

RMA requires an APH review on all claims that reach \$200,000 production losses per crop per county. Before a claim is paid, the AIP must review proof of production, by unit for the prior three years, for affected crop(s) and county (ies). The following checklist was created to serve as an aid when preparing APH documents for review.

## Hardcopy Records

- Current and Prior three years 578's and maps.
- Hardcopy Records: Settlement sheets for prior three years for crop(s) specified.
  - Settlement sheets must include: gross weight and/ or gross bushels, test weight, foreign material, moisture (if Mycotoxins are present, must include dockage also).
  - Settlement sheets must have company letterhead or logo; contracts are not acceptable unless all items listed above are included. If duplication of tickets is provided, insured must clearly indicate this on documentation provided. (i.e. settlement sheets and contracts provided with the same tickets).
  - Share must be clearly indicated if 100% of all sharing parties' production is not represented.
  - Unit numbers must also be clearly identified on each settlement sheet and varying units within a settlement sheet identified in some manner.
  - Farm stored production (bin measurements, pits, wagons, etc.) The reviewer must be notified if production needs to be measured. FSA measurements of farm stored production are acceptable, provided hardcopy records are available that include: crop, measurements, location (bin #), moisture, and test weight.
- Contemporaneous Fed Production Records
  - Must include number of livestock, how many days fed, how much fed each day, and unit number. Kill records, in addition to nutritionist feed recommendations, may be used as supporting documentation.
  - If an appraisal has been completed and signed by an adjuster, feeding records are not required.
  - Adjuster measured production, both pre and post feeding out of a bin, does not require feeding records.

## Soft Records

- Documentation used for separation of records for Optional, Basic, and Enterprise Units with multiple databases.
    - Soft records alone are not acceptable; records must be accompanied by hard copy records. Soft records include: yield monitor records, load records, weigh wagons, farm scale, individual tickets, and bin measurements. If production is not reported separately by database on Enterprise Units (PA), total production by crop, county, type, and variety will be sufficient in most cases.
  - Prior year's claim and/ or review documentation. Including prior claims and/ or reviews completed by another AIP.
  - Production worksheets and appraisals are required, if possible, accompanied by review forms and/ or proof of loss.
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Name:

County:

Policy Number:

Crop:

## Hardcopy Records

Current and Prior three years 578's and maps.

2017

2016

2015

2014

Hardcopy Records: Settlement sheets for prior three years for crop(s) specified.

Settlement sheets must include:

Gross weight and/or gross bushels  Test weight  Foreign material

Moisture (if Mycotoxins are present, must include dockage also).

- Settlement sheets must have company letterhead or logo; contracts are not acceptable unless all items listed above are included. If duplication of tickets is provided, insured must clearly indicate this on documentation provided. (i.e. settlement sheets and contracts provided with the same tickets).

- Share must be clearly indicated if 100% of all sharing parties' production is not represented.

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Crop

Measurements

Location (bin#)

Moisture

Test weight.

Contemporaneous Fed Production Records

Must include;

Number of livestock

How many days fed

How much fed each day

Unit number.

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\*This is a brief overview and is meant to serve as a guide. All claims are subject to the applicable policy provisions, CP & SPOIs. If you have specific questions relating to your area please contact your agent.