

## **IS-14-008**

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Date

September 22, 2014

To

All Approved Insurance Providers

All Risk Management Agency Field Offices

All Other Interested Parties

From

Robert Ibarra, Acting Deputy Administrator for Insurance Services /s/ Robert Ibarra

Subject

2015 Reinsurance Year (RY) Determined Yield Requests

## **Background**

The Risk Management Agency (RMA) continues to update its data processing systems under the Information Technology Modernization (ITM) project. RMA replaced the use of the Extranet Pilot SharePoint site with a Regional Office Exceptions (ROE) system for submitting crop year 2014 Requests for Actuarial Change forms. Beginning with the 2015 crop year, ROE is expanding to include RMA Regional Office (RO) Determined Yield requests. As a result, the Extranet Pilot SharePoint site will no longer be used to submit these requests.

## **Action**

For the 2015 reinsurance year, Approved Insurance Providers (AIPs) must submit RMA RO Determined Yield Request forms via mail or fax. ROs will log these requests in ROE, creating a folder on the ROE Extranet SharePoint site. The submission date will be the date the request is postmarked or faxed to the RO.

Once the folder is created in ROE, AIPs will receive an email notification to upload the supporting documentation. DO NOT submit the supporting documentation via e-mail, mail, or fax. If the creation of the ROE folder does not provide the AIP with at least three business days to meet the submission deadline, the AIP will be granted three business days from the date the folder is created in ROE to upload the supporting documentation before the Determined Yield request is considered incomplete. If technical issues exist that prevent uploading the supporting documentation, contact the RO. The RO will review the request, make a determination, and place the response in the folder on the ROE Extranet SharePoint site.

If a policyholder requests an RMA RO Determined Yield and a Written Agreement, AIPs will need to submit these requests separately using the method provided for each request type. AIPs should note on the documentation for each request that both request types have been submitted for the policyholder. Any 2015 RMA RO Determined Yield request submitted through the Extranet Pilot SharePoint site after the date of this notice will not be accepted. All such requests must be resubmitted timely by using the methods provided in this memorandum. This process change does not in any way alter deadlines for submission of RMA RO Determined Yield Request forms to the RO. AIPs should contact the applicable RO with any questions or assistance with ROE.