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Department of
Agriculture



Federal Crop
Insurance
Corporation



Product
Development
Division

SUNFLOWER SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

FCIC-25470 (12-2009)

2010 and Succeeding Crop Years

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

FEDERAL CROP INSURANCE HANDBOOK		NUMBER: 25470 (12-2009)
SUBJECT: SUNFLOWER SEED LOSS ADJUSTMENT STANDARDS HANDBOOK 2010 AND SUCCEEDING CROP YEARS	OPI: Product Administration and Standards Division	
	Approved: /S/ <i>Tim B. Witt</i> Deputy Administrator, Product Development	Date: <i>December 15, 2009</i>

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-ISSUED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2010 AND SUCCEEDING CROP YEARS. ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

SUMMARY OF CHANGES/CONTROL CHART

The following list contains significant changes to this handbook, as determined by us. It may not represent all changes made. All changes made to this handbook are applicable regardless of whether or not listed.

Major Changes: See changes or additions in text which have been **highlighted**. Three stars (***) identify information that has been removed.

Changes for Crop Year 2010 (FCIC-25470) issued **DECEMBER 2009**.

- A. Throughout handbook: Made editorial and syntax changes so handbook text tracks with current RMA-approved handbook formatting, and updated examples and forms as needed.
- B. Throughout the handbook: Comments that pertained to grammar, punctuation, deleting unneeded words, rewording to make a sentence flow better, corrections of reference numbers, formatting, etc. were incorporated if accepted, but are not listed.
- C. **Subsection 2 B (3)** - Added abbreviation for Crop Insurance Handbook (CIH).
- D. **Subsection 3 C** - Added reference to the CIH and LAM for information on Enterprise and Whole-Farm Units.
- E. **Subsection 5 A** - Added reference to the LAM for all zero appraisals.
- F. **Subsection 8 B** - Added reference to the LAM for all zero appraisals.

SUNFLOWER SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

SUMMARY OF CHANGES/CONTROL CHART (Continued)

- G. **Subsection 8 C** - Revised item 17 example to count 4 filled 1 ½” heads as 1 filled 3” head.
- H. **Subsection 8 A** - Revised appraisal worksheet form standards in accordance with latest RMA approved procedure.
- I. **Subsection 9 A** - Revised claim form standard instructions in accordance with RMA approved procedure.
- J. **Subsection 9 B** - Added reference to the Prevented Planting Handbook for information on prevented planting.
- K. **Subsection 9 C** - Items 4-6, allow recording of three additional entries for dates of damage, causes of damage, and the related determined percent of damage. No longer requires identification of a primary cause of damage (51% rule removed).
- L. **Subsection 9 C** - Deleted entries for “Preliminary Acres,” and entries for Stage Guarantee “Per Acre” and Total.”
- M. **Subsection 9 C** - Added items 17 and 48, to allow entry of multi-crop codes on the PW as required by the LAM.
- N. **Subsection 9 C** - Added item 18 to provide space to enter reported acres (from the acreage report). This is important when determining if there are under-reported acres.
- O. **Subsection 9 C** - Added item 19 to provide space to enter determined acres on the PW as previously required by the Loss Adjustment Standards Handbook.
- P. **Subsection 9 C** - Items 23-26 and item 28, new entry items to record applicable actuarial codes when identified on the FCI-35.
- Q. **Subsection 9 C** - Item 34, records adjusted appraised production before quality adjustment.
- R. **Subsection 9 C** - Added item 35, to record the quality factor.
- S. **Subsection 9 C** - Item 36, records appraised production after quality adjustment.
- T. **Subsection 9 C** - Item 40, identifies multiple reasons for quality adjustment for both appraised and harvested production.
- U. **Subsection 9 C** - Item 41, indicates if any mycotoxins identified in item 40 exceed maximum limits.

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SUMMARY OF CHANGES/CONTROL CHART (Continued)

- V. **Subsection 9 C** - For item 42, records total appraised production for the unit before adjustment for quality for column 34 entries.
- W. **Subsection 9 C** - Item 42, records total appraised production for the unit after quality adjustment for column 36 entries.
- X. **Subsection 9 C** - Item 42, records total appraised production for the unit due to uninsured causes of loss for column 37 entries.
- Y. **Subsection 9 C** - Item 67, records total harvested production before adjustment for quality for column 63 entries.
- Z. **Subsection 9 C** - Item 71, records total production allocated to this unit from other unreported units.
- AA. **Subsection 9 C** - Item 72, records total APH production for this unit, after deductions for production damaged by uninsured causes (total of column 37) and production allocated to other units included on this unit's claim (item 71).
- BB. **Subsection 9 C** - Items 73 and 74 reversed so insured's signature is on the left hand side and the adjuster's signature is on the right hand side of the form.
- CC. **Subsection 9 C** - Incorporated revised production worksheet and replanting worksheet.

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SUMMARY OF CHANGES/CONTROL CHART (Continued)

Control Chart For: Sunflower Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference Material	Date	Directive Number
Remove	Entire Handbook					
Current Index	1-4	1-2	1-40	41-43	12-2009	FCIC-25470

SUNFLOWER SEED LOSS ADJUSTMENT STANDARDS HANDBOOK

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1. INTRODUCTION

THIS HANDBOOK MUST BE USED IN CONJUNCTION WITH THE LOSS ADJUSTMENT MANUAL (LAM) STANDARDS HANDBOOK, FCIC-25010.

The FCIC-issued loss adjustment standards for this crop are the official standard requirements for adjusting Multiple Peril Crop Insurance (MPCI) losses in a uniform and timely manner. The FCIC-issued standards for this crop and crop year are in effect as of the signature date for this crop handbook at www.rma.usda.gov/handbooks/25000/index.html. All reinsured companies will utilize these standards for both loss adjustment and loss training for the applicable crop year. These standards, which include crop appraisal methods, claims completion instructions, and form standards, supplement the general (not crop-specific) loss adjustment standards identified in the LAM.

2. SPECIAL INSTRUCTIONS

This handbook remains in effect until superseded by reissuance of **either** the entire handbook **or** selected portions (through slipsheets or bulletins). If slipsheets have been issued for a handbook, the original handbook as amended by slipsheet pages shall constitute the handbook. A bulletin can supersede either the original handbook or subsequent slipsheets.

A. DISTRIBUTION

The following is the minimum distribution of forms completed by the adjuster and signed by the insured (or the insured's representative) for the loss adjustment inspection:

- (1) One legible copy to the insured. The original and all remaining copies as instructed by the Approved Insurance Provider (AIP).
- (2) It is the AIP's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

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

CAT	Catastrophic Risk Protection
CIH	Crop Insurance Handbook
CSREES	Cooperative State Research, Education, and Extension Service
DSSH	Document and Supplemental Standards Handbook, FCIC-24040
FGIS	Federal Grain Inspection Service

(4) Definition(s):

Harvest	Combining or threshing the sunflowers for seed.
Local Market Price	The cash seed price per pound for oil type sunflower seed grading U. S. No. 2, or non-oil type sunflower seed with a test weight of at least 22 pounds per bushel and less than five percent kernel damage, offered by buyers in the area in which the insured normally markets the sunflower seed. The local market price for oil type sunflower seed will reflect the maximum limits of quality deficiencies allowable for the U. S. No. 2 grade of sunflower seed. Factors not associated with grading of sunflower seed under the Official United States Standards for Grain including, but not limited to, oil or moisture content will not be considered.
Planted Acreage	In addition to the definition contained in the Basic Provisions, sunflower seed must initially be planted in rows far enough apart to permit mechanical cultivation, unless otherwise provided by the Special Provisions, actuarial documents, or by written agreement.

3. INSURANCE CONTRACT INFORMATION

The AIP is to determine that the insured has complied with all policy provisions of the insurance contract. Crop provisions, which are to be considered in this determination, include (but are not limited to):

A. INSURABILITY

The following may not be a complete list of insurability requirements. Refer to the Basic Provisions, **Sunflower Seed** Crop Provisions, and **the** Special Provisions for a complete list.

- (1) The crop insured will be all of the oil and non-oil type sunflower seed in the county for which a premium rate is provided by the actuarial documents; in which the insured has a share:
 - (a) That is planted for harvest as sunflower seed; and
 - (b) That is not (unless a written agreement allows otherwise):
 - 1 Interplanted with another crop; or
 - 2 Planted into an established grass or legume.
- (2) Acreage that does not meet rotational requirements shown in the Special Provisions will not be insured.

- (3) Any acreage of the insured crop damaged before the final planting date, to the extent that the majority of producers in the area would not normally further care for the crop, must be replanted unless the AIP agrees that replanting is not practical.

Refer to the LAM for replanting provision issues. Refer to section 4 of this handbook for replanting payment procedures.

- (4) Any production harvested from plants growing in the insured crop may be counted as production of the insured crop on a weight basis.

B. PROVISIONS AND PROCEDURES NOT APPLICABLE TO CAT COVERAGE

Refer to the CIH and the LAM for provisions and procedures not applicable to CAT.

C. UNIT DIVISION

Refer to the insurance contract for unit provisions. Unless limited by the Crop or Special Provisions, a basic unit, as defined in the Basic Provisions, may be divided into optional units if, for each optional unit, all the conditions stated in the applicable provisions are met.

For information on Enterprise and Whole-Farm Units, refer to the CIH and the LAM.

D. QUALITY ADJUSTMENT

- (1) Refer to the Special Provisions to determine if production is eligible for quality adjustment as identified in the Sunflower Seed Crop Provisions.
- (2) Sunflower Seed production will be eligible for quality adjustment if deficiencies in quality, in accordance with the Official United States Standards for Grain, results in:
 - (a) Oil type sunflower seed not meeting the grade requirements for U.S. No. 2 (grades U.S. sample grade) because of test weight, kernel damage (excluding heat damage), or a musty, sour or commercially objectionable foreign odor;
 - (b) Non-oil type sunflower seed having a test weight below 22 pounds per bushel or kernel damage (excluding heat damage) in excess of five percent (5%), or a musty, sour or commercially objectionable foreign odor; or
 - (c) Substances or conditions are present that are identified by the Food and Drug Administration or other public health organizations of the United States as being injurious to human or animal health.

- (3) When due to insurable cause(s), use of quality adjustment for sunflower seed is handled by determining appropriate discount factors, summing them together, if applicable, and subtracting from 1.000 to obtain the applicable Quality Adjustment Factor (percent of production to count). Refer to the Special Provisions for chart discount factors, instructions for calculating non-chart discount factors, and other discounts allowed. Also, refer to the LAM for examples and guidance in determining reduction-in-values (RIV's) needed to determine non-chart discount factors.
- (4) Moisture adjustment is applied prior to any qualifying quality adjustment factors such as test weight, kernel damage, etc. Refer to the sunflower moisture adjustment factors in **TABLE D**. Moisture adjustment results in a reduction in production to count of 0.12 percent for each 0.1 percent moisture in excess of 10 percent.
- (5) For sunflower seed for which RIV's apply, and which can be conditioned/reconditioned, refer to the Special Provisions for instructions.
- (6) THE QUALITY ADJUSTMENT FACTOR CANNOT BE GREATER THAN 1.000 or less than zero (.000). Refer to the LAM for information on contract prices in quality adjustment.
- (7) If a local market cannot be found for the sunflower seed, refer to the LAM.
- (8) Refer to the LAM for special instructions regarding mycotoxin-infected grain.
- (9) Document quality adjustment information as described in the instructions for the "Narrative" section of the claim form (section 9 B), or on a Special Report.
- (10) For additional quality adjustment definitions, instructions, qualifications, and testing requirements; refer to the LAM and the Official United States Standards for Grain.

4. REPLANTING PAYMENT PROCEDURES

A. GENERAL INFORMATION

- (1) When Sunflower Seed is replanted using a practice that is uninsurable as an original planting, the liability for the unit will be reduced by the amount of the replanting payment which is attributable to the insured's share. If the unit dollar loss (final claim) is less than the original unit liability minus such replanting payment, the actual indemnity dollar amount will not be affected by the replanting payment. The premium amount will not be reduced.
- (2) No replanting payment will be made on acreage on which one replanting payment has already been allowed for the crop year.

B. QUALIFICATIONS FOR REPLANTING PAYMENT

To qualify for a replanting payment, the:

- (1) insured crop must be damaged by an insurable cause;
- (2) AIP determines that it is practical to replant;
- (3) acres being replanted must not have been initially planted prior to the “Initial Planting” date if such date has been established by the Special Provisions;
- (4) per acre appraisal (or appraisal plus any appraisals for uninsured causes of loss) must be less than 90 percent of the per acre production guarantee for the acreage the insured intends to replant (Refer to section 5, “Sunflower Appraisals”);
- (5) acreage replanted must be AT LEAST the lesser of 20 acres or 20 percent of the insured **planted** acreage for the unit (as determined on the final planting date or within the late planting period if a late planting period is applicable); and

Any acreage planted after the end of the late planting period will not be included when determining if the 20 acres or 20 percent qualification is met. Refer to the LAM.

- (6) AIP has given consent to replant.

In the Narrative of the claim form or on a Special Report, show the appraisal for each field or subfield and the calculations to document that qualifications for a replanting payment have been met.

C. MAXIMUM REPLANTING PAYMENT

The maximum amount of the replanting payment per acre will be the LESSER OF:

- (1) the insured’s actual replanting cost;
- (2) the product of multiplying the maximum pounds allowed in the policy (175 pounds of seed) by the insured’s price election, times the insured's share in the crop; or
- (3) 20 percent of the production guarantee multiplied by the applicable price election times the insured’s share.

Compute the number of pounds per acre allowed for a replanting payment by dividing the maximum replanting payment by the price election. Show all calculations in the Narrative of the claim form or on a Special Report.

EXAMPLE 1

Owner/operator (100 percent share)

30 acres replanted

Insured's actual cost to replant = \$18.50 per acre

Price election = \$0.11 per lb.

20% of prod. guar. (1,050 lbs. x 20%) = 210 bu. x \$0.11 (price election) x 1.000 (share) = \$23.10

175 lbs. (maximum lbs. allowed in policy) x \$0.11 (price election) x 1.000 (share) = \$19.25

The lesser of \$18.50, \$23.10 and \$19.25 is \$18.50

Actual pounds per acre allowed = 168 lbs. ($\$18.50 \div \0.11 , rounded to whole pounds)

Enter the number of replanted acres multiplied by 168 lbs. (5,040 lbs.) in Section I, column 36, "Production Post QA" of the Claim Form.

EXAMPLE 2

Landlord/tenant (50/50 share)

No agreement exists that allows the tenant to have the landlord's share of the replanting payment.

30 acres replanted

Insured's actual cost to replant = \$9.25 per acre

Price election = \$0.11 per lb.

20% of prod. guar. (1,050 lbs. x 20%) = 210 x \$0.11 (price election) x .500 (share) = \$11.55

175 lbs. (maximum lbs. allowed in policy) x \$0.11 (price election) x .500 (share) = \$9.63

The lesser of \$9.25, \$11.55, and \$9.63 is \$9.25

Actual lbs. per acre allowed = 84 lbs. ($\$9.25 \div \0.11 , rounded to whole pounds)

Enter the number of replanted acres multiplied by 84 lbs. (2,520 lbs.) if the share has been applied, or the number of replanted acres multiplied by 168 lbs. (5,040 lbs.) if share has yet to be applied in Section I, column 36, "Production Post QA" of the Claim Form (follow individual AIP guidelines). Indicate in the "Narrative" if the pounds allowed for replanting have/have not been reduced for share on the Claim Form according to AIP guidelines.

D. REPLANTING PAYMENT INSPECTIONS

Replanting payment inspections are to be prepared as final inspections on the claim form only when qualifying for a replanting payment. Non-qualifying replanting payment inspections (**unless the claim is withdrawn by the insured**) are to be handled as preliminary inspections. If qualified for a replanting payment, a Certification Form may be prepared on the initial farm visit. Refer to the LAM.

5. SUNFLOWER APPRAISALS

A. GENERAL INFORMATION

Potential production for all types of inspections will be appraised in accordance with procedures specified in this handbook and the LAM.

For all zero appraisals, refer to the LAM.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

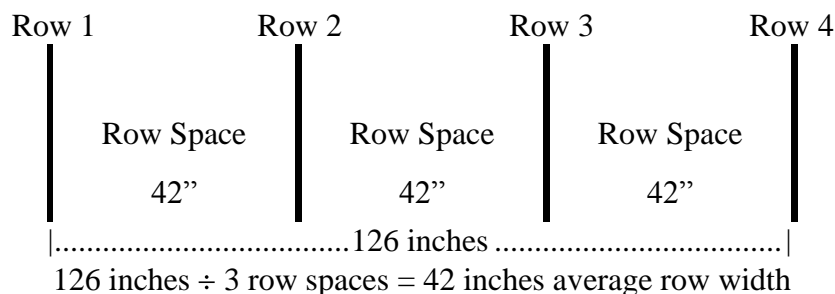
- (1) Determine the minimum number of required samples for a field or subfield by the field size, the average stage of growth, age (size) and general capabilities of the plants, and variability of potential production and plant damage within the field or subfield.
- (2) Split the field into subfields when:
 - (a) variable damage causes the crop potential to appear to be significantly different within the same field; or
 - (b) the insured wishes to destroy a portion of a field.
- (3) Each field or subfield must be appraised separately.
- (4) Take not less than the minimum number (count) of representative samples required in **TABLE A (Minimum Representative Sample Requirements)** for each field or subfield.

C. MEASURING ROW WIDTH FOR SAMPLE SELECTION

Use these instructions for all appraisal methods that require row width determinations.

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

EXAMPLE:



- (3) Apply average row width to **TABLE B** to determine the required length of sample row.
- (4) When using two or more rows to fulfill the required length of sample row, divide the length of row required by the number of rows used in the sample. The combined length of all rows must equal the single row length.

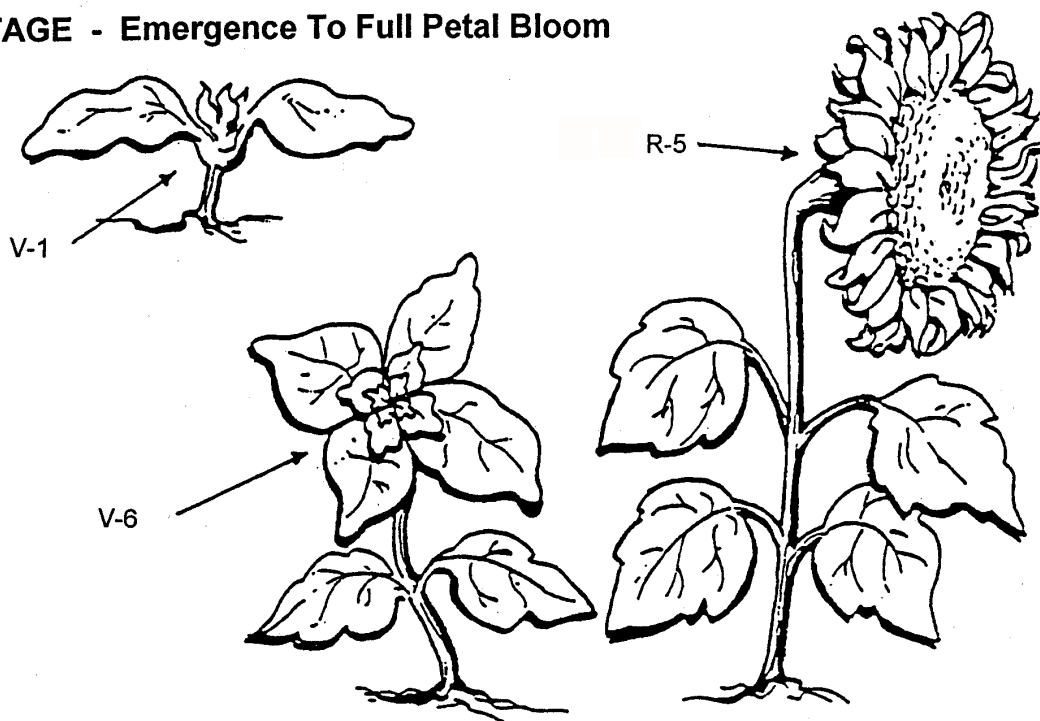
D. STAGES OF GROWTH

These instructions provide growth-stage information for use when appraising potential production during various stages of growth.

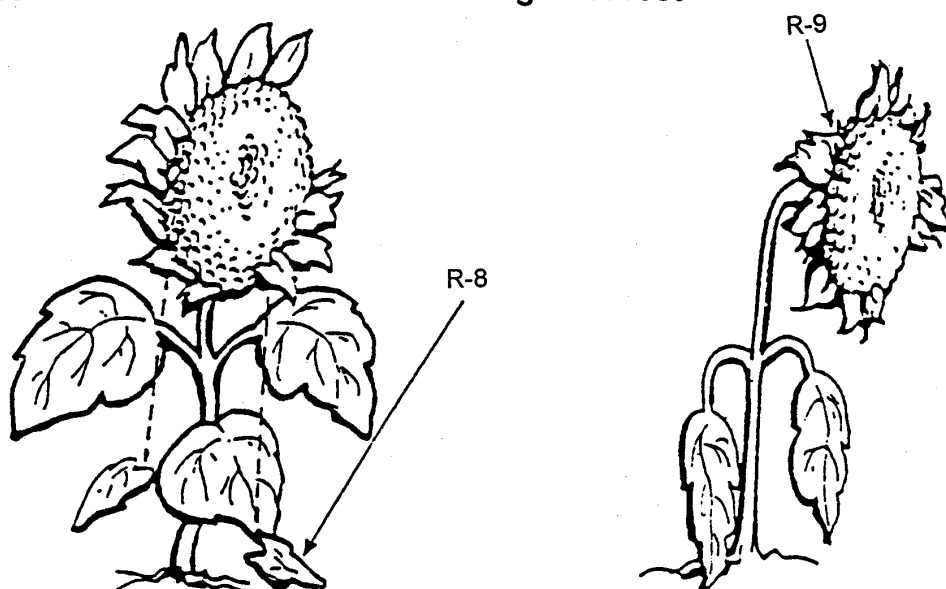
STAGE	DESCRIPTION	TIME INTERVAL TO NEXT STAGE
V-E	Emergence of the cotyledons after planting.	6 days
V-(N)	The number of true leaves (alternating leaves in a spiral arrangement at least 4 cm. in length.	38 days
R-1	The star-like floral bud surrounded by immature bracts has become visible.	7 days
R-2	First internode's below floral bud elongates 0.5 to 2.0 cm above the nearest leaf.	6 days
R-3	First internode's below floral bud elongates in excess of 2.0 cm.	8 days
R-4	The floral bud begins to open exposing small ray flowers.	7 days
R-5	The beginning of flowering exposing all disk flowers and fully extended ray flowers (Full Petal Bloom).	8 days
R-6	Flowering is complete and ray flowers are wilting.	7 days
R-7	Back of head begins to turn a light yellow color.	9 days
R-8	Back of head is yellow but bracts remain green.	7 days
R-9	Bracts are yellow and brown and the plant has reached physiological maturity.	

Illustrations of Growth Stages

STAGE - Emergence To Full Petal Bloom



STAGE - From First Petal Fall Through Harvest



6. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

Appraisal Method...	Use...
Emergence to Full Petal Bloom	for planted acreage with no emerged seed, or on plants through the R-4 stage
After Full Bloom	on plants in R-5 through R-9 stage

B. EMERGENCE TO FULL BLOOM

If the reduction in stand is solely due to non-emerged seed due to insufficient soil moisture, do not complete appraisals prior to the time specified in the LAM. Refer to the paragraph in the LAM regarding deferred appraisals and non-emerged seed.

- (1) Determine the number of acres in the field or subfield being appraised and number of required samples.
- (2) Select representative samples and count the number of live plants (capable of producing a seed head) in each 1/100th-acre sample.
- (3) Total the number of live plants from all the samples.
- (4) Divide the result of item (3) by the number of samples taken to determine average plants per 1/100 acre.
- (5) Multiply the result of item (4) times the factor determined as follows. The result equals the appraisal in pounds per acres. Document calculations for determining the factor on a Special Report or in the Narrative of the claim form.

APH approved yield x 100 ÷ Determined plant population per acre before damage.

EXAMPLE: APH approved yield = 1,400 pounds per acre
 Determined plant population per acre = 13,000 plants per acre
 1,400 x 100 ÷ 13,000 = 10.8 yield factor

Determined plant population equals the number of plants (living, dead, or missing) in 1\100th-acre multiplied by 100. (**EXAMPLE:** 130 plants x 100 = 13,000 determined plant population).

C. AFTER FULL BLOOM

- (1) This method is based on determining the number of harvestable heads, which are grouped according to head size, and converting this production to pounds per acre.
- (2) Determine the number of acres in the field or subfield being appraised and number of required samples.
- (3) Select representative samples of 1/100 acre.
- (4) Measure the size of each harvestable head, group heads according to head size and total the number of heads accordingly by head size.

To obtain the head-size (diameter) measurement of the sunflower, place a **flexible** tape measure on one side of the head and follow the curvature of the head across the center to the other side of the head.

- (5) Convert any partially filled heads to whole or undamaged heads.

EXAMPLE: Count two half-filled six-inch heads as one whole six-inch head. For an additional example of rounding rules, refer to page 14, item 17.

- (6) Multiply the total number of heads by head size for all samples times the representative head size factor and total. The total equals the total ounces for all samples.
- (7) Determine the average ounces per sample by dividing the result in item (6) by the total number of samples.
- (8) Multiply the result of item (7) times the factor (6.25 to convert ounces to pounds). The result equals the pounds per acre appraisal, rounded to whole pounds.

7. APPRAISAL DEVIATIONS AND MODIFICATIONS

A. DEVIATIONS

Deviations in appraisal methods require FCIC written authorization (as described in the LAM) prior to implementation.

B. MODIFICATIONS

There are no pre-established modifications contained in this handbook. Refer to the LAM for additional information.

8. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. APPRAISAL WORKSHEET FORM STANDARDS

- (1) The entry items in subsection 8C are the minimum requirements for the Sunflower Seed Appraisal Worksheets. All entry items are “Substantive,” (i.e., they are required).
- (2) Appraisal Worksheet Completion Instructions. The completion instructions for the required entry items on the Appraisal Worksheet in the following subsections are “Substantive,” (i.e., they are required.)
- (3) The Privacy Act and Nondiscrimination statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown on the example form in this section. The **current** Nondiscrimination Statement **and** Privacy Act **Statement** can be found on the RMA website at <http://www.rma.usda.gov/regs/required.html> or successor website.
- (4) Refer to the DSSH for other crop insurance form requirements (e.g., font point size, etc.).

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

- (1) Include the AIP’s name in the appraisal worksheet title if not preprinted on the AIP’s worksheet, or when a worksheet entry is not provided.
- (2) Include the claim number on the appraisal worksheet (when required by the AIP), when a worksheet entry is not provided.
- (3) Separate appraisal worksheets are required for each unit appraised. Refer to section 5 for sampling requirements.
- (4) For every inspection, complete items 1 through 4 and items 26 and 27. Complete Parts I and II as instructed below.
- (5) Standard appraisal worksheet items are numbered consecutively in subsection **C**. An example appraisal worksheet is also provided to illustrate how to complete entries.
- (6) For all zero appraisals, refer to the LAM.

C. WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No.

Information Required

Company: Name of AIP, if not preprinted on the worksheet (Company Name).

Claim No.: Claim number as assigned by the AIP.

1. **Insured's Name:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy No.:** Insured's assigned policy number.
3. **Unit No.:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
4. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim has been filed.

PART I - FROM EMERGENCE TO FULL BLOOM

5. **Field ID:** Field identification symbol.
6. **Row Width:** Row width to nearest inch. Refer to subsection 5C for row width determination information.
7. **Acres:** Number of determined acres, to tenths, in field or sub-field being appraised.
8. **Number of Plants:** Number of **live plants** (capable of producing a seed head) from each sample.
9. **Total Plants:** Total number of plants from all samples in item 8.
10. **Number of Samples:** Total number of samples in item 8.
11. **Average Number Plants:** Result of dividing item 9 by item 10, rounded to the nearest tenth.
12. **Factor:** Yield factor (rounded to tenths). Refer to section 6B for factor calculation. Document calculations for determining the yield factor on a Special Report or in the Narrative of the claim form.
13. **Per Acre Appraisal:** Result of multiplying item 11 times item 12, rounded to whole pounds.

PART II - AFTER FULL BLOOM

Verify or make the following entries:

Item

No.

Information Required

14. **Field Id:** Field identification symbol.
15. **Row Width:** Row width to nearest inch. Refer to section 5C for row width determination information.
16. **Acres:** Number of determined acres, to tenths, in field or sub-field being appraised.
17. **No. of Sized Heads Per Sample:** Enter the number of heads from each sample in the applicable **head size** columns. When needed, establish a column(s) to record 2", 2 ½", and/or 3" head sizes by crossing out the head size in an unused column(s) and entering in the applicable head size. Convert partially filled heads to whole heads.

EXAMPLE: A four-inch head three-quarters filled and a four-inch head one-quarter filled will be counted as one whole four-inch head. Round head size as follows:

- 3.8 through 4.2 = 4.0;
- 4.3 through 4.7 = 4.5;
- 4.8 through 5.2 = 5.0, etc.

Do not count head sizes under 2 inches unless they are harvestable. However, if they are harvestable, completely filled heads must be converted to fit **TABLE C**.

EXAMPLE: Area of a circle = π (3.1416) x radius squared
1 ½" filled head = 1.77 square inches (3.1416 x .75 x .75)
3" filled head = 7.1 square inches (3.1416 x 1.5 x 1.5)
7.1 square inches (1 filled 3" head) ÷ 1.77 square inches (1 filled 1 ½" head) = **requires 4 filled 1 ½" heads to equal 1 filled 3" head**

18. **Total Each Size:** Total number of heads for each head size diameter.
19. **Head Size Factor:** Factor pre-printed on claim form. For head sizes not shown, line through pre-printed factor and enter applicable factor from **TABLE C**.
20. **Total of Each Size x (times) Head Factor:** Result rounded to the nearest tenth of multiplying item 18 for each head size diameter times the factor for the head size from **TABLE C**.

- 21. **Total Ounces:** Total of all entries in item 20.
- 22. **No. Of Samples:** Total number of samples in item 17.
- 23. **Avg. Oz/Sample:** Result of dividing item 21 by item 22, rounded to the nearest tenth.
- 24. **Factor:** MAKE NO ENTRY. 6.25 factor pre-printed on appraisal worksheet.
- 25. **Per Acre Appraisal:** Result of multiplying item 23 by item 24, rounded to nearest whole pound.

The following required entries are not illustrated on the Appraisal Worksheet example below.

- 26. **Adjuster's Signature, Code Number, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the Production Worksheet.
- 27. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Appraisal Worksheet WITH THE INSURED, particularly explaining codes, etc., which may not be readily understood.
- 28. **Page:** Page numbers - (Example: page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

EXAMPLE 1: FROM EMERGENCE TO FULL BLOOM
COMPANY: Any Company

CLAIM NO.: XXXXXXXX

APPRAISAL WORKSHEET SUNFLOWERS (For Illustration Purposes Only)			1. INSURED'S NAME I. M. Insured						2. POLICY NO. XXXXXXXX						3. UNIT NO 00100		4. CROP YEAR YYYY						
			PART I – FROM EMERGENCE TO FULL BLOOM																				
FIELD ID 5	ROW WIDTH 6	ACRES 7	NUMBER OF PLANTS 8						TOTAL PLANTS 9	NUMBER OF SAMPLES 10	AVERAGE NUMBER PLANTS 11	FACTOR 12	PER ACRE APPRAISAL 13										
A	38	40.0	12	13	10	11	16	= 62	÷ 5	= 12.4	x 10.8	= 134											
								=	÷	=	x	=											
								=	÷	=	x	=											
			PART II – AFTER FULL BLOOM																				
			DEVELOPED SEED CONVERTED TO OUNCES PER HEAD SIZE																COMPUTATIONS				
			HEAD SIZE (DIAMETER IN INCHES)	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	11	12	13	14		
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																				21. TOTAL OUNCES	÷
		2																				22. NO. OF SAMPLES	=
3																							
15. ROW WIDTH		4																				23. AVG OZ/SAMPLE	x
		5																					
16. ACRES	18. TOTAL EACH SIZE																					24. FACTOR 6.25	=
	19. HEAD SIZE FACTOR		0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004			
		20. TOTAL OF EACH SIZE X HEAD FACTOR																				25. PER ACRE APPRAISAL	
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																				21. TOTAL OUNCES	÷
		2																				22. NO. OF SAMPLES	=
3																							
15. ROW WIDTH		4																				23. AVG OZ/SAMPLE	x
		5																					
16. ACRES	18. TOTAL EACH SIZE																					24. FACTOR 6.25	=
	19. HEAD SIZE FACTOR		0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004			
		20. TOTAL OF EACH SIZE X HEAD FACTOR																				25. PER ACRE APPRAISAL	
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																				21. TOTAL OUNCES	÷
		2																				22. NO. OF SAMPLES	=
3																							
15. ROW WIDTH		4																				23. AVG OZ/SAMPLE	x
		5																					
16. ACRES	18. TOTAL EACH SIZE																					24. FACTOR 6.25	=
	19. HEAD SIZE FACTOR		0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004			
		20. TOTAL OF EACH SIZE X HEAD FACTOR																				25. PER ACRE APPRAISAL	

This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).

EXAMPLE 2: AFTER FULL BLOOM
COMPANY: Any Company

CLAIM NO.: XXXXXXXX

APPRAISAL WORKSHEET SUNFLOWERS (For Illustration Purposes Only)			1. INSURED'S NAME I. M. Insured					2. POLICY NO. XXXXXXXX					3. UNIT NO 00200			4. CROP YEAR YYYY						
			PART I – FROM EMERGENCE TO FULL BLOOM																			
FIELD ID 5	ROW WIDTH 6	ACRES 7	NUMBER OF PLANTS 8					TOTAL PLANTS 9	NUMBER OF SAMPLES 10	AVERAGE NUMBER PLANTS 11	FACTOR 12	PER ACRE APPRAISAL 13										
								=	÷	=	x	=										
								=	÷	=	x	=										
								=	÷	=	x	=										
PART II – AFTER FULL BLOOM																						
DEVELOPED SEED CONVERTED TO OUNCES PER HEAD SIZE													COMPUTATIONS									
HEAD SIZE (DIAMETER IN INCHES)		3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5		9	9.5	10	11	12	13	14		
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1		4	0	1	3	4	3	2	1									21. TOTAL OUNCES		
C		2		0	2	2	2	2	3	3	3									123.6	÷	
		3		1	0	1	1	3	2	1	1									22. NO. OF SAMPLES		
		4		2	1	1	3	2	0	4	0									5	=	
		5		0	0	1	2	1	4	0	1									23. AVG OZ/SAMPLE		
15. ROW WIDTH	38	18. TOTAL EACH SIZE		7	3	6	11	12	12	10	6								24.7	x		
16. ACRES	80.0	19. HEAD SIZE FACTOR	0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004	24. FACTOR	
		20. TOTAL OF EACH SIZE X HEAD FACTOR		5.7	3.1	7.6	17.0	22.1	25.9	25.0	17.2										25. PER ACRE APPRAISAL	
																					154	
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																		21. TOTAL OUNCES		
		2																			÷	
		3																			22. NO. OF SAMPLES	
		4																			=	
		5																			23. AVG OZ/SAMPLE	
15. ROW WIDTH		18. TOTAL EACH SIZE																			x	
16. ACRES		19. HEAD SIZE FACTOR	0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004	24. FACTOR	
		20. TOTAL OF EACH SIZE X HEAD FACTOR																			25. PER ACRE APPRAISAL	
																					6.25	
14. FIELD ID	17. NO. OF SIZED HEADS PER SAMPLE	1																			21. TOTAL OUNCES	
		2																				÷
		3																				22. NO. OF SAMPLES
		4																				=
		5																				23. AVG OZ/SAMPLE
15. ROW WIDTH		18. TOTAL EACH SIZE																			x	
16. ACRES		19. HEAD SIZE FACTOR	0.626	0.819	1.034	1.274	1.544	1.840	2.157	2.502	2.872	3.270	3.686	4.134	4.607	5.103	6.175	6.175	8.626	10.004	24. FACTOR	
		20. TOTAL OF EACH SIZE X HEAD FACTOR																			25. PER ACRE APPRAISAL	
																					6.25	

This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).

9. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. CLAIM FORM STANDARDS

- (1) The entry items in subsection 8C are the minimum Claim Form (hereafter referred to as “Production Worksheet”) requirements. All of these entry items are considered “Substantive,” (i.e., they are required.)
- (2) Production Worksheet instructions. The completion instructions for the required entry items on the Production Worksheet in the following subsections are “Substantive,” (i.e., they are required.)

- (3) The Privacy Act and Non-Discrimination Statements are required statements that must be printed on the form or provided to the insured as a separate document. These statements are not shown in the example form in this exhibit. The current Non-Discrimination Statement and Privacy Act Statement can be found on the RMA website at: <http://www.rma.usda.gov/regs/required.html> or successor website.

- (4) The certification statement required by the current DSSH must be included on the form directly above the insured’s signature block and immediately followed by the statement below.

“I understand the certified information on this Production Worksheet will be used to determine my loss, if any, to the above unit. The insurance provider may audit and approve this information and supporting documentation. The Federal Crop Insurance Corporation, an agency of the United States, subsidizes and reinsures this crop insurance.”

- (5) Refer to the DSSH for other crop insurance form requirements (e.g., point size of font, etc.)

B. GENERAL INFORMATION FOR WORKSHEET ENTRIES AND COMPLETION PROCEDURES

- (1) The Production Worksheet is a progressive form containing all notices of damage for all preliminary, replant, and final inspections (including “No Indemnity Due” claims) on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Acreage report errors.
 - (b) Delayed notices and delayed claims.

- (c) Corrected claims or fire losses (double coverage) and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
- (d) Claims involving a Certification Form (when all the acreage on the unit has been appraised to be put to another use, when acreage is being appraised for a replanting payment and all acreage on the unit has been initially planted, or other reasons described in the LAM).
- (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the production exceeded the guarantee).
- (f) Late planting.

(4) Refer to the Prevented Planting Handbook for information on prevented planting.

(5) The adjuster is responsible for determining if the insured has complied with all of their requirements under the notice and claim provisions of the policy. If they have not, the adjuster should contact the AIP.

(6) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**REPLANT**” apply to replant inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.

C. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

**Item
No.**

Information Required

1. **Crop/Code #:** “Sunflowers” (0078).
2. **Unit #:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
3. **Location Description:** Land location that identifies the legal description, if available, and the location of the unit (e.g., section, township, and range; FSA Farm Serial Numbers; FSA Common Land Units (CLU) and tract numbers; GPS identifications; or Grid identifications) as applicable for the crop.

4. **Date(s) of Damage:** First three letters of the month(s) during which the determined insured damage occurred for the inspection and cause(s) of damage listed in item 5 below. For progressive damage, enter in chronological order the month that identifies when the primary insured damage occurred. Include the SPECIFIC DATE where applicable as in the case of hail damage (e.g., Aug 11). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

5. **Cause(s) of Damage:** Name of the determined insured cause(s) of damage for this crop as listed in the LAM for the date of damage listed in item 4 above for this inspection. If it is evident that no indemnity is due, enter "NONE." If an insured cause(s) of damage is coded as "Other," explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured causes of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, enter "NO INDEMNITY."

6. **Insured Cause %:**

PRELIMINARY: MAKE NO ENTRY.

REPLANT AND FINAL: Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional "Insured Cause %" in the extra spaces, as needed. If additional space is needed, enter the additional determined "Insured Cause %" in the Narrative (or on a Special Report). The total of all "Insured Cause %" including those entered in the Narrative must equal 100%.

If there is no insurable cause of loss, and a no indemnity due claim will be completed, MAKE NO ENTRY.

Example entries for items 4-6 and the Narrative, reflecting entries for multiple dates of damage, the corresponding insured causes of damage and insured cause percents:

4. Date(s) of Damage	MAY	JUN 30	JUN 30	AUG	AUG
5. Cause(s) of Damage	Excess Moisture	Tornado	Hail	Drought	Heat
6. Insured Cause %	10	20	15	25	20
Narrative: Additional date of damage – SEP 5; Cause of Damage – Freeze; Insured cause Percent - 10%.					

7. **Company/Agency:** Name of company and agency servicing the contract.
8. **Name of Insured:** Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.

9. **Claim #:** Claim number as assigned by the AIP.
10. **Policy #:** Insured's assigned policy number.
11. **Crop Year:** Four-digit crop year, as defined in the policy, for which the claim is filed.
12. **Additional Units:**

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Unit number(s) for ALL non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a Production Worksheet has not been completed. Additional non-loss units may be entered on a single Production Worksheet.

If more spaces are needed for non-loss units, enter the unit numbers, identified as "Non-Loss Units," in the Narrative or on an attached Special Report.

13. **Est. Prod. Per Acre:**

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Estimated yield per acre, in whole pounds, of ALL non-loss units for the crop at the time of final inspection.

14. **Date(s) Notice of Loss:**

PRELIMINARY:

- a. Date the first or second notice of damage or loss was given for the unit in item 2, in the 1st or 2nd space, as applicable. Enter the complete date (MM, DD, and YYYY) for each notice.
- b. A notice of damage or loss for a third preliminary inspection (if needed) requires an additional set of Production Worksheets. Enter the date of notice for a third preliminary inspection in the 1st space of item 14 on the second set of Production Worksheets.
- c. Reserve the "Final" space on the first page of the first set of Production Worksheets for the date of notice for the final inspection.
- d. If the inspection is initiated by the AIP, enter "Company Insp." instead of the date.
- e. If the notice does not require an inspection, document as directed in the Narrative instructions.

REPLANT AND FINAL: Transfer the last date (in the 1st or 2nd space from the first or second set of Production Worksheets) to the FINAL space on the first page of the first set of Production Worksheets if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM, DD, and YYYY) for the “FINAL” inspection in the final space on the first set of production worksheets. For a delayed notice of loss or delayed claim, refer to the LAM.

15. **Companion Policies:**

- a. If no other person has a share in the unit (insured has 100 percent share), MAKE NO ENTRY.
- b. In all cases where the insured has LESS than a 100 percent share of a loss-affected unit, ask the insured if the OTHER person sharing in the unit has a multiple-peril crop insurance contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “NONE.”
 - (1) If the other person has a multiple-peril crop insurance contract and it can be determined that the SAME AIP services it, enter the contract number. Handle these companion policies according to AIP instructions.
 - (2) If the OTHER person has a multiple-peril crop insurance contract and a DIFFERENT AIP or agent services it, enter the name of the AIP or agent (and contract number) if known.
 - (3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.
- c. Refer to the LAM for further information regarding companion contracts.

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

Make separate line entries for varying:

- (1) Rate classes, types, classes, sub-class, intended use, irrigated practice, cropping practice, or organic practices, as applicable;
- (2) APH yields;
- (3) Appraisals;
- (4) Adjustments to appraised mature production (moisture and/or quality adjustment factors);
- (5) Stages or intended use(s) of acreage;
- (6) Shares (e.g., 50 percent and 75 percent shares on the same unit); or
- (7) Appraisals for damage due to hail or fire if Hail and Fire Exclusion is in effect.

Verify or make the following entries:

Item

No.

Information Required

***16.

Field ID: The field identification symbol from a sketch map or an aerial photo. Refer to the “Narrative.”

Where acreage is PARTLY replanted, omit the field ID symbol for the fields that have not been replanted and that have been consolidated into a single line entry.

17. **Multi-Crop Code:**

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.

***18.

Reported Acres: In the event of over-reported acres, handle in accordance with the individual AIP’s instructions. In the event of under-reported acres, enter the reported acres to tenths for the field or subfield. If there are no under-reported acres, MAKE NO ENTRY.

19.

Determined Acres: Refer to the LAM for definition of acceptable determined acres used herein. Enter the determined acres to tenths for the field or subfield for which consent is given for other use and/or:

- a. Put to other use without consent;
- b. Abandoned;
- c. Damaged by uninsured causes; or
- d. For which the insured failed to provide acceptable records of production.

Refer to the LAM for procedures regarding when estimated acres are allowed and documentation requirements.

REPLANT: Determine the total acres, to tenths, of replanted acreage for each field or subfield (DO NOT ESTIMATE). Make a separate line entry for any PART of a field or subfield NOT replanted.

- a. Determine the planted acreage of any fields or subfields NOT replanted. Consolidate it into a single line entry UNLESS the usual reasons for separate line entries apply. Record the field or subfield identities (from a map or aerial photo) in the Narrative.

b. ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

PRELIMINARY AND FINAL: Determined acres to tenths.

Acreage breakdowns WITHIN a unit or field may be estimated (refer to the LAM) if a determination is impractical.

ACCOUNT FOR ALL PLANTED ACREAGE IN THE UNIT.

20. **Interest or Share:** Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same UNIT, use separate line entries.
21. **Risk:** Three-digit code for the correct "Rate Class" specified on the actuarial documents. If a "Rate Class" or "High Risk Area" is not specified on the actuarial documents, make no entry. Verify with the Summary of Coverage and if the rate class is found to be incorrect, revise according to the AIP's instructions. Refer to the LAM.
- Unrated land is uninsurable without a written agreement.
22. **Type:** Three-digit code number, entered exactly as specified on the actuarial documents for the type grown by the insured. If "No Type Specified" is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a type is not specified on the actuarial documents, MAKE NO ENTRY.
23. **Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the class grown by the insured. If "No Class Specified" is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a class is not specified on the actuarial documents, MAKE NO ENTRY.
24. **Sub-Class:** Three-digit code number, entered exactly as specified on the actuarial documents for the sub-class grown by the insured. If "No Sub-Class Specified" is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a sub-class is not specified on the actuarial documents, MAKE NO ENTRY.
25. **Intended Use:** Three-digit code number, entered exactly as specified on the actuarial documents for the intended use of the crop grown by the insured. If "No Intended Use Specified" is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an intended use is not specified on the actuarial documents, MAKE NO ENTRY.
26. **Irr. Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the irrigated practice carried out by the insured. If "No Irrigated Practice Specified" is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an irrigated practice is not specified on the actuarial documents, MAKE NO ENTRY.

27. **Cropping Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the cropping practice carried out by the insured. If “No Cropping Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If a cropping practice is not specified on the actuarial documents, MAKE NO ENTRY.

28. **Organic Practice:** Three-digit code number, entered exactly as specified on the actuarial documents for the organic practice carried out by the insured. If “No Organic Practice Specified” is shown on the actuarial documents, enter the appropriate three-digit code number from the actuarial documents (e.g., 997). If an organic practice is not specified on the actuarial documents, MAKE NO ENTRY.

29. **Stage:**

PRELIMINARY: MAKE NO ENTRY.

REPLANT: Replant stage abbreviation as shown below.

<u>STAGE</u>	<u>EXPLANATION</u>
--------------	--------------------

“R”	Acreage replanted and qualifying for replanting payment.
-----------	--

“NR”	Acreage not replanted or not qualifying for a replanting payment. Enter “NR” if the combined potential production appraisal and uninsured cause appraisal totals 90 percent or more of the guarantee for replanting claims.
------------	--

FINAL: Stage abbreviation as shown below.

<u>STAGE</u>	<u>EXPLANATION</u>
--------------	--------------------

“P”	Acreage abandoned without consent, put to other use without consent, damaged solely by uninsured causes, or for which the insured failed to provide records of production, which are acceptable to the AIP.
-----------	---

“H”	Harvested.
-----------	------------

“UH”	Unharvested or put to other use with consent.
------------	---

PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.

GLEANED ACREAGE: Refer to the LAM for information on gleaning.

30. **Use of acreage:** Use the following “Intended Use” abbreviations.

<u>USE</u>	<u>EXPLANATION</u>
“Replant”	Acreage replanted and qualifying for replanting payment
“Not Replanted”	Acreage not replanted or not qualifying for a replanting payment
“To Millet,” etc.	Use made of the acreage
“WOC”	Other use without consent
“SU”	Solely uninsured
“ABA”	Abandoned without consent
“H”	Harvested
“UH”	Unharvested

Verify any “Intended Use” entry. If the final use of the acreage was not as indicated, strike out the original line and initial it. Enter all data on a new line showing the correct “Final Use.”

PREVENTED PLANTING: Refer to the Prevented Planting Handbook for proper codes for any eligible prevented planting acreage.

GLEANEED ACREAGE: Refer to the LAM for information on gleaning.

31. **Appraised Potential:**

REPLANT: MAKE NO ENTRY. (Enter the replant appraisal in the Narrative. Refer to section 4.)

PRELIMINARY AND FINAL: Per-acre appraisal in whole pounds, of POTENTIAL production for the acreage appraised as shown on the appraisal worksheet. Refer to section 5, “Sunflower Appraisals” for additional instructions. If there is no potential on UH acreage, enter “0.” Refer to the paragraph in the LAM for procedures for documenting zero yield appraisals.

32a. **Moisture %:**

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Moisture percent (if in excess of 10.0 percent) to nearest tenth. Moisture adjustment is applied prior to any qualifying quality adjustment factors.

32b. **Factor:**

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: For appraised sunflowers that are in excess of 10.0 percent moisture, enter the four-place factor from the Sunflower Moisture Adjustment Factor (TABLE D).

33. Shell %, Factor, or Value:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: For mature unharvested sunflowers which due to insurable causes qualify for quality adjustment as provided in the Sunflower Seed Crop Provisions, enter the Quality Adjustment factor (three place decimal) calculated in accordance with the Quality Adjustment Statements in the Special Provisions. If appraised mature sunflowers have no value enter “.000.” For additional quality adjustment definitions, instructions, qualifications and testing requirements, refer to the LAM and the Official United States Standards for Grain. Also refer to the quality adjustment instructions in the “Narrative,” herein.

34. Production Pre QA:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Result of multiplying column 31 times column 19, (or column 18 if there are underreported acres) times column 32b, to whole pounds. If no entry in column 31, MAKE NO ENTRY.

35. Quality Factor:

MAKE NO ENTRY.

PRELIMINARY AND FINAL: For mature unharvested production which (due to insurable causes) qualifies for quality adjustment as provided in the Crop Provisions, enter the Quality Adjustment Factor (QAF) as a three place decimal calculated in accordance with the Quality Statements in the Special Provisions. Document all calculations in the Narrative of the Production worksheet (or on a Special Report). Include a copy of all supporting documentation in the insured’s claim file. For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements, refer to the LAM and the Agricultural Marketing Act of 1946, as amended for the crop. Also, refer to the quality adjustment instructions in the Narrative herein.

If appraised mature production is determined by the AIP to have zero market value, enter “.000.” Refer to the Special Provisions of Insurance and the LAM.

36. Production Post QA:

REPLANT: Result of multiplying the pounds per acre allowed for replanting times column 19 (or column 18 if there are under-reported acres) rounded to the nearest whole pound. Document calculations in the Narrative. (Refer to section 4 for qualifications and computations.)

PRELIMINARY AND FINAL: Result of multiplying column 34 times column 35 rounded to whole pounds. If “no entry” in column 35 transfer entry from column 34.

37. Uninsured Causes:

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Result of per acre appraisal for uninsured causes (taken from appraisal worksheet or other documentation) multiplied by column 19, (or column 18 if there are under-reported acres) rounded to whole pounds. Refer to the LAM for information on how to determine uninsured cause appraisals. If no uninsured causes, **MAKE NO ENTRY.**

- a. Hail and Fire exclusion NOT in effect.
 - (1) Enter the result of multiplying column 19 (or column 18 if there are under-reported acres) entry by NOT LESS than the insured's production guarantee per-acre in whole pounds, for the line, (calculated by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any “P” stage acreage.
 - (2) On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged SOLELY by uninsured causes separate from other production. Refer to the LAM for information on how to determine uninsured cause appraisals.
 - (3) For acreage that is damaged PARTLY by uninsured causes, enter the result of multiplying the APPRAISED UNINSURED loss of production per acre in whole pounds, by column 19 (or column 18 if there are under-reported acres) entry for any such acreage.
- b. When there is late-planted acreage, the applicable per-acre production guarantee for such acreage is the production guarantee per-acre that has been reduced for late-planted acreage, multiplied by column 19 (or column 18 if there are under-reported acres) entry.
- c. Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.
- d. Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.
- e. For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.

38. Total to Count: Result of adding column 36 and column 37.

39. **Total:**

PRELIMINARY: MAKE NO ENTRY.

REPLANT AND FINAL: Total determined acres (column 19).

40. **Quality:**

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Check the applicable qualifying quality adjustment (QA) condition(s) affecting the unit's production (refer to Table below). Check all qualifying conditions that apply to the unit's appraised and harvested production (refer to the crop provisions and SPOI).

Qualifying QA Condition:
Test Weight (TW)
Kernel Damage (KD) and Total Defects
Garlicky (Grade)
Aflatoxin
Vomitoxin
Fumonisin
Dark Roast (for Sunflowers only)
Sclerotinia (for Sunflowers only)
Ergoty
COFO (commercially objectionable foreign odor) (includes Musty and Sour Odor)
Other
None

a. For all qualifying QA conditions checked, in the Narrative (or on a Special Report):

- (1) Document the level for each qualifying QA condition as indicated by approved test results, and the name and location of each testing facility that verifies the presence of the qualifying QA condition and the date of the test(s); or
- (2) Enter "See documentation included in the claim file" (e.g., include copy of the test facility certificate, grade certificate, summary or settlement sheet, etc., that documents the QA condition).

b. If "Other" is checked, in addition to the above documentation requirements, document in the Narrative (or on a Special Report):

- (1) A description of the qualifying QA condition;
- (2) The name of the controlling authority that considers this qualifying QA condition to be injurious to human and animal health and why.

c. Check "None" if none of the production qualifies for QA.

41. **Mycotoxins exceed FDA, State, or other health organization maximum limits? Check “Yes.”**

REPLANT: MAKE NO ENTRY.

PRELIMINARY AND FINAL: Check “Yes” if any mycotoxins listed in item 40 (including any identified as “Other”) exceed the FDA, state, or other health organization maximum limits, otherwise leave blank. Document in the Narrative (or on a Special Report), the disposition of the production that was:

- a. Sold, (Document the name and address of the buyer); or
- b. Not sold, (Document the date(s) of the disposition, how the production was used, or how it was destroyed.)

Refer to the LAM and the SPOI for additional information on claims involving mycotoxins.

42. **Totals:** Total of entries in columns 34, 36, 37, and 38. If a column has no entries, **MAKE NO ENTRY.**

NARRATIVE:

If more space is needed, document on a Special Report, and enter “See Special Report.” Attach the Special Report to the Production Worksheet.

- a. If no acreage is released on the unit, enter “No acreage released,” adjuster’s initials, and date.
- b. If notice of damage was given and “No Inspection” is necessary, enter the unit number(s), “No Inspection,” date, and adjuster’s initials. The insured’s signature is not required.
- c. Explain any uninsured causes, unusual, or controversial cases.
- d. If there is an appraisal in Section I, column 37 for uninsured causes due to hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- e. Document the actual appraisal date if an appraisal was performed prior to the adjuster’s signature date on the appraisal worksheet, and the date of the appraisal is not recorded on the appraisal worksheet.
- f. State that there is “No other fire insurance” when fire damages or destroys the insured crop, and it is determined that the insured has no other fire insurance. Also refer to the LAM.

- g. Explain any errors found on the Summary of Coverage.
- h. Explain any commingled production. Refer to the LAM.
- i. Explain any entry for “Production Not to Count” in Section II, column 62 and/or any production not included in Section II, column 56 or column 49-52 entries (e.g., harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit).
- j. Explain a “NO” checked in item 44, “Damage Similar to Other Farms in the Area.”
- k. Attach a sketch map or aerial photo to identify the total unit:
 - (1) If consent is or has been given to put part of the unit to another use or to replant;
 - (2) If acreage has been replanted to a practice uninsurable as an original practice;
 - (3) If uninsured causes are present; or
 - (4) For unusual or controversial cases.

Indicate on the aerial photo or sketch map, the disposition of acreage destroyed or put to other use with or without consent.
- l. Explain any difference between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
- m. When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and the date of inspection.
- n. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the AIP’s instructions.
- o. Explain any delayed notices or delayed claims as instructed in the LAM.
- p. Document any authorized estimated acres shown in Section I, column 19. Example: “Line 3 ‘E’ acres authorized by the AIP MM/DD/YYYY.”
- q. Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- r. Specify the type of insects or disease when the insured cause of damage or loss is listed as insects or disease. Explain why control measures did not work.
- s. Document the appraisal (plus appraisal for uninsured causes of loss, if applicable) for replanted acreage, and the calculations to show that the qualification for a replanting payment have been met. Refer to section 4.

- t. If any acreage to be replanted in the unit does not qualify for a replanting payment, enter Field No., “NOT QUAL FOR RP PAYMENT,” date of inspection, adjuster’s initials, and reason not qualified.
- u. For replant claims, indicate if the pounds allowed for replanting have/have not been reduced for share on the Claim Form according to individual AIP guidelines.
- v. For production that qualifies for Quality Adjustment (include the following supporting documentation in the insured’s claim file):
- (1) Explain any “.000” quality adjustment (QA) factor entered in Section I, column 35 and Section II, column 65.
 - (2) Explain any deficiencies, substances, or conditions that are allowed for quality adjustment, as well as any, which were not allowed.
 - (3) If mycotoxins are present, document the level based on laboratory test results.
 - (4) Document the DFs or the RIV’s and Local Market Price, as applicable, used in establishing the QA factor for mature appraised or harvested production.
 - (5) Refer to the LAM for documentation requirements when any excess transportation costs or conditioning costs are included in the QA factor.
 - (6) Document all calculations used in determining QA factors.
 - (7) Refer to the LAM for additional documentation requirements.
- w. Document field or subfield ID’s date and method of destruction of mycotoxin-infested safflower if it has no market value. For further documentation instructions, refer to the LAM.
- x. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleanings.
- y. Document any other pertinent information, including any data to support any factors used to calculate the production.

SECTION II – **DETERMINED** HARVESTED PRODUCTION

GENERAL INFORMATION:

- (1) Account for ALL HARVESTED PRODUCTION (for **ALL ENTITIES** sharing in the crop) except production appraised BEFORE harvest and shown in Section I because the quantity cannot be determined later (e.g., high moisture grain going into air-tight storage, released for other uses, etc.).
- (2) Columns **49** through **52** are for structure measurements entries (Rectangular, Round, Square, **Conical Pile**, etc.). If structures are a combination of shapes, break into a series of average measurements, if possible. Enter “Odd Shape” if production is stored in an odd-shaped structure. Document measurements on a Special Report or other FCIC-approved worksheet used for this purpose.

- (3) If farm-stored production has been weighed prior to storage and acceptable weight tickets are available showing gross weights, enter “Weighed and Stored On Farm” in columns 49 through 52. Refer to the LAM for acceptable weight tickets.
- (4) For production commercially stored, sold, etc., make entries in columns 49 through 52 as follows:
 - (a) Name and address of storage facility or buyer.
 - (b) “Seed,” “Fed,” etc.
- (5) There will be no “harvested production” entries for replanting payments.
- (6) If acceptable sales or weight tickets are not available, refer to the LAM.
- (7) If additional lines are necessary, the data may be entered on a continuation sheet.
USE SEPARATE LINES FOR:
 - (a) Separate storage structures.
 - (b) Varying names and addresses of buyers of sold production.
 - (c) Varying determinations of production (varying moisture, foreign material (FM), dockage, test weight, value, etc.). Average percent of dockage or moisture can be entered when the elevator has calculated the average on the summary sheet, and the determined average is acceptable to the adjuster. Separate line entries are not otherwise required. Refer to the LAM for instructions.
 - (d) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
 - (e) Conical piles. Do **NOT** add the cone in the top or bottom of a bin to the height of other grain in the structure. For computing the production in cones and conical piles, refer to the LAM.
- (8) There will generally be no harvested production entries in columns 47 through 66 for preliminary inspections.
- (9) If there is harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each, the harvested production also must be entered on separate lines in columns 47 through 66 by type or practice. If production has been commingled, refer to the LAM.
- (10) For mycotoxin damage, refer to the LAM for special instructions.

Verify or make the following entries:

Item

No.

Information Required

43. **Date Harvest Completed:** (Used to determine if there is a delayed notice or a delayed claim. Refer to the LAM.)

PRELIMINARY: MAKE NO ENTRY.

REPLANT AND FINAL:

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) replanted, (4) put to other use, (5) a combination of harvested, destroyed, or put to other use, or (6) the calendar date for the end of the insurance period.
- b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest; enter “**Incomplete.**”
- c. If at the time of final inspection (if prior to the end of the insurance period), **none** of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter “**No Harvest.**”
- d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use, replanting is complete for the unit, etc. Refer to the LAM.

44. **Damage Similar to Other Farms in the Area?:**

PRELIMINARY: MAKE NO ENTRY.

REPLANT AND FINAL: Check “Yes” or “No.” Check “Yes” if the amount and cause of damage due to insurable causes is similar to the experience of other farms in the area. If “No” is checked, explain in the Narrative.

45. **Assignment of Indemnity:** Check “Yes” **only** if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.

46. **Transfer of Right to Indemnity:** Check “Yes” **only** if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.

47a. **Share:** RECORD ONLY VARYING SHARES on SAME unit to three decimal places.

47b. **Field ID:**

- a. If only one practice and/or type of harvested production is listed in Section I, MAKE NO ENTRY.

- b. If more than one practice and/or type of harvested production is listed in Section I, and a separate approved APH yield exists, indicate for each practice/type the corresponding Field ID (from Section I, column 16).

48. **Multi-Crop Code:** The applicable two-digit code for first crop and second crop. REFER TO THE LAM FOR INSTRUCTIONS REGARDING ENTRY OF FIRST CROP AND SECOND CROP CODES.

49. **Length or Diameter:** Internal measurement in feet to tenths of structural space occupied by crop.

- a. Length if rectangular or square.
- b. Diameter if round or conical pile. Refer to the LAM to convert circumference to diameter if internal diameter measurement is not possible.

50. **Width:** Internal width measurement in feet to tenths of space occupied by crop in structure if rectangular or square. If round, enter "RND." If conical pile, enter "Cone."

51. **Depth:** Depth measurement in feet to tenths of space occupied by crop in rectangular, round, or square structure. If conical pile, enter the height of the cone. If there is production in the storage structure from other units or sources, refer to the LAM.

52. **Deductions:** Cubic feet, to tenths, of crop space displaced by chutes, vents, studs, crossties, etc. Refer to the LAM for computation instructions.

53. **Net Cubic Feet:** Net cubic feet of crop in the storage structure. Refer to the LAM for computation instructions.

54. **Conversion Factor:** Enter Conversion Factor as .8 (only if structure measurements are entered).

55. **Gross Prod.:** Multiply column 53 times column 54, rounded to tenths of a pound. The result of this calculation represents the amount of gross pounds in the bin.

This entry (column 53 times column 54) equals the amount of gross pounds in the bin.

56. **Bu., Ton, Lbs., Cwt.:** Circle "Lbs." in column heading. Production in whole pounds before deductions for grain moisture and foreign material for production:

- a. Weighed and stored on the farm.

For farm-stored production, calculate the pounds as follows: column 55 (gross production in pounds) times column 60a (actual test weight), rounded to the nearest whole pound.

- b. Sold and/or stored in commercial storage - Obtain gross production for the UNIT from the summary and/or settlement sheets. (Individual load slips only WILL NOT suffice unless the storage facility or buyer WILL NOT provide summary and/or settlement sheets to the insured, and this is documented in the Narrative.)
- c. Stored in odd-shaped structures. The adjuster must compute the amount of gross production. (Refer to the LAM for cubic footage and production computations). A copy of ALL production calculations must be left in the file folder.
- d. For mycotoxin-infected sunflowers, enter ALL production even if it has no market value.

57. Shell/Sugar Factor: MAKE NO ENTRY

58a. FM%: Make entry to nearest tenth. Refer to **paragraph 98** of the LAM for **entry** instructions.

Refer to the LAM for FGIS definitions of “FM” and “Dockage.”

58b. Factor: Enter the three-place factor determined by subtracting the percent of FM from 1.000, or subtract the entry in **58a** from 100 and divide by 100. **EXAMPLE:** For 4 percent, enter “.960.”

59a. Moisture %: Enter moisture percent to tenths. Moisture adjustment is applied prior to applying any qualifying adjustment for quality.

59b. Factor: If grain moisture is more than 10.0 percent, enter the four-place moisture factor from the Sunflower Moisture Adjustment Factor (**TABLE D**).

60a. Test Wt.: Enter test weight (ONLY when storage structure measurements are entered) in whole pounds (or pounds to tenths IF so instructed by the AIP). Refer to the LAM for instructions on determining test weight.

60b. Factor: MAKE NO ENTRY.

The sunflower seed has been converted to actual pounds in column **56** above, therefore, no further adjustment is necessary.

61. Adjusted Production: Result of multiplying **columns 56 x 58b x 59b** (round to whole pounds).

62. Prod. Not to Count: Net production NOT to count, in WHOLE pounds, WHEN ACCEPTABLE RECORDS IDENTIFYING SUCH PRODUCTION ARE AVAILABLE, from harvested acreage which has been assessed an appraisal of not less than the guarantee per acre, or from other sources (e.g., other units or uninsured acreage) in the same storage structure (if the storage entries include such production).

THIS ENTRY MUST NEVER EXCEED PRODUCTION SHOWN ON THE SAME LINE. EXPLAIN THE TOTAL BIN CONTENTS (bin grain depth, etc.) AND ANY “PRODUCTION NOT TO COUNT” IN THE NARRATIVE.

Make no entry if only the depth for production to count has been entered in column 51, and the depth for production not to count has been entered in the Narrative. Refer to example in the LAM.

63. **Production Pre-QA:** Result of subtracting column 62 from column 61.

64a. **Value:** Refer to Section 3 D, Quality Adjustment.

When applicable, enter the Reduction in Value (RIV) applied by the buyer due to all insurable quality deficiencies. RIV must be limited to amounts that are usual, customary, and reasonable. Refer to the Special Provisions, and the LAM for further instructions.

MAKE NO ENTRY when the discount factor is obtained from the charts in the Special Provisions.

64b. **Mkt. Price:** If an entry is in column 64a, enter the Local Market Price for U.S. No.2 sunflower seed (refer to the crop provisions). Refer to the LAM for further instructions.

MAKE NO ENTRY when the discount factor is obtained from the charts in the Special Provisions.

65. **Quality Factor:** For production eligible for quality adjustment, enter the 3-digit quality adjustment factor determined by:

a. Subtracting the result of column 64a divided by column 64b from 1.000, or

b. 1.000 minus the sum of the applicable discount factor(s) obtained from the Special Provisions.

66. **Production to Count:** Enter result from multiplying column 63 times column 65, rounded to whole pounds.

67. Total of column 63. If no entry in column 63, MAKE NO ENTRY.

FOR ITEMS 68-72. WHEN SEPARATE LINE ENTRIES ARE MADE FOR VARYING SHARES, STAGES, APH YIELDS, PRICE ELECTIONS, TYPES, ETC., WITHIN THE UNIT, AND TOTALS NEED TO BE KEPT SEPARATE FOR CALCULATING INDEMNITIES, MAKE NO ENTRY AND FOLLOW THE AIP’s INSTRUCTIONS; OTHERWISE, MAKE THE FOLLOWING ENTRIES.

68. **Section II Total:**

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Total of column 66 to whole pounds.

69. Section I Total:

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Enter figure from Section I, column **38** total.

70. Unit Total:

PRELIMINARY AND REPLANT: MAKE NO ENTRY.

FINAL: Total of **68** and **69**, to whole pounds.

71. Allocated Prod: Refer to the LAM for instructions for determining allocated production. Enter the total production, rounded to whole pounds, allocated to this unit that is included in Section I or II of the Production Worksheet. Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.

72. Total APH Prod: Result, rounded to tenths, of subtracting the total of column 37 (item 42 "Totals") and item 71 (Allocated Prod.) from item 70 (Unit Total). If no entries in item 37 and item 71, transfer the entry in item 70.

The following required entries are not illustrated on the Production Worksheet example below.

73. Insured's Signature and Date: Insured's (or insured's authorized representative's) signature and date. BEFORE obtaining insured's signature, REVIEW ALL ENTRIES on the Production Worksheet WITH THE INSURED, particularly explaining codes, etc., that may not be readily understood.

Final indemnity inspections and final replanting payment inspections should be signed on bottom line.

74. Adjuster's Signature, Code #, and Date: Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number ONLY. The signature and date will be entered AFTER the absentee has signed and returned the Production Worksheet.

Final indemnity inspections and final replanting payment inspections should be signed on bottom line.

75. Page:

PRELIMINARY: Page numbers - "1," "2," etc., at the time of inspection.

REPLANT AND FINAL: Page numbers - (Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.).

PRODUCTION WORKSHEET

1. Crop/Code # Sunflower 0078	2. Unit # 00100	3. Location Description SW32-143N-55W	7. Company ANY COMPANY	Agency ANY AGENCY	8. Name of Insured I. M. INSURED
4. Date(s) of Damage JUN 10	5. Cause(s) of Damage HAIL	6. Insured Cause % 100	12. Additional Units 00200	13. Est. Prod. Per Acre 1,200	9. Claim # XXXXXXXXXX
					11. Crop Year YYYY
					10. Policy # XXXXXXX
					14. Date(s) 1st MM/DD/YYYY 2nd MM/DD/YYYY Final MM/DD/YYYY
					15. Companion Policy(s) NONE

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

A. ACTUARIAL															B. POTENTIAL YIELD									
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.		
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count		
A	NS	40.0	40.0	1.000		048				002			UH	PLOWED	134			5,360		5,360		5,360		
B	NS		41.3	1.000		048				002			H	H		-----								
C	NS		20.0	1.000		048				002			P	WOC	1,050	-----					21,000	21,000		
39. TOTAL		101.3	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input checked="" type="checkbox"/> None <input type="checkbox"/>														42. TOTALS	5,360		5,360	21,000	26,360		
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																								

.021 DF for 24 lb. Test Weight (1.000 minus .021 equals .979) and .053 DF for sample grade due to sour odor (1.000 minus .053 equals .947 QF). Acres determined by wheel measurements.

SECTION II – DETERMINED HARVESTED PRODUCTION

43. Date Harvest Completed MM/DD/YYYY						44. Damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						45. Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						46. Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
A. MEASUREMENTS						B. GROSS PRODUCTION				C. ADJUSTMENTS TO HARVESTED PRODUCTION													
47a. 47b.	48.	49.	50.	51.	52.	53.	54.	55.	56.	57.	58a. 58b.	59a. 59b.	60a. 60b.	61.	62.	63.	64a. 64b.	65.	66.				
Share Field ID	Multi-Crop Code	Length or Diameter	Width	Depth	Deduction	Net Cubic Feet	Conversion Factor	Gross Prod.	Bu Ton (Lbs.) CWT	Shell/Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production	Prod. Not to Count	Production Pre-QA	Value Mkt. Price	Quality Factor	Production to Count				
	NS	18.0	RND	16.5		4,198.7	0.8	3,359.0	80,616		2.5 .975		24 .979	76,949		76,949		.947	72,871				
67. TOTAL																76,949	68. Section II Total			72,871			
																69. Section I Total			26,360				
																70. Unit Total			99,231				
																71. Allocated Prod.							
																72. Total APH Prod.			78,231				

This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).

PRODUCTION WORKSHEET

1. Crop/Code # SUNFLOWER 0078	2. Unit # 00100	3. Location Description SW1-96N-3W	7. Company Agency	ANY COMPANY ANY AGENCY																		
4. Date(s) of Damage JUN 10	5. Cause(s) of Damage HAIL	6. Insured Cause % 100	12. Additional Units	13. Est. Prod. Per Acre																		
8. Name of Insured I.M. INSURED																						
9. Claim # XXXXXXXX			11. Crop Year YYYY																			
10. Policy # XXXXXXXXXX																						
14. Date(s) Notice of Loss		1st MM/DD/YYYY		2nd MM/DD/YYYY																		
15. Companion Policy(s) NONE																						
SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS																						
A. ACTUARIAL															B. POTENTIAL YIELD							
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
A	NS	30.0	30.0	1.000		048				002			R	REPLANTED	168					5,040		5,040
B	NS		61.3	1.000		048				002			NR	NOT REPLANTED								
39. TOTAL		91.3	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>													42. TOTALS			5,040		5,040	
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																						

NARRATIVE (If more space is needed, attach a Special Report) Example above shows allowance when the actual cost is less than the maximum allowance.
 Insured's actual cost to replant = \$18.50/acre. Price Election/lb. = \$0.11 (175 lbs. x \$0.11 x 1.000 = \$19.25 maximum allowed). \$18.50 (Actual Cost) divided by \$0.11 (Price Election/lb.) = 168.2 lbs.
 Allowance for replanting = 168 lbs. rounded. Appraisal 520 lbs./acre, appraised potential less than 90% of production guarantee. Acres wheel measured. Refer to attached Special Report for wheel measurements.

SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS															B. POTENTIAL YIELD							
A. ACTUARIAL															B. POTENTIAL YIELD							
16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32a. 32b.	33.	34.	35.	36.	37.	38.
Field ID	Multi-Crop Code	Reported Acres	Determined Acres	Interest or Share	Risk	Type	Class	Sub-Class	Intended Use	Irr Practice	Cropping Practice	Organic Practice	Stage	Use of Acreage	Appraised Potential	Moisture % Factor	Shell %, Factor, or Value	Production Pre QA	Quality Factor	Production Post QA	Uninsured Causes	Total to Count
A	NS	30.0	30.0	.500		048				002			R	REPLANTED	84					2,520		2,520
B	NS		61.3	.500		048				002			NR	NOT REPLANTED								
39. TOTAL		91.3	40. Quality: TW <input type="checkbox"/> KD <input type="checkbox"/> Aflatoxin <input type="checkbox"/> Vomitoxin <input type="checkbox"/> Fumonisin <input type="checkbox"/> Garlicky <input type="checkbox"/> Dark Roast <input type="checkbox"/> Sclerotinia <input type="checkbox"/> Ergoty <input type="checkbox"/> CoFo <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>													42. TOTALS			2,520		2,520	
41. Mycotoxins exceed FDA, State or other health organization maximum limits? Yes <input type="checkbox"/>																						

NARRATIVE (If more space is needed, attach a Special Report) Example above shows allowance when the actual cost is less than the maximum allowance when share is considered.
 Insured's actual cost to replant = \$9.25/acre. Price Election/lb. = \$0.11 (175 lbs. x .500 = \$9.63 maximum allowed).
 Appraisal 520 lbs./acre, appraised potential less than 90% of production guarantee. Acres wheel measured. Refer to attached Special Report for wheel measurements.

This form example does not illustrate all required entry items (e.g., signatures, dates, etc.).

10. REFERENCE MATERIAL

TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS

ACRES IN FIELD OR SUBFIELD	MINIMUM NO. OF SAMPLES
0.1 - 10.0	3
Add one additional sample for each additional 40.0 acres (or fraction thereof) in the field or subfield.	

TABLE B - ROW LENGTH SAMPLE REQUIREMENTS

Row Width (Inches)	Row Length Needed (Ft.) (For 1/100 Acre)	Row Width (Inches)	Row Length Needed (Ft.) (For 1/100 Acre)
42	125 ft.	22	238 ft.
40	131 ft.	20	262 ft.
38	138 ft.	18	290 ft.
36	145 ft.	16	326 ft.
34	154 ft.	14	374 ft.
32	163 ft.	12	436 ft.
30	174 ft.	10	524 ft.
28	187 ft.	8	652 ft.
26	202 ft.	6	872 ft.
24	218 ft.		

For row widths other than those shown in **TABLE B**, determine the appropriate row length by:

- (1) Dividing 43,560 (sq. ft in an acre) by 100.
- (2) Dividing the row width, in inches, by 12. Round to two decimal places.
- (3) Dividing the result in (1) by the result in (2). Round to the next whole number.

TABLE C - FACTOR FOR APPRAISALS AFTER FULL BLOOM

HEAD DIAMETER (INCHES)	HEAD SIZE FACTOR (OUNCES)	HEAD DIAMETER (INCHES)	HEAD SIZE FACTOR (OUNCES)
2	0.205	8	3.270
2 1/2	0.320	8 1/2	3.686
3	0.460	9	4.134
3 1/2	0.626	9 1/2	4.607
4	0.819	10	5.103
4 1/2	1.034	10 1/2	5.628
5	1.274	11	6.175
5 1/2	1.544	11 1/2	6.754
6	1.840	12	7.352
6 1/2	2.157	12 1/2	7.977
7	2.502	13	8.626
7 1/2	2.872	14	10.004

TABLE D - SUNFLOWER MOISTURE ADJUSTMENT FACTOR

Whole Percent Moisture	TENTHS OF PERCENT – MOISTURE									
	.0	.1	.2	.3	.4	.5	.6	.7	.8	.9
10	1.0000	.9988	.9976	.9964	.9952	.9940	.9928	.9916	.9904	.9892
11	.9880	.9868	.9856	.9844	.9832	.9820	.9808	.9796	.9784	.9772
12	.9760	.9748	.9736	.9724	.9712	.9700	.9688	.9676	.9664	.9652
13	.9640	.9628	.9616	.9604	.9592	.9580	.9568	.9556	.9544	.9532
14	.9520	.9508	.9496	.9484	.9472	.9460	.9448	.9436	.9424	.9412
15	.9400	.9388	.9376	.9364	.9352	.9340	.9328	.9316	.9304	.9292
16	.9280	.9268	.9256	.9244	.9232	.9220	.9208	.9196	.9184	.9172
17	.9160	.9148	.9136	.9124	.9112	.9100	.9088	.9076	.9064	.9052
18	.9040	.9028	.9016	.9004	.8992	.8980	.8968	.8956	.8944	.8932
19	.8920	.8908	.8896	.8884	.8872	.8860	.8848	.8836	.8824	.8812
20	.8800	.8788	.8776	.8764	.8752	.8740	.8728	.8716	.8704	.8692
21	.8680	.8668	.8656	.8644	.8632	.8620	.8608	.8596	.8584	.8572
22	.8560	.8548	.8536	.8524	.8512	.8500	.8488	.8476	.8464	.8452
23	.8440	.8428	.8416	.8404	.8392	.8380	.8368	.8356	.8344	.8332
24	.8320	.8308	.8296	.8284	.8272	.8260	.8248	.8236	.8224	.8212
25	.8200	.8188	.8176	.8164	.8152	.8140	.8128	.8116	.8104	.8092
26	.8080	.8068	.8056	.8044	.8032	.8020	.8008	.7996	.7984	.7972
27	.7960	.7948	.7936	.7924	.7912	.7900	.7888	.7876	.7864	.7852
28	.7840	.7828	.7816	.7804	.7792	.7780	.7768	.7756	.7744	.7732
29	.7720	.7708	.7696	.7684	.7672	.7660	.7648	.7636	.7624	.7612
30	.7600	.7588	.7576	.7564	.7552	.7540	.7528	.7516	.7504	.7492
31	.7480	.7468	.7456	.7444	.7432	.7420	.7408	.7396	.7384	.7372
32	.7360	.7348	.7336	.7324	.7312	.7300	.7288	.7276	.7264	.7252
33	.7240	.7228	.7216	.7204	.7192	.7180	.7168	.7156	.7144	.7132
34	.7120	.7108	.7096	.7084	.7072	.7060	.7048	.7036	.7024	.7012
35	.7000	.6988	.6976	.6964	.6952	.6940	.6928	.6916	.6904	.6892
36	.6880	.6868	.6856	.6844	.6832	.6820	.6808	.6796	.6784	.6772