage report or summary and what corrections were made. Submit the revised acreage report and Special Report to the insurance provider's approving official. If a crop inspection was required, see PAR. 85 for additional requirements.

H Misreported Practices/Types Within the Same Unit

There may be times when a type or practice has been misreported (such as summerfallow and continuous cropping practices) within the same unit. When one or more practice/types were reported, and it is determined that the existing practice/type was misreported as one of the reported practices, the acreage report must be revised in order to process the unreported practice information (APH yield, guarantee, etc.), UNLESS the insurance provider has evidence of the insured misrepresenting the practice/type for the purpose of obtaining lower premium or a higher guarantee. If there is supporting evidence of misrepresentation, the policy should be voided in accordance with the policy provisions. In cases where liability is not increased and misrepresentation is not applicable, the acreage report may be revised to the acres/practice(s) that actually existed. In cases where liability would be increased and misrepresentation is not applicable, and the acreage report is revised, the acres must be adjusted (reduced) to an amount that would result in the corrected liability being as close as possible to the reported liability without exceeding it.

35 REVISED ACREAGE REPORTS - ACREAGE REPORT REVIEWS

Revised acreage reports resulting from an acreage report review (based on acreage determinations only) will not be prepared if the difference in premium does not exceed the FCIC approved tolerance (\$250) UNLESS the insurance provider has given written authorization to allow revisions at a lower tolerance level. See PAR. 84, "Acreage Report Review Inspection" for information in regards to the inspection.

36 REVISED ACREAGE REPORTS - EXAMPLES

Following are some examples of acreage report revisions that may be needed during an inspection. Always document the reason for the revision on the form used to revise acreage reports or document on a Special Report.

A Examples

- (1) Insured reported units 00101 and 00102 of grain sorghum as insurable. Upon inspection unit 00102 was found to be planted to an uninsurable practice.

ACTION: Delete 00102 from the acreage report noting in the remarks that the acreage is planted to an uninsurable practice.

- (2) During an inspection prior to harvest being general in the area, the insurance provider discovered that unit 00200 of soybeans had not been reported on the original acreage report. The crop inspection indicated that this unit and all other units met the appraisal criteria for accepting additional liability for the additional unit, as defined in PAR. 85.

ACTION: Unit 00200 may be added.

- (3) Based on the APH yield, an incorrect risk classification for unit 00100 was entered on the original acreage report.

ACTION: Revise the acreage report to show correct risk classification, and notate the reason of the revision in the "Remarks Section" or on a Special Report.

- (4) The original acreage report shows 25.0 acres for unit 00100, and the inspection reveals 50.0 acres were planted. The crop inspection indicated that all the criteria for accepting additional acreage for this unit (reported and unreported acreage) was met, as defined in PAR. 85.

ACTION: The acreage report may be revised to add the additional acreage.

- (5) The original acreage report shows all of unit 00100 (108.0 acres) was planted by the final planting date, but it was determined 20.0 acres of unit 00100 were planted after the final planting date. ***

ACTION: Revise the acreage report to reduce the 108.0 acres of insured acreage to 88.0 insured acres. Notate in the remarks section of the acreage report that unit 00100 was revised to remove the 20 acres planted after the final planting date (complete specified area of the acreage report for uninsured acres if the acreage report has such area). Advise insured to keep harvested production from insured acreage (108.0 acres) separate from harvested production from the uninsured acreage (20.0 acres).

- (6) The original acreage report shows all of unit 00100 (200 acres) was planted by the final planting date, but it was determined that 50 acres were planted 5 days after the final planting period. This is a crop that the policy provisions provide for automatic late-planted acreage coverage.

ACTION: Revise the acreage report to show 150 acres as timely planted and make a separate line entry showing the 50 acres with the correct planting date.

SECTION 6 SPECIAL FARMING PRACTICES**48 GENERAL INFORMATION**

- A Listed Where? The County Actuarial Documents, list rates and coverages for specific farming practices, by crop. When permitted by the policy, coverage by Written Agreement for unrated farming practices may be requested from the RSO. The numerical code for the practice and the type, class and/or variety of each crop (when applicable) is shown on the County Actuarial Documents. These codes are used on such documents as the acreage report and/or claim form, as appropriate.
- B Special farming practices, singly or in combination, determine the guarantee
- (1) Verify that the insured has met all the requirements to qualify for the reported practice.
 - (2) If two or more requirements apply, failure to meet one requirement will disqualify the acreage.
 - (3) Make determinations in accordance with requirements provided in the applicable crop policy, crop endorsement, and/or County Actuarial Documents and in the following paragraphs.

49 CONTINUOUS CROPPING PRACTICE

Definition. This distinguishes land that is continuously cropped from land that lies fallow (idle) in the prior crop year.

50 SUMMERFALLOW PRACTICE

- A Definition. The tillage or chemical control of vegetation on the uncropped land, generally during the summer, to control weeds and store moisture in the soil for the growth of a later crop.
- B General Qualification. The land must not have been planted to a crop in the preceding crop year and must lie fallow for a full crop year, except if the crop was planted on acreage:
- (1) In the fall of 1998 or spring of 1999 that qualified for the summerfallow practice for the previous (1999) crop year, the crop failed, and/or was destroyed before the date specified in C (1) below. If all other summerfallow requirements were carried out, a crop planted on such acreage for the 2000 crop year (fall of 1999 or spring of 2000) qualifies for the summerfallow practice.

- (2) In the fall that qualified for the summerfallow practice. It failed and the insured was given consent to put the acreage to another use. If the first crop was destroyed before the date specified in C (1) below, and the insured plants to a different (second) crop, the second crop also qualifies for the summerfallow practice.

NOTE: If the first crop is harvested (see crop provisions for definition of harvest), the second crop will not qualify as summerfallow.

C Requirements

- (1) Summerfallow practice requires the termination of all plant growth prior to the date designated for the area (May 1 in California; June 15 in North Dakota, Montana, and South Dakota; and June 1 in all other states) followed by a continuous chemical and/or mechanical weed control program.
- (2) Summerfallow practices carried out must be consistent with NRCS soil erosion control measures and good summerfallow practice(s) for the area with regard to method(s), frequency, and adequacy of tillage and/or chemical control.

D Destruction of First Crop. When destruction of the first crop occurred so late that the beginning of summerfallow operations was past the optimum time:

- (1) The second crop acreage would not qualify for summerfallow, and
- (2) If summerfallow is the only practice on which coverage is offered, there would be no insurance for that crop year, unless a written agreement for another practice is approved.

51 IRRIGATED PRACTICE

The crop insurance contract provides that insureds are to report as irrigated, and the insurance provider will insure as irrigated, only the acreage for which the insured has adequate facilities and water, at the time insurance attaches, to carry out a good irrigation practice for the insured crop. In general, insurance attaches at planting for annual crops (except for first year applications received after planting) and on a specified date for perennial crops. It is the insured's responsibility to provide documentation, upon the insurance provider's request, of the information used to determine the adequacy of irrigation water and facilities for the acreage reported for insurance under the irrigated practice.

NOTE: This procedure does not change other contract provisions such as the requirement that flood-irrigated soybean acreage will be considered as non-irrigated for insurance purposes in certain areas unless an approved written agreement is in effect for the crop year to provide coverage at premium rates and yields applicable to the irrigated practice.

SECTION 7 UNIT DETERMINATION**57 UNIT VERIFICATION**

Unit verification will be made by the adjuster during an on-the-farm inspection; however, no further DIVISION of optional/guideline units (hereafter called optional units) will be made at loss time. Basic/policy unit(s) (hereafter called basic units) will be corrected when found to be in error.

A Verifying Unit Structure

- (1) Be knowledgeable with (and as needed refer to) unit provisions in the applicable policy/endorsement (or if applicable unit division guidelines in the actuarial documents).
- (2) Use the procedure in PAR. 58 (Unit Structures) below.
- (3) More than one basic unit

Verify with the insured that the reported shareholders have an interest in the crop. If you suspect or question whether there is an interest or that there are separate insurable interests (such as spouse, children or other household members), contact the insurance provider.

- (4) Optional units

Determine that all field requirements are met for qualification (other insurance provider personnel will verify record requirements unless delegated to you):

- (a) Optional units by section, section equivalent, FSN -
 - Locate fields and verify that there is acreage planted in separate legally identifiable sections or other applicable optional unit separators allowed by the crop policy.
 - Visit fields and determine whether planting patterns have crossed optional unit boundaries; e.g., section lines, FSN lines, or other section equivalent boundary lines.
- (b) Optional units by irrigated and non-irrigated practice.

Visit the fields and determine if planting patterns and other requirements outlined in this procedure qualify the unit as separate optional units by irrigated and non-irrigated practices.

(c) Optional Units by Unit Division Option

If a Unit Division Option is in effect, the section for the optional unit will be identified by the legal identification of the parcels of land that has been aggregated to form such "section." To verify that such "section" qualifies for an optional unit, verify it in the same manner that you would other optional units divided out by section; e.g., planting pattern does not cross section lines, production is kept separate, etc.

B Incorrect Unit structure

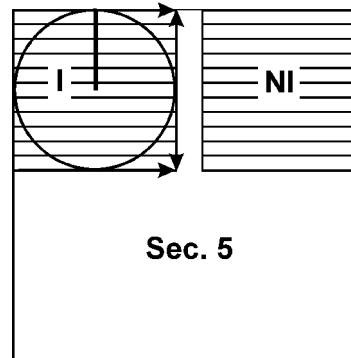
Basic units will be corrected at loss time; however, no further DIVISION of optional units will be made at such time. See PAR. 34 C (4).

58 UNIT STRUCTURES

- A Guidelines. Each insured crop has its own unit structure defined in the policy and/or respective endorsement. However, the CAT Endorsement limits the units available for each insured crop to BASIC units determined ONLY by the crop share arrangement on the date coverage begins for the crop year. Further unit division (examples: type, noncontiguous land, FSA FSN, etc.) as defined in the applicable crop endorsement, crop provisions, or actuarial document are not allowed under the CAT Endorsement. See the CAT Endorsement for the unit definition. All insurable acreage of each insured crop within the unit is the basis for determining coverage, premium, and indemnities.
- B Basic Units for Guaranteed Production Tobacco and Quota Tobacco. Unless specified otherwise in the Special Provisions, for Guaranteed Production Tobacco and Quota Tobacco policies with limited and additional coverage, the basic unit consists of all insurable acreage of the crop covered by a single FSA FSN without regard to state or county lines.
- C CAT Coverage/Basic Units for Dry Beans and Quota Tobacco
- The CAT Endorsement changes the basic unit structure for dry beans and quota tobacco to units by crop share arrangement. However, producers of tobacco for which a marketing card is issued by FSA and who agree to insure 100 percent of the tobacco acreage covered by the marketing card under one policy, are limited to one basic unit for all of the acreage covered by the marketing card. A policy covering all landowners with an undivided interest in the land upon which an insured crop is planted is limited to one basic unit. GRP CAT policies are limited to one unit per crop per county.
- D Unit Structures for Most Crops. For most other crops, the basic unit structures in the policies are as follows, except the CAT Endorsement limits to basic units. See subparagraph E for dry beans: (See applicable policy and crop provisions.)

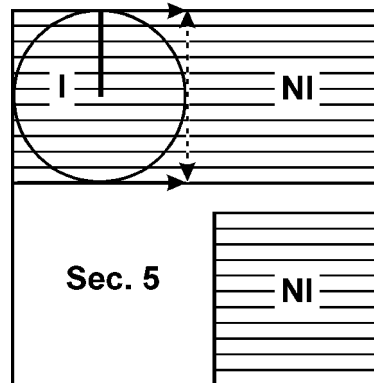
- 2 If the crop's planting pattern/rows continue between the non-irrigated corners of the field and the portion of the field irrigated by a center pivot irrigation system (circle), but do NOT extend into other non-irrigated acreage in the same section, section equivalent, or FSN; other non-irrigated acreage can qualify as a separate non-irrigated optional unit if the requirements in PAR. subparagraph D (2) (a) above are met.

(May qualify for two units.)



- 3 If the crop's planting pattern/rows extend beyond intersecting lines drawn at right angles to the radius of a center pivot into other non-irrigated acreage of the crop in the same section, section equivalent, FSN; the insured is not eligible for a non-irrigated optional unit.

(One Unit)



NOTE: The non-irrigated acreage beyond the intersecting lines will require a separate line entry on the acreage report (will be the same unit number as the irrigated acreage). Any other non-irrigated acreage from other fields in the section (or section equivalent) will also be included in the line entry for non-irrigated acreage. The irrigated acreage is limited to the acreage contained in the center pivot irrigation system.

(e) When Optional Units Are Established

- 1 For crops that require production reports and that are eligible for optional units, insureds must qualify for optional units at the time the APH form is completed and signed by the insured. However, insureds may make the final determination of whether optional units or basic units will apply at the time the acreage report is submitted.
- 2 For all other crops that do not require production reports but are eligible for optional units, optional units are established at the time the acreage report is submitted.

(3) Cranberries

For cranberries, further division of a basic unit is permissible, provided that the requirements in subparagraph D (2) (a) above are met, and that each unit's insured acreage is located in separate tracts of noncontiguous land. "Contiguous Land" may be defined as "any separate tracts of land owned and/or operated by the insured, whose boundaries touch at any point." Land that is separated by a public or private roadway, waterway, or irrigation ditch is considered as contiguous.

E Unit Structures for Dry and Contract Seed Beans

- (1) **BASIC UNITS.** Acreage planted to dry beans and contract seed beans are separate basic units. For dry beans and contract seed beans a basic unit is all insurable acreage of dry beans in the county in which the insured has a:
 - (a) 100 percent share, or
 - (b) is owned by one entity and operated by another specific entity on a share basis.
- (2) **OPTIONAL UNITS.** Basic units determined in subparagraph A above may be further divided into optional units by:
 - (a) Bean Type Shown on the Special Provisions (Dry Beans ONLY). For more information see the CIH.
 - (b) Section, Section Equivalent, or FSA FSN (Dry Beans or Contract Seed Beans IF the contract specifies the number of acres under contract).
 - (c) Irrigated and Non-irrigated Practices (Dry Beans or Contract Seed Beans IF the contract specifies the number of acres under contract).

- (d) Written Unit Agreement (Dry Beans or Contract Seed Beans IF the contract specifies the number of acres under contract).

NOTE: Optional units are not available for contract seed beans grown under a seed bean processor contract that specifies ONLY an amount of production.

F Optional Units by Written Agreement (Approved by RSO)

- (1) If basic and optional unit requirements are not consistent with good farming practices for the acreage involved, special optional units, on a limited basis, may be requested from the RSO in the form of a written agreement. The CIH contains specific requirements for written unit agreements.
- (2) Optional units may be created from an oversized section or FSN via written agreement (oversized means the section or FSN must have enough acreage to allow it to be divided into two or more blocks of which each block would contain at least 640 acres). For more information refer to the CIH or Written Agreement Handbook.

G Unit Division Option

For certain areas of Indiana, Ohio, and Texas that have not been surveyed under the U.S. Rectangular Survey System or a similar system allowing for "sections" (640 or more acres), insureds may request this option to aggregate two or more (any shape) legally identifiable parcels of land into "sections." By doing this, such land will be eligible for optional units, if allowed by the policy/endorsement. However, the insured must have complied with the production reporting, record, and planting pattern guidelines specified in the applicable crop policy/endorsement or actuarial documents. Even though such land will be eligible for optional units under this option, the insured still has the choice each crop year of insuring each crop(s) under basic unit(s) or optional units.

H Optional Units in the States of Maine and Pennsylvania

Consistent with the Basic Provisions, guidelines have been set up in the CIH and Manager's Bulletin for Pennsylvania to establish optional units on a section equivalent basis. Such optional units are restricted to annual crops whose basic and crop provisions allow for optional units located in separate sections, section equivalents (in the absence of sections), or FSN's (in the absence of sections or section equivalents or where boundaries are not readily discernable), and are applicable ONLY in areas: (1) that HAVE NOT been surveyed using sections or section equivalents such as Spanish grants, or (2) surveyed using sections or section equivalents and the boundaries are not readily discernable (e.g., Alabama). Such optional unit arrangement must be done via an approved Written Agreement. The specific parcels of land that establish the optional unit boundaries will be identified on sketch maps attached to the Written Agreement. Adjusters will use these maps to verify unit and unit production.

59 (RESERVED)

60 (RESERVED)

SECTION 10 FSA OFFICE

67 FSA INFORMATION

A Background

- (1) Although insured producers are not required to certify acreage to FSA, insurance providers may use certain information or documents from the FSA office as one option to verify and/or determine data for loss adjustment inspections if it has not already been done by a previous inspection for the crop year.
- (2) FSA offices are required to ensure that anyone requesting information on another person is authorized. Identify yourself, the insurance provider you are representing, and provide some kind of evidence that shows that the insurance provider you represent has a policy in effect for the insured. FSA offices have been instructed to accept the following documentation as evidence that the insurance provider you represent has a policy in effect for the insured:
 - (a) A producer signed FCIC-approved form showing request for cancellation and transfer of the insured's MPCl insurance to the insurance provider for which you are working;
 - (b) A notice of loss indicating loss adjustment work will be performed for the producer;
 - (c) A personal request by the producer;
 - (d) A signed statement or telephone call from the producer asking for copying or releasing of FSA documents to a named insurance provider representative (contractor or employee);
 - (e) Summary of Insurance Production (or Schedule of Insurance);
 - (f) Notice of Acceptance; or
 - (g) A written statement by the agent in the FSA-426, item 10, stating the following:

"I certify that I represent the producer listed above, and the producer has a current policy with the insurance company I represent."
- (3) The FSA County Office will provide, without charge to FCIC employees or insurance provider representatives, one copy of the following, when requested for MPCl insureds: FSA-424, or -425; (reproduced copies of FSA-578 (Producer Print) when the FSA-424 is not available), aerial

photographs, and copies of other forms available to the public. Additional copies of aerial photographs are available for \$1 each. See Exhibit 7.

- (4) FSA offices have been instructed to strikeout (black out) any personal information that does not apply to the specific producer identified on the FSA-426.
- (5) To avoid delays in obtaining copies, work with FSA county office personnel during busy periods, program sign-up, etc., to determine the best times to come into the office to obtain the forms and aerial photographs.

68 INFORMATION REQUESTS

A Requesting Forms, Aerial Photographs, Documents, Etc.

FSA offices require that requests are made on an FSA-426, MPC/FCIC Information Request Worksheet (Exhibit 7). The FSA-426 is a self-explanatory form that was designed to provide uniformity for processing crop insurance information, and as a measurement tool to record the number of requests.

B How requests are submitted

The FSA-426 may be mailed, faxed, or submitted in person.

C When the FSA-426 should be submitted

Most FSA offices will require that the FSA-426 be submitted in advance of filling the request. Because of this, it is best to submit the request as soon as possible after receiving the notice of damage.

D Who submits the FSA-426

There is no set procedure on who submits the FSA-426. It can be submitted by the agent, adjuster, supervisor, etc. Each insurance provider should implement a plan that will work best for them and ensure copies are available for subsequent use insurance provider representatives (employees or contractors).

E Untimely filled requests

FSA offices should have the requests filled within 3 workdays of the receipt of the request. If an FSA office continually takes longer than this, notify the insurance provider. The insurance provider will notify Insurance Services of the situation. Insurance Services will coordinate with FSA to resolve the problem.

69 FSA-424 and FSA-425

A General Information. The following forms are computer generated forms that FSA created for use by FCIC and the insurance providers. See Exhibit 7 for examples.

- (1) The FSA-424 is used in place of the FSA-578.
- (2) The FSA-425 is a form which contains quota information for quota tobacco and peanuts.

B Abbreviations/codes

Exhibit 8 contains some of the codes that may be found on aerial photographs. If you are unsure of the codes or abbreviations that appear on the FSA-424, -425, and -578, a listing will be available on the Internet that will define them.

70 VERIFICATION MATERIALS/INFORMATION

A Materials/Information. The following FSA office material and information can be used to verify data and to make determinations.

- (1) Aerial photographs and other required forms or data.
- (2) Existing acreage figures.
 - (a) Identification of permanent fields.
 - (b) FSA measurements which the insured obtained through FSA-measurement service. (Measurements may be used as "Determined Acres" for loss adjustment purposes as outlined in PAR. 95.)
 - (c) Identification and measurements obtained from large-scale aerial photographs. See PAR. 95 regarding "Determined Acres."
 - (d) Cropland acres from the FSA-424 (or -578 (Producer Print) when the FSA-424 is unavailable) to use in calculating eligible prevented planted acreage. See PART 5 for prevented-planting procedures.
- (3) Insured's entity recorded with FSA to compare against entity recorded with the insurance provider for crop insurance purposes. (The entities should agree; if they do not, further research is needed to establish the correct entity.) Also see PAR. 15.
- (4) Insured's share reported on FSA-424 (or -578 (Producer Print) when the FSA-424 is not available) (used to compare with share reported to the insurance provider for insurance purposes). See PAR. 14.

- (5) The FSN and/or legal description of land (used to compare FSN and legal descriptions recorded on the insured's acreage report and any other crop insurance document where it is pertinent, such as APH forms, etc).
- (6) Information from FSA-425 (peanut or tobacco marketing cards if information cannot be obtained from FSA-425) and MQ-108-1, Report of Unmarketed Tobacco (needed to complete claims). See crop handbooks for information needed.
- (7) Information from the FSA-1007, Inspection Certificate and Sales Memorandum (needed to complete peanut claims). See crop handbook for information needed.
- (8) Any other information that may be helpful or is needed or required in procedures for determinations or verification purposes.

71 (RESERVED)

72 (RESERVED)

D Procedures. Refer to specific areas of this handbook for more information regarding determinations of total production, acreage, appraisals, insured/uninsured causes, shares, etc. Refer to PART 5 for claims involving late or prevented planting acreage.

E Comparison of Representative Strip Production to Harvested Production

Use representative strips that are left to determine whether harvested production is comparable to production in the strips.

- (1) If there is a large discrepancy between harvested production and production within the strips, obtain all pertinent information needed; however, DO NOT sign the claim(s) at this time. Contact the insurance provider for assistance in completing these cases. If necessary, controversial claims will be prepared (some insurance providers use Non-Waiver Agreements rather than controversial claims). See PAR. 140.
- (2) In the event representative strips are comparable to harvested production and the representative strips do not represent a significant portion of the insured acreage, the acreage strips will be considered as harvested; however, no production from the strips will be counted. The insurance provider has the authority to develop guidelines for determining the portion of the insured acreage involved for representative strips which would be considered "significant." IF the strips represent a "significant" amount of the acreage, the production from the amount of acreage that is excessive will be included in the production to count.
- (3) If the representative strips have not been left or have been destroyed prior to the inspection, determine if production is reflective of crop residue and conditions in the area. If you are satisfied the production to count is reasonable, prepare the claim accordingly. If production to count is not reflective of crop residue and area conditions, refer the case to the insurance provider for assistance in handling. (In some cases, this may be grounds for rejection of the claim by the insurance provider in accordance with the applicable Basic Provisions and crop provisions.

F Review Prior Determinations. Review the determinations of any inspection giving written consent for other use of a part of the total acreage in a unit. If the earlier inspection was incomplete or the information is incorrect, explain in narrative of the claim form or submit documentation on a Special Report.

G Claims of Persons Affiliated With MPCl Program

If the claim is filed by any FCIC employee or insurance provider employee; or loss adjustment contractor, agent, or anyone directly affiliated with FCIC, or an insurance provider; the claim must be reviewed by the insurance provider (or other disinterested party assigned by the insurance provider) prior to payment of the

claim. Generally, the insurance provider will accompany the adjuster on the initial loss adjustment inspection and will conduct the review at the same time. If it is not known prior to the loss adjustment inspection that the claim is for an employee or any other person described herein, the adjuster is to notify the insurance provider immediately so that an insurance provider representative has the opportunity to accompany the adjuster during the inspection.

H DO NOT finalize claims until you are satisfied with all determinations, including but not limited to:

- (1) Total disposition of the crop;
- (2) Value (or reduction in value (RIV), if applicable) of the crop needed for quality adjustment purposes. Special care must be given when there are zero value (1.000 RIV) offers (or non-marketability) in a local area or extremely low market price (or extremely high RIV, if applicable) for the crop in the local marketing area (See PAR. 112 G.); and
- (3) The insured's Certification Form, if applicable, has been received and verified. See PAR. 77.

I Indemnity Due. If an indemnity is due, refer to the individual crop handbooks for procedure in completing the claim.

J "No Indemnity Due" Claims

- (1) "No Indemnity Due" claims must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the production guarantee.
- (2) If it is determined that NO INDEMNITY IS DUE during an inspection:
 - (a) Complete the inspection;
 - (b) Record all pertinent information on either of the following:
 - 1 the claim as instructed in the crop handbook, OR
 - 2 if directed by the insurance provider, complete and have the insured sign a "Withdrawal of Claim NCIA-M920 or other FCI approved "Withdrawal of Claim" form" rather than prepare a "No Indemnity Due;" and
 - (c) If inspection determinations indicate a reduction in premium is applicable, follow the insurance provider's instructions.

by using the instructions for final claims in this handbook and appropriate crop handbook. Prepare one claim form for each unit.

- (3) Identify somewhere in the heading of the claim form that this is a Pre-harvest Inspection, unless the unit is going to be finalized on this visit. Document any pertinent information in the narrative of the claim or on a Special Report.
- (4) Post-Audit of Inspections

Any loss units submitted for payment that have harvested acreage, will be compared against the pre-harvest appraisals. When there are significant discrepancies, the insurance provider will try to resolve these discrepancies with the insured. If these discrepancies cannot be resolved, insurance providers may forward such cases to the appropriate FCIC Compliance Office for further review, action, or assistance.

84 ACREAGE REPORT REVIEW INSPECTION

Acreage Report Reviews are done as a part of quality assurance. In accordance with FCIC-14010, insurance providers must conduct field inspections for a percentage of its crop insurance contracts to verify the accuracy of the information certified on the acreage reports.

A During the inspection, verify the following:

- (1) Insurable and not insurable acreage planted;
- (2) Legal Descriptions;
- (3) Shares (and shareholder's name);
- (4) Practices;
- (5) Types, classes, or varieties;
- (6) Planting dates;
- (7) Risk classifications;
- (8) APH yields as listed on the appropriate forms;
- (9) Unit arrangements; and
- (10) Any other information contained on the acreage report pertaining to the reported crop or/and acreage; e.g., contract prices for peas, information provided in the remarks or attachment pertinent to the report, etc.

B Revised Acreage Reports. Revised acreage reports will be prepared when appropriate. (See PAR. 34.)

C Recording the inspection. Record the results of the inspection on a Special Report or other form provided by the insurance provider.

85 CROP INSPECTION TO DETERMINE ACCEPTANCE OF ACREAGE FOR INSURANCE

A This inspection can be initiated by:

- (1) The insured when the insured files a late-filed application and/or acreage report or wishes to add acreage that was initially not reported on the timely filed acreage report for the crop(s), or
- (2) The insurance provider when it is discovered that acreage was under-reported, a unit(s) was not reported, or no acreage was reported by the insured for the crop. (See PAR. 39)

B Crop Inspection. The crop inspection will consist of an on-the-farm visit to determine the number of acres and to perform crop appraisals and make observations of the current general crop, soil, and weather conditions to determine if the crop acreage for the unit will produce at least 90% of the yield upon which the per-acre guarantee or per-acre amount of insurance is based.

C Approval/Rejection. The approving official may accept (with the exception of subparagraph D below) or reject, by UNIT, at his/her discretion (based upon crop, soil, weather conditions, etc.) the unreported acreage when appraisals indicate that the crop acreage for the unit would produce at least 90% of the yield upon which the per-acre guarantee or per-acre amount of insurance is based. Unit acreage appraising below 90% of the yield will be rejected. **See exception in subparagraph D below.**

NOTE: The unit acreage for the purpose of crop-inspection appraisals includes the reported acreage and unreported insurable acreage.

For example, if the reported acreage for unit 00100 was 90 acres but a field consisting of 80 insurable acres was omitted from this unit, the appraisal would be conducted for all 170 acres to determine if the unit acreage appraised at least 90% of the yield upon which the per-acre guarantee or per-acre amount of insurance was based. For unreported units, the individual unit acreage is comprised of all the acreage that could have been insured under the particular unreported unit. However, when there are unreported units involved, all units of the crop must be appraised until one unit fails or all units pass the criteria for accepting an unreported unit; see subparagraph D below.

D Unreported Units. Unreported units CANNOT be added IF ANY reported insured unit for the crop at this time WILL NOT produce at least 90% of the yield upon which the per-acre guarantee or per-acre amount of insurance is based. When unreported units are rejected, the unreported unit procedure in PAR. 151 must be followed.

SECTION 3 ACREAGE DETERMINATION**95 GENERAL INFORMATION AND METHODS**

Determined acres are required on some preliminary claims and all final claims as specified in the crop handbooks. Use the following procedure for determining acreage:

A FSA Measured Acres

Acres measured through FSA Measurement Service requested by the insured or during FSA spot check of the insured's certified acres for the current crop year, may be used as the determined acres. If for some reason it is believed that the measured acres are incorrect, re-measure the acres.

NOTE: For CAT Policies: If the insured has requested FSA measurement service prior to the crop insurance acreage report date, the determined acres from the measurement service may be used on the claim. See PAR. 34 F.

B Previously Measured Acreage

If the subparagraph A above does not apply:

- (1) Use acres which have been previously measured for the current crop year by another reinsured company (measurement of companion contract) unless it is felt that the measurement is incorrect.
- (2) Prior year(s) measurements of a field that was measured by an insurance provider, local FSA office, or firm engaged in land measurement services, will be used provided the:
 - (a) entire field is planted to a single crop (same practices or types if there are separate guarantees), and
 - (b) field boundaries have not changed.

If there is reason to suspect that the measurements are not accurate, the acres must be re-measured as described in D below.

NOTE: If a claim is selected as one of the required 5 percent Acreage Determination Reviews and the acreage has previously been measured by an agent or an agent/agency who services an insured's contract that is affiliated with such measurement services, the acres for the selected unit(s) must be re-measured for the review verification.

C Acres Not Measured

If measured acres as described in subparagraphs A or B are not available:

- (1) The acres reported on the Crop Insurance Acreage Report may be considered “determined acres” for claim purposes, IF the:
 - (a) insured has signed the acreage report indicating certification of the reported information; AND
 - (b) adjuster can determine through visual inspection of the acreage, the use of FSA certified acreage reports or aerial photo copies (obtained from the local FSA office or other acceptable sources), landmarks, etc., that the acreage would measure within 5 percent of the acreage reported on the acreage report.
- (2) When a determination is made that differs from the reported (certified) acreage, even within the 5 percent tolerance, the determined acreage must be used on the claim.

NOTE: The following is an example of a situation where the reported acreage is within the 5 percent tolerance, but cannot be used as the determined acreage:

- Previous measurement = 80 acres (field boundaries have not changed).
- Crop insurance acreage report = 80 acres of corn
- Entire field planted to boundaries, but about 2 acres are oats. In this instance, the reported acres cannot be used as the determined acres. Either an actual measurement must be made (e.g., wheeled) OR because the reported acreage is within the 5 percent tolerance, the acreage can be determined as follows: estimate the oat acreage and deduct from the reported corn acreage. Determined corn acres = 78 acres (80 - 2 = 78).

D When Insurance Provider Must Measure Acreage

Acreage must be measured (or re-measured, as applicable IF it fails to meet the criteria described in A, B, or C above OR if any of the following apply:

- (1) Part of a unit is released and that part released will lose its field identity (i.e., there will be no way to establish the amount of acres at the time of a final loss inspection because of the loss of field identity);
- (2) The insurance provider or the insured has reason to question the accuracy of the measurement or does not agree with the previously measured acres;
- (3) Field boundaries have changed;
- (4) Only a portion of a field is planted and measurements for determining the planted portion are unavailable; or

E Documentation

Document the fed production records in the narrative of the claim form or on a Special Report. If a Special Report is used, it must be signed by the adjuster and the insured.

108 **VERIFYING AND ACCOUNTING FOR PRODUCTION NOT TO COUNT**

There are times when production may not be counted as part of the total production of a unit. In order to enter production not to count on the claim form, ACCURATE RECORDS of such production must have been kept; i.e., it must have been measured or weighed (with satisfactory scale records available) before other production is added.

A Examples. Some common examples of production which should not be counted when accurate records of such production is provided.

- (1) Previous or prior crop year's production when stored with the current crop year's production,
- (2) Harvested production from uninsured acreage when stored with production from insured acreage,
- (3) Harvested production from acreage damaged solely by uninsured causes (appraisal for solely uninsured causes has been applied to such acreage in the "Uninsured Cause" column of the claim form),
- (4) Harvested production from multiple units or contracts when stored within one storage facility, and
- (5) Purchased grain is stored with harvested grain.

B Verification

Substantiate production not to count with farm management records (settlement sheets, sales receipts, load counts, weight slips, feeding records, etc.) to assure that you are COMPLETELY satisfied that such production should be considered production **not** to count. Otherwise, the production must be considered production **to** count.

C Accounting for Production Not to Count on the Claim Form

There are two ways to account for production not to count on the claim form. Either method outlined below can be used unless your insurance provider specifies that only one of the particular methods listed below will be used.

- (1) For production with storage measurements that are to be recorded in the columns for recording such measurements on the claim form, the depth measurement of the production not to count may be subtracted from the total bin measurement depth. The resulting depth measurement

(production to count) will be entered in the appropriate column for depth measurements as instructed in the crop handbook. Although no specific entry for production not to count is required, document the depth measurement for the production not to count in the narrative of the claim form and explain why it is production not to count. See PAR. 131 E for detailed example; OR

- (2) Calculate all production not to count to net production, and enter in the "Production not to Count" column as instructed in the crop handbook.

109 GLEANNED ACREAGE

A General Information

Gleaning is the collection of crops from farmers' fields that have already been harvested or fields where it is not economically profitable to harvest. FCIC encourages and promotes gleaning efforts of insureds. Insurance providers are encouraged to allow gleaning in situations where a crop or portion of a crop may otherwise go unused or be destroyed.

B Gleaning Allowed Only If There Is An Acceptable Charitable Organization

- (1) FCIC will allow gleaning only when the crop has been gleaned by a charitable organization listed in the Department of Agriculture Handbook, "*A Citizen's Guide to Food Recovery*" and the insured has not received compensation from the organization (see D below). If a particular organization is not listed in the handbook, contact the State coordinator listed in the handbook. The State coordinator will provide updated information on approved organizations added to the list. Include updated information from the State coordinator showing approval of the particular organization as documentation in the insured's loss file.
- (2) "*A Citizen's Guide to Food Recovery*" also contains other relevant information on gleaning and food recovery, such as the "Good Samaritan Law" that protects the insured for liability issues. "*The Citizen's Guide to Food Recovery*" can be located on the Internet at www.fns.usda.gov/fns.

(3) Documentation of Charitable Organization

The charitable organization's name and address will be shown on the claim form in the "Narrative" section, or on a Special Report.

C Gleaning will be allowed for all insured crops as follows:

- (1) Harvested Acreage
 - (a) Gleaning will be allowed on crop acreage that has been harvested as long as any remaining crop production on the harvested acreage

cannot be harvested using normal and proper harvest methods (e.g., production from lodged corn that can only be hand harvested).

- (b) Some crop provisions (e.g., tomatoes, peppers) state that production not meeting the specific requirements of the crop provisions will not be considered production to count; other crop provisions may contain similar provisions. Producers should be encouraged to permit such production to be gleaned.
- (c) For harvested production declared zero market value (quality adjusted to zero value or zero production to count) and that is required to be destroyed (e.g., corn with quality adjustment factor of .000); gleaning or food recovery of any salvageable production will be allowed (except as limited by subparagraph D below) and such production will not be considered as production to count.

(2) Unharvested Acreage

- (a) If the crop can be harvested, but the insured elects not to harvest, the acreage must be appraised before gleaning is allowed and such appraisal will be used as production to count.
- (b) On crop acreage that is routinely mechanically harvested and is damaged by insured causes (e.g., wind, hurricane, etc.) to the extent that it cannot be mechanically harvested with normal harvest equipment, no production is currently counted. However, if the insured elects to hand harvest or use specialized harvesting equipment, the production is counted. If the insured elects to allow gleaning in these situations, production on this acreage will not be considered production to count.
- (c) For unharvested production declared zero value (quality adjusted to zero value or zero production to count) and that is required to be destroyed (e.g., unharvested potatoes in excess of 5.1 percent tuber rot that could not be sold); gleaning or food recovery of any salvageable production will be allowed (except as limited by subparagraph D below) and such production will not be considered as production to count.

NOTE: When gleaning is allowed for acreage qualifying as unharvested acreage, the acreage that is gleaned will not be considered harvested.

D Waiving Requirement to Destroy Zero-Value Production

In cases where FCIC normally requires destruction of harvested or unharvested zero-value production (quality adjusted to zero value or zero production to count), gleaning can be allowed as long as the crop does not contain substances or conditions identified by the Food and Drug Administration or other public health organizations of the United States as injurious to human or animal health.

E No Compensation Can Be Received By the Insured

If any compensation is received by the insured from any qualified charitable organization for gleaning, it will not be considered gleaning for crop insurance purposes. In this event the following actions apply:

- (1) If the claim has already been processed, a corrected claim will be prepared for the types of claims described in the above subparagraphs C (1) (a), C (1) (c), C (2) (b) and C (2) (c). The harvested production will be used as production to count and, in cases where production records are not available, the amount received for gleaning will be divided by the elected price election to determine production to count. For dollar amount crops, the dollar amount received will be used to determine the amount of production or value to count.
- (2) For the types of claims described in above subparagraphs C (1) (b) and C (2) (a); the claim will not be corrected.

Some states allow tax credits and also allow other state and federal tax advantages for donating gleaned commodities. However, these considerations will not be regarded as compensation.

CONTINUED ON THE NEXT PAGE

F Gleaning Codes For the Claim Form

In the "Stage" column on the claim form (Production Worksheet for most crops), code acreage that is released to be gleaned as shown in the table below:

GLEANNING CODE	USE WHEN. . .
"HG"	it is the type of claims described in the above subparagraphs C (1) (a) and C (1) (c) AND it IS NOT a crop for which stage guarantees apply.
<p>"2G," "3G," OR applicable stage code the crop was gleaned in followed by "G."</p> <p>NOTE: For Mint, claims having stages W1, W2, and W3 (claims having damage covered under the winter coverage option) would never be changed to show a gleaning code.</p>	it is the type of claims described in the above subparagraphs C (1) (a), C (1) (c), C (2) (a), C (2) (b), and C (2) (c); AND it IS a crop for which stage guarantees apply.
"UG"	it is the type of claims described in the above subparagraphs C (2) (a), C (2) (b), and C (2) (c) AND it IS NOT a crop for which stage guarantees apply.

G Signed Certification of Gleaning

A Certification Form will be prepared, as follows:

- (1) For the type of claim described in above subparagraph C (2) (b), the certification on the Certification Form as required in PAR. 102 H (5) is still required except the statement must be modified as follows:

"As indicated by the insured's signature below, the insured certifies that the damaged acreage that cannot be mechanically harvested with normal harvest equipment will not be harvested and if the acreage is gleaned it will be gleaned by the organization shown in the narrative of the claim form (or other USDA approved charitable organizations) and the insured will not receive any compensation from the organization. If the insured harvests the crop after this certification or receives compensation from the charitable organization, the insured understands he/she may be subject to the misrepresentation provisions in the crop insurance policy."

- (2) For the type of claim described in above subparagraph C (1) (c) and C (2) (c):

Before a claim can be finalized, the insurance provider must receive a completed Certification Form from the insured showing the insured's certification of the name and address of the approved charitable organization that gleaned the acreage and/or production released for gleaning, that all such acreage and production was gleaned, and that the insured received no compensation from the charitable organization. Refer to the PAR. 77 for procedures regarding the Certification Form.

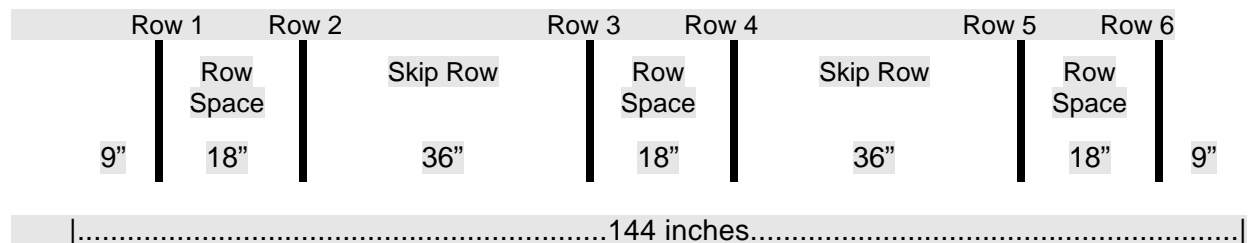
NOTE: When the entire production is not gleaned on any acreage as indicated by the insured on the Certification Form, then the adjuster must make a farm visit to verify that the balance of the production has been destroyed or a completed Certification Form will need to be signed for destruction of the balance of the production.

110 APPRAISALS INVOLVING AVERAGE ROW-WIDTH MEASUREMENTS

When appraisal instructions in a specific crop handbook require an average row-width measurement to be used in determining sample selections AND where rows are skipped for tractor and planter tires (except for cotton, use the cotton handbook instructions for skip-row patterns), determine the "average row width" as follows:

- ! Measure across one entire pattern;
- ! Count the number of planted rows; and
- ! Divide the total distance measured by the number of rows measured across.

EXAMPLE:



$$144 \text{ inches} \div 6 \text{ rows} = 24 \text{ in. average row width}$$

For other types of row-width measurement instructions, see the individual crop handbook.

D Actual Test Weights to Tenths of Pound

Use actual test weight to tenths of a pound for quality adjustment determinations for grain crops.

- (1) GENERAL INFORMATION. Some grain handlers have the capability to determine test weight to tenths of a pound. As instructed in most individual crop handbooks, test weights are rounded to a whole number when entered on the claim form. Some crop handbooks may indicate that the test weight may be entered to tenths if so instructed by the insurance provider. In some cases, the rounded test weight can cause the grain to appear to be ineligible for quality adjustment. For example: Oats having an actual test weight of 26.5 would be eligible for quality adjustment, but when the weight is entered on the claim form as a rounded weight (27 pounds), it does not appear to qualify.
- (2) For the purpose of determining quality adjustment, the tenths determination will be utilized when weights have been determined to tenths-of-a pound accuracy.
- (3) If the crop handbook and insurance provider instructions require test weight entries in whole pounds, ENTER IN the NARRATIVE of the claim, the ACTUAL TEST WEIGHT, TO TENTHS, that qualifies the grain for quality adjustment.

E Crops having Quality Adjustment Charts in the Special Provisions

For barley, canola, corn, flax, grain sorghum, oats, rye, safflowers, soybeans, sunflowers, and wheat production that is eligible for quality adjustment, the quality adjustment factor (QAF) is determined by subtracting from 1.000, the sum of all applicable pre-established discount factors (DF's) listed in the Special Provisions or DF's derived from reductions in value (RIV) of the damaged grain. The QAF (not less than 0.00) is multiplied by the number of bushels remaining AFTER any reduction due to excessive moisture (in accordance with the crop provisions).

NOTE: Claims involving mycotoxin infected production that exceeds the maximum amounts allowed by the Food and Drug Administration or other public health organization of the United States or agency of the applicable State may not be settled until the production is sold, used, or destroyed.

- (1) Pre-established DF's from the Chart
 - (a) When there is a pre-established DF for the type or level of damage shown on the chart in the Special Provisions, the pre-established DF must be used to establish the QAF, unless (1) (b) or (d) applies.
 - (b) If the damaged grain has a zero market value in the insured's local marketing area AND a net zero value* at a market within reasonable distance outside the local marketing area, **no production will be**

counted if the production is destroyed. The method of destruction must result in the production having no possibility of being marketed or possibility of salvage use that could result in any type of compensation to the insured. See subparagraph G below for detailed information pertaining to zero market values and destruction of the production.

NOTE: When there are pre-established DF's for the level/type of damage, there should be very few instances, if any, where a value cannot be found for such grain.

*Net Zero Value means: The additional costs to transport the grain to a market within reasonable distance outside the insured's local marketing area (distant market) exceeds the value in the distant market. Additional costs means: Costs in excess of costs to transport to the local marketing area.

- (c) When it has been established that there is a zero market value in the insured's local marketing area and a positive value for grain that would be transported to a distant market (of reasonable distance) OR the insured refuses to destroy the grain, the applicable pre-established DF's for the level or type of damage (without adjustments for additional transportation costs) will be used to determine the QAF to adjust the production to count if for ALL of the types/levels of damage, there are pre-established DF's shown on the QA chart in the Special Provisions.
 - (d) If there is a type/level of damage for which there are pre-established DF's AND at least one type/level of damage for which there are NO pre-established DF's in the QA section of the Special Provisions, the pre-established DF(s) are not used to determine the QA factor. When the preceding situation exists, a DF factor will be established from the reductions in value for all the types/levels of insurable damage (including the damage for which there is a pre-established DF). See Example 2 in subparagraph (4) below.
 - (e) Other than to consider whether there is net zero value as described in (1) (b) or as allowed in (1) (d) above, transportation costs are not allowed when the only types and/or levels of damage are ones for which there are pre-established DF's shown on the chart, regardless of the market value of the grain. Additionally, conditioning costs are not allowed when the only types and/or levels of damage are ones for which there are pre-established DF's on the chart.
- (2) DF's Derived From RIV's

In the absence of pre-established DF's for types or levels of damage or when the situation as described in E (1) (d) above exists, DF's are derived by dividing the total RIV's by the Local Market Price (LMP) (rounded to three places). The LMP is as defined in the applicable crop provisions. If

the RIV for **each** qualifying damage cannot be established from the buyer, the RIV will be the total reduction in value (excluding any RIV as stated in (3) (d) below) of the LMP.

- (3) Establishing RIV's
 - (a) The adjuster is responsible for ensuring that only usual, customary, and reasonable RIV's are used. When determining RIV's, it is not necessary to determine the actual **value** of the production if the buyer is able to specifically provide, to the adjuster's satisfaction, the reduction in value (RIV) requested.
 - (b) RIV's and LMP's will be those in effect on the earlier of, the date such quality-adjusted grain is sold or the date of final inspection for the unit.

- 1 **For Sold Production.** The RIV will be the RIV applied by the buyer unless it is determined that such RIV's are not usual, customary, and reasonable.
 - 2 **For Unsold Production (Commercially Stored, Farm Stored, or Appraised Mature Production).** The RIV's will be the RIV's for the types/levels of damage at the local market on the date of final inspection. However, if a lower RIV is available at a market within a reasonable distance outside the insured's local marketing area (distant market), the RIV can be increased by the additional costs to deliver the production to the distant market; provided the resulting RIV does not exceed the RIV in the insured's local marketing area.
 - 3 **Fed Production.** The RIV will be the RIV for the type/level of damage at the insured's local marketing area on the date of final loss adjustment PROVIDED acceptable weight records are available showing necessary quality adjustment information, or grain is still available from which the adjuster can obtain samples. See PAR. 102 D.
- (c) When there is a type or level of damage for which there are pre-established DF's AND ALSO a type or level of damage for which there are no pre-established DF's, the pre-established DF's will be ignored. The DF's will be derived from the RIV's for ALL of the types/levels of allowable damage (including the type/level of damage for which there is a pre-established DF). See Example 2 in E (4) below.
- (d) No RIV is allowed if it is due to (1) moisture content, (2) damage due to uninsured causes, or (3) drying, handling, processing or any other costs associated with normal harvesting, handling, and marketing of the production.
- (e) Conditioning Costs: If an RIV can be decreased by conditioning the production, the RIV after conditioning may be increased by the cost of conditioning, provided the resulting RIV does not exceed the RIV before conditioning.
- (4) Examples of Determining QAF's with Chart DF's and Derived DF's

NOTE: QAF's cannot be less than zero.

Example 1: DF's on Chart

Grain Sorghum has low test weight (34 pounds) and kernel damage (17%). The chart in the Special Provisions for Grain Sorghum shows a DF of .139 for 34 test weight pounds and a DF of .046 for 17% kernel damage. The insured has sold the grain or if unsold, a positive market value is available

for the damaged grain. The QAF is determined as shown in the following two steps:

$$\begin{array}{r} \text{(a)} \quad .139 \text{ (DF for test weight)} \\ + \quad .046 \text{ (DF for kernel damage)} \\ \hline \quad .185 \text{ Total DF's} \end{array} \quad \text{(b) } 1.000 - .185 = .815 \text{ QAF}$$

Example 2: Combination Damage - (i.e., type/level of damage for which there is a pre-established discount factor on the chart and a type/level of damage for which there is no pre-established discount factors on the chart)

Corn had a low test weight of 46 pounds and had mycotoxin damage. It was determined that there was a 65¢ a bushel RIV for mycotoxin. There is a DF of .075 for 46 pound test weight on the chart in the Special Provisions for corn, and a determined RIV of 16¢ a bushel for the low test weight. Mycotoxins are a type of damage for which the Special Provisions has no listed DF, thus the DF for mycotoxins are derived. However, since there is a type of damage for which there is no pre-established DF (mycotoxin), AND a type/level of damage for which there is a pre-established DF, the pre-established DF will be ignored. A RIV for the low test weight and a RIV for the mycotoxin will be determined to establish a DF for each type of damage.

The LMP for corn is \$2.20. The QAF for the damaged corn is determined as shown in the following three steps:

$$\begin{array}{r} \text{(a)} \quad .65 \text{ (RIV for mycotoxin)} \\ + .16 \text{ (RIV for test weight)} \\ \hline \quad \$.81 \text{ Total RIV} \end{array}$$

$$\text{(b)} \quad .81 \text{ (Total RIV)} \div 2.2.0 \text{ (LMP)} = .368 \text{ (DF)}$$

$$\text{(c)} \quad 1.000 - .368 = .632 \text{ QAF}$$

NOTE: If the mycotoxin was a type/level for which there was 100% RIV; i.e., due to Federal and State regulation, the grain cannot be sold; the QAF would be “.000,” regardless of DF’s for types/levels of damage on the chart.

F Crops that use the Actual Value Received to Determine QAF’s

For some crops, there are no quality adjustment charts in the Special Provisions, and the crop provisions provide that the dollar-and-cents value of the damaged crop is used in establishing the quality adjustment factor. Check the crop provisions for applicable crops. **This does not apply to barley, corn, canola, flax, grain sorghum, oats, rye, safflowers, soybeans, sunflowers, and wheat; see subparagraph E above for these crops.**

- (1) The dollar-and-cent value of the damaged production is the local market value for the same quality as the damaged production. (See allowances for

conditioning costs in (5) below.) When determining the value of production, consideration must be given to the test weight, damaged kernels, moisture content, substances or conditions injurious to human or animal health, and other factors which (due to insurable causes) affected the value of the production. In regards to moisture, see subparagraph F (4) below.

- (2) The dollar-and-cents value shall NOT REFLECT ANY REDUCTION:
 - (a) due to uninsured causes;
 - (b) for drying charges, handling, processing, or any other costs associated with normal harvesting, handling, and marketing of the production;
and/or
 - (c) for moisture discounts greater than standard shrink for crops having moisture adjustments allowed in quality adjustment (see (4) (b) below).

J Determining the Reduction in Value

- (1) Presence of the mycotoxins must have resulted in an ACTUAL reduction in grain value.
 - (a) If the final settlement for grain does not reflect a value reduction due to mycotoxins, the grain does not qualify for quality adjustment for mycotoxins.
 - (b) Absence of a local market does not automatically give the grain a zero value.
 - (c) Consider markets outside the local area and supply such market information to the insured.
 - 1 For crops using RIV's, use the lowest reduction in value obtainable plus reasonable transportation costs. See PAR. 112 E for more information on RIV's and transportation.
 - 2 For crops that use actual value to determine the quality adjustment factor, use the highest value obtainable for the damaged grain less transportation costs. See PAR. 112 F for more information on actual value and transportation.
 - (d) If very low-valued or zero-valued grain can be conditioned to decrease the RIV (increase the value for crops using value for quality adjustment), handle as instructed in PAR. 112.
 - (e) If the insured can make disposition without exceeding the advisory levels, this value (if agreed to by the insurance provider) may be accepted. See PAR. 112.
- (2) If the insured chooses NOT to harvest the field(s) or subfield(s) after the mycotoxin test results are received, quality adjustment for mycotoxin damage on the appraised production will be determined from the RIV of the damaged grain (actual value of the damaged grain for crops using value to determine quality adjustment factor) for each mycotoxin sample for the unit (field or subfield, if a mycotoxin sample was taken for each field or subfield). This determination will be based on the mycotoxin test results and any other reduction in value for any other insurable damage qualifying for quality adjustment of production. See PAR. 112 for more quality adjustment information.

K Documentation of Mycotoxins

Document in the narrative of the claim form or on a Special Report, the following:

- (1) Test name and type of mycotoxin for which the grain is being tested,

- (2) Test type - qualitative or quantitative,
- (3) Name and location of testing facility,
- (4) Type of testing facility,
- (5) Test date, and
- (6) Type and level of mycotoxin established from test.

L Potential Markets for Infected Grains

Since various mycotoxins affect animal species differently, document by name which potential markets were contacted in establishing a fair grain market price. Take into account use for feed for tolerant animal species, value for blending with other grain (where allowed), and commercial (alcohol fuel plant or other product) uses. Take steps to safeguard against any vulnerability involving claims of insureds who are directly involved in the buying or testing of damaged grains.

M Verification of Zero-Valued Grain

- (1) Any mycotoxin-contaminated grain which is declared to be of zero value and are of levels of contamination that are required to be destroyed by Federal or state laws must be destroyed prior to finalizing the claim. Destruction of such grain should be destroyed in accordance with any applicable method prescribed by State or Federal regulations.
- (2) Leave a Certification Form with the insured, and:
 - (a) Explain why the form is being left;
 - (b) Instruct the insured on how to complete the form after destruction of the affected production in order to certify to its destruction; and
 - (c) Where the completed form is to be returned.

Follow regular Certification Form procedures in the subject crop handbook and in PAR. 77 as applicable, when completing the portion of the form that the adjuster completes and in providing instructions to the insureds for the portion that they are to complete. See PAR. 77 for required field visit after insured has certified destruction of the damaged production on the Certification Form.

- N Settlement of Claim. Claims involving mycotoxin infected production that exceeds the maximum amounts allowed by the Food and Drug Administration or other public health organization of the United States or agency of the applicable State may not be settled until the production is sold, used, or destroyed.

119 (RESERVED)

120 (RESERVED)

2,618.0 bu. X 60% = 1,570.8 bu. production to count for unit 00101
 2,618.0 bu. X 40% = 1,047.2 bu. production to count for unit 00102

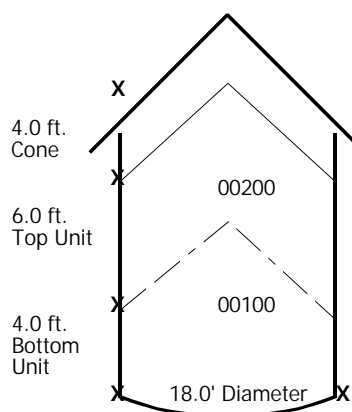
(2) Storage Structure Markings

Identify the depth of such production by marking the storage structure with a permanent marker. Write the unit number(s) (by field ID) from which the production was harvested, and date and initial the mark. Identify uninsured-acreage production from insured-acreage production when the storage structure contains both.

NOTE: The adjuster must verify with the insured whether the bin was leveled prior to the addition of production from another unit (from uninsured acreage, if applicable), and whether the bin marking was made at the base of the cone or height of the cone. If the insured has not leveled the production before adding additional production from another unit (uninsured acreage, if applicable), the adjuster must measure the cone at the top of the bin and use this measurement for the cone measurement for the bottom unit of production in the bin. For any unit atop of the bottom unit of production in the bin, no cone measurement will be used for these upper units of production (uninsured acreage, if applicable). This is because the cone of the lower unit protrudes into the upper unit and offsets the cone that is atop of that unit. The volume of the grain in all cones in the bin is considered to be the same.

For example:

The diameter of the bin is 18 feet. The depth of the cone at the top of the bin, is 4 feet. There are two units of corn in the bin. Unit 00100 is the unit at the bottom of the bin, and unit 00200 is the unit at the top of the bin. (The depth measurements for each unit marked on the bin did not include the height of the cone.) The depth of unit 00100 is 4 feet, and the depth of unit 00200 is 6 feet.



Unit 00100 gross stored production: (bottom unit in bin)
 $18^2 \times .7854 \times 4.0' \times .8 = 814.3 \text{ bu.}$
 Cone - $18^2 \times .2618 \times 4.0' \times .8 = 271.4 \text{ bu.}$
 Total 1085.7 bu.

Unit 00200 gross stored production (top unit in bin):
 $18^2 \times .7854 \times 6.0' \times .8 = 1221.5 \text{ bu.}$

To test the accuracy of the calculated individual unit production, the total production in the bin and the sum of the calculated production for the two individual units should be the same. Using the example above the total bin production calculates

to be 2307.2 bu. ($18^2 \times .7854 \times 10.0' \times .8 = 2035.8$
+ cone measurement $18^2 \times .2618 \times 4.0' \times .8 =$
271.4). The production for the two units stated
above calculates to be the same amount; i.e., unit
00100 production, 1085.7 + unit 00200 production,
1221.5 = 2307.2.

If the bin marking was made at the height of the cone, the depth of the unit must be adjusted for the height of the cone by using the height of the cone for the top unit (uninsured acreage, if applicable) in the bin.

D Quality Adjustment Determinations

Quality adjustment is allowed if the production qualifies as provided in the policy and/or Special Provisions and if the samples are extracted from the storage structure by the insurance provider's representative (samples cannot be taken by the insured). Quality will be determined from the samples extracted from the bin by the adjuster. If significant differences in grain quality between (or among) units are indicated on the truck ledger, storage structure, or a storage structure ledger these significant differences (by individual unit) can be allowed only if the adjuster can assure that a sample can be extracted from the structure for each unit in the structure, and that the tested samples reflect the significant differences recorded on the truck ledger, storage structure, etc. Otherwise, the average sample of what is in the bin should be used/applied to all units in the bin; i.e., one test weight, one moisture percentage, etc.) Document in the narrative of the claim or on a Special Report any significant differences in grain quality.

E When Claims Can Be Finalized

DO NOT finalize claims on units with production in such structures until all production from all units, uninsured acreage, prior crop year(s), etc., within the structure can be accounted for (See subparagraph B(5) above).

F Additional Information

This authorization is to be used on a case-by-case basis, and is not to be considered as a routine means to satisfy the insured's responsibility to keep production separate by units and uninsured acreage, etc. The insured is still responsible for giving timely notice to the insurance provider that production from the unit needs to be measured so that the insurance provider has the opportunity to do so, rather than rely upon the insured's bin markings or load records.

G Adjuster Determination

The adjuster must be satisfied that the insured has met all the requirements of this procedure and the bin markings or load records are reasonable between units, uninsured acreage production, or crop years. Follow the procedures in paragraph 101 to determine reasonableness of the unit production. If the adjuster is not satisfied with reasonableness of the production determinations for a unit(s) based on the storage structure markings or load records, such production will be

considered commingled. Production for such units will be determined based on the procedure in PAR. 150.

124 RECORDING AND CONVERTING MEASUREMENTS

Record all measurements in feet and tenths. Inches are converted to tenths of a FOOT as follows:

INCHES	TENTHS		INCHES	TENTHS
1	.1		7	.6
2	.2		8	.7
3	.3		9	.8
4	.3		10	.8
5	.4		11	.9
6	.5		12	1.0

125 ROUNDING RULES

A Rounding Computations

Carry out computations to one digit beyond the digit to be rounded.

B Rounding Rules. If the last digit is 4 or less, disregard; if 5 or more, round upward. (See example below.)

H Contact Insurance Provider. If on the initial inspection you are satisfied that the loss adjustment will involve uninsured cause(s) of loss, contact and advise the insurance provider of the situation. Request assistance with the adjustment. Circumstances may warrant that an insurance provider-employee accompany the adjuster.

I Uninsured causes of loss could be determined at the time of:

- (1) Preliminary inspections.
- (2) Final inspections.
- (3) Quality assurance reviews.
- (4) Farm visits made to obtain an original acreage report, to revise an acreage report, or make a growing season inspection.
- (5) Making appraisals for APH record-keeping purposes.
- (6) Driving by an insured farm on other assignments. Such observations will be documented on a Special Report and provided to the insured, putting the insured on notice that the insurance provider is aware of the damage by livestock, herbicide drift, etc.

J Failure To Follow Good Farming Practices

The contract does not cover any loss which is due to the insured's failure to follow recognized good farming practices. Such farming practices vary by crops and by areas. SOME of the more common uninsured CAUSES of loss DUE TO FAILURE TO FOLLOW recognized GOOD FARMING PRACTICES are:

- (1) Use of damaged, old, or unadapted seed. When the adaptability of the seed or plant type/variety to the area is questionable (e.g., varieties not commonly produced in the area), consult with the local Cooperative Extension Service or with sources recommended by the local Cooperative Extension Service to determine the adaptability of the type/variety to the area. Document your findings.
- (2) Failure to plant the recommended quantity of seed.
- (3) Improper seedbed preparation.
- (4) Failure to properly plant, care for, or harvest the insured crop.
- (5) Failure to timely or properly apply control measures recommended by the local Cooperative Extension Service for the control of insects, plant diseases or weeds.
- (6) Failure to apply adequate water under an irrigated practice and/or failure to timely apply irrigation water.

- (7) Planting another crop (except winter legumes) in a growing cotton crop.
- (8) Inability to obtain labor, seed, machinery, repairs or pesticides.
- (9) Breakdown of machinery or failure of equipment due to mechanical defects.
- (10) Damage by domestic animals or poultry.
- (11) The use of chemicals resulting in damage to the insured crop.
- (12) Seeding another crop in a growing insured crop unless allowed by the crop policy.
- (13) Neglect by the insured or by any person in the insured's household connected with the farming operation.
- (14) Theft of the crop.

K Concepts of Determining Uninsured or Avoidable Insured Cause(s) of Loss

- (1) When insured cause(s) of loss are present in the area, the yield potential of the crop, before any uninsured cause(s), must be determined. For example, the yield potential determined from comparable acreage of the crop without uninsured cause(s) of loss is 70 bushels. If 30 bushels of potential remain in the field or have been harvested and all other cause(s) are uninsured, then 40 bushels of production were lost due to uninsured cause(s) regardless of the production guarantee.
- (2) If comparable acreage is available, use it as the basis for determining yields due to uninsured cause(s) of loss. Comparable acreage is acreage that is planted to the same crop following the same farming practices, management practices, similar planting dates, etc., that has not been damaged by uninsured cause(s) of loss.
 - (a) If the insured has comparable acreage, this acreage should be used to determine the yield basis for uninsured cause(s) of loss.
 - (b) When comparable acreage is not available on the insured's farming operation, comparable acreage from other farms in the community should be used to determine the yield basis for uninsured cause(s) of loss.
 - (c) When comparable acreage is not available, consider using APH yields on the insured's farm and/or farms with similar productivity to determine the yield basis for uninsured cause(s) of loss.
- (3) When damage due to an insurable cause(s) (drought, frost, freeze, excess precipitation, etc.) has occurred on surrounding farms, care must be taken to identify only that portion of the production lost due to uninsured cause(s).

- (c) If the "Uninsured Causes" column has been used for the unreported-unit production, identify which line was used; e.g., line 2. Also, if any actual uninsured-cause appraisal has been included with the allocated production in the "Uninsured Causes" column, separately identify the amount of each.

**152 CLAIMS INVOLVING SEVERE INSECT, DISEASE, OR WEED INFESTATION
(MOST PERENNIAL CROP POLICIES DO NOT INSURE AGAINST INSECT AND
DISEASE DAMAGE)**

The first crop year damage resulting from severe insect, disease, or weed infestations (such as cheat grass) will generally be considered unavoidable if the insured was unaware of the conditions at planting time. However, if it is determined that the insured was (or should have been) aware of the infestation at planting time or later but did not follow appropriate recognized good farming practices, some or all of the loss will be considered an avoidable (uninsured) cause of loss. Failure to follow good farming practices might include not following recommended crop rotation or soil treatment practices, or not planting disease-resistant varieties. When the first crop year damage is considered unavoidable:

- A Inform Insured. Advise the insured that some or all of the damage due to the same cause in subsequent years on the same acreage will be considered avoidable (uninsured) unless recognized good farming practices have been followed. Suggest that the insured contact the local county extension office to obtain their recommendations for treating and eradicating the infestation.
- B Documentation. Record the details of the case and identify the cause and name of weed, disease, or other pest in the narrative section of the claim or on a Special Report.
- C Documenting Location of Infected Fields. Identify the infested field(s) on an aerial photo map and the claim or on a Special Report.
- D Appraisal. Appraise and record loss of production from avoidable causes according to applicable procedure (see PAR. 143).

153 AIRPLANE- OR BROADCAST-SEEDED BARLEY, OATS, RYE, OR WHEAT

- A General Information. Insurance generally attaches at the time of seeding. The General Crop Insurance Policy or Basic Provisions provide that the contract will not cover any loss of production due to failure to follow recognized good farming practices.

B Protection for Airplane- or Broadcast-Seeded Barley, Oats, Rye, or Wheat

Protection is provided when:

- (1) The barley, oats, rye, or wheat seed was mechanically incorporated. In addition, the actuarial table for some areas of the country may contain a statement which requires any airplane- or broadcast- fall-seeded acreage to be rated on an individual risk basis. This will require that the insured request a Written Agreement from the applicable RSO to establish a rate on an individual basis for such acreage. If the insured is unable to mechanically incorporate the seed into the soil AND the insured was not prevented from mechanically incorporating the seed due to an insured cause of loss, the specific crop provisions state that insurance will not attach. Mechanical incorporation is required unless excepted by the county actuarial documents.
- (2) All other insurability provisions of the contract are met.

C Improperly Prepared Seedbed

Failure to properly prepare the seed bed will be considered failure to follow recognized good farming practices, and when it results in a loss of potential production, it will necessitate an appraisal for uninsured causes on any subsequent claim.

D If Seed Not Mechanically Incorporated

If the insured did not mechanically incorporate (and lack of incorporation was not due to an insured cause of loss) the barley, oats, rye, or wheat seed into the soil and mechanical incorporation is not excepted in the county actuarial document, show such acreage in the "Remarks" section of the acreage report as uninsured. If the original acreage report showed such acreage as insurable acreage, prepare a revised acreage report to delete such acreage.

154 SEVERE WIND EROSION**A** General Guidance

As a recognized good farming practice, insureds may need to carry out emergency tillage to control wind erosion in order to conserve the soil and minimize further damage to the insured crop. Such emergency tillage usually begins in strips, but under extreme conditions may progress to the point of solid tillage. Implements used for this purpose vary, although a chisel plow is preferred in many areas. Appraisals are NOT TO BE CHARGED as production to count for acreage tilled to control severe soil erosion when the insurance provider can document that such tillage was necessary. Apply the following procedures when the crop is to be tilled to control severe wind erosion.

- (5) On which the insured crop is prevented from being planted, if any crop from which any benefit is derived under any program administered by the USDA is planted and fails, or if any crop is harvested, hayed, or grazed on the same acreage in the same policy crop year (other than a cover crop which may be hayed or grazed after the final planting date for the insured crop), unless the insured has coverage greater than CAT coverage and has records of acreage and production that are used to determine the insured's approved yield that shows the acreage was double-cropped in each of the last 4 years in which the insured crop was grown on the acreage; (If one of the crops being double-cropped is not insurable, verifiable records of it being planted, other than APH records, may be used.)
- (6) Of a crop that is prevented from being planted if a cash lease payment is also received for use of the same acreage in the same policy crop year (not applicable if acreage is leased for haying or grazing only);
- NOTE:** If the insured falsely states that he/she did not cash rent the acreage, and he/she claims a PP payment, the insured is subject to civil and criminal sanctions if they do not return the PP payment.
- (7) For which planting history or conservation plans indicate that the acreage would have remained fallow for crop rotation purposes;
- (8) That exceeds the number of acres eligible for a PP payment;
- (9) That exceeds the number of eligible acres physically available for planting;
- (10) For which the insured cannot provide proof that he/she had inputs available to plant and produce a crop with the expectation of at least producing the yield used to determine the production guarantee or amount of insurance; (See subparagraph F (1) above.)
- (11) Based on an irrigated practice production guarantee or amount of insurance unless adequate irrigation facilities were in place to carry out an irrigated practice on the acreage prior to the insured cause of loss that prevented the insured from planting. **Acreage with an irrigated practice production guarantee will be limited to the number of acres allowed for that practice within the eligible acres determined as described in PAR. 164 F (3) (4) and (5) and 164 H; or**
- (12) Of a crop type or variety that the insured did not plant or has not received a PP insurance guarantee in at least one of the four most recent policy crop years. Types or varieties for which separate price elections, amounts of insurance, or production guarantees are available must be included in the APH database in at least one of the most recent four policy crop years, or crops that do not require yield certification (crops for which the insurance guarantee is not based on APH) must be reported on the insured's acreage report in at least one of the four most recent policy crop years, except as otherwise allowed and approved on an intended acreage report as specified in F (3) above.

NOTE: Eligible acreage for a crop type or variety is limited to the maximum number of acres allowed for that crop type or variety as specified in 164 E and F above. For example: The insured's dry bean history in the 4 most recent policy crop years is 10 acres for black turtle beans and 90 acres for navy beans. If the insured reports 100 prevented planting acres of black turtle beans on his/her acreage report, the acreage report should be corrected to reflect 10 acres PP for black turtle beans and 90 acres PP for navy beans. The insured would be eligible for 100 acres of PP since no crop was planted on it, but the PP payment would have to be based on 10 acres of black turtle beans and 90 acres of navy beans.

- (13) When wheat acreage that is eligible for the short-rate (less than a full crop year coverage and premium) is indicated on the acreage report, such acreage is not eligible for a prevented planting payment unless it qualifies under "double cropping" provisions of the prevented planting section of the policy.

I PP Coverage for Spring Crops Intended to Follow a Failed Fall Crop

- (1) A producer may be eligible for a PP guarantee for a spring-planted crop that was intended to be planted, even though a fall-planted crop had been planted on the acreage, if the acreage has a history of double-cropping (not applicable to CAT) or if all of the following apply:
- (a) The fall-planted crop failed, crop insurance coverage was not available for the fall-planted crop, and the producer is not eligible for any payment associated with the crop loss;
 - (b) Failure of the fall-planted crop occurs prior to the time that planting of spring crops normally begins in the county;
 - (c) The producer does not derive a benefit from the failed fall-planted crop by harvesting it (haying or grazing is allowed after the final planting date for the spring crop); and
 - (d) An insurance policy with PP coverage is in place for the spring crop that is intended to be planted.
- (2) An insured may be eligible for a PP guarantee when he/she intends to destroy an existing forage stand and plant a spring crop on the acreage, if the insured is unable to destroy the forage stand and plant the spring crop due to insurable causes, provided all of the following apply:
- (a) Insurance coverage was not available for the forage crop (i.e., it is an over-age stand or stand that is reduced such that insurance would not be available or the stand would not be further cared for by producers in the area and would normally be removed) and the producer is not eligible for any payment associated with the forage crop (other than benefits the insured might derive from minimal grazing and haying normally associated with over-age stands or damaged stands);

- (b) Producers with acreage of similar characteristics in the surrounding area were prevented from planting;
- (c) The forage crop was not hayed or grazed until after the spring crop's final planting date; and
- (d) An insurance policy with PP coverage is in place for the spring crop that is intended to be planted.

J Eligibility for a Fall-planted Crop Intended to Follow Spring-planted Crops

A producer may be entitled to a PP payment for a fall-planted crop if **other producers** with acreage having similar characteristics in the surrounding area were also prevented from harvesting a mature spring-planted crop (due to adverse weather) and were prevented from planting. In counties that have crops with only spring final planting dates or both fall and spring final planting dates (e.g., Small Grains), the insured crop must be prevented from being planted until the spring final planting date in order to be eligible for a PP guarantee.

K Acceptable Cover Crops

- (1) Acceptable cover crops include the following, provided they are not prior established crops (e.g., alfalfa) and are planted for erosion control, green manure, etc., and are generally left in place for only one growing season:
 - Annual, biennial, or perennial grasses and legumes (legumes such as alfalfa, soybeans, or peanuts are not considered a cover crop except as indicated in subparagraph I (2) above) including sorghum grass crosses, sudans, and volunteer stands other than weeds.
 - Barley, oats, rice, wheat, and other small grains qualify, provided they are not harvested for grain or seed.
- (2) The approved cover crops may be hayed (chopped for silage) or grazed after the final planting date for the insured crop only if allowed by PP policy provisions, but may not be harvested for grain or seed.
- (3) The above cover crops are commonly recognized in the farming community and are consistent with those previously approved by the Department of Agriculture for ACR and CU acres.
- (4) Corn planted for any use is not considered to be a cover crop.

165 **PREMIUM**

The premium for LP and PP is based upon the original per-acre production guarantee for timely planted acreage, less any premium for acreage deleted (by a revised acreage report) that was not eligible for LP or PP coverage. If the premium amount for acreage that the insured is required to pay (gross premium less FCIC subsidy) for LP or PP

acreage exceeds the liability on such acreage, no premium will be due (coverage will not be provided for those acres and no indemnity will be paid for such acreage).

166 ACREAGE REPORTING

The acreage report is the primary tool for implementing the LP and PP provisions, reducing the unit guarantee for LP and PP acreage.

A Insured's Responsibility

With the agent's assistance:

- (1) On or before the final acreage reporting date, report all timely planted, LP, and PP acreage along with any information required to complete an accurate initial acreage report by the final acreage reporting date (also see subparagraph E below for final acreage reporting dates).
- (2) Report any change in status of any PP acreage, including the planting of PP acreage. A revised acreage report must be prepared by the agent as needed. See subparagraph H below for revised acreage report examples.
- (3) Identify on the acreage report (or on an attachment) all uninsurable and non-eligible PP acreage and the factors used in that determination; i.e., acreage planted for an uninsurable use (e.g., planted for pasture, etc.), adjustment of reported acreage due to eligible PP acreage limitations, planted for cover crop to be harvested, etc.

NOTE: Acreage planted to the insured crop after the LP period (after the final planting date for crops that do not have a late planting period) must be reported appropriately as insured or uninsured acreage.

DEFINITIONS

Policyholder File	The file maintained for each insured. The file contains copies of documents such as application, appraisal worksheets, claims, etc. (Also known as insured's contract file.)
Policy Number	See Contract Number.

Power of Attorney	A document signed by the insured naming another party to act on behalf of the insured. For crop insurance purposes, this document may be specific to only certain transactions or all transactions involved with the crop insurance contract.
Practical to Replant	See PAR. 76.
Practice	A special farming procedure or method, such as irrigation, summer fallow, continuous crop, etc., shown on the actuarial documents for which a separate premium rate and/or yield has been established.
Preliminary Inspection	A farm visit by an adjuster in which an appraisal is usually made on a part of an insured crop unit, and in some instances, written permission is given to make other use of or destroy the affected crop.
Preliminary Yield	The nonbinding APH yield calculated and quoted by the agent prior to its being approved.
Premium Adjustment	A premium cost adjustment applicable to some policies, based on continuous favorable insurance experience or unfavorable insurance experience for the crop (also referred to as Experience Adjustment Factor).
Premium Discount	A reduction in the base premium rate for unit consolidation. The discount as defined in the actuarial data for optional/guideline unit consolidation, which is identified by the second two characters of the unit number. If the second two characters are "00", the premium discount is applicable. If the characters are greater than "00" and acreage is not planted on more than one optional/guideline unit for the same basic/policy unit (designated by the first two characters), then a premium discount is applicable.
Premium Subsidy	The portion of the base premium paid by FCIC for the level elected as authorized by law.
Prevented Planting	See PART 5.
Previous Crop Year	The crop year immediately preceding the current crop year.

DEFINITIONS

Price Election	The dollar value selected by the insured from those offered by FCIC which is used to establish the dollar amount of insurance coverage and premium due under a crop contract.
Prior Crop Year	Two or more crop years preceding the current crop year.
Prior APH Yield	The approved APH yield from the previous year's APH form.
Producer Premium	The insurance premium that a policyholder must pay after the subsidy is deducted.
Production Guarantee (Per Acre)	The number of pounds, bushels, tons, cartons, or other applicable units of measure determined by multiplying the approved APH yield per acre by the coverage level percentage selected by the insured.
Production Not to Count	Harvested production of the same crop which is subtracted from the unit's production before the indemnity is computed.
Production Report	Written record showing the insured crop's annual production and planted acreage. It is used to determine the insured's actual yields for insurance purposes.
Production Reporting Date	The last date production reports will be accepted for inclusion in the base period to be used to calculate an approved APH yield for the current crop year, and is the earlier of the acreage reporting date or 45 days after the earliest cancellation date for the crop for the current crop year, unless stated otherwise in the Special Provisions.
Production to Count	Harvested and/or appraised quantities of a crop produced (including appraised production from uninsured causes of loss) from a unit which are subtracted from the unit's production guarantee in computing an indemnity.
Quality Assurance	An established review process maintained by the insurance provider to inspect and document the performance of its operations, employees, and adjusters. (This review process is also known as quality control.)
Quality Adjustment Factor	A factor used to reduce production to count when the policy allows for reduction of production to count and the production grades at or lower than the specified quality stated in the policy.

DEFINITIONS

Raisin Tonnage Report	See Acreage Report.
Range	One of the six-section north/south rows of a township identified as being east or west of the principal meridian.
Recognized Good Farming Practices	The cultural practices generally in use in the county for the insured crop to make normal progress toward maturity and produce at least the yield used to determine the production guarantee and are those recognized by the local Cooperative Extension Service as compatible with agronomic and weather conditions in the area.
Regional Office (RO) (Previously known as Regional Service Office (RSO))	Regional Office(s) of the Risk Management Agency. For the assigned states, the RO performs program and underwriting services for the crop insurance program.

Reinsured Company	Private insurance companies selling and adjusting multiple peril crop insurance reinsured by FCIC. Also known as insurance provider.
Relative	A person connected with another by blood or marriage.
Releasing Agent	See ceding agent.
Replant Claim	An insurance document submitted by the insured after an inspection which records the number of acres replanted, not replanted, and the cost of replanting any damaged acres from which a replant indemnity will be computed.
Replanting	Performing the cultural practices necessary to prepare the land to replace the seed or plants of the damaged or destroyed insured crop, and then replacing the seed or plants of the same crop in the insured acreage with the expectation of producing at least the yield used to determine the production guarantee.
Replant Payment	The payment received when acreage qualifies for a replanting payment in accordance with the Basic Provisions and applicable crop provisions.
Reported Damage or Loss	A responsibility of the insured to promptly notify the Service Office Representative (agent) of any probable crop damage or loss.
Representative	Any person authorized by the insurance provider to work in the field or in an office to carry out in whole or in part the Federal crop insurance marketing, contract servicing, or loss adjustment functions for new applicants or present policyholders. See Agent.

DEFINITIONS

Representative Sample Areas	See PAR. 104.
Representative Strips (Sample)	Strips of the unharvested crop that the insured is required, in accordance with policy provisions, to leave if damage is initially discovered within 15 days of or during harvest.
Revised Acreage Report or Raisin Tonnage Report	Completed when changes and/or corrections are made to the original acreage or tonnage report. Revised acreage reports (tonnage reports) prepared after the acreage (tonnage) reporting date, must be approved by the insurance provider before they are processed.
RMA	An acronym for Risk Management Agency. RMA administers the Federal crop insurance program.
Sales Closing Date	The last date for the crop year that a producer may apply for insurance on a crop in a specific county and the last date by which an insured may change the crop insurance coverage for a crop year.
Section	See PAR. 58.
Sketch Map	A diagram showing where fields or production are located.
Special Provisions	The part of the policy (contained in the actuarial documents) that contains specific provisions of insurance for each insured crop that may vary by geographic area; e.g, planting dates, rotational requirements, exclusions to the policy, etc.
Special Report	A form used to record facts; e.g., used as an attachment to claims or acreage reports when there is not enough room in the narrative to record required documentation and for additional documentation regarding controversial claims, unusual cases, uninsured causes, not following good farming practices, etc.
Standard Reinsurance Agreement	The agreement between a reinsured company and FCIC by which the insurer cedes to FCIC certain liabilities arising from the insurer's sales of insurance policies in return for a portion of premium monies and administrative expense reimbursements.

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated).	Crop Codes	FCIC		NCIS		APH or Dollar (\$)	Late Planting Prov.	Prev. Planting Prov.	** Replant Payment Prov.	** Optional(O) Basic (B) Unit	** High-Risk Land Ex. Opt.
Crops		*Basic Provisions	*Crop Provisions	*Basic Provisions	*Crop Provisions						
Almonds	0028	99-B1	99-028	1999 700-B	719	APH				B/O	
Apples	0054	99-B1	99-054 (rev. 6-98)	1999 700-B	721 (6-98)	APH				B/O	
Avocados (Pilot - California Only)	0019	99-B1 (for 2000 and 2001 CY)	98-019 (for 2000 CY) 2001-019 (for 2001 CY)	1999 700-B (for 2000 CY and 2001 CY)	711 (for 2000 CY and 2001 CY)	\$				B/O	
Avocados (Pilot - Florida Only)	0019	99-B1	99-019A	1999-700B	808	APH				B/O	
Avocado & Mango Tree (Pilot - Florida Only) Avocado Mango	0212 0214	99-B1	98-212 (Rev. 10/97)	1999-700-B	804	\$				B	
Beans, Fresh Market (Pilot)	0105	99-B1	00-105	1999-700-B	826	\$				B	
Beans (Processing)	0046	99-B1	98-046	1999-700-B	704	APH	Yes 1/	Yes 1/		B/O/O by type	
Blueberries (Pilot)	0012	99-B1	00-012	1999-700-B	794	APH				B	
Cabbage (Pilot)	0072	99-B1	00-072	1999- 700-B	810	APH			Yes	B/O	
Canola/Rapeseed	0015	99-B1	98-015	1999-700-B	795	APH	Yes 1/	Yes 1/	Yes	B/O	
Cherries (Pilot)	0057	99-B1	00-057	1999-700B	812	\$				B/O	
Chile Peppers, Processing (Pilot)	0045	99-B1	00-045	1999-700B	832	\$				B/O by Type	
California Citrus Dollar Plan (Pilot) (for 2001 CY) Navel oranges	0215	99-B1	2001-0215	1999-700B	2001-836	\$				B/O by Type	
Citrus (AZ & CA) Grapefruit Lemons Minneola Tangelos Navel Oranges Sweet Oranges Valencia Oranges Orlando Tangelos Kinnow Mandarins	0201 0202 0206 0215 0216 0217 0237 0239	98-B1 (for 2000 CY) 99-B1 (for 2001 CY)	00-126	1998-700-B (for 2000 CY) 1999-700-B (for 2001 CY)	2000 731	APH				B by type/O	

1/ Refer to Part 5 for additional LP and PP instructions. *Current, up to signature date of this handbook. **Applies to limited and additional coverage ONLY

For pilot crops, only selected states and counties apply. NOTE: The Basic Provisions (98-B1 and 99-B1) represents the FCIC version. The 98-B1 and 99-B1 are referred to as the 98-BR and 99-BR respectively for industry purposes and are maintained on the RO Server.

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated)	Crop Codes	FCIC		NCIS		APH or Dollar (\$)	Late Planting Prov.	Prev. Planting Prov.	** Replant Payment Prov.	** Optional(O) Basic (B) Unit	** High-Risk Land Ex. Opt.
Crops		*Basic Provisions	*Crop Provisions	*Basic Provisions	*Crop Provisions						
Citrus Fruit (Florida) Citrus I Citrus II Citrus III Citrus IV Citrus V Citrus VI Citrus VII	0245 0246 0247 0248 0249 0250 0251	99-B1	99-026	1999-700-B	724	\$				B by type/O	
Citrus Fruit (Texas) Early & Midseason Oranges Late Oranges All Other Grapefruit Ruby Red Grapefruit Rio Red & Star Ruby Grapefruit	0224 0225 0226 0228 0238	98-B1 (for 2000 CY) 99-B1 (for 2001 CY)	00-226	1998-700-B (for 2000 CY) 1999-700-B for 2001 CY)	733	APH				B/O	
Citrus Trees (Texas) Citrus Trees I Citrus Trees II Citrus Trees III Citrus Trees IV Citrus Trees V	0240 0241 0242 0243 0244	99-B1	99-025	1999-700-B	737	\$				B/O	
Cultivated Clams (Pilot)	0116	99-B1	2000-0116a43	1999-700-B	2000-882	\$				B	
Coarse Grains Corn Grain Sorghum Soybeans	0041 0051 0081	99-B1	98-041	1999-700-B	702	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O	Yes <u>1/</u>
Cotton	0021	99-B1	99-021	1999-700-B	703	APH	Yes <u>2/</u>	Yes <u>2/</u>		B/O	Yes <u>1/</u>
Cotton (ELS)	0022	99-B1	99-022	1999-700-B	745	APH		Yes <u>2/</u>		B/O	Yes <u>1/</u>
Crambe (Pilot)	0068	99-B1	99-068	1999-700-B	814	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O	Yes <u>1/</u>
Cranberries	0058	99-B1	99-058	1999-700-B	742	APH				B/O	
Cucumbers, Processing (Pilot)	0106	99-B1	00-0106	1999-700-B	834	\$				B	
Dry Beans	0047	99-B1	98-047	1999-700-B	712	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O/O by type	Yes <u>1, 3/</u>
Figs	0060	99-B1	99-060	1999-700-B	792	APH				B by type/O	

1/ Requires Insured's Signature 2/ Refer to Part 5 for additional LP and PP instructions. 3/ Not available in Idaho, Oregon, Utah, and Washington

Current, up to signature date of this handbook.** * Applies to limited and additional Coverage ONLY** For pilot crops, only selected states and counties apply.

NOTE: The Basic Provisions (98-B1 and 99-B1) represents the FCIC version. The 98-B1 and 99-B1 are referred to as the 98-BR and 99-BR respectively for industry purposes and are maintained on the RO Server.

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated)	Crop Codes	FCIC		NCIS		APH or Dollar (\$)	Late Planting Prov.	Prev. Planting Prov.	** Replant Payment Prov.	** Optional(O) Basic (B) Unit	** High-Risk Land Ex. Opt.
Crops		*Basic Provisions	*Crop Provisions	*Basic Provisions	*Crop Provisions						
Florida Fruit Trees (Pilot) Orange Trees Grapefruit Trees Lemon Trees Lime Trees All Other Citrus Trees Carambola Trees	0207 0208 0209 0210 0211 0213	99-B1	00-014	1999-700-B	2000-748	\$				B	
Forage Production	0033	99-B1	99-033	1999-700-B	729	APH				B	
Forage Seeding	0032	99-B1	99-032	1999-700-B	730	\$			Yes	B/O	
Grapes	0053	99-B1	99-053	1999-700-B	2000-717	APH				B/O Variety ^{3/}	
Grapes, Table	0052	99-B1	99-052	1999-700-B	741	APH				B/O Variety ^{3/}	
Hybrid Seed Corn	0062	99-B1	98-062	1999-700-B	738	\$	Yes ^{2/}	Yes ^{2/}		B/O	
Hybrid Sorghum Seed	0050	99-B1	98-050	1999-700-B	797	\$	Yes ^{2/}	Yes ^{2/}		B/O	
Macadamia Nuts	0023	98-B1(for 2000 CY) 99-B1 for 2001 CY)	00-023	1998-700B (for 2000 CY) 1999-700B (for 2001 CY)	2000-790	APH				B/O	
Macadamia Trees	0024	99-B1	99-024 (rev. 6/98)	1999-700-B	791	\$				B/O	
Millet (Pilot)	0017	99-B1	98-017	1999-700-B	789	APH	Yes ^{2/}			B/O	
Mint (Pilot)	0074	99-B1	00-74	1999-700B	2000-828	APH				B/O	Yes ^{1/}
Mustard (Pilot)	0069	99-B1	99-069	1999 700-B	816	APH	Yes ^{2/}	Yes ^{2/}	Yes	B/O	Yes ^{1/}
Nursery (Container/Field Grown)	0073	99-B1	99-073 (rev. 10/98)	1999 700-B	1999-782	\$				B/O	
Onions	0013	99-B1	00-013 (rev. 6/30/99)	1999-700-B	2000 709	APH	Yes ^{2/}	Yes ^{2/}	Yes	B/O by type	
Peaches	0034	99-B1	99-034	1999-700-B	720	APH				B/O	
Peanuts	0075	99-B1	99-075 (Rev. 7/99)	1999-700-B	718 (rev. 7/99)	APH	Yes ^{2/}	Yes ^{2/}	Yes	FSN	

^{1/} Requires Insured's Signature ^{2/} Refer to Part 5 for additional LP and PP instructions. ^{3/} Basic unit by variety in CA/Optional units by non-contiguous land only - All other states B/O units.

*Current, up to signature date of this handbook. ** Applies to limited and additional Coverage ONLY For pilot crops, only selected states and counties apply.

NOTE: The Basic Provisions (98-B1 and 99-B1) represents the FCIC version. The 98-B1 and 99-B1 are referred to as the 98-BR and 99-BR respectively for industry purposes and are maintained on the RO Server.

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated)	Crop Codes	FCIC		NCIS		APH or Dollar (\$)	Late Planting Prov.	Prev. Planting Prov.	** Replant Payment Prov.	** Optional(O) Basic (B) Unit	** High-Risk Land Ex. Opt.
Crops		*Basic Provisions	*Crop Provisions	*Basic Provisions	*Crop Provisions						
Pears	0089	99-B1	99-089	1999-700-B	715	APH				B/O	
Peas Dry Green	0067 0064	99-B1 99-B1	99-067 (rev. 7/98) 98-064	1999-700-B 1999-700-B	713-D 713-G	APH APH	Yes <u>2/</u> Yes <u>2/</u>	Yes <u>2/</u> Yes <u>2/</u>		B/O/O by Type	
Pecans (Pilot)	0020	99-B1	99-020	1999-700-B	802	\$					
Peppers, (Fresh Market)	0083	99-B1	99-083	1999-700-B	740	\$			Yes	B/O	
Plums	0092	99-B1	99-092 (rev. 6/98)	1999-700-B	706	APH				B/O	
Popcorn	0043	99-B1	99-043	1999-700-B	744	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O	Yes <u>1/</u>
Potatoes (Central/Southern)	0084	99-B1	99-284	1999-700-B	734 CS	APH	Yes <u>2/</u>	Yes <u>2/</u>		B/O	
Potatoes (Northern)	0084	99-B1	98-184	1999-700-B	734N	APH	Yes <u>2/</u>	Yes <u>2/</u>		B/O	
Prunes	0036	99-B1	99-036	1999-700-B	747	APH				B/O <u>3/</u>	
Raisins	0037	99-B1	98-037	1999-700-B	723	\$				B by variety /O	
Rice	0018	99-B1	98-018	1999-700-B	716	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O	Yes <u>1/</u>
Safflower Seed	0049	99-B1	98-049 (rev. 12-97)	1999-700-B	749 (1/98)	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O	Yes <u>1/</u> . <u>4/</u>
Small Grains Barley Flax Oats Rye Wheat	0091 0031 0016 0094 0011	99-B1	98-011	1999-700-B	(1998) 714	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes <u>5/</u> (Wheat Only)	B/O	Yes <u>1/</u>
Stonefruit Fresh Apricots Processing Apricots Fresh Nectarine Processing Cling Peaches Processing Freestone Peaches Fresh Freestone Peaches	0218 0219 0220 0221 0222 0223	99-B1	99-077 (rev. 6/98)	1999-700-B	796	APH				B by type /O	

1/ Requires Insured's Signature 2/ Refer to Part 5 for additional LP and PP instructions 3/ Unless limited by Crop Provisions or Special Provisions.

4/ Not available in Utah or Idaho 5/ Not available for fall planted wheat 6/ Not available in Colorado *Current, up to signature date of this handbook.

** Applies to limited and additional Coverage ONLY For pilot crops, only selected states and counties apply.

NOTE: The Basic Provisions (98-B1 and 99-B1) represents the FCIC version. The 98-B1 and 99-B1 are referred to as the 98-BR and 99-BR respectively for industry purposes and are maintained on the RO Server.

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated)	Crop Codes	FCIC		NCIS		APH or Dollar (\$)	Late Planting Prov.	Prev. Planting Prov.	** Replant Payment Prov.	** Optional(O) Basic (B) Unit	** High-Risk Land Ex. Opt.
Crops		*Basic Provisions	*Crop Provisions	*Basic Provisions	*Crop Provisions						
Strawberries (Pilot)	0110	99-B1	00-110C	1999-700-B	830	\$				B/O	
Sugar Beets	0039	99-B1	98-039	1999-700-B	707	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O	Yes <u>1, 6/</u>
Sugarcane	0038	99-B1	99-038	1999-700-B	732	APH				B/O	
Sunflower Seed	0078	99-B1	98-078	1999-700-B	708	APH	Yes <u>2/</u>	Yes <u>2/</u>	Yes	B/O	Yes <u>1/</u>
Sweet Corn (Processing)	0042	99-B1	98-042	1999-700-B	728	APH	Yes <u>2/</u>	Yes <u>2/</u>		B/O	Yes <u>1/</u>
Sweet Corn (Fresh Market)	0044	99-B1	99-044	1999-700-B	746	\$			Yes	B/O	
Sweet Potatoes (Pilot)	0085	99-B1	98-085	1999-700-B	806	APH				B/O <u>3/</u>	Yes <u>1/</u>
Tobacco, Guaranteed Production Flue Cured Fire Cured Maryland Dark Air Cigar Filler Cigar Binder Cigar Wrapper	0229 0230 0232 0233 0234 0235 0236	99-B1	99-071	1999-700-B	736	APH	Yes <u>2/</u>			B by type/ O by FSN	
Tobacco (Quota) Burley	0231	99-B1	99-070	1999-700-B	710	\$	Yes <u>2/</u>			B by FSN	
Tomatoes (Fresh Market Guar. Prod.)	0086	99-B1	99-186	1999-700-B	722	APH			Yes	B/O	
Tomatoes (Fresh Market Dollar Plan)	0086	99-B1	99-086	1999-700-B	739	\$			Yes	B/O	
Tomatoes (Processing)	0087	99-B1	98-087	1999-700-B	727	APH	Yes <u>2/</u>		Yes		
Walnuts	0029	98-B1	99-029	1999-700-B	743	APH				B/O	
(Cultivated) Wild Rice (Pilot)	0055	99-B1	99-055	1999 700-B	820	APH				B/O	
Winter Squash (Pilot)	0065	99-B1	00-065 (Rev. 08-99)	1999 700-B	2000-822	\$				B	
Catastrophic Risk Protection Endorsement		<u>4/</u>	99-CAT	<u>4/</u>	1997-777						

1/ Requires insured's signature. 2/ Refer to Part 5 for additional LP and PP instructions. 3/ Standard optional units plus optional units by type in CA .

4/ Endorsement attaches to specific crop policies or endorsements when CAT coverage is selected by the insured.

***Current, up to signature date of this handbook. **Applies to limited and additional Coverage ONLY.** For pilot crops, only selected states and counties apply.

NOTE: The Basic Provisions (98-B1 and 99-B1) represents the FCIC version. The 98-B1 and 99-B1 are referred to as the 98-BR and 99-BR respectively for industry purposes and are maintained on the RO Server.

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated)	Crop Codes	FCIC		NCIS		Expected County Yield	Late Planting Prov.	Prev. Planting Prov.	Replant Payment Prov.	Unit of Measure	Unit by County/ Basic (B)/ Optional (O) Enterprise (E) Whole Farm (WF)	High-Risk Land Exclusion Option
		*Basic Provisions	*Crop Provisions	*Basic Provisions	*Crop Provisions							
Group Risk Plan (GRP)												
Corn <u>1/</u>	0041	99-102	00-141	2000-950	954	Yes				bu.	Yes (C)	
Cotton <u>1/</u>	0021	99-102	00-121	2000-950	956	Yes				lbs.	Yes (C)	
Forage Production (Pilot)	0033	97-102	00-133	2000-950	942	Yes				tons	Yes (C)	
Sorghum <u>1/</u>	0051	99-102	00-151	2000-950	962	Yes				bu.	Yes (C)	
Peanuts <u>1/</u>	0075	99-102	00-175	2000-950	960	Yes				lbs.	Yes (C)	
Rangeland (Pilot)	0048	99-102	99-048	1999-950	943	Yes				lbs.	Yes (c)	
Soybeans <u>1/</u>	0081	99-102	00-181	2000-950	964	Yes				bu.	Yes (C)	
Wheat (Pilot) <u>1/</u>	0011	97-102	00-111	2000-950	941	Yes				bu.	Yes (C)	
Group Risk Income Protection (GRIP)												
Corn <u>1/</u>	0041	99-GRIP-BASIC	99-GRIP-Corn	1999-950-GRIP (11-98)	954-GRIP	YES					YES (C)	
Soybeans <u>1/</u>	0081	99-GRIP-BASIC	99-GRIP-Soybeans	1999-950-GRIP (11-98)	964-GRIP	YES					YES (C)	
Income Protection (IP)												
Barley (Pilot)	0091	99-B1	00-391	1999 700-B	714B-IP	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>		bu/\$	YES (E)	
Corn (Pilot)	0041	99-B1	00-341	1999 700-B	702C-IP	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	<u>1/</u>	bu./\$	YES (E))	
Cotton (Pilot)	0021	99-B1	00-321	1999 700-B	703-IP	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	<u>1/</u>	lbs./\$	YES (E)	
Wheat (Pilot)	0011	99-B1	00-311	1999-700-B	714W-IP	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	<u>1/</u>	bu./\$	YES (E)	
Soybeans (Pilot)	0081	99-B1	00-381	1999-700-B	702S-IP	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	<u>1/</u>	bu./\$	YES (E)	
Grain Sorghum (Pilot)	0051	99-B1	00-351	1999-700-B	702G-IP	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	<u>1/</u>	bu./\$	YES (E)	

1/ ONLY available as Limited or Additional Coverage ONLY. 2/ Refer to Part 5 for additional LP and PP instructions RP, IP, CRC and RA insurance plans, if elected, meet the FSA linkage requirements. For pilot crops, only selected states and counties apply. *Current, up to signature date of this handbook. ** Applies to limited and additional Coverage ONLY
NOTE: The Basic Provisions (99-B1) represents the FCIC version. The 99-B1 is referred to as the 99-BR for industry purposes and are maintained on the RO Server.

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated)		FCIC		NCIS								
INSURANCE PLANS	Crop Codes	Basic Provisions	Crop Provisions	Basic Provisions	Crop Provisions	Expected County Yield	Late Planting Prov.	Prev. Planting Prov.	Replant Payment Prov.	Unit of Measure	Unit by County (C) Basic (B) Optional (O) Enterprise (E) Whole Farm (WF)	High Risk Land Exclusion Option
CROPS												
Crop Revenue Coverage (CRC)												
Corn <u>1/</u>	0041	99-CRC-BASIC (rev. 11/98)	00-CRC-CG	2000 700B-CRC	702-CRC	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu./\$	YES (B/O/E)	YES <u>3/</u>
Soybeans <u>1/</u>	0081	99-CRC-BASIC (rev. 11/98)	00-CRC-CG	2000 700B-CRC	702-CRC	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu./\$	Yes (B/O/E)	Yes <u>3/</u>
Grain Sorghum <u>1/</u>	0051	99-CRC-BASIC (rev. 11/98)	00-CRC-CG	2000 700B-CRC	702-CRC	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu./\$	Yes (B/O/E)	Yes <u>3/</u>
Cotton <u>1/</u>	0021	99-CRC-BASIC (rev. 11/98)	00-CRC-021	2000 700B-CRC	703-CRC	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	No	lb./\$	Yes (B/O/E)	Yes <u>3/</u>
Rice <u>1/</u>	0018	99-CRC-BASIC (rev. 11/98)	00-CRC-RICE	2000 700B-CRC	716-CRC	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	lb/\$	Yes (B/O/E)	Yes <u>3/</u>
Wheat (Spring) <u>1/</u>	0011	99-CRC-BASIC (rev. 11/98)	00-CRC-WHEAT (11/99)	2000 700B-CRC	2000 714W-CRC	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu./\$	Yes (B/O/E)	Yes <u>3/</u>
Wheat (Fall) <u>1/</u>	0011	99-CRC-BASIC (rev. 6/98)	99-CRC-WHEAT (6/98)	1999 700B-CRC (Rev. 12/98)	1999 714W-CRC	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu/\$	Yes (B/O/E)	Yes <u>3/</u>

1/ Available as Limited or Additional coverage Only

2/ Refer to Part 5 for additional LP and PP instructions

3/ Requires insured's signature

4/ Available as Additional Coverage Only

5/ Available as Limited Coverage Only

EXHIBIT 2
CROP POLICY INFORMATION

2000 CY INFORMATION (or 2001 CY where designated)		FCIC		NCIS								
INSURANCE PLANS											Unit by County (C) Basic (B) Optional (O) Enterprise (E) Whole Farm (WF)	High Risk Land Exclusion Option
CROPS	Crop Codes	Basic Provisions	Crop Provisions	Basic Provisions	Crop Provisions	Expected County Yield	Late Planting Prov.	Prev. Planting Prov.	Replant Payment Prov.	Unit of Measure		
Revenue Assurance Cov. (RA)												
Barley (Feed) <u>4/</u>	0091	99-B1	00-RA-BAR-CP	2000 700B-RA	2000 714B-RA	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>		bu/\$	Yes (B/O/E/WF)	
Canola/rapeseed <u>4/</u>	0015	99-B1	00-RA-C&R-CP	2000 700B-RA	2000 795-RA	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	lbs./\$	Yes (B/O/E/WF)	
Corn <u>4/</u>	0041	99-RA-BP (rev. 11/98)	00-RA-C&S-CP	2000 700B-RA	2000 702RA	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu./\$	Yes (B/O/E/WF)	Yes <u>3/</u>
Soybeans <u>4/</u>	0081	99-RA-BP (rev. 11/98)	00-RA-C&S-CP	2000 700B-RA	2000 702RA	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu./\$	Yes (B/O/E/WF)	Yes <u>3/</u>
Sunflowers <u>4/</u>	0078	99-B1	00-RA-Sunflower-CP	2000 700B-RA	2000 708-RA	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	lbs./\$	Yes (B/O/E/WF)	Yes <u>3/</u>
Wheat <u>4/</u>	0011	99-RA-BP (rev. 11/98)	00-RA-WH	2000 700B-RA	714W-RA (1999)	APH/\$	Yes <u>2/</u>	Yes <u>2/</u>	Yes	bu/\$	Yes (B/O/E/WP)	Yes <u>3/</u>
Adjusted Gross Revenue (AGR) <u>5/</u>												
Agricultural Commodities	0063	99-AGR	N/A	980	N/A	Revenue \$				\$	WF	

1/ Available as Limited or Additional coverage Only

2/ Refer to Part 5 for additional LP and PP instructions

3/ Requires insured's signature

4/ Available as Additional Coverage Only

5/ Available as Limited Coverage Only

CAUSE OF LOSS NAMES AND CODES		
LOSS CAUSE	CODE	APPLICABLE TO:
NO INDEMNITY	(00)	ALL CROPS
DECLINE OF PRICE	(01)	All crops insured under Income Protection, Crop Revenue Coverage, and Revenue Assurance policies, and avocados (Revenue plan CA only) pecans, and CA Dollar Citrus. For income protection, CRC, and RA policies, this is applicable when the harvest price falls below the projected price (base price for CRC policies) and is the primary or secondary contributor of the loss. This is applicable for avocados (Revenue plan CA only) when there is a decline in the standardized season average price, for pecans when a decline in the market price used to determine the indemnity is the primary or secondary contributor of the loss, or for CA Dollar Citrus when there is a decline in the average net price received.
DROUGHT	(11)	ALL CROPS EXCEPT: Avocado and Mango Trees, Texas Citrus Fruit, Texas Citrus Trees, Florida Citrus, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, Rice, FM Sweet Corn, FM Tomatoes (\$ Plan), AND any crop insured under an irrigated practice.
HEAT	(12)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
FIS (Failure of irrigation (water supply))	(13)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Cultivated Clams, Florida Fruit Trees, and Raisins.
FIE (Failure of irrigation equipment)	(14)	ONLY: CRANBERRIES.
HAIL	(21)	ALL CROPS EXCEPT: Avocado and Mango Trees, Cultivated Clams, Florida Fruit Trees, and Raisins.
EXCESS SUN	(22)	ONLY: Apples when Sunburn Option in effect.
EXCESS MOISTURE/PRECIP/RAIN	(31)	ALL CROPS* EXCEPT: Florida Citrus and Cultivated Clams.
FROST 1/ (See footnote below.)	(41)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
FREEZE 1/ (See footnote below.)	(42)	ALL CROPS EXCEPT: Raisins.

NOTE: Some crop provisions may contain specific cause of loss definitions; e.g., wind, frost, or freeze. Please refer to the crop provisions for any such specifics.

1/ Special Provisions may state this is not an insurable cause if this cause occurs after the specified date or for some crops is not an insurable cause if adequate freeze protection is not in effect.

CAUSE OF LOSS NAMES AND CODES		
LOSS CAUSE	CODE	APPLICABLE TO:
COLD WINTER	(43)	ALL CROPS EXCEPT : Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
COLD WET WEATHER	(44)	ALL CROPS EXCEPT : Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
ICH (Insufficient Chill hrs.)	(45)	ONLY the following : Blueberries, Peaches, and Plums.
FLOOD	(51)	ALL CROPS EXCEPT : Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
GRP CROPS ONLY	(55)	CROPS INSURED UNDER THE GRP PLAN OF INSURANCE.
WIND/EXCESS WIND <u>1/</u> (See footnote below.)	(61)	ALL CROPS EXCEPT : Florida Citrus, FM Peppers, Raisins, and FM Tomatoes (\$ Plan).
HOT WIND	(62)	ALL CROPS EXCEPT : Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
CYCLONE	(63)	ALL CROPS EXCEPT : Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
TORNADO	(64)	ALL CROPS EXCEPT : Avocado and Mango Trees, Cultivated Clams, Florida Fruit Trees, and Raisins.
TIDAL WAVE	(65)	ONLY : CULTIVATED CLAMS.
OXYGEN DEPLETION	(66)	ONLY : CULTIVATED CLAMS.
STORM SURGE	(67)	ONLY : CULTIVATED CLAMS.
ASIATIC CITRUS CANKER	(70)	ONLY : FLORIDA FRUIT TREES.
INSECTS <u>1/</u> (See footnote below.)	(71)	ALL CROPS EXCEPT : Avocado and Mango Trees, Florida Citrus, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, Figs, and Raisins.
PREDATION <u>2/</u> (See footnote below.)	(73)	ONLY : CULTIVATED CLAMS.

NOTE: Some crop provisions may contain specific cause of loss definitions; e.g., wind. Please refer to the crop provisions for any such specifics.

1/ Some policies may be limited or restricted for this cause of loss; see the individual crop provisions for specifics.

2/ This cause of loss is excluded unless allowed by the Special Provisions.

CAUSE OF LOSS NAMES AND CODES		
LOSS CAUSE	CODE	APPLICABLE TO:
SALINITY	(76)	ONLY: CULTIVATED CLAMS.
DISEASE, AQUACULTURE	(80)	ONLY: CULTIVATED CLAMS.
PLANT DISEASE 2/ (See footnote below.)	(81)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, Figs, and Raisins.
MYCOTOXIN (e.g., AFLATOXIN)	(82)	ALL CROPS* EXCEPT: Almonds, Apples, Avocados (revenue and APH plans), Avocado and Mango Trees, FM Beans, Blueberries, Cabbage, Cherries, Crambe, AZ-CA Citrus, Florida Citrus Fruit, Texas Citrus, Texas Citrus Trees, Chile Peppers, Cultivated Clams, Cucumbers (Processing), Florida Fruit Trees, Figs, Grapes, Table Grapes, Macadamia Nuts, Macadamia Trees, Mint, Peaches, Pears, Pecans, FM Peppers, Plums, Prunes, Raisins, (California) Stonefruit, Strawberries, Sweet Potatoes, FM Sweet Corn, FM Tomatoes (\$ and GP Plans), Walnuts, Watermelon, and Winter Squash.
FORCE FIRE	(90)	ONLY: Tobacco.
FIRE 2/ (See footnote below)	(91)	ALL CROPS EXCEPT: Avocado and Mango Trees, Cultivated Clams, Florida Fruit Trees, and Raisins.
HURRICANE OR TROPICAL DEPRESSION 1/ (See footnote below)	(92)	ALL CROPS EXCEPT: Avocado and Mango Trees, Texas Citrus Fruit, Texas Citrus Trees, Florida Fruit Trees, Peaches, Raisins, and FM Sweet Corn.
WILDLIFE 2/ (See footnote below.)	(93)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, Pears, Pecans, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
HOUSE BURN/POLE BURN	(95)	ONLY: Tobacco
EARTHQUAKE	(97)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
VOLCANIC ERUPTION	(98)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams, Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).
OTHER (Snow, Lightning, Etc.)	(99)	ALL CROPS EXCEPT: Avocado and Mango Trees, Florida Citrus, Texas Citrus Fruit, Texas Citrus Trees, Cultivated Clams Florida Fruit Trees, FM Peppers, Raisins, FM Sweet Corn, and FM Tomatoes (\$ Plan).

NOTE: Some crop provisions may contain specific cause of loss definitions; e.g., wind. Please refer to the crop provisions for any such specifics.

1/ The Florida Citrus Fruit Crop Provisions lists "Hurricane" as an insured cause of loss, but not "Tropical Depression."

2/ Some policies may be limited or restricted for this cause of loss; see the individual crop provisions for specifics.

UNITS OF MEASURE OF PRODUCTION *, BY CROP	
CROP NAME	UNIT OF MEASURE
Almonds	Pounds
Apples (Eastern)	Bushels (42 lbs.)
Apples (Colorado)	Bushels (40 lbs.)
Apples (Western)	Boxes (35 lbs. lose/field box)
Avocados California Only (Pilot)	Pounds/Dollars ****
Avocados Florida Only (Pilot)	Bushels
Avocado and Mango Tree (Pilot)	% Stand Dollar *
Barley	Bushels (48 lbs.)
Barley (Malting)	Bushels (48 lbs.)
Beans (Fresh Market) (Pilot)	Pounds/Dollars ****
Beans (Processing)	Tons ***
Blueberries (Pilot)	Pounds
Cabbage (Pilot)	Hundredweight
Canola/Rapeseed	Pounds
Cherries (Pilot)	Pounds/Dollars ****
Chile Peppers, Processing (Pilot)	Pounds/Dollars ****
Citrus (AZ-CA) (Navel, Valencia, Sweet Oranges) (Lemons) (Grapefruit) (Tangerines, Tangelos, Mandarin Oranges)	Cartons (38 lbs.) Cartons (40 lbs.) Cartons (32 lbs.) Cartons (25 lbs.)
Citrus, California Dollar Plan (Pilot) (Navel Oranges)	Cartons (38 lbs.)/Dollars ****
Citrus (FL)	Boxes (85 or 90 lbs.-depends on type)
Citrus (TX)	Tons
Texas Citrus Trees	% Tree Damage/Dollar *
Cultivated Clams (Pilot)	Clams by age (size) value/Dollars ****
Corn (Grain)**	Bushels (56 lbs.)
Corn (Silage)	Tons ***
Cotton	Pounds
Cotton, ELS	Pounds

* For Tree Crops the loss measurement is first based on the % of tree damage, and then the dollar loss is determined from this.

** To convert weight of ear corn to equivalent bushels of shelled corn divide by 70.

*** Tons = 2,000 pounds

**** Loss measurement is first based on weight/capacity measurement, as shown, then converted to dollars.

UNITS OF MEASURE OF PRODUCTION*, BY CROP	
CROP NAME	UNIT OF MEASURE
Crambe (Pilot)	Pounds
Cranberries	Barrels (100 lbs.)
Cucumbers, Processing (Pilot)	Bushels (50 lbs.)/Dollars ****
Dry Beans	Pounds (60 lbs. per bu)
Figs	Pounds
Flaxseed	Bushels (56 lbs.)
Florida Fruit Trees (Pilot)	% Stand/Dollar *
Forage Production	Tons ***
Forage Seeding	% Stand/Dollar *
Grain Sorghum	Bushels (56 lbs.)
Grapes	Tons ***
Table Grapes	Lugs (22-23 lbs.**)
Hybrid Corn Seed	Bushels (56 lbs.)
Hybrid Sorghum Seed	Bushels (56 lbs.)
Macadamia Nuts	Pounds
Macadamia Trees	% Tree damage/Dollar *
Millet (Pilot)	Hundredweight
Mint (Pilot)	Pounds
Mustard (Pilot)	Pounds
Nursery	Dollar (Plant Value)
Oats	Bushels (32 lbs.)
Onions	Hundredweight
Peaches	Bushels (50 lbs.)
Peanuts	Pounds
Pears	Tons ***
Peas, dry	Pounds (60 lbs. per Bu.)
Peas, green	Pounds

* For Forage Seeding, the loss measurement is first based on the % of stand, and then the dollar loss is determined from this. For Tree Crops, the loss measurement for a non-Asiatic-Citrus-Canker (ACC) loss is first based on the % of tree damage, and then the dollar loss is determined from this. For trees for which ACC is a covered cause of loss and for which there is an ACC loss, the loss measurement is based on number of trees destroyed and then dollar amount determined from this.

** 22 lbs. in Coachella Valley, CA district; 23 lbs. in all other CA districts.

*** Ton = 2, 000 pounds

**** Loss measurement is first based on weight/capacity measurement, as shown, then is converted to dollars.

UNIT OF MEASURE OF PRODUCTION, BY CROP	
CROP NAME	UNIT OF MEASURE
Pecans (Pilot)	Pounds/Dollar **
Peppers	1 1/9 bushels (per box)
Plums	Lugs (28 lbs.)
Popcorn	Pounds
Potatoes (Northern and Central/Southern)	Hundredweight
Prunes	Tons *
Raisins	Tons *
Rangeland (GRP)	Pounds
Rice	Pounds (45 lbs. per bu.)
Rye	Bushels (56 lbs.)
Safflowers	Pounds (35 lbs.)
Soybeans	Bushels (60 lbs.)
Strawberries (Pilot)	Pounds/Dollars **
Stonefruit (Apricots) (Nectarines) (Freestone Peaches) (Proc. apricots and Proc. Peaches)	Lugs (24 lbs.) Lugs (25 lbs.) Lugs (22 lbs.) Tons *
Sugar Beets	Tons *
Sugarcane	Pounds
Sugarcane (Hawaiian)	Pounds
Sunflower Seed (Oil)	Pounds (29 lbs. per bu.)
Sunflower Seed (Non-oil)	Pounds (25 lbs. per bu.)
Sweet Corn (Processing)	Tons *
Sweet Corn (Fresh)	Crates (42 lbs.)
Sweet Potatoes (Pilot)	Hundredweight
Tobacco (Guarantee & Quota)	Pounds
Tomatoes (Processing)	Tons *
Tomatoes (Fresh & Fresh Guarantee)	Cartons (25 lbs.)
Walnuts	Pounds
(Cultivated) Wild Rice (Pilot)	Pounds (25 lbs. MN. & 29 lbs. CA.)
Winter Squash (Pilot)	Hundredweight/Dollar **
Wheat	Bushels (60 lbs.)

*Ton = 2,000 pounds.

**Loss measurement is first based on weight/capacity measurement, as shown, then is converted to dollars.

ENTITIES AND DOCUMENTATION CHART

ENTITY	APPLICATION	*SIGNATURE(S) REQUIRED	DOCUMENTATION NEEDED	ID NUMBER
INDIVIDUAL	John C. Doe	John C. Doe	None	Individual EIN or SSN <u>1</u>
INDIVIDUAL	Northam Land Company c/o James T. Anderson	Northam Land Company By James T. Anderson, Sole Owner	None	EIN or SSN of The Owner <u>1</u>
INDIVIDUAL (Female)	Anna M. Smith (Not Mrs. John C. Smith)	Anna M. Smith (Not Mrs. John C. Smith)	None	EIN or SSN of Individual <u>1</u>
INDIVIDUAL (Joint & Survivor & Interest)	John W. Doe or Mary C. Doe	(Both must sign) John W. Doe Mary C. Doe	If they are not spouses, statements signed by both parties showing authority of one to act for the other	EIN or SSN of Individual <u>3</u>
INDIVIDUAL (Minor, Natural Guardian)	John Doe, (minor) by Fred Doe, Guardian	Fred Doe, Guardian for John Doe	Statement signed by minor and guardian showing qualifications as separate entity	EIN or SSN of Minor <u>1</u>
INDIVIDUAL (Minor Unable To Enter Into Contracts & Incompetent Court-Appointed Guardian)	Frank W. Doe c/o John H. Doe, Guardian	John H. Doe Guardian for Frank W. Doe,	Statements signed by court- appointed guardian showing where court decree can be verified	EIN or SSN of Minor or Incompetent <u>1</u>
INDIVIDUAL (Authorized Signature)	John C. Doe c/o Richard C. Roe, Authorized Representative	John C. Doe By Richard C. Roe, Under Power of Attorney	Power of Attorney	Individual EIN or SSN of insured <u>1</u>
CO-OWNERS	James L. Smith and John A. Brown, Co- Owners	(All must sign) James L. Smith John A. Brown	None, if all sign, Or Power of Attorney authorizing signature	Joint Interest EIN or SSN's <u>2</u>
JOINT OPERATORS	James L. Smith and John A. Brown, Joint Operators			
CORPORATION	ABC Company, Inc. c/o Richard Roe, (Title) First National Bank of Dallas c/o John H. Doe, (Title)	ABC Company, Inc. By Richard Roe, (Title) First National Bank of Dallas By John H. Doe, (Title)	Statements where articles of incorporation are on file. Application must be signed by authorized officer of the Corporation.	EIN For the Corporation <u>3</u>
ESTATE	Estate of Richard Roe, Deceased, c/o John H. Doe, Executor (or Administrator)	Estate of Richard Roe, Deceased, by John H. Doe Executor (or Administrator)	Statement advising where authority can be found	Estate EIN Or Deceased SSN or EIN

ENTITY	APPLICATION	*SIGNATURE(S) REQUIRED	DOCUMENTATION NEEDED	ID NUMBER
TRUST (BIA) (Irrevocable) (Revocable)	John H. Doe Trust, c/o Richard Roe, Trustee or Administrator	John H. Doe, Trust by Richard Roe, Trustee or Administrator	Statement advising where authority can be found	EIN for Trust Or SSN Reported for the Trust <u>4</u>
	Jones, Brown, Smith c/o Richard Roe, Trustee	Jones, Brown, Smith By Richard Roe, Trustee		EIN of Trust or SSN Reported for the Trust <u>4</u>
	(Name of Trust) BIA Trust 0016	BIA Trust 0016 by John Doe Trustee or Power of Attorney		State County BIA# Example: 01 201 0016
	Ralph R. Doe, Trust, c/o Richard Roe, Trustee or Administrator	Ralph R. Doe Trust, c/o Richard Roe, Trustee or Administrator	Statement advising where authority can be found	EIN for Trust or SSN Reported for the Trust <u>4</u>
	John H. Doe, Trust, c/o Richard Roe, Trustee or Administrator	John H. Doe, Trust, c/o Richard Roe, Trustee or Administrator	Statement advising where authority can be found	EIN for Trust or SSN Reported for the Trust <u>4</u>
RECEIVER OR LIQUIDATOR	XYZ Company c/o John H. Doe, Receiver (or Liquidator)	XYZ Company By John H. Doe, Receiver or Liquidator & Court-Appointed	Statement advising where authority can be found	EIN of Named Insured or Correspondent's EIN and/or SSN
PUBLIC AGENCY (a state, a political subdivision of a state (county or parish), or any agency thereof)	Brown County Farms c/o Richard R. Roe Farm Manager	Brown County Farms By Richard R. Roe, Farm Manager (Other Authorized Title Acceptable)	Statement advising where authority can be found	EIN if issued
	State of Ohio, Board of Aeronautics, c/o John H. Doe, Director	State of Ohio, Board of Aeronautics, By John H. Doe, Director (Other Authorized Title Acceptable)		
	Fairtown Farms c/o I.M. Boss, City Mgr.	Fairtown Farms By I.M. Boss, City Mgr. (Other Authorized Title Acceptable)		
ASSOCIATION, CLUB OTHER TAX-EXEMPT ORGANIZATION	Park and Recreation Association c/o John H. Doe, Treasurer	Park and Recreation Association By John H. Doe, Treasurer	Statement advising where authority can be found	EIN for the Organization
PARTNERSHIP (Written or Verbal)	Jones and Smith, A Partnership c/o Sam Jones	Jones and Smith, A Partnership By Sam Jones, A Partner	Statement signed by all partners certifying they are members of the partnership	Partnership EIN <u>3</u>

1 If EIN, Individual MUST be listed as SBI and SSN provided
 2 All ENTITIES/PERSONS Insured must be listed as SBI and EIN or SSN provided
 3 SSN of any individual holding a 10% or more interest; EIN if not individual.
 4 SSN or EIN of ALL BENEFICIARIES

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