

**Exhibit Name:** Fund Designation Guidelines  
**Exhibit Number:** P09-1  
**Record Name:** Fund Designation  
**Record Number:** P09

**Reinsurance Year:** 2014  
**Version:** Approved  
**Release Date:** 9/27/2018

What is the purpose of the Fund Designation, "P09" record?	The Fund Designation, "P09" Record is used by the Approved Insurance Provider's (AIP's) to establish Fund Designations on a Commodity Code, Location County Code and Policy Number basis.
What is used to establish a Fund Designation?	The Primary Fund Code, Added County Indicator Code, HR Fund Code and WA Number are required to establish a Fund Designation.
When can the Fund Designation be changed?	The Fund Designation can be modified up to the Sales Closing Date for the Commodity Code, Location County Code and Policy Number.
How can an accepted P09 record be changed?	An accepted Fund Designation, "P09" record with a Fund Designation can be changed with the timely submission of a subsequent Fund Designation, "P09" record.
Can an Established Policy be transferred to another Fund after the Fund Designation Cutoff Date?	Once a Policy Key (AIP, Location State Code, Policy Number, Commodity Year, Location County Code and Commodity Code) has been established into the Assigned Risk fund, the policy cannot be transferred to another fund after the Fund Designation Cutoff Date based on the accepted policy key.
What is the fund designation cutoff for Assigned Risk fund for an eligible crop insurance contract?	For an eligible Commodity insurance contract, (including continuous Written Agreements) the Fund Designation Cutoff is 30 days + Sales Closing Date.
What is the "Transaction Cutoff Date" for weekly data reporting?	The "Transaction Cutoff Date" for weekly data reporting is 8pm Central time on Friday of each calendar week. A calendar week begins with Sunday and ends with Saturday.
What is the "Transaction Cutoff Date" for monthly data reporting?	The "Transaction Cutoff Date" for monthly data reporting is 8pm Central time on Friday after the first Sunday of the month. Any date that falls on a Saturday will use the preceding Friday as the Transaction Cutoff Date.
Is it possible for Policies to be placed in the Assigned Risk fund after the "normal" cutoff date?	Policies may be placed in the Assigned Risk fund after the "normal" cutoff date with an RMA written agreement extension for the initial year or for any written agreement that must be renewed annually or approved annually, except for the following written agreements: GP, HR, UA and SP. The written agreement cutoff date is based on the RMA Approval Date + 30 days. The written agreement cutoff date is only required if it is after the Sales Closing Date.

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<p>Can an Approved Insurance Provider that used an Added county or statewide application designate one P09 record as a "Primary" fund record?</p>	<p>AIP's that use an Added County or statewide application may timely designate one Fund Designation, "P09" record for a Commodity Code/Location County Code as a "Primary" Fund Designation record. Any subsequent Location County Codes that are added to the policy after the Fund Designation Cutoff Date, must be accepted with the same fund as the primary record fund designation. Only Category B Commodities (excluding Forage Production) qualify for Added County. Subsequent Location County Codes can be added after the Fund Designation Cutoff Date if insured does not have an interest in any other Commodity in the Added County. Other Location County Codes may be timely submitted to any fund and do not require any added county identification.</p>
<p>Can Subsequent Counties be added to the Policy after the Fund Designation Cutoff Date when the Approved Insurance Provider has designated a "Primary" fund record?</p>	<p>Any subsequent Location County Codes that are added to the policy after the Fund Designation Cutoff Date, must be accepted with the same fund as the primary record fund designation. Only Category B Commodities (excluding Forage Production) qualify for Added County.</p>
<p>When can't Subsequent Counties be added to a policy with a "Primary" Fund Designation.</p>	<p>Subsequent Location County Codes can be added after Fund Designation Cutoff Date if the insured does not have an interest in any other Commodity in the Added County. Other Location County Codes may be timely submitted to any fund and do not require any Added County identification.</p>
<p>How do you place a High Risk Land option (CAT or HR-ACE) policy excluded from additional coverage into a different fund?</p>	<p>Approved Insurance Providers can place High Risk Land (CAT or HR-ACE) excluded from Additional Coverage, with the same POLICY NUMBER into a different Primary Fund Code by using the HR Fund Code field. (This is not required if both Additional and CAT will be placed into the same fund).</p>
<p>When do you use the Primary Fund Flag vs. the HR Fund Flag on the Fund Designation, "P09" record?</p>	<p>If the High Risk Land that is excluded from Additional Coverage is a separate policy, the Primary Fund Code is used, not the HR Fund Code on the Fund Designation, "P09" record. If the High Risk Land and Additional Coverage are on the same policy and they have different funds then the High Risk Land should use the HR Fund Code and the Additional Coverage should use the Primary Fund Code or if they both have the same fund then that fund may be reported using just the Primary Fund Code. (The HR Fund Code is optional when both the High Risk Land and the Additional Coverage of the same policy have the same fund).</p>
<p>Are Type and Practice reported on the Fund Designation, "P09" record?</p>	<p>When an AIP chooses to report Type Code and/or Practice Code on the Fund Designation, "P09" record the codes, if submitted, will be validated to the ADM (unless a written agreement has been issued) and the Fund Cutoff Date will be established based on the type and/or practice.</p>

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Reporting Grapes (Commodity Codes "0052" and "0053" on the Fund Designation "P09" record.

Fund Designation, "P09" records must be submitted for each type of grapes when the grapes are insured by type (CA 0052 & 0053, AZ 0052).

How do you report a Fund Designation, "P09" record for Commodities with Multiple Sales Closing Dates in a county?

An AIP may submit valid ADM Type or Practice codes to designate the correct Sales Closing Date. PASS will validate the Sales Closing Date and use the corresponding Sales Closing Date to determine the Cutoff Date for the fund.

When multiple sales closing dates exist for a Commodity Code, Location County Code and the AIP did not submit the ADM type and practice codes, PASS will use the earliest Sales Closing Date for the Commodity Code, Insurance Plan Code, Location County Code to determine the Fund Cutoff Date.

If a Type or Practice Code which corresponds to a later Fund Designation Cutoff Date is submitted for the Commodity Code, i.e. spring in a winter/spring county, the AIP can only report the spring type on the Acreage, "P11" record.

If the insured does not plant fall type where there are multiple Sales Closing Dates by Type Code, the fund can be changed by the spring cutoff date if a Fund Designation, "P09" record is sent for a spring type along with a Non Premium Acreage report for the fall type.

Determining Transaction Cutoff Dates for the designation of Nursery (0073) and Florida Fruit Tree policies to the Assigned Risk Fund.

The Transaction Cut-off Dates for the designation of Nursery (0073) policies and Florida Fruit Trees to the Assigned Risk Fund are;

For new policies:

The later of the Transaction Cutoff Date for the week containing the 30th calendar day after the eligible producer Signature Date  
or  
The transaction cutoff date for the week containing the 30th calendar day after the sales closing date.

For Carryover Policies, the Transaction Cutoff Date for the week containing the 30th calendar day after the Sales Closing Date.

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<p>How is a Carryover Policy determined for commodities with a Sales Period?</p>	<p>For Commodity Codes with a sales period, a Carryover Policy is one in which the Entity had insurance with the same Commodity, Insurance Plan Code, Location State Code, Location County Code and the same AIP in the previous year.</p> <p>The PASS validation for a New/Carryover Policy is limited to the policy key (AIP, Location State Code, Policy Number, Location County Code, Commodity Code and Insurance Plan Code). PASS searches the previous year's Insurance in Force, "P14" records for a match on the key data and when a "match" is found for a policy that is current it is considered a Carryover Policy.</p>
<p>When can an AIP designate eligible CAT Commodity insurance to the Assigned Risk Fund.</p>	<p>If RMA approves alternate Commodities the AIP's may designate eligible CAT Commodity insurance contracts to the Assigned Risk fund 60 days after RMA approval.</p>
<p>What happens when the submitted Fund Designation, "P09" record has not been established due to an error in processing?</p>	<p>If for some reason, the Fund Designation, "P09" has not been established in PASS due to an error when processing, the AIP may request a manual correction to the fund. Please refer to the manual fund documentation for the manual change procedures.</p>