

**United States
Department of
Agriculture**



**Federal Crop
Insurance
Corporation**



**Risk Management
Agency**

**Product
Administration
and Standards
Division**

**FCIC 24020
(05-2013)**

**FCIC 24020-01
(11-2013)**

WRITTEN AGREEMENT HANDBOOK

2014 and Succeeding Crop Years

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

| | |
|--|--|
| TITLE: WRITTEN AGREEMENT HANDBOOK | NUMBER: 24020-01 |
| EFFECTIVE DATE: 2014 and succeeding crop years. | ISSUE DATE: November 1, 2013 |
| SUBJECT: Provides the standards, criteria, and instructions to the Risk Management Agency Regional Offices and Approved Insurance Providers for the handling of actuarial change requests and written agreements. | OPI: Product Administration and Standards Division |
| | APPROVED: <i>/s/ Tim B. Witt</i> Deputy Administrator for Product Management |

REASON FOR AMENDMENT

Listed below are significant changes for the 2014 FCIC 24020-01 WAH. Highlighted text throughout the WAH represents changes or additions, and three stars (***) identify removal of information.

1. Removed throughout this handbook references to Group Risk Plan (GRP) and Group Risk Income Protection (GRIP) as these are no longer valid due to the approval of the Area Risk Protection Insurance (ARPI) plan.
2. In Subparagraph 34C, language was added back that was removed from a previous version. This language was added due to the removal of the language unintentionally changing the meaning of the paragraph.
3. Removed Paragraph 86 (GP Type – Group Risk Plans) and references throughout this handbook to the GP Type written agreement as ARPI does not allow for written agreements.
4. In Paragraph 92, language was added to clarify that the written unit agreement requirement of identifying all cropland acreage included in the producer's operation in the county and the intended crops to be grown on the acreage is for annual crop requests only.
5. In Exhibit 6, added RO Decision Reason Codes in accordance with the WA ROE system. Removed the WDN Process Status Code and added it to the Decision Reason Codes.

CONTROL CHART

| | TP Page(s) | TC Page(s) | Text Page(s) | Exhibit Number | Exhibit Page(s) | Date | Directive Number |
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| Insert | 1-2 | 1-4 | 17-18 27-28 83-86 95 | 1 5 6 7 7 8 14 14 | 96 111-113 114-119.1 120-120.1 123 124 163-164 179-180 | 11-2013 11-2013 11-2013 11-2013 11-2013 11-2013 11-2013 11-2013 11-2013 11-2013 | FCIC 24020-01 |

FILING INSTRUCTIONS

These slipsheets replace the pages listed above in FCIC-24020 Written Agreement Handbook, dated May 29, 2013. These slipsheets are effective upon approval and until obsoleted.

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B. Multi-Year WAs

If the request for a WA warrants approval, the RO may, at its sole discretion, issue the following types of WAs (except for pecans) as multi-year WAs (see Exhibit 6A for WA type code definitions):

- (1) HR;
- (2) TP (as long as the WA does not remove or modify any Special Provisions statement);
- (3) UA;
- (4) UC; and
- (5) XC (as long as the WA does not remove or modify any Special Provisions statement).

C. Basis for Denial

When denying a request for a WA, the RO must provide notice of denial of the request for a WA by certified mail to the producer, with a copy to the AIP electronically through the WA ROE system. The notice of denial must state the reasons for denial and provide rights in accordance with Paragraph 63, as applicable. See Exhibit 6F for when appeal rights are applicable and when a certified letter is required.

The RO will deny a request for a WA if any of the following apply:

- (1) the RO determines that adequate information is not available to establish an actuarially sound premium rate and insurance coverage for the insurable crop and acreage;
- (2) the crop/P/T or variety is determined not to be adapted to prevalent production conditions of the county by agricultural experts;
- (3) the crop or type is not commercially grown in the county and there is inadequate evidence that a viable marketing outlet for the crop or type is available based on sales receipts, contemporaneous feeding records or contracts to purchase the crop (for example, if the price of safflowers is \$0.08, it costs \$0.04 to ship the crop to market, and it costs more than \$0.04 to produce the crop, then there is no viable marketing outlet);
- (4) the risks are determined to be excessive in accordance with Paragraph 35;
- (5) the requested change to the terms of insurance is determined by RMA to violate sound insurance principles or create program vulnerabilities;
- (6) the producer (requesting entity) cannot show that at least 50 percent of the T-Yield (obtained from a county with similar agronomic conditions and risk exposure) has ever been grown by the **producer (requesting entity)** for the crop/P/T or variety for which the WA is requested, **when the producer (requesting entity) has grown the requested crop/P/T or variety;**

34 RO Review for Approval or Denial of a Request for a WA (Continued)

C. Basis for Denial (continued)

- (7) the producer (requesting entity) cannot show that at least 50 percent of the T-Yield (obtained from a county with similar agronomic conditions and risk exposure) has ever been grown by the **producer (requesting entity)** for the similar crop(s) that is used to qualify the crop for which the WA is requested, **when the producer (requesting entity) has not grown the requested crop;** or
- (8) conditions set forth in Part 3 or Part 4 are not met.

D. WA Experience Requirement for Approval of Renewal WA Requests

Timely submitted requests for renewal of a WA will be denied if the insurance experience for the crop, unit, or acreage, covered by the WA is not favorable as determined in accordance with Paragraph 35. Refer to Paragraph 63 for insured's administrative review, mediation, and appeal rights if the request for renewal of a WA is denied.

Producers who have had their request for renewal of their WA denied because of unfavorable experience determined under Subparagraph 35B cannot apply for a new WA in a subsequent crop year until the requirements in Subparagraph 35C have been met.

35 WA Experience Determination

A. Applicability

Subparagraphs 35B and 35C are applicable to these WA types (see Exhibit 6A for WA type code definitions):

- (1) OP;
- (2) PE (except Arizona/California grape price elections);
- (3) RE;
- (4) SC;
- (5) SG;
- (6) SM;
- (7) TC;
- (8) TD;
- (9) TP;
- (10) UC; and
- (11) XC.

For all other WA types, if an insured is unable to finish harvest (due to an insurable cause), or records are unavailable from the processor, marketing outlets, etc., use the prior year's production for dollar crops and the temporary yield for APH based crops (see CIH Part 12, Section 1, Subparagraph 1203A for temporary yield procedures) to determine the experience under the WA. The RO may, at its sole discretion, hold the request for processing until current production records are available for the WA experience determination (the RO must notify the AIP why the request is being held, and document in the office request file the reason why the RO held the WA request).

43 Provision Requirements (Continued)

- (g) the expiration date for the insured to accept the WA offer established in accordance with Paragraph 51; and
- (h) other necessary administrative statements as provided in this handbook, other statements, or directives as approved by the Deputy Administrator for Insurance Services and the Deputy Administrator for Product Management.

44-50 (Reserved)

Section 5 WA Offer Expiration Dates, Acceptance, Non-Acceptance, or Rejection

51 WA Expiration Dates

The expiration date is the date by which the producer must accept the WA offer issued by the RO.

- (1) WA offers issued by the RO 30 calendar days or more before the SCD remain valid offers until 11:59 pm local time of the RO issuing the WA offer on the SCD.
- (2) WA offers issued by the RO less than 30 calendar days before the SCD, or after the SCD, are valid offers until 11:59 pm local time of the RO issuing the WA offer for 30 calendar days from the date the WA offer is issued by the RO.
- (3) WA offers issued by the RO where CI appraisals are required to occur at a specific stage of growth are valid offers until the earlier of the date of the CI appraisal or the expiration date provided in the WA offer.
- (4) WA offers are considered issued on the WA prepared date by the RO (the issued date will be provided on the WA offer).
- (5) For acceptance of WA offers, or reissued WA offers, the producer must sign the WA offer by the expiration date stated in the WA offer regardless of what day of the week such date occurs.

52 AIP Acceptance or Non-Acceptance of WA Offer

The RO must transmit the WA offer electronically to the AIP through the WA ROE system within the time frames specified in Paragraph 32. If the AIP:

- (1) accepts the WA offer, the AIP must provide a copy of the WA offer to the producer as expeditiously as possible to permit the producer to review and either accept or reject the WA offer by the expiration date (once the WA offer is provided to the producer, it is presumed to be accepted by the AIP); or
- (2) elects not to accept the WA offer:
 - (a) the AIP must not sign the WA offer and must return the original WA offer to the RO with the applicable reason for non-acceptance;
 - *** (b) the AIP must notify the producer by certified mail that the WA offer is not accepted and state the reason for such non-acceptance (the notice must also provide the producer with a right to arbitrate or mediate the non-acceptance in accordance with Section 20 of the Common Crop Insurance Policy BP);

D. Additional RO Review Criteria (continued)

- (iii) APH history of the requested crop provided with the request should be used to determine whether the reference county T-Yields are appropriate. If the simple average of the producer's average yields for all reported crop years is less than 90 percent of the reference county T-Yield, the reference county T-Yield is not appropriate. The RO may utilize this procedure for the provided similar crop(s) APH history when applicable; and
 - (iv) under no circumstances will the assigned T-Yield be higher than the T-Yield from the reference county.
- (b) the RO must determine premium rates, for all plans of insurance, as follows:
- (i) for counties with continuous rating, use the premium rates from the reference county determined in accordance with Paragraph 36;
 - (ii) for counties with one premium rate for all yields, use the premium rate for the 65 percent coverage level and inform the AIP to multiply the rate by the differential in the AD for the reference county if the producer's coverage level is different;
 - (iii) if the premium rates from the reference county are not appropriate because there are additional risks or the risks are different:
 - (A) compare the premium rates of a crop with similar risk exposure in the reference county and county where the acreage to be covered under the WA is located;
 - (B) determine the differential between the two rates; and
 - (C) multiply the differential by the premium rate or rates from the reference county, as appropriate (if there is no crop with a similar risk exposure, deny the request for a WA).
 - (iv) in addition to the rates determined in (i) through (iii) above, for high-risk land, determine the add-on rate in accordance with Paragraph 72 and the CSH.

D. Additional RO Review Criteria (continued)

- (c) for dollar plans of insurance:
 - (i) the amount of insurance is obtained from the AD of the reference county determined in accordance with Paragraph 36; or
 - (ii) if the amount of insurance in the AD in the reference county is not appropriate, determine the dollar amounts for which the crop using the unrated P/T was sold for in the county from NASS or other similar sources and subtract any post-harvest costs, if applicable.
- (d) if it is not possible to determine an appropriate premium rate or T-Yield, the request for a WA must be denied.

E. Additional RO Instructions

If the P/T is not shown on any county AD for the crop, the RO must contact RMA APDD, Actuarial Branch to determine the appropriate code to assign to the P/T.

The RO must monitor the insurance experience of the unrated crop to determine any necessary rate adjustments, or whether to include the crop on the AD.

The pecan revenue policy is a two-year coverage module, therefore WAs must be written in two-year increments with four years of production records.

86-90 (Reserved)

(Reserved)

PART 4 SPECIFIC WUA (UA TYPE) GUIDELINES

91 General Information and Availability

- (1) WUAs (UA Type WAs) fall under the guidelines and requirements provided in Part 2, unless otherwise specified.
- (2) WUAs are not available for high-risk land.
- (3) WUAs will be issued by crop policy. Multiple crops may be issued on a WUA and/or multiple WUAs may be issued per producer.
- (4) WUAs are only available to establish optional units for crops where the CP allow for optional units by WA, provided all other optional unit requirements are met, and only for the specific situations covered by the procedures contained in Part 4 of this handbook.
- (5) Optional units established by WUAs may be used in accordance with the applicable policy provisions to qualify for enterprise units. When optional units are elected, the insured must follow optional unit structure and the applicable guidelines provided by the WUA.
- (6) Any acreage within the section (section equivalent) that is not identified and assigned to a specific optional unit will be assigned to the closest optional unit approved by the WUA.
- (7) Individuals sharing in the same acreage under separate policies will have separate WUAs, and are not required to have the same optional units designated under each WUA. Each policy will have its own approved APH yield and file acceptable production reports accordingly.

92 Additional Request Requirements

In addition to Subparagraph 22A, the request for a WUA must provide:

- (1) at least the most recent year of acceptable APH production records separated according to the proposed optional unit structure using the specifications in CIH Part 10;
- (2) submitted aerial photographs or legible maps that:
 - (a) contain information which allows the RO to identify the location of the land;
 - (b) **for annual crop requests**, identify all cropland acreage included in the producer's operation in the county and the intended crops to be grown on the acreage;
 - (c) identify the boundaries of each proposed optional unit;
 - (d) identify the sections, section equivalents, and such other information as may be required to identify each parcel of land;

(d) changes are made to the cropland acreage covered by the WUA.

- (i) Optional units established under the WUA in effect prior to release of this handbook should continue to be maintained unless the insured has decreased acreage below the original established limitation. A decrease in acreage below the original established limitation will disqualify that optional unit and it will be added to the closest optional/basic unit.
- (ii) Land added to the farming operation with the intent of making it a separate unit must meet the current procedures in this handbook or it will be added to the closest optional/basic unit. Both the new and old WUAs must be sent to the RO. The following statement must be added to the new WUA when it is prepared:

“This written unit agreement is a revision of a previous written unit agreement issued prior to {*enter crop year*} with continuous insurance coverage. Land added to the farming operation creating a separate unit, must meet the guidelines as stated on this written unit agreement or it will be added to the closest optional/basic unit. Units previously established which are not affected by this change will remain in effect as stated on the written unit agreement dated _____.”

- (3) Renewal requests for situations described in (2)(a), (2)(b), and (2)(c) must meet the requirements in Subparagraph 22B. If the renewal request meets these requirements, the WUA may be issued under the same terms as the original WUA was issued. Requests for renewal of a WUA should include in the narrative of the Request for Actuarial Change form the status of the WUA (such as acreage is being added or amended, there is no change from the previous WUA, etc.). If a renewal request is not submitted by the producer, or is not accepted because it does not meet the requirements in Subparagraph 22B, any WUA request in subsequent years will be a new request and must meet the current procedures of this handbook.

Acronyms and Abbreviations

The following table provides the acronyms and abbreviations used in this handbook. Explanation of WA type codes are in Exhibit 6A.

| Acronym/Abbreviation *** | Term *** |
|-----------------------------|--|
| Act | Federal Crop Insurance Act |
| AD | Actuarial Documents |
| ADM | Actuarial Data Master |
| AIB | Actuarial Information Browser |
| AIP | Approved Insurance Provider |
| APDD | RMA, Product Management, Actuarial and Product Design Division |
| APH | Actual Production History |
| ARD | Acreage Reporting Date |
| BIA | Bureau of Indian Affairs |
| BP | Basic Provisions *** |
| CAT | Catastrophic Risk Protection Endorsement |
| CES | Cooperative Extension Service |
| CEPP | Commodity Exchange Price Provisions |
| CFO | RMA Compliance Field Office |
| CFR | Code of Federal Regulations |
| CI | Crop Inspection |
| CIH | FCIC 18010 Crop Insurance Handbook |
| CP | Crop Provisions |
| CSH | FCIC 24010 Classification Standards Handbook |
| DSSH | FCIC 24040 Document and Supplemental Standards Handbook |
| EIN | Employer Identification Number |
| EPL/PPS | Eligible Plant Listing and Plant Price Schedule |
| FCIC | USDA Federal Crop Insurance Corporation |
| FN | Farm Number |
| FSA | USDA Farm Service Agency |
| FTP | File Transfer Protocol |
| GIS | Geographical Information System |
| GPS | Global Positioning System |
| HEL | Highly Erodible Land |
| ICE | Insurance Control Element |
| LAM | FCIC 25010 Loss Adjustment Manual Standards Handbook |
| LCR | Loss Cost Ratio |
| NAD | National Appeals Division |
| NASS | National Agricultural Statistics Service |
| NRCS | USDA Natural Resources Conservation Service |
| P/T | Practice(s)/Type(s) |
| PAAD | RMA, Product Management, Policy Analysis and Accounting Division |
| PAIR | Perennial Crop Pre-Acceptance Inspection Report |

Deadlines and Documentation Summary (Continued)

| Request Type | Submission Deadline | Minimum Supporting Documentation |
|-------------------------------------|---|--|
| TC – Non-Irrigated Corn Grain | Initial Year: ARD (Unless otherwise stated in the Special Provisions) Subsequent Years: SCD | <ul style="list-style-type: none"> • A completed Non-Irrigated Corn Grain Request Worksheet (see Exhibit 3B and Exhibit 15) substantiating actual corn grain production in at least three out of the most recent four years; or • A fully executed contract for corn grain production for ethanol production. • Renewal requests must complete the worksheet including the most recent crop year (contact the appropriate RO if more crop years are required). • Refer to Paragraph 82. |
| TD – Dry Bean Types | Initial and Subsequent Years: SCD | <ul style="list-style-type: none"> • Two years of applicable production reports and min. one year of prices received for the specific type; or • Two years of university or seed company test plot data, recommendations, and evidence of market potential. • Refer to Paragraph 83. |
| TP – Unrated P/T | Initial Year: ARD [see footnote (3)] Subsequent Years: SCD | <ul style="list-style-type: none"> • APH containing the requested P/T, if grown prior. • Producer's normal planting and harvesting dates. • Evidence that the P/T is commercially grown with a viable marketing outlet. • Water source, method of irrigation, amount of water needed and its adequacy for an irrigated practice. • Additional requirements exist if request is for organic certified or organic transitional practices not on AD. • Refer to Paragraph 84. |
| UA – Written Unit Agreement | Initial Year: ARD Subsequent Years: SCD | <ul style="list-style-type: none"> • At least the most recent year of acceptable APH production records separated according to the proposed optional unit structure. • Aerial photographs or legible maps that meet the specified requirements. • Draft WUA addendum that meets the specified requirements. • The WA request numbers of any existing WUA(s) that are in effect. • Any additional requirements by WUA request type in Paragraph 97. • Refer to Part 4. |
| UC – Unrated Land | Initial Year: ARD Subsequent Years: SCD | <ul style="list-style-type: none"> • For unrated land located in a wildlife protection or management area, a copy of the current contract between the wildlife management agency and the producer. • Refer to Paragraph 72. |

Deadlines and Documentation Summary (Continued)

| Request Type *** | Submission Deadline | Minimum Supporting Documentation |
|------------------------------|--|--|
| XC – County Without AD | Initial Year: Cancellation Date contained in the CP or Special Provisions [refer to footnote (4)] Subsequent Years: SCD | <ul style="list-style-type: none"> • Producer's normal planting and harvesting dates. • Name, location of, and approximate distance to the place the crop will be sold or used by the producer. • Water source, method of irrigation, amount of water needed and its adequacy for an irrigated practice. • Applicable APH databases and verifiable production records [see footnote (2)]. • Signed certification statement (see Exhibit 14A), if the producer has never planted the requested crop in the county or area. • Refer to Paragraph 85. |

*** All plans under the Common Crop Insurance Policy BP are available for all WAs, except as designated below.

| Policies/Plans *** | Request Type |
|---------------------------|--|
| Revenue Protection | All WAs except XC. XC WAs only allowed if revenue protection is available for the crop in the state. |

Footnotes:

- (1) An RO may not need soil survey maps submitted. Check the applicable RO web site at <http://www.rma.usda.gov/aboutrma/fields/rsos.html> for requirements when soil surveys need to be submitted with the request.
- (2) For the Pecan Revenue Policy only: At least four years of production and gross sales records are required for XC request types. All other request types involving pecans must contain at least two years of production and gross sales records. The pecan revenue policy is a two-year coverage module, therefore WAs must be written in two-year increments.

Deadlines and Documentation Summary (Continued)

- (3) For WAs where other crop types are insurable in the county which have later planting and harvesting dates than the type requested on the WA, the producer/AIP must submit the request for a WA prior to, or during, the planting period to allow for coverage by WA during the growing season. Contact the appropriate RO for the required submission date of a WA request for this situation.

Example: Spring Forage is insurable and the ARD is April 2014, fall forage is only insurable by WA. In this situation, if the producer waits until the spring ARD, coverage cannot be provided by WA as the insurance period (growing season for the fall planted forage) has passed and causes of loss may have occurred, thus the WA would not be authorized.

- (4) For XC requests, the policy designates that if the CP provides a cancellation date it is the deadline for WA requests (for example, the cancellation date for Fresh Market Peppers is July 31).

Exception: If the CP or Special Provisions do not provide a cancellation date for the county:

- (a) Use the cancellation date for other insurable crops in the same state that have similar final planting and harvesting dates; or
- (b) If there are no other insurable crops with similar final planting and harvesting dates in the state, use the cancellation date in the closest county or state where the crop is insurable.

RO Logging Codes/Appeal Rights**A. WA Type Codes**

| WA Type Code *** | Short Description | Description |
|-------------------------|--------------------------------|--|
| HR | High-Risk Areas | Used when a request is submitted to change an existing high-risk area premium rate. |
| NB | New Breaking | Used when a request is to establish coverage on acreage not planted and harvested or insured in one of the three previous crop years that is not insurable under the terms of the policy. |
| NL | Nursery Plant List | Used when a request is to establish coverage for unlisted nursery plant materials. |
| OP | Unrated Insurance Option | Used when a request is to establish coverage for an unrated insurance option that does not have a premium rate on the AD. |
| PE | Policy Exceptions | Used to request policy changes specifically permitted by the crop policy that is not otherwise referred to within the WAH. |
| RE | Rotation Exceptions | Used when rotation exceptions are requested to be authorized. |
| SC | Special Purpose Corn | Used when a request is to establish coverage for special purpose corn. |
| SG | Interplanted with Another Crop | Used when a request is to establish coverage for crops interplanted with another crop, planted into an established grass or legume, or planted as a nurse crop. |
| SM | Strip-Mined Land | Used when a request is to establish coverage for strip-mined land where the crop has been produced less than five consecutive crop years. |
| SP | Seed Potato Acreage | Used when a request is to insure seed potato acreage that is greater than 125 percent of the average number of acres entered into and passing certification in the potato certified seed program in the three previous crop years. |
| TC | Non-Irrigated Corn Grain | Used when a request is to establish coverage for non-irrigated corn grain where only irrigated corn grain and irrigated/non-irrigated corn silage are listed on the AD. |
| TD | Dry Bean Types | Used when a request is to establish coverage for types of dry beans not on the AD. |
| TP | Unrated P/T | Used when a request is to establish coverage for an unrated P/T. |
| UA | Written Unit Agreement | Used when a request is to establish optional units by WA in accordance with the policy. |
| UC | Unrated Land | Used when a request is to establish coverage on acreage designated as unrated on the ADs. |
| XC | County Without AD | Used when a request is to establish coverage for a crop in a county with no ADs for the crop. |

RO Logging Codes/Appeal Rights (Continued)**B. RO Process Status Codes**

The ROE system tracks the status of the request within the process in the Process Status, which is visible for the request within the ROE application. (The ROE user manual will have illustrations on how this information can be accessed.) The Process Status Reason is used to provide additional information on why a request was put in a specific process status.

| Process Status Type | Process Status | Process Status Code | Process Status Reason | Process Status Reason Code |
|--------------------------|----------------------------|---------------------|--|----------------------------|
| Exception Request *** | Not Assigned | NAS | | |
| | Assigned | ASN | Unacknowledged | UAC |
| | Specialist Review | SPR | Acknowledged | ACK |
| | Hold | HLD | High Volume | HVL |
| | | | Pandemic | PAN |
| | | | ADM Unavailable | ADM |
| | | | Production/Experience Data Not Available | EXP |
| | | | Request for Information Sent | RFI |
| | Prepared | PRE | | |
| | Secondary Review | SCR | Acknowledged | ACK |
| | Completed | CMP | | |
| Sub Request | More Information Requested | MIR | | |
| | Specialist Review | SPR | | |
| | Prepared | PRE | | |
| | Needs Revision | NRV | | |
| | Certified | CRT | Queued for Distribution | QFD |
| | | | Released | REL |

C. Decision Codes

Every request will be associated with at least one sub request, which are created by setting a decision reason to the commodity-type-practice-legal records that are part of the request. The Undecided Decision code is only used because the ROE needs a Decision code in order to launch the Document Builder module.

| Decision | Decision Code | Decision Output |
|--------------|---------------|-----------------|
| Denied | DEN | Document |
| Not Accepted | NOT | Document |
| Offer | OFF | WA Offer |
| Undecided | UND | Document |
| Withdrawal | WOA | Document |

RO Logging Codes/Appeal Rights (Continued)**D. RO Decision Reason Codes**

| Decision Reason Code | Description of Condition when Applicable |
|-----------------------------|---|
| 411 | Used when it is discovered more information is required after creation of a sub request. |
| 50% | Used when producer has never produced at least 50 percent of the T-Yield (see Subparagraph 34C). |
| ACT | Used when the requested changes to the terms and conditions of insurance are not permitted by the Act, or the WA is no longer applicable or consistent with the Act (see Paragraph 33). |
| ADM | Used when the ADM for the requested crop has not yet been filed (see Paragraph 12). |
| COR | Used when a renewal WA request is made and the WA terms and conditions have been incorporated into the county AD (see Subparagraph 33B). |
| CTP | Used when the crop/P/T or variety is determined not to be adapted to prevalent production conditions of the county by agricultural experts (see Subparagraph 34C). |
| DUP | Used when duplicate WA requests are submitted and a WA request(s) is not accepted because it is a duplicate. |
| ERR | Used when a renewal WA request is made and it is determined the original WA was issued in error (see Subparagraph 33B). |
| EXP | Used when a renewal WA request is made and the request for a WA is denied due to unfavorable insurance experience (see Subparagraph 35B). |
| FCI | Used when a CI appraisal is returned timely and only some of the fields do not meet the required potential yield and those fields are withdrawn (see Paragraph 42). |
| HAV | Used when a request for a WA requests terms and conditions that the producer already has in place (for example, a request for a WA requests standard rates on ground that is already rated standard). |
| INC | Used when a request for a WA does not contain the required information. Also used when the RO requested additional or missing information and it was not provided by the deadline (see Subparagraph 33A). |
| LAT | Used to record requests for a WA received in the RO office after the applicable deadline (see Paragraph 21 and Subparagraph 33A). |
| MAR | Used when a crop or type is not commercially grown in the county and there is inadequate evidence that a market for the crop or type is available (see Subparagraph 34C). |
| MMM | Used when a single request for a WA is submitted that covers more than one producer or county (see Paragraph 12 and Subparagraph 33A). |
| MRG | Used when a producer submits multiple WA requests for different types of WAs at the same time in the same county containing the same acreage locations and these requests are merged into one WA. |
| N2Y | Used when a subsequent request for a WA that has been denied or cancelled because of unfavorable insurance experience is submitted and the request cannot show that no loss would have occurred for two consecutive succeeding crop years (see Subparagraph 35C). |

RO Logging Codes/Appeal Rights (Continued)**D. RO Decision Reason Codes (continued)**

| Decision Reason Code | Description of Condition when Applicable |
|-----------------------------|---|
| NBN | Used when a subsequent request for a WA that has been denied or cancelled because of unfavorable insurance experience is submitted and the request shows that no loss would have occurred for two consecutive succeeding crop years, however does not provide information that can be used to establish a premium rate more appropriate for the crop/P/T or acreage in the county (see Subparagraph 35C). |
| NFV | Used when the type of loss incurred or loss experience under the WA indicates the factual basis relied upon to issue the WA or the assigned premium rate is not valid (see Subparagraph 33B). |
| NIM | Used when a prior request for a WA was denied and a new request for a WA for a subsequent crop year fails to address the original basis for denying the request (see Subparagraphs 33A and 63A). |
| NPE | Used when a request for a WA is for a crop that does not have a crop policy (see Paragraph 12). |
| NPP | Used when the request for a WA is not authorized by the policy (see Paragraph 12 and Subparagraphs 33A and 63B). |
| NWY | Used when a request for a WA doesn't warrant approval in accordance with Part 3. |
| RAT | Used when it is determined that adequate information is not available to establish an actuarially sound rate and insurance coverage (see Subparagraph 34C). |
| SIP | Used when it is determined the requested change to the terms of insurance will not conform to sound insurance principles (see Subparagraph 34C). |
| UAG | Used when the request for a WUA does not meet the WUA guidelines (see Part 4). |
| WA | Used when the RO issues a WA offer and the terms and conditions of the WA offer are what the producer requested, or the producer requested general terms and conditions (such as requesting lower rates, best available rate, etc.). |
| WDN | Used when the AIP or producer withdraws a request for a WA. |

RO Logging Codes/Appeal Rights (Continued)

E. RO Exception Request Release Reason Codes

Each time the ADM/ICE data for the WA is provided to the AIP, the Exception Request Status and Exception Request Release Reason Codes will be provided in the ICE Exception Request table.

| Exception Request Release Reason Code | Exception Request Release Reason Name | Exception Request Status |
|--|---|---------------------------------|
| 1 | Initial Release | Preliminary |
| 2 | Insured's Acceptance Received | Final |
| 3 | New Version | Final |
| 4 | ADM Prices Update | Final |
| 5 | ADM Revised | Superseded |
| 6 | Multi-Year Rebuild | Final |
| 7 | Modified to Correct Error | Superseded |
| 8 | Insured Rejected | Withdrawn |
| 9 | Failed Experience Determination | Cancellation |
| 10 | Program Change | Cancellation |
| 11 | No Offer | Final |
| 12 | Offer Not Accepted by AIP | Withdrawn |
| 13 | Late Response | Withdrawn |
| 14 | Offer Expired | Withdrawn |
| 15 | Partial Crop Inspection Failure | Superseded |
| 16 | Complete Crop Inspection Failure | Withdrawn |
| 17 | Changes Resulting from Admin Review/NAD/Mediation | Superseded |
| 18 | Changes to the Cropland Acreage by the WUA | Cancellation |
| 19 | Premium Debt/Ineligible | Cancellation |
| 20 | Reissuance to New AIP | Cancellation |
| 21 | Other | Cancellation |
| 22 | Requests Merged | Superseded |

RO Logging Codes/Appeal Rights (Continued)**F. Appeal Rights Applicability Chart**

| Decision Code | Decision Reason Code | Appeal Rights | Certified Letter |
|---|-----------------------------|--|-------------------------|
| DEN | 50% | General Applicability | Yes |
| | CTP | Administrative Review, Mediation, and Appeal | Yes |
| | EXP | Administrative Review, Mediation, and Appeal | Yes |
| | MAR | Administrative Review, Mediation, and Appeal | Yes |
| | NBN | Administrative Review, Mediation, and Appeal | Yes |
| | NWY | Administrative Review, Mediation, and Appeal | Yes |
| | RAT | Administrative Review, Mediation, and Appeal | Yes |
| | SIP | Administrative Review, Mediation, and Appeal | Yes |
| | UAG | General Applicability | Yes |
| NOT | ACT | No Appeal Rights | No |
| | ADM | No Appeal Rights | No |
| | COR | No Appeal Rights | No |
| | DUP | No Appeal Rights | No |
| | ERR | No Appeal Rights | No |
| | HAV | No Appeal Rights | No |
| | INC | No Appeal Rights | No |
| | LAT | No Appeal Rights | No |
| | MMM | No Appeal Rights | No |
| | MRG | No Appeal Rights | No |
| | N2Y | No Appeal Rights | No |
| | NFV | No Appeal Rights | No |
| | NIM | No Appeal Rights | No |
| | NPE | No Appeal Rights | No |
| | NPP | No Appeal Rights | No |
| | WDN | No Appeal Rights | No |
| OFF | WA ¹ | No Appeal Rights | No |
| | WA ² | Administrative Review (if producer requests Administrative Review that results in no change, then Mediation and Appeal are provided by Certified Letter) | No |
| UND | 411 | Not Applicable | No |
| WOA | FCI | Arbitration | Yes |
| ¹ Exception Request Offer Type 1 – Producer receives WA for what was asked for or the request was general | | | |
| ² Exception Request Offer Type 2 – Producer receives WA for terms different than requested | | | |
| Note: The insured has the right to administrative review, mediation and the right to appeal as applicable. For more assistance see www.nad.usda.gov/contact_us.html . | | | |

RO Logging Codes/Appeal Rights (Continued)

F. Appeal Rights Applicability Chart (continued)

| Exception Request Release Reason Code | Appeal Rights | Certified Letter |
|---|---|-----------------------------|
| 1-7, 9, 10, 17-22 | Not Applicable | No |
| 8, 13-15 | No Appeal Rights | No |
| 11 | Dependent upon situation (see Decision Codes DEN and NOT) | |
| 12 | Arbitration and Mediation provided by AIP; no action required by RO | Yes, sent by AIP |
| 16 | Arbitration | Yes |
| Note: The insured has the right to administrative review, mediation and the right to appeal as applicable. For more assistance see www.nad.usda.gov/contact_us.html . | | |

RO Actuarial Request Checklist Example**Checklist**

| | | | |
|---|--|--|---|
| Request Deadline | (Enter Date) | | |
| Request for Actuarial Change Form | (Choose Complete, Incomplete, or Not Applicable) | New/Renewal | (Choose New, Renewal, or Mixed) |
| Request for Actuarial Change Form Signed Date | (Enter Date) | History in File | (Choose Yes or Not Applicable) |
| APH if applicable for the crop | (Choose Complete, Incomplete, or Not Applicable) | Map and Legal Descriptions – Crop Year Submitted | (Enter Crop Year Submitted or Not Applicable) |
| APH (if applicable for the crop) signed date | (Enter Date) | Map and Legal Descriptions – Folder Location | (Choose Insured or Shareholder) |
| Other Information | | | |
| | | | |
| Insurance Experience | | | |
| | | | |
| Timeliness Comments | | | |
| | | | |
| Follow Up | | | |
| | | | |

Checklist Items

| <input type="checkbox"/> | Checklist Item Section | Checklist Item Description | Checklist Item Result | Modified On | Modified By | Checklist Item Sequence |
|--|------------------------|----------------------------|-----------------------|-------------|-------------|-------------------------|
| Include applicable Checklist Information (see following pages) for the request type here. | | | | | | |

(Reserved)

RO Actuarial Request Checklist Example (Continued)

TP Type: Unrated P/T

- (1) APH containing the requested P/T, if grown previously.
- (2) Producer's normal planting and harvesting dates.
- (3) Evidence of crop being commercially grown and with a viable marketing outlet.
- (4) Information on irrigated practice.
- (5) Organic requirements, if applicable.

UA Type: Written Unit Agreement

- (1) APH records separated according to the proposed optional unit structure.
- (2) Aerial photos or legible map must delineate permanent boundaries.
- (3) WUA addendum.
- (4) Any prior WUA request number(s) in effect.

UC Type: Unrated Land

- (1) Current wildlife management agency contract, if applicable.

XC Type: County Without AD

- (1) Acceptable production records, if applicable.
- (2) Producer's normal planting and harvesting dates.
- (3) Name, location, distance to market or use of the crop.
- (4) Information on irrigated practice.
- (5) Signed certification statement that producer has never planted crop in county or area, if required.

RO Document Standards

A. WA Cover Letter

The following table indicates the required components that are to be included on the WA Cover Letter. See Exhibit 9 and Exhibit 10A for a template of the WA Cover Letter with a standard WA and WUA, respectively.

| Item | Requirements |
|---------------------|--|
| General Information | <p>The general information must include the:</p> <ol style="list-style-type: none"> (1) USDA logo; (2) phrase “United States Department of Agriculture”; (3) phrase “Farm and Foreign Agricultural Services”; (4) phrase “Risk Management Agency”; (5) phrase “Regional Office” preceded by the applicable RO City and RO State; and (6) address, phone number, and fax number of the applicable RO. |
| Heading Information | <p>The heading information must include the:</p> <ol style="list-style-type: none"> (1) cover letter date; and (2) AIP Field Office’s name and address. |
| Request Information | <p>The request information must include the:</p> <ol style="list-style-type: none"> (1) commodity year; (2) RMA request number; (3) AIP request number; (4) producer’s name; (5) policy number (if known); (6) county where the crop to be insured is located; and (7) state where the crop to be insured is located. <p>The request information must appear on each page of the WA cover letter.</p> |
| Request Type(s) | Identify the request type(s) the WA pertains too. |
| Letter Introduction | Use freeform statements in the introduction as necessary. |
| Letter Body | <p>In the body of the cover letter use applicable statements based on the situation. Provide general instructions to the AIP for processing the WA. When a WA offer provides terms and conditions that are different than requested, the right to request an administrative review and mediation and applicable instructions will be provided in the body. The body is also used to inform the AIP when a CI appraisal is required. Include any additional freeform comments, statements, or instructions, as necessary.</p> |

Statements (Continued)

D. Limits on Application of Changes Statements

Each WA offer must contain one of the statements below.

(1) All Land in County Statement with CAT Statement

Amendments provided by this written agreement will be limited to the commodity(s) and insurance plan(s) listed on this agreement. Application of the amendments is further restricted to the insured listed on this agreement, but can be applied to any land the entity insures for the listed commodity(s) in {Location County Name} County, {Location State Name}. This agreement does not apply to any acreage insured under the Catastrophic Risk Protection (CAT) Plan Endorsement or insurance plans and pilot crop programs or options for which this type of written agreement is not authorized.

(2) Land Location(s) Restriction Statement (such as section/township/range, FN/tract/field, sub-county area, etc.) with CAT Statement

Amendments provided by this written agreement will be limited to the commodity(s) and insurance plan(s) listed on this agreement. Application of the amendments is further restricted to the insured listed on this agreement and the land descriptions specified below. This agreement does not apply to any acreage insured under the Catastrophic Risk Protection (CAT) Plan Endorsement or insurance plans and pilot crop programs or options for which this type of written agreement is not authorized.

{Land Location Details}

Example: WA Land ID – 1

FSA FN 1 Tract 2 Field 3 Section 1-T002S-R006E (not to exceed 23.0 acres)

(3) CAT Statement

This agreement does not apply to any acreage insured under the Catastrophic Risk Protection (CAT) Plan Endorsement or insurance plans and pilot crop programs or options for which this type of written agreement is not authorized.

Statements (Continued)

E. Instructional Statements

Use instructional statements to interpret changes or to explain how to apply changes defined in the WA offer. The following statements are basic guides only and are not intended to fit every situation addressed by a WA. These statements may need further refined by the RO and new ones developed as needed to address local situations and insurance program changes from year to year.

For situations where the producer has signed a High-Risk Land Exclusion Option, any high-risk acreage identified on a WA which is assigned a rate other than standard rates is not insurable under the terms and conditions of the WA. This acreage will remain uninsurable or insurable under the CAT policy, as applicable (see CIH Part 5, Subparagraph 503E).

(1) General

Recommended Instructional Statement

This written agreement will be in force for two crop years and cannot be cancelled by either party, as per the Pecan Crop Provisions.

(2) HR Type

High-Risk Land Exclusion Option Instructional Statement

If you have signed a High-Risk Land Exclusion Option, any high-risk acreage identified on this Written Agreement which is assigned an add-on, multiplicative, or designated rate is not insurable under the terms and conditions of this agreement.

(3) NB Type

Recommended Instructional Statement

Acreage that has not been planted and harvested within one of the three previous crop years will be insurable at the rate determined in accordance with the continuous rating rules applicable for the crop using the APH yield. Acreage covered by this agreement will not be eligible for prevented planting coverage for the 2014 crop year.

Recommended Instructional Statement

The T-Yield offered herein is in effect for only the crop year covered by this Written Agreement. Separate APH databases will be required for all new breaking land the year the new breaking ground is under the Written Agreement.

Statements (Continued)

G. Amendments Made to the Policy – Summary Statements (continued)

Any information certified by you that is incomplete, incorrect, or otherwise deficient, and is used to qualify for this agreement or to determine the terms and conditions of insurance, will cause this agreement to be voided for the crop year and succeeding crop years. If an insurable share in the insurable acreage/crop is acquired after the earliest acreage reporting date for the insured annual crop, the acreage will be combined with the closest optional or basic unit.

H. WA Closing Statements

The WA statements listed below are required, as applicable (such as, a crop year statement is required, but not all three crop year statements are applicable in all situations), in accordance with Exhibit 8.

(1) Crop Year Statement – Single-Year WA

This Written Agreement applies to the _____ Crop Year only.

Statements (Continued)

H. WA Closing Statements (continued)**(2) Crop Year Statement – Multi-Year WA**

This written agreement applies to the _____ and succeeding crop years except that:

- 1) The written agreement will only apply to a specific crop year if all terms and conditions of the written agreement are applicable for the crop year and any conditions under which the written agreement has been provided have not changed prior to the beginning of the insurance period.
- 2) The written agreement may be cancelled in writing for any crop year by FCIC not less than 30 days before the cancellation date; or cancelled by you or your insurance provider on or before the cancellation date for any specific crop year.
- 3) The agreement will be automatically cancelled if you transfer your insurance policy to another insurance provider. No notice terminating the written agreement will be provided to you. For a written agreement to be effective, you must timely request renewal of the written agreement in accordance with Section 18 of the Common Crop Policy, Basic Provisions.

If any written agreement is not renewed in writing after it expires or is cancelled, then insurance coverage will be in accordance with terms and conditions stated in your policy without regard to the written agreement.

(3) Crop Year Statement – Multi-Year WA with Specified Date Range

This written agreement applies to the _____ through _____ crop years except that:

- 1) The written agreement will only apply to a specific crop year if all terms and conditions of the written agreement are applicable for the crop year and any conditions under which the written agreement has been provided have not changed prior to the beginning of the insurance period.
- 2) The written agreement may be cancelled in writing for any crop year by FCIC not less than 30 days before the cancellation date; or cancelled by you or your insurance provider on or before the cancellation date for any specific crop year.
- 3) The agreement will be automatically cancelled if you transfer your insurance policy to another insurance provider. No notice terminating the written agreement will be provided to you. For a written agreement to be effective, you must timely request renewal of the written agreement in accordance with Section 18 of the Common Crop Policy, Basic Provisions.

If any written agreement is not renewed in writing after it expires or is cancelled, then insurance coverage will be in accordance with terms and conditions stated in your policy without regard to the written agreement.