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DATA

ACCEPTANCE

SYSTEM

(RY 1999)

United States Department of Agriculture

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Federal Crop Insurance Corporation

Research & Development

FCIC-M13 (12-99)



M 13 - DATA ACCEPTANCE SYSTEM HANDBOOK

REINSURANCE YEAR 1999

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U. S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

<i>Federal Crop Insurance Corporation Directive</i>		<i>Number: FCIC-M13</i>
<i>SUBJECT:</i> <i>Data Acceptance System Handbook</i> <i>RY - 99</i>	<i>DATE:</i> <i>December, 1999</i>	
	<i>OPI:</i> <i>Research & Development</i>	
	<i>APPROVED:</i> <i>Acting Deputy Administrator</i>	

SECTION 1 PURPOSE AND OBJECTIVE

1 PURPOSE

To provide instructions and information for reporting reinsured company data to the Risk Management Agency (Federal Crop Insurance Corporation) hereinafter referred to as FCIC.

2 OBJECTIVE

- A Provide a means of validating data to ensure that reimbursements are made based on accurate information.
- B Maintain detailed information at FCIC.
- C Enhance the quality and availability of data at all levels.

3 ACRONYMS

The following acronyms will be used throughout this handbook:

AD	Actuarial Division
ADM	Actuarial Data Master
APH	Actual Production History
COB	Close of Business
DAS	Data Acceptance System
DQS	Data Quality Section
DSS	Delivery System Services
FCIC	Federal Crop Insurance Corporation (RMA)
FIPS	Federal Information Processing Standards
FOSD	Fiscal Operations & Systems Division
FSA	Farm Services Agency
ITS	Ineligible Tracking System
MGA	Managing General Agency
NCS	Non-Standard Classification System
PHT	Policyholder Tracking
RAS	Reinsurance Accounting System
RO	Reporting Organization
RSD	Reinsurance Services Division
SBI	Substantial Beneficial Interest
SRA	Standard Reinsurance Agreement

4 **ISSUANCES/REVISIONS**

- A This handbook will be issued annually, and reflect reporting requirements for detailed reinsured contract data, applicable to each Reinsurance Year.

- B Revisions to this handbook may become necessary after the annual release to ensure that data reported complies with the SRA, actuarial requirements, federal law, crop policy provisions, and procedural changes that could not be anticipated when the annual update was released. All revisions will be discussed with the Reinsured Companies as to effectuate implementation at the earliest possible date consistent with minimum impact on the companies.

SECTION 2 RESPONSIBILITIES**1 RESPONSIBILITIES OF FCIC**

- A RSD will be responsible for the following:
- 1 Approve or deny Plans of Operation, or amendments thereto.
- B AD will be responsible for the following:
- 1 Provide Companies with annual updates to FCIC reporting guidelines in Manual 13, DATA ACCEPTANCE SYSTEM (DAS) HANDBOOK.
 - 2 Perform duties and validations of Company data as outlined in the "Format/Edits" portion (Exhibits 10-97) of the DAS Handbook.
 - 3 Determine data reporting requirements and standards.
 - 4 Maintain and administer the databases and ISAM files used by the Data Acceptance System.
 - 5 Modify the Fund designation or Late Filed reduction setting in the ISAM files as approved by the Data Quality Section Chief, Actuarial Division Director, the Assistant Manager for R&D, Reinsured Services Division or the Insurances Services Division.
 - 6 Prepare error reports containing items which did not pass all edits and validations specified by FCIC and provide to the Reinsured Companies' designated MGA.
 - 7 Update/maintain reinsurance data in the Summary database.
 - 8 Provide technical assistance in error resolution as needed and requested by Companies.
 - 9 Provide current Cause of Loss Names/Codes and valid crop/type/practice codes as required in the ADM.
- C FOSD will be responsible for the following:
- 1 Review and analyze Plans of Operations and recommend approval/disapproval to RSD.
 - 2 Following Plan of Operations approval by RSD, FOSD enter required data into the RAS.
 - 3 Following data entry, FOSD will return Plans of Operation to Companies for their review and concurrence.
 - 4 Generate Reconciliation Reports.
 - 5 Generate Accounting Reports.
 - 6 Provide list of Reinsured Company, Managing General Agency, Branch Office, and Policy Issuing Company Codes.
 - 7 Process Premium Due Without Payment Worksheet and Premium Due Worksheet data upon receipt of the certified report/worksheet if received by the due date for monthly reporting.
 - 8 Generate a revised Monthly Operations Report after entries made on the current worksheet by the Companies have been updated in RAS. Complete the monthly processing cycle.
 - 9 Generate and remit payments due to the Company, if applicable, based on data validated in the DAS after it has been reconciled, but no later than the first banking day after the 14th calendar day following FCIC's receipt of both the detailed reinsurance contract data file, and the certified (signed) hard copy Monthly

Operation Report. FCIC will pay the net amount due from FCIC to the Company as reflected in the FCIC-generated report, reduced (or increased) where appropriate for any differences between the reports submitted and the data validated.

- a Additionally, FCIC will net together for payment purposes multiple Reinsurance Year reports.
- b FCIC will make payments to Companies via Electronic Funds Transfer (EFT) through the U.S. Treasury.
- c FCIC will pay interest in accordance with the interest provisions of the Contract Disputes Act (41 U.S.C. 601 et seq.) on any payment which is not sent to the Company by the dates provided by the SRA.

10 Reimbursement of Losses

- a For any Company that elects to use escrow funding: FCIC will fund the escrow account within three (3) business days of receipt of the loss transactions accepted in FCIC'S Escrow System. On a monthly basis the escrow funded amount, as of the transaction cutoff date for the first full week of the month, will be reconciled with the escrow loss data accepted on the monthly or annual report. Any escrow requests which have not been funded as of the transaction cutoff date for the first full week of the month will not be included in that month's report. Any difference in the escrow funded amount and the losses validated by FCIC will be refunded monthly by the Company to FCIC.
- b Any Company who elects not to utilize Escrow Funding will be reimbursed on the Monthly Operations Report for paid losses which have been validated and accepted in the DAS as of the monthly transaction cutoff date.
 - 1 Any loss will be considered paid by the Company, when the instrument or document issued as payment has cleared the Company's bank account.

11 Administrative Expense Reimbursement

- a The Corporation will pay the Company an expense reimbursement as specified in the SRA on the net book premium for all eligible crop contracts based on acreage data submitted and accepted by the transaction cutoff date.
 - 1 Payment will be made no later than the first banking day following the fourteenth (14th) calendar day after the receipt of both the certified (signed) Monthly Operations Report and the detailed reinsured contract data file.
 - 2 All amounts paid in expense reimbursements are subject to correction at any time and by the Monthly/Annual

Operations Report following detection of the error.

a Reductions in Administrative Expense

- 1 For AGR (0063), the expense reimbursement will be reduced on AGR contracts in cases that the Annual Farm Report is accepted in the DAS after the transaction cutoff date for the twelfth (12th) full week after the week which includes the sales closing date as specified in the Actuarial Data Master (ADM) file for the crop, county and plan code. The expense reimbursement for eligible AGR insurance contracts will be reduced by the percentage shown on the LFA reduction chart.

For Nursery (0073), the expense reimbursement will be reduced on 0073 Nursery contracts in cases that the first Nursery Value Record reported is accepted in the DAS after the transaction cutoff date for the twelfth (12th) full week after the week that includes the signature date accepted on the type 14 record for the crop and county. The expense reimbursement for eligible Nursery (0073) insurance contracts will be reduced by the percentages shown on the LFA reduction chart.

For Raisins (0037), the expense reimbursement will be reduced on 0037 Raisin contracts in cases that the acreage record reported is accepted in the DAS after the transaction cutoff date for the twelfth (12th) full week after the tonnage reporting date in the policy. The expense reimbursement for eligible Raisin (0037) insurance contracts will be reduced by the percentages shown on the LFA reduction chart.

For 1999, new or revised EFA policies with original sales closing dates prior to February 16, 1999, there will not be any reduction of expense reimbursement.

For all other crops, the expense reimbursement will be reduced on contracts in cases that the acreage record is accepted in the DAS after the transaction cutoff date for the twelfth (12th) full week after the week which includes the latest acreage reporting deadline as specified in the Actuarial Data Master File (ADM) for the crop, county and plan code within the same Fall/Spring designation. The DAS will compare the processing date of accepted acreage reporting

date to the final acreage reporting data shown on the ADM for each crop within a policy except for Nursery (0073). If a policy has multiple crops in a county, the latest acreage reporting date will be used to determine the weeks late for all crops established with a 14 record in the county. This only applies to the crops with the same Fall/Spring designation. Crops with the latest acreage reporting date for the crop, county and plan code from October 98 through January 99 are considered Fall. Crops with all other acreage reporting dates will be considered Spring. If the acreage is not accepted by the 12th week after the acreage reporting deadline, the expense reimbursement for eligible crop insurance contracts will be reduced by the percentages shown on the LFA reduction chart.

LFA Reduction Chart

<u>Weeks After Acreage Report Due</u>	<u>Reduction Percent</u>
13th through 15th	1.5%
16th through 17th	3.0%
18th or more	4.5%

An example of the FCIC Administrative Reduction Worksheet for late filed acreage is provided in Exhibit 6.

- 12 The Reimbursement for Loss Adjustment Expense is calculated on CAT only policies in accordance with the SRA, and will be included on the Monthly Operations Reports, when applicable. The CAT Loss Adjustment Expense reimbursement is equal to 11% of the net book premium for all eligible CAT crop insurance policies.
- 13 If Section V.I.5 of the SRA is invoked, the Company will pay FCIC an amount stated in the SRA based on the net book premium on the Company's book of business. This amount must be paid by the last business day of the month for the Monthly Operations Report cutoff following notification of the amount due.
- 14 Deviations From Stated Reporting Requirements
 - a The Deputy Administrator for Research and Development, Director of Actuarial Division, Director of Fiscal Operations and Systems Division and Director of Reinsured Services Division are delegated authority by the Manager to deviate from stated reporting requirements when necessary to ensure accurate and timely data processing. Deviations from stated reporting requirements will occur only in cases of material monetary discrepancies created by the processing of inaccurate or untimely data.

2 **RESPONSIBILITIES OF COMPANIES OPERATING UNDER THE STANDARD REINSURANCE AGREEMENT (SRA)**

The following are responsibilities of Companies to ensure correct and accurate submission of data to FCIC. The general information that applies to the DAS and RAS is outlined below:

- A Submit Plans of Operation (including Company codes) to the Delivery System Services for review and approval.

- B Submit accurate detailed reinsured contract data to FCIC in the prescribed format. **The transaction cutoff date for weekly submission of data is the last day of each week (Saturday), and data must be successfully and completely received by FCIC no later than 6:00 PM Saturday.** FCIC will process all data that were submitted through the cutoff date. The transaction cutoff date for monthly reporting is 6:00 PM, Saturday of the first full week of the month. For example, for the month of January 1999, the transaction cutoff date would be February 8, 1999 with the data being successfully received by FCIC by 6:00 PM on February 8, 1999. Data revisions must be submitted no less than monthly, for a period of one year following annual settlement. Thereafter, Electronic Data Processing (EDP) revisions need only be submitted in any month where data changes as a result of court action; compliance, audit or investigative related findings by the Government or the Company up to three years after first annual settlement.

- C Submit electronic loss data for the purpose of funding the escrow account. Monitor the escrow account balance and maintain sufficient collateral coverage to ensure timely funding of all loss data.

- D Submit certified hard copy, Monthly Operations Reports by Reinsurance Year, for the purpose of making monthly settlements with FCIC regarding reimbursement of administrative expenses, losses, if applicable, and payment to FCIC of premiums collected. Monthly Operations Reports are required to be submitted through annual settlement time. Annual Settlement Operations Reports must continue to be submitted for any month that revised data are submitted. Court action, compliance, audit or investigative related findings by the Government or the Company after the September accounting cut-off following 5 years from the beginning of the reinsurance year must be reported to FCIC and will be processed manually. Operations Reports must be received by FCIC by the last banking day of each month corresponding to the transaction cutoff date.
 - 1 The summary page of the operations report must be certified by an authorized officer, or by an authorized employee and contain the signature, title, and date signed. Whoever signs the operations reports should be one of the parties authorized to sign the SRA in the Plan of Operations. Approval for anyone else to sign the operations reports must be submitted in a letter to FCIC which is signed by an official who is authorized to sign the SRA.

- 2 Reports provided by the Company must contain cumulative, summarized reinsured contract data according to the requirements and formats provided in the exhibits and text in this Handbook. The reports submitted must include all the required information in addition to other information which may be requested by FCIC from time to time.
 - a For monthly operations reports, when needed, completed "Premium Due" and "Premium Due without Payment" worksheets are to be submitted along with the summary page.
 - b For annual operations reports, when needed, the completed "Premium Due without Payment" worksheet is to be submitted along with the summary page.
- 3 If FCIC agrees to make payments based on operations reports received more frequently than monthly, the transaction cutoff date will remain consistent with the transaction cutoff date for weekly data reporting.
- 4 If uncollected, the producer premium for each billing date is due from the Company at the end of the month of the billing date. Uncollected premiums for each billing date must be reported by the Company by the transaction cutoff date for the Monthly Operations Report following the month of the billing date. Interest will be charged on all uncollected premiums not paid to FCIC by the Company Payment Date from the first of the month following the billing date at the rate of 15% per annum. The Company must enter data into the appropriate columns on the Premium Due Worksheet to indicate their intent whether to pay uncollected premiums and return a signed copy of the report/worksheet along with the report, to be received by FCIC by the last business day of the month corresponding to the transaction cutoff date. (See Exhibit 7)
- 5 When producer premiums are collected by the Company before the billing date, any premium collected during a calendar month must be reported on the Monthly Operations Report submitted during the next calendar month and payment made by the Company Payment Date. If not previously paid on behalf of the insured all premiums not collected must be paid to FCIC at annual settlement whether or not they are collected from insured.
- 6 Escrow funding and reported loss data will be reconciled on each Monthly and Annual Operations Report.
- 7 All payments due FCIC will be netted on the Monthly and Annual Operations Reports with amounts due the Company from FCIC. All payments, including those due FCIC as a result of the netting affect, must be deposited by the Company Payment Date directly into FCIC's account in the U.S. Treasury by Electronic Funds Transfer (EFT). FCIC will remit payments to the Company by EFT.
- 8 Any aggregate underwriting loss of the Company will be paid to FCIC by the Company with each Monthly Operations Report as calculated by the Reinsurance Run Report generated by FCIC. Any

underwriting gain due the company will not be paid until annual settlement.

E The Company must enter data into the appropriate columns on the Premium Due Without Payments Worksheet to indicate any increase in premium and return a signed copy of the report/worksheet along with the Monthly Operations Report, which must be received by FCIC by the last business day of the month corresponding to the transaction cutoff date. (See Exhibit 7)

1 The insured's premium due is calculated by subtracting the paids and loss-credits from the producer premium amount for each policy and billing date. The total due is then summarized by billing date. The paid amount is always deducted from the premium amount before deducting loss-credits. The proration of paids and loss-credits is best demonstrated with the following examples:

a	Producer Premium Due	=	\$100
	Paid	=	50
	Loss-Credit	=	50
	Balance Due	=	0

The paid amount of \$50 is applied to the premium due of \$100, leaving a balance of \$50 premium due. The loss-credit is then applied to the premium due balance leaving a balance of \$0 premium due.

b	Producer Premium Due	=	\$100
	Paid	=	50
	Loss-Credit	=	25
	Balance Due	=	25

The RAS will apply the \$50 paid to the premium due, leaving a balance of \$50 premium due. The loss-credit can then be applied to the premium due leaving a premium due balance of \$25, which would be added to the total premium due for the billing date.

c	Producer Premium Due	=	\$100
	Paid	=	0
	Loss-Credit	=	75
	Balance Due	=	25

Apply \$0 paid to the premium due of \$100, giving a premium due balance of \$100. Loss-Credit of \$75 can then be applied to the premium due leaving a balance of \$25 premium due. Although the paid amount was \$0, it must be applied to the premium due before applying the loss-credit.

d	Producer Premium Due	=	\$100
	Paid	=	100
	Loss-Credit	=	0
	Balance Due	=	0

Apply \$100 paid to the premium due of \$100, which would leave a premium due balance of \$0. The loss-credit of \$0 is applied to the \$0 premium due, leaving a balance in premium due of \$0.

e	Producer Premium Due	=	\$100
	Paid	=	100
	Loss-Credit	=	75
	Balance Due	=	0

Apply \$100 paid to \$100 premium due, leaving a balance of \$0 in the premium due. The loss-credit of \$75 cannot be applied to the premium due balance of \$0, and is considered an overpayment on the loss-credit which would be displayed on another RAS report.

f		Premium Due	Paid	Loss-Credit
			\$50	\$50
	Crop Code 011	\$50		
	Crop Code 091	\$50		
	Balance Due =	0		

When there are multiple crops with premium due from a producer, the paid amount is applied to the premium due on crop code basis until the paid amount is exhausted. If there is any premium remaining due after applying the paid amount, the loss-credit can be applied to the premium due on the remaining crops.

g		Premium Due	Paid	Loss-Credit
			\$50	\$50
	Crop Code 011	\$75		
	Crop Code 091	\$50		
	Balance Due =	\$25		

Apply \$50 paid to the premium due of \$75, leaving a remaining premium due of \$25 on Crop Code 011. Loss-credit of \$50 can be applied to the \$25 remaining premium due on Crop Code 011. Then the remaining \$25 loss-credit can be applied to \$50 premium due on Crop Code 091. This leaves a premium due balance of \$25 on Crop Code 091, but all crops are summarized on the Premium Due Worksheet by billing date, as the crop detail is not shown on the Worksheet. The system prorates the paid and loss-credits also by successive billing dates.

- F Review error reports and correct errors generated from the DAS edit and validation process. Rejected items identified, reconciled or corrected after the cutoff date because of the monthly reporting and validation process are to be resubmitted for revalidation in the next reporting cycle.
- G Submit a DAS Error Report to DQS for guidance in correcting data rejected in the DAS and present on the DAS Error Listing, as necessary.
- H Review reconciliation reports to resolve differences and resubmit data corrections immediately after receipt.
- I The new amount due FCIC as reflected in the Monthly or Annual Operations Report, must be paid by EFT by the last business day of each month corresponding to the transaction cutoff date for that month. When payment is submitted to FCIC based on a report generated by the Company's reporting agent before validation of the supporting

data is rejected, the Company must remit the difference by EFT within seven (7) calendar days of the date the Company was notified of the discrepancies. Payments to and from Reinsured Companies will be based on FCIC-generated Operations Reports.

J All payments due to FCIC must be deposited directly into the Corporation's account in the U.S. Treasury by EFT. An instruction guide for funds transfer deposit messages to the Treasury is provided in Exhibit 8. Information, such as agency codes, and beneficiary codes will be provided under separate cover.

K Annual Operations Reports

- 1 A hard copy settlement report, called the Annual Operations Report, must be received by FCIC by the last banking day of February following the end of the reinsurance year. The report should follow the format as provided in Exhibit 1, page 3 of this Handbook. All reinsurance transactions for the year must be summarized and reported on the Annual Operations Report.
- 2 Corresponding data file transmissions for the Annual Operations Report must be successfully received in its entirety **by FCIC no later than 6:00 PM Saturday of the first full week of February following the end of the Reinsurance Year.** The amount due either FCIC or the Company will be calculated based on the DAS validation of the data, will be based on the FCIC-generated Operations Report, and will follow the monthly reporting process.
- 3 If a claim under any reinsured crop insurance contract has not been completely settled, a settlement for the reinsurance year will be calculated on the basis of data available at the time of Annual Settlement. However, Companies should submit monthly updates of this unsettled business along with the submission of any other reinsurance-year data until the claims under all crop insurance contracts for the reinsurance year are finally settled.
- 4 The gain or loss of the Company is calculated in the monthly Reinsurance Run Report generated by FCIC. Any overall underwriting gain will be paid by the FCIC Payment Date at Annual Settlement. Underwriting loss will be calculated on the Monthly Operations Report. If the underwriting loss netted with other amounts due results in a net amount due FCIC, payment must be received by EFT by the Company Payment Date.

SECTION 3 SYSTEM OVERVIEW

OVERVIEW

- A The FCIC Data Acceptance System (DAS) and Reinsurance Accounting System (RAS) are two integrated data processing systems. DAS receives and validates transmitted data. Data validated by DAS is passed to the RAS which generates all accounting reports containing reinsured company data. Together they provide FCIC with a mechanism to ensure that data received is accurate, that errors are corrected timely, that information contained on Monthly Operations Reports certified by the Companies are accurate for the data validated, and appropriate accounting entries are made in FCIC's Financial Accounting Systems. An overview of these two systems follows. See Exhibit 98 for a chart displaying the flow of data from Companies to FCIC.
- B The DAS consists of a COBOL program operating as a batch process in a UNIX environment. Data supplied by the MGA to FCIC for a Reinsured Company is processed through the DAS. The data is checked for proper reinsurance year format. All transmitted data that is accepted will replace previously accepted data. Policy and acreage data is checked to see if it is being originally submitted, which facilitates tracking applicable weeks late.
- C All transactions are validated for data accuracy and compliance with processing requirements. To the greatest extent possible, the DAS performs all required edits on each transaction before rejecting a transaction. Upon completion of editing, an error report is generated. A Summary report which summarize the acceptance, rejection and suspension by record type and liability, premium and indemnity amounts from the transaction. Records which were found in error are system-generated output that will be sent to a Company after each edit run.
- D The edit performs simple field validations, including checks for numeric/alphanumeric, validity of codes, and completeness of expected data. Records that pass all these edits are edited for recomputation tests, inter-field comparisons, inter-record comparisons, ADM and other cross reference file look-ups. All data passing the edit is considered accepted and loaded to an Informix data base. P/CR Memo posting requirements are also determined.

The accepted transactions from the DAS are used to update various RAS data bases. A Policy Detail History data base of all accepted transactions submitted by the Reporting Organization is maintained. The Policy Summary data base is a year-to-date summary data base of the producer's current status which is used for report generation.

Data validated and accepted by the DAS is also used to update Statistical Data Bases maintained by Research and Development. These data bases are used in rating analysis, underwriting activities, statistical analysis, and management reporting.

E Full Book of Business (Type 70/71 Records)

As part of the DAS/RAS operations, the Companies will be required to submit a full book of business data file no less than semi-annually. A "full book" must consist of at least one Type 70 Record for all policies and one Type 71 (trailer information) Record for a specific reinsurance year. This requirement provides a means to isolate differences between data residing on the DAS/RAS and the Company's systems. The full book data will be used to load the Reconciliation Database, to generate reconciliation reports, and to determine the "Reduction Due to Reconciliation Report Differences" amount on the Operations Report.

While FCIC will keep requests for a full book of business to a minimum, the Companies must be able to submit their full book of business upon request by FCIC. A full book of business is required to be submitted twice annually during the first week after the February and August monthly transaction cutoffs. The full book of business must be submitted via the RO SERVER.

As a means of assisting the Companies in reconciling their systems with DAS, FCIC provides to the Companies their full book of business weekly.

F Support Functions

The DQS provides operational support for the DAS. The DQS is responsible for assisting companies in researching and resolving errors in data reporting. All questions regarding data distribution, reporting, and validation should be addressed to this group. The DQS Chief can be contacted at (816) 926-3940. Staff will be available between the hours of 8:00 A.M. and 4:30 P.M. Central time.

SECTION 4 DATA SUBMISSION REQUIREMENTS

Monthly submission of data is mandatory through annual settlement if any activity occurred during the month. All data submitted will be processed through the DAS as soon as possible. Occasionally, the system will be unavailable during normal operation hours due to scheduled or emergency maintenance. Companies will be notified as soon as possible in these cases. Transmission files with under 500,000 records will be automatically processed except between the hours of 3:00 am to 6:00 am Monday through Saturday. Companies must contact RMA prior to submitting transmission files over 500,000 records. RMA will process these files when they can be manually processed. This is required for validation purposes and to allow time for correction and resubmission of rejected transactions to FCIC before the monthly cutoff date for processing. Upon successfully passing all edits, the accepted data is included in the Monthly Operation Reports generated by the RAS. Failure to pass all reporting and edit requirements in this manual will result in that data not being accepted for payment on the Monthly Operations or Annual Operations Reports. The transactions cutoff date for weekly data reporting is 6:00 PM central time Saturday of each week. Data must be electronically transmitted successfully and completely received by the transaction cutoff date to be included in that week's transactions. Any transmission received after 6:00 PM as indicated by the electronic transmission directory cannot be assured successful processing or inclusion in that month's accounting reports. Monthly Operation Reports will be prepared based on data received and accepted by the transaction cutoff date of the first full week of the month.

Data must be submitted on a Reinsurance Year basis. The 1999 Reinsurance Year data would include the following crop year data: 2000 Avocados, 1998 Raisins, 2000 Citrus (Arizona, California, Florida, Texas), 1999 for Texas Citrus Trees and all other crops. All data relating to each respective Reinsurance Year must be included in the same submission, with separate submissions required for each reinsurance year.

The amount of premium submitted by the Reinsured Company should not exceed the maximum premium limitation established by Reinsurance Services. With each DAS edit, Reinsured Companies will receive the Year To Date accepted totals report. This report notifies the Company of the summary statistics, including premium accepted as of the stated date on the report. A report on maximum limitations and each Companies' percentage of maximum will be reviewed by RSD. When the percentage has reached 100% of maximum, RSD will determine whether subsequent edits will be suspended. Accounting reports will be generated based on data received prior to any suspension.

SECTION 5 TELECOMMUNICATIONS**A Telecommunication Processing**

Electronic transmission is mandatory for submission of data and dissemination of reports. Electronic transmission provides faster processing turnaround, and more automated processing of data submissions and report handling. This method of processing allows FCIC to direct its resources to error resolution and Company processing support functions.

The Federal Crop Insurance Corporation's (FCIC) Reporting Organization (RO) Server is a system designed to provide telecommunications services for all reinsured companies and associated organizations which report to FCIC. In addition to this, the RO Server also supports connections to FCIC's SUN 2000 system.

Each reporting organization is responsible for obtaining telecommunications services from any common carrier of their choosing. The Reporting Organization Server supports dial-up connections using the following asynchronous speeds:

- ITU-T V.34 at 33,600 bps or 28,800 bps
- V.FC at 28,800 bps
- V.32 *terbo* at 19,200 bps
- ITU-T V.32 *bis* at 14,400 bps, HST at 16,800 bps
- V.32 at 9,600 bps

Modems should be configured with no parity, 8 data bits, 1 stop bit, and full duplex. A reporting organization may choose any communications software package they desire, however, it must support the following options:

- VT-100, VT-220, or XTERM terminal emulation
- Z-modem or Kermit file transfer protocol

The RO Server can be reached at 1-800-557-2372. This is a toll-free call available from anywhere in the continental United States. It currently operates ten (10) phone lines on a multiple access rotary. Any reporting organization who chooses may establish a dedicated access to the RO Server via direct connection. Those companies who wish to have dedicated access would be required to provide the compatible equipment (modem or digital connection and circuit) at FCIC in addition to any equipment required at their site. Reporting organizations considering a dedicated connection to the RO Server should contact the System Administration Section before making any purchases.

All electronic transmissions must be completed by 6:00 PM Saturday (Central Time) to ensure the transmission will be included in that week's transactions. Any electronic transmissions not successfully completed by 6:00 PM will not be accepted for the current week's transactions.

Except for the maintenance period between 3:00am to 6:00am Monday through Saturday and all day Sunday, the Company may initiate the transmission at the Company's discretion. This could include multiple daily submissions.

FCIC will retain the option to stop automatic edit processing, at its discretion. Companies will still be allowed to continue transmitting data, although it is not immediately processed through the DAS. A temporary stop in automatic edit processing should only occur in case of a DAS processing problem, maintenance, or when the timing of edit revisions must coincide with a particular point in time of the submission cycle. For example, an edit revision that is to be implemented after the monthly transaction cutoff date would cause a delay of the next month's processing until all of the previous month's processing was completed and the revised edit had been implemented. In the event that automatic edit processing is stopped, the Companies will be notified when their error reports are available. All submissions sent during this period will be processed separately in the order they are received.

All accounting reports must be downloaded by the Companies via telecommunications processing. These reports will be made available on a monthly basis. The duplicate coverage report, reverse 70's and any reconciliation reports will be available on a mid-month basis. Companies may query the telecommunications facility any time to see if the accounting reports are ready to be downloaded.

For more information regarding telecommunication access for DAS processing, please contact the System Administration Section at (816) 926-6368.

B Report Handling

All reports, error listings and operations reports will be made available to the Company for downloading via the RO Server.

SECTION 6 PROCESSING CONSIDERATIONS

A FCIC maintains a Policy Database which contains the current net cumulative effect of all transactions for a contract. All transmitted records accepted for a policy fully replaces all previously accepted data.

B Acceptable record types and specific handling considerations are as follows:

1 Type 10 - Record Header

Type 10 records are used to establish a policy and provide information regarding the policyholder and entities with a significant business interest. A Type 10 record requires at least one 14 record to be submitted with it.

The DAS requires a Type 10 record with a record number of "001." This is considered the primary insured, and establishes the contract within the system. If a Type 10 with a record number of "001" is not submitted, then all records for the contract will be rejected. DAS will allow a Type 10 record for each crop year covered under the policy number. All Type 10 records with a record number other than "001" are considered entities with a SBI in the farming operations of the primary insured. If any Type 10 record is rejected, then all records for the contract will be rejected.

A Type 49 Delete record will remove the policy and all records for the policy from FCIC's Databases.

2 Type 11 - Acreage Lines

Type 11 records are used to establish premium and liability for each acreage line.

A Type 11 record will not be accepted until corresponding Type 10, Type 14, Type 15 (if required - See Exhibit 15-4), and Type 17 (if required - See Exhibit 17-1) records have been accepted by the DAS. The Type 11 zero acreage record will not be accepted. To remove data previously accepted, all current and valid records for the policy must be resubmitted.

3 Type 12 - Payment Record

Type 12 records are used to record/report payments by producers for each crop policy. Only one Type 12 record will be accepted for the contract. Type 12 transactions may be removed by resubmitting all applicable records for the policy or via the Type 49 delete record.

4 Type 13 - Nursery (0073) Value Report

Type 13 records are used to establish premium and insurance values. A Type 13 record will not be accepted until corresponding Type 10 and Type 14 records have been accepted.

4 Type 14 - Insurance In Force

The Type 14 record establishes the crop policy in the county and the administrative fees collected for the crop. Type 14 records for each crop on the policy should be accepted through the Data Acceptance System by weekly cutoff for the week containing the 45th day after the latest sales closing date for the crop in the county. After this date the cause for the late processing must be identified on the late-processed flag field on the record for acceptance to occur.

The Type 14 record also is used to establish the fund designation for the crop policy on location state and location county basis. If the crop is not established in the county and a valid written agreement number is provided, the fund designation requirements will be based on the rate, state and county.

The Company must designate eligible crop insurance contracts to the Assigned Risk Fund not later than the transaction cutoff date for the week including the 30th calendar day after the sales closing date for the eligible crop insurance contract unless:

- i. FCIC determines that conditions exist that would permit the policyholder to plant crops that are alternatives to the crops listed on the application for insurance, or there are eligible crop insurance contracts transferred from the Farm Service Agency after the sales closing date. The Company may designate such alternative or transferred crop insurance contracts to the Assigned Risk Fund not later than the transaction cutoff date for the week containing the 30th calendar day after the acreage reporting date; or
- ii. FCIC approves a written agreement for limited or additional coverage contracts of insurance after the sales closing date. The Company may designate such eligible crop insurance contracts to the Assigned Risk Fund not later than the transaction cutoff date for the week containing the 30th calendar day after the FCIC approval.
- iii. For Nursery (0073), the company must designate eligible crop insurance contracts to the Assigned Risk Fund not later than the transaction cutoff date for the week including the 30th calendar day after the insured's signature on the application that is reported on the Type 14 record.
- iv. For 1999, new EFA policies companies must designate to the Developmental fund by April 3rd for AZ, FL, GA, HI, LA, MS and SC. All other states is April 17th.
- v. For 1999, CAT policies companies must designate to the Developmental fund by May 29th.

- vi. For 1999, revised EFA policies timely established in the commercial or developmental fund, companies may designate these policies to the Developmental fund by April 3, 1999 for policies in AZ, FL, GA, HI, LA, MS or SC or April 17 for all other states.
- vii. For 1999, policies sold or transferred during the extended CRC plus sales period, companies may designate to the developmental fund until May 15, 1999.

Designations to Developmental Funds must be made:

- i. For carryover crop insurance contracts insured with the Company the previous year that have contract change dates occurring on or after July 1, not later than the transaction cutoff date for the week containing the 30th calendar day after the contract change date for the applicable crop and insurance plan for each reinsurance year;
- ii. For carryover crop insurance contracts insured with the Company the previous year that have contract change dates occurring before July 1, not later than the transaction cutoff date for the week containing August 1 of the reinsurance year; and
- iii. For all other eligible crop insurance contracts, not later than the transaction cutoff date for the week containing the 30th day after the sales closing date for the eligible crop insurance contract; and
- iv. FCIC approves a written agreement for limited or additional coverage contracts of insurance after the sales closing date. The Company may designate such eligible crop insurance contracts to the Developmental Fund not later than the transaction cutoff date for the week containing the 30th calendar day after the FCIC approval.
- v. For Nursery (0073), the company must designate eligible crop insurance contracts to the Developmental Fund not later than the transaction cutoff date for the week including the 30th calendar day after the insured's signature on the application reported on the Type 14 record.
- vi. For 1999, new EFA policies companies must designate to the assigned risk fund by April 3rd for AZ, FL, GA, HI, LA, MS and SC. All other states is April 17th.
- vii. For 1999, CAT policies companies must designate to the assigned risk fund by May 29th.
- viii. For 1999, revised EFA policies timely established in the commercial fund, companies may designate these policies to the assigned risk fund by April 3, 1999 for policies in AZ, FL, GA, HI, LA, MS or SC or April 17 for all other states.
- ix. For 1999, policies sold or transferred during the extended CRC plus sales period, companies may designate to the

assigned risk fund until May 15, 1999.

Fund Designations for Crop Insurance contracts written under the multi-county application procedure. If a reinsured company uses a "multi-county" block on applications and/or contract change forms, they must indicate this timely on the Record Type 14 in field 31. Companies must transmit to RMA the crop insurance policies established under the Multi-County application procedure. Additional counties established late under the multi-county procedure and transmitted to RMA after the fund designation deadlines will be placed in the Commercial Fund by default. Companies may request such counties be designated to any of the funds to which the same contract number was designated and accepted previously. Companies need to submit a hard-copy request to the Data Quality Section, attention Seavey Anthony.

5 Type 15 - Yields - APH

The Type 15 records will be used to record/report yield information for designated crops at the appropriate level.

If a Type 15 record(s) is rejected, the corresponding Type 11 record will be rejected.

6 The Type 17 record(s) record/report up to 10 (ten) corresponding legal descriptions and three person(s) sharing in the crop for the Type 11 record. A Type 17 record is required for each 11 or 15 (see Exhibit 15-4) record reported.

7 Type 18 AGR History Record

The type 18 record will be used to record/report AGR History information for the producer. If a type 18 is rejected the corresponding type 19 record will be rejected.

8 Type 19 AGR Annual Farm Report

A type 19 record is used to establish premium and liability for the policy.

9 Type 20 & 21 - Loss Total & Loss Line
Type 22 - Nursery Loss Record

The Type 21 and 22 Records establish the loss amounts for a given policy and the Type 20 Records identifies the application or disbursement of loss payments.

Type 20 records are linked by Claim Number to corresponding Type 21/22 records for the same Claim Number. Therefore, all Type 20 and 21/22 records for a policy from the transaction file will replace all Type 20 and 21/22 records for the policy on the policy data base.

If a Type 20, 21 or 22 record is rejected, all Type 20, 21 and 22 records for the Claim Number will be rejected. If a Type 11 or 13 record is rejected, the corresponding Type 21/22 records for the crop are rejected, also all other Type 21/22 records for the Claim Number(s) of the rejected crop, along with all applicable Type 20 records for the Claim Numbers of the rejected Type 21/22s.

- a Type 20, 21 and 22 Processing. The Type 20 record is submitted in support of the Payable element in the Type 21 or 22 record. There are four separate "buckets" which identify the amount of the check to the insured; and cover any deduction made from the indemnity, which will be applied to premium on the policy with the loss (M), premium on another policy (P), administrative fees (F), other (O), recovery of another reinsurance year premium or loss (R).

One Type 21/22 record is submitted for each loss line. More than one Type 20 record may be submitted, if needed, to support the 21/22 record(s).

If any of the "Total" fields on the Type 20 Record contain a "P," the corresponding "P/CR Memo State" and "P/CR Memo Policy Number" fields must contain the Location State and Policy Number to which the "P" amount will be applied. The RAS will show the generated "P" amounts in the loss credit column of the summary report on the designated policy.

- 1 If part of the loss is to be applied to a policy under a different Company number than the policy with the loss, the "P/CR Memo Company" field must also be entered. If "P/CR Memo Company" is not entered (value of 000), DAS assumes the same Company number as the policy with the loss and will generate the loss credit accordingly.

- 2 Rejected P/CR Memo Posting

If the P/CR Memo Policy does not exist in the data base or the P/CR Memo Policy has zero premium, then the P/CR Memo posting is rejected. Generated P/CR Memo amounts will not be allowed to create an overpayment on a policy. Such rejected postings are printed on a RAS error report titled "P/CR memo Reject Report." An example of this report is found in Exhibit 1. This report will be furnished to the Company with their Monthly Operations report.

- 10 Type 49 - Delete Records

The Type 49 Record is used to remove all records for a contract from the data base(s). Only one Type 49 Record will be processed per contract from the transaction file. Subsequent Type 49 Records for the same contract will be rejected.

Type 49 records are processed independently after all other record types are updated to the data bases.

- 11 Type 50 - Reinsured Private Policy

The Type 50 Record is used to record/report FCIC-reinsured private policies issued by the reinsured company.

Type 50 records are processed independently of other DAS records and will be stored in separate FCIC databases for each RO. FCIC requires Companies to submit their reinsured private policy insurance data electronically via the RO Server. The data will be used (by the Underwriting Division) to recommend appropriate action regarding Company requests for FCIC reinsurance and to determine if such policies shift risk to underlying Multiple Peril Crop Insurance Policies. The Actuarial Division will use the data to

conduct analyses of the rating methodologies of the policies. The data will also be used to administer the financial terms of the reinsurance agreement covering the policies. The data must be submitted to FCIC no later than the final settlement date stated in the SRA.

12 Type 55 - Agent Data

The Type 55 Record is used to record/report agent information.

Type 55 records are processed independently of all other DAS records and must be transmitted separately. This data will be collected by the Reporting Organization and will be stored in a separate FCIC database in order to facilitate the creation of the Agent Location Directory. The data will also provide agent counts for Company and FCIC planning purposes. The agent records on the database are maintained by the Companies. Since the acceptance of Type 11 acreage records depend on prior acceptance of a valid agent ID code, the Type 55 records must have been accepted prior to the submission of Type 11 acreage records. Each submission must include the company's cumulative agent file for the reinsurance year in its entirety. The accepted agent records from each submission will replace all previously submitted agent records. Records will be rejected if the individual agent is currently disbarred or suspended.

13 Type 56 - Loss Adjuster Data

The Type 56 Record is used to record/report loss adjuster information.

Type 56 records are processed independently of all other DAS records and must be transmitted separately. This data will be collected by the Reporting Organization and will be stored in a separate FCIC database in order to facilitate compliance analysis. Each submission must include the company's cumulative adjuster file for the reinsurance year in its entirety. The accepted adjuster records from each submission will replace all previously submitted adjuster records. A 56 record with a valid SSN is required for the Loss Adjuster ID on the 21 record. Records will be rejected if the individual agent is currently disbarred or suspended.

14 Type 65 - CAT Fee Receivable Record

Type 65 records are used to report CAT administrative fees that are not collected by the crop termination date. They must be transmitted with a Type 60 Ineligible Producer Input Record after the crop termination date. Their purpose is to establish a CAT fee receivable in the accounting database. Once a 65 record has been transmitted, any fee collected by the Company must be timely reported as payment type code = 02 on the 12 record or by check to RMA, Fiscal Operations and Systems Division, with the producers tax id and policy identification.

15 Type 70 - Reconciliation Data Record

Type 70 records are submitted semi-annually by Reporting Organization for each policy (see record descriptor) to reflect the current status of the Reporting Organization data base. Type 70 records replace and reinitialize FCIC's reconciliation data base.

16 Type 71 - Reconciliation Data Trailer Record

Only one Type 71 record is permitted with each semi-annual submission of Type 70 records. The counts and amounts (see record descriptor) are used to validate the summation of Type 70 records received.

17 Type 81 - Policy Holder Tracking Experience Inquiry

Type 81 records are output records that are initiated by setting the Experience Inquiry flag on the Type 14 record (position 91) to 'Y'. This will invoke the Policy Holder Tracking process which uses the ID Number from the associated Type 10 record (position 82) to perform a search against the 1998 data to locate all information from that processing year for the producer. The data retrieved is imbedded in the 'body' of the Type 81 record (positions 21 - 331) in the same field order and format as that specific record type was defined in the 1997 M-13 Handbook. All Type 10, 14, 15, 11 and 21 records found are returned to the requesting company. The Type 14 record that requested the inquiry is imbedded in the Type 81 record when: 1) the value of the Experience Inquiry flag is an invalid value, 2) no prior year records were found for the producer, or 3) when the producer's prior year insurance was with the requesting company.

C INELIGIBLE TRACKING SYSTEM

1 Type 60 Ineligible Producer Input Record

Type 60 records are used to submit information regarding a producer's ineligibility status for participation in the crop insurance program. These records are to be submitted in a separate file from all other record types and placed in the IT Input directory that has been established for each transmitting organization on the R0 server. Once per day a process collects all files transmitted, validates the data submitted and outputs 3 types of files to the IT Output directory on the R0 server : 1) .acp - accepted transactions, 2) .rej - rejected transactions and 3) .err - error codes. The accepted transactions are loaded to the Ineligible Tracking System database and notification letters are generated and distributed to the ineligible producers upon their initial entry into the system for a period of ineligibility.

2 Type 60E - Ineligible Producer Error Record

Type 60E records are generated during the Ineligible Tracking edit process. They will contain all errors that occurred during the processing of each Type 60 record that is rejected during the edit process. The file containing these records is placed in the submitting companies' IT OUPUT directory on the R0 server (.err).

3 Type 61 Ineligible Producer Output Record

Type 61 records are generated from the Ineligible Tracking System database and output to the IT Output directory on the R0 server for all companies. This file is an accumulation created once a week (Monday afternoons) of ALL producers that have been reported as ineligible, their period(s) of ineligibility and their current eligibility status. This will include persons on the Risk Management Agency suspension list.

4 DAS Edit Process

Daily, a validation file is created from the Ineligible Tracking System database for use in the DAS edit process. The DAS will reject crop policies for a producer if the earliest sales closing date for the crop in the county falls during a period of ineligibility.

Consider the following examples:

A. Producer reported as ineligible

- Producer became ineligible on 03/15/1998
- A policy is submitted for a crop with a 03/15/1998 sales closing date

The policy would be rejected for that crop since the sales closing date is greater than or equal to the date of ineligibility. If the sales closing date had been prior to the date of ineligibility, the crop policy would have been accepted.

B. Producer reported as ineligible and has become eligible.

- Producer became ineligible on 09/30/1997
- Producer became eligible on 03/16/1998
- A policy is submitted for a crop with a 03/15/1998 sales closing date

The policy would be rejected for that crop since the sales closing date falls within the period of ineligibility. If the eligibility date had been 03/15/1998, the crop policy would have been accepted.

C. Producer with more than one period of ineligibility.

- Producer became ineligible on 09/30/1997
- Producer became eligible on 12/01/1997
- Producer became ineligible on 02/01/1998
- Producer became eligible on 03/15/1998
- A policy is submitted with three crops:
Crop 1 - sales closing date of 10/31/1997
Crop 2 - sales closing date of 01/31/1998
Crop 3 - sales closing date of 02/28/1998

The policies for Crops 1 and 3 would be rejected since the sales closing dates fall within the periods of ineligibility.

The policy for Crop 2 would be accepted since the sales closing date for that crop falls within a period of time that the producer is eligible.

- D An exception to A-C above exists if the sales closing date for the crop is prior to 09/30/1997 (date that ineligible process became effective). Those crops would be accepted.

D DAS REPORTS

The Data Acceptance System generates the following reports and transactional files for every transmission to assist companies in their error resolution.

1. Reports

The Summary Report, (.sum), provides transactional, financial and error statistics on each transmission. The report identifies the input file name, the run date and time, and the received date and time. The transactional statistical section provides counts by record type of: submitted; accepted; rejected; and suspended records. The financial statistical section provides the associated dollar amount of: submitted, (if a type 97 record is included in the transmission); accepted; rejected; and suspended records. The error statistics sections lists the error code and message received and the number of records in error.

The Premium and Loss Error Report, (.rp2), provides by crop, the dollar amount of premium and indemnity rejected by error code combination. The number of records and policies are also listed.

The Error Report, (.rpt), is a formatted report by policy listing the record(s) and field(s) in error. It identifies the data in error and what is expected in the field.

The Year to Date Accepted Totals report (RORYYTDA.ZIP) provides the Summary of Business statistics for the RO as of the previous maintenance period. The report will list the date and last batch number used in compiling the report.

The Error File, (.err), lists the key of records with an error, the error code, data in error and the expected data.

2. Transactional File

The Rejected File, (.rej), contains the records with errors that were transmitted with an additional 50 bytes of data used internally by DAS.

3. Accepted File

The Accepted File, (.acc) contains the records accepted by DAS with an additional 50 bytes of data used internally by DAS.

SECTION 7 ACCOUNTING CONSIDERATIONS

1 RAS REPORTS

A P/CR Memo Reject Report (Exhibit 1)

This report lists all policy record amounts that contain generated P/CR Memo amounts which were not posted. P/CR Memo amounts are rejected when the P/CR Memo policy does not exist or when the P/CR Memo policy has zero premium.

B Reconciliation Reports (Exhibit 5)

A set of reconciliation reports is generated in addition to the various error reports whenever there are unusual circumstances concerning a policy or record type submitted. The purpose of these reports is to perform a verification or validation of data on FCIC's database to the most current data received from the Company. The Company should research data appearing on the reconciliation reports and determine what action needs to be taken to correct the discrepancies (i.e., delete, correct, in order to resubmit the records correctly). The amount of negative financial impact to FCIC will be determined and deducted from the Monthly Operations Report. The following is a list of the reconciliation reports the Company may receive:

Monthly Reconciliation Reduction Worksheet
 Missing Policies - Premium and Subsidy
 Missing Premium and Subsidy - Input Not on Summary
 Discrepancies of Premium
 Missing Losses by Policy
 Missing Losses - Input Not on Summary
 Discrepancies of Losses by Policy
 Missing Paid by Policy
 Missing Paid - Input Not on Summary
 Discrepancies of Paid by Policy
 Missing Loss-Credits by Policy
 Missing Loss-Credits - Input Not on Summary
 Discrepancies of Loss-Credits by Policy

The "Missing" reports, (e.g., the "Missing Policies - Premium and Subsidy" report) are generated when a policy record that has been submitted by a Company and updated into the DAS in a reporting cycle, is not submitted to the DAS in subsequent reporting cycles (e.g., full-book submissions), causing an out-of-balance condition between the policy premium totals on the FCIC-generated Monthly Operations Report and the Company's data base or reflected on their Reconciliation data base.

The "Input Not on Summary" reports, (e.g., Missing Premium and Subsidy - Input Not on Summary) are generated when a policy record that was submitted in a processing cycle failed to update a policy record on the Summary Database. Generally, these records are associated with rejected records due to errors.

The remaining reconciliation reports display discrepancies of premium totals, subsidy, paid, loss-credits, and losses, for those policies that have differences due to an unsuccessful attempt to update the policy in the RAS database in a subsequent month due to the policy being rejected in the DAS edits/validations routine. The reports are printed by Reporting Organization, Company Code, State and Policy Number. These reports will enable the Company to research the policies that caused the discrepancies and to submit the proper corrections.

C RAS Summary Reports

The RAS generates summary reports based on detailed reinsured contract data submitted by the Companies each month through DAS. Once data is received from Companies electronically, the DAS processes the data through FCIC edits/validations, and RAS produces the summary reports. The primary reports used to calculate the balance which is due the Company or FCIC are the FCIC Detailed Policy Report and the Monthly Operations Report.

- 1 The FCIC Detailed Policy Report shows detail policy-level information. It feeds information to the Monthly Operations Report which generates grand totals, and consists of the following:

- a Premium

The Premium grand total is developed from the Premium Lines Record - Type 11, and is reported as summarized policy detail for all lines and all crops associated with a policy. Premium is totaled by Crop Year (e.g., 98 Raisins, 2000 Citrus trees and Citrus (AZ, CA, FL, TX), and 99 for all other crops). These crop year totals are included in 1999 Reinsurance Year reports.

- b Paid

The Paid grand total is developed from the Payment Record - Type 12 (Payment Type 00) and the RAS currently shows policy detail for the net paid amount. The net paid represents the premium collected by the Company from the producer (insured). An overpaid amount may exist when a producer overpaid his premium or an excessive amount of an insured's loss was deducted from his policy.

c Loss-Credit

- 1 The Loss-Credit grand total is derived from the Loss Total Record Type 20, which consists of M-Memos and P-Credit Memos. M-Memos are premium amounts due (by producer) that have been deducted from a loss payment by the producer from losses received on the same policy. P-Credit Memos occur when premium due on another policy is designated with a "P" in the Type 20 record which enables the amount to be deducted from a loss payment on the policy incurring a loss.
- 2 All other amounts designated in the "1st - 4th Total Amounts" on the Type 20 record appear as a single line item entitled "Loss Deductions (F, R, O)" on the Operations Report.
- 3 RAS will generate the designated "P-Credit Memos" into the Loss-Credit column of the Monthly Operations Reports to eliminate out-of-balance conditions.

d Subsidy

The Subsidy grand total is the Total Premium minus the Producer Premium submitted on the Premium Lines Record - Type 11. This column also includes state subsidy amounts when submitted on Type 12, Payment Type 04 records.

e Losses

The Loss grand total is derived from the Loss Line Record - Type 21, which consists of all losses reported by the Company. The losses are reimbursed to the Company through the escrow requests. On a monthly/annual basis, the total of Total Losses will be compared to the sum of "Loss-cr., Escrow, and Drafts" and "Loss Deductions (F, R, O)" and FCIC will pay the lesser amount. FCIC will also adjust the amount of "Drafts Issued (Escrow)" included in the Monthly/Annual Summary Report on the line for "Loss-CR, Escrow and Drafts" to the lesser amount of "Previous Escrow Funded" or "Less Drafts Issued (Escrow)." This will avoid any potential overpayments by FCIC on the Monthly/Annual Summary Reports.

- 2 The Monthly/Annual Operations Report (see Exhibit 1, page 1) shows the grand totals of all insurance policies carried by each Reporting Organization and provides the balance due the Company or FCIC. The remainder of the entries on the Operations Report are calculated from entries which the Company has made on the Premium Due and Premium Due Without Payments Worksheets or derived from other reports generated by RAS.

The following provides a description of how each line item on the Monthly Operations Report is calculated and corresponds to the lettered line items in Exhibit 1-1. All line items represent cumulative totals.

- a Net Installment Adjustment - This item represents administrative expense reimbursement based on a percentage of total premium on all non-cat crop policies less the reduction for late filed acreage. This item also includes the CAT loss adjustment expense based on the total CAT premium. The net installment adjustment is supported by the FCIC Installment report. Exhibit 1-2.
- b Less Premium Collected - Insured's premium collected by the Company.
- c Escrow and Drafts -
 - 1 Escrow is the lesser of the "Previous Escrow Funded" or the amount of "Drafts Issued (Escrow)" (See Items ee, ff).
 - 2 Drafts - represents the amount paid by the Company for losses paid to producers if the Company is not participating in Escrow. It is determined from Type 20 records which contain a "D" for drafts.
- d Loss Deductions (F, R, O) - Amounts reimbursed by the FCIC to the Company for administrative fees (F), recovery of previous year premium (R), or other "O" to include interest and hail deduction amounts, which the Company deducted from their loss reimbursement request.
- e State Subsidy - The cumulative amount of all state subsidy.
- f Company Previous Payment - The cumulative amount of other payments received by FCIC via electronic transfer to Treasury by the Company.
- g FCIC Interest Paid - The cumulative total of all interest paid to Companies by FCIC for late payments, etc.
- h Litigation Expense
- i Net Administrative Fee Adjustment - Net fee due FCIC supported by supplemental administrative fee reports. Exhibit 1-3.
- j Reduction Due to Reconciliation Report Differences - Net reduction amount based on unreconciled differences from reconciliation reports that have a negative financial impact to FCIC.
- k FCIC Interest/Penalty - This item represents interest or penalty assessed against the Company.
- l FCIC Determined Overpaid - Any overpayments that FCIC has made to the Company.

- m FCIC Previous Payment - The cumulative amount of all payments made to the Company by FCIC for the current Reinsurance Year.
- n Escrow Funded - This line item represents the escrow amount the Company has been funded. The total is summed up to the current cutoff date of the Monthly Operations Report.
- o Paid Previous Worksheets - Amounts paid to FCIC on previous worksheets.
- p Underwriting Loss - This line item represents the loss taken from the "Reinsurance Run" report. This amount is a calculation of the Company's loss based on entries made in the Plan of Operations, together with the Standard Reinsurance Agreement applicable to each respective Reinsurance Year. The report is a summation of reinsured data displayed the fund, state and national (grand total) levels.
- q Subtotal - The total of lines preceding this line from the FCIC Due/Paid Column on the Operations Report.
- r Total from Current Worksheet - This item represents the combined total from the Premium Due and Premium Due Without Payments Worksheets.
- s Balance Due Company (+), FCIC (-) - The total balance due the Company or FCIC.
- t Previous Escrow Funded - This line item represents the amount of escrow the Company has requested, and is reported here when FCIC issues the funds to the Company. The total is summed up to the current cutoff date of the Monthly Operations Report.
- u Less Drafts Issued (Escrow) - This item represents the amount of checks issued to producers for losses, and is accumulated from an "E" that was validated and accepted in the DAS from the Type 20 record.
- v Escrow Balance - This item represents the difference between the "Previous Escrow Funded" line and the "Less Drafts Issued (Escrow)" line.

- 3 The following describes how each line item on the Annual Operations Report is calculated, and corresponds to the lettered line items in Exhibit 1-4. All line items represent cumulative totals.
- a Net Expense Reimbursement Adjustment - This item represents administrative expense reimbursement based on a percentage of total premium on all non-cat crop policies less the reduction for late filed acreage. The CAT loss adjustment expense which is based on the total CAT premium. The net installment adjustment is supported by the FCIC Installment report.
 - b Less Premium Collected - Insured's premium whether or not collected by the Company and subsidy on the insureds premium.
 - c Loss-CR, Escrow and Drafts -
 - 1 Escrow is the lesser of the "Previous Escrow Funded" or the amount of "Drafts Issued (Escrow)" (See Items ff,gg).
 - 2 Drafts - represents the amount paid by the Company for losses paid to producers if the Company is not participating in Escrow. It is determined from Type 20 records which contain a "D" for drafts.
 - d Loss Deductions (F, R, O) - Amounts reimbursed by the FCIC to the Company for administrative fees (F), recovery of previous year premium (R), or other "O" to include interest and hail deduction amounts, which the Company deducted from their loss reimbursement request.
 - e State Subsidy - Cumulative amount of all state subsidy.
 - f Subsidy - Cumulative amount of subsidy.
 - g Company Previous Payment - The cumulative amount of other payments received by FCIC via electronic transfer to Treasury by the Company.
 - h FCIC Interest Paid - The cumulative total of all interest paid to Companies by FCIC for late payments, etc.
 - i Litigation Expense
 - j Net Administrative Fee Adjustment - Net fee due FCIC supported by supplemental administrative fee reports.
 - k Less Reduction Due to Reconciliation Report Differences - Net reduction amount based on unreconciled differences from reconciliation reports that have a negative financial impact to FCIC.
 - l FCIC Interest/Penalty - This item represents interest or penalty assessed against the Company.

- m FCIC Determined Overpaid - Any overpayments that FCIC has made to the Company.
- n FCIC Previous Payment - The cumulative amount of all payments made to the Company by FCIC for the current Reinsurance Year.
- o Escrow Funded - This line item represents the escrow amount the Company has been funded.
- p Paid Previous Worksheets - Cumulative interest from any worksheets.
- q Underwriting Gain/Loss - This line item represents the gain/loss taken from the "Reinsurance Run" report. This amount is a calculation of the Company's gain/loss based on entries made in the Plan of Operations, together with the Standard Reinsurance Agreement applicable to each respective Reinsurance Year. The report is a summation of reinsured data displayed at fund, state and national (grand total) levels.
- r Subtotal - The total of lines preceding this line from the FCIC Due/Paid Column on the Operations Report.
- s Total from Current Worksheet - Normally this item represents the total from the Premium Due Without Payments Worksheets; however, there is an exception for those companies which had deferred premium. For those companies, on the 1st annual report only, a Premium Due Worksheet calculating interest should also be included in this total.
- t Balance Due Company (+), FCIC (-) - The total balance due the Company or FCIC.
- u Escrow Funded - This line item represents the amount of escrow the Company has requested, and is reported here when FCIC issues the funds to the Company. The total is same as "p" above.
- v Less Drafts Issued (Escrow) - This item represents the amount of checks issued to producers for losses, and is accumulated from an "E" that was validated and accepted in the DAS from the Type 20 record.
- w Escrow Balance - This item represents the difference between the "Escrow Funded" line and the "Less Drafts Issued (Escrow)" line.

2 INTEREST CALCULATION

The Company will be charged interest in the following cases: Late payments of the balance due on Monthly/Annual Operations Reports, overpayment by FCIC of losses or expense reimbursements, increases in the Premium Due Without Payments Report, and on Premium Variations and on uncollected premiums not paid which are reported on the Premium Due Worksheet. The Company will pay FCIC interest at the annual fixed rate of 15%. (See Exhibit 7).

- A If the balance due FCIC on the Monthly/Annual Operations Report is not received by the last banking day of the month, via electronic transfer to FCIC's account at Treasury, interest will attach from the day following the last banking day of the month and will be charged through the day funds are received at Treasury.
- B The Company will repay, with interest, any amount paid to the Company by FCIC which is subsequently determined by FCIC or the Company, to have been not due to the Company, such as overpaid indemnities or excessive expense reimbursements. Interest will attach beginning on the day after the Company is notified of the overpayment through the date the payment is received.
- C Increases in premium amounts for a crop contract which occur after a billing date are reported on the Premium Due Without Payments Report. Interest on these increased amounts will accrue from the first of the month following the Company Payment Date, and will accrue through the end of the month for the monthly report on which the increase was included.
- D The Company will pay interest on any uncollected premiums if the uncollected premiums are not paid to FCIC by the month following the month of the billing date. Interest will attach on any uncollected premiums from the first of the month following the month of the billing date. A full month's interest will be charged for any month or portion of a month that the uncollected premiums are not paid to FCIC. (Exhibit 1)
- E All payments are subject to post audit by FCIC.

SECTION 8 YEAR 2000 CONSIDERATIONS**Year 2000 Compliance****Definition**

Year 2000 compliant means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it.

RMA Responsibility

Risk Management Agency (RMA) is participating in USDA initiatives for Year 2000 compliance. These efforts include assuring smooth operation of software applications, operating systems and hardware into the new millennium. Software applications currently operating for DAS processing are Year 2000 compliant and any new development will be compliant. Older systems are either being retired, reengineered or removed from operation.

Vendors have been contacted regarding the Y2K issue in operating the SUN SPARC system, the back up SUN and the RO Server. The operating system on the SUN and the RO server is Y2K compliant.

Software applications such as DAS, Premium Calculator, and others all have been developed with a 4 digit year in date fields.

Third party certification and validation will be done on both RMA platforms and applications. This process will test date calculations for Y2K compliance and provide required documentation of compliance.

RMA is also responsible to communicate Year 2000 requirements to data exchange partners or delivery partners in order for data exchange and program delivery to not be disrupted during this time.

RMA is working with the industry TIP Committee to develop a method of reporting compliance to companies and state boards of insurance regarding RMA and company ability to deliver program services in 2000.

Reinsured Organization Responsibility

Each reinsured organization is responsible to make any changes, upgrades or enhancements needed to assure all operational systems used in risk management program delivery are Year 2000 compliant.

RMA staff is meeting with the industry TIP Committee February 18 to discuss a method and format of company certification of Year 2000 compliance.

The USDA has required reports on the ability of agencies and delivery partners to receive premium payments, issue checks, pay indemnities and provide service.

A form for this purpose might look as follows:

Information Technology Certification of Year 2000 Compliance

Company: _____
Contact Name: _____
Address: _____

Telephone: _____

email: _____

Application Certification		
Name	4 Digit Year	Date Calculation
DAS Application		
Financial Application		
Mixed Financial Application		

Forms Certification		
Number/Name	4 Digit Year	Date Calculation
Form 123 - Application		
Form 456 - Acres Reporting		
Form 789 - Indemnity		

Platform Certification - Type of Platform (IBM mainframe, SUN, etc.)		
Operating System	Handles 4 Digit	Date Calculation
Solaris		