

United States
Department of
Agriculture



Federal Crop Insurance Corporation

FCIC-25030 (08-2013) FCIC-25030-1 (08-2016) FCIC-25030-2 (05-2017)

APPLE LOSS ADJUSTMENT STANDARDS HANDBOOK

2017 and Succeeding Crop Years

RISK MANAGEMENT AGENCY KANSAS CITY, MO 64133

TITLE: APPLE LOSS ADJUSTMENT STANDARDS HANDBOOK	NUMBER: 25030 25030-1 25030-2
EFFECTIVE DATE: 2017 and succeeding crop years	ISSUE DATE: 5/25/2017
SUBJECT:	OPI: Product Administration and Standards Division
Provides the procedures and instructions for administering the apple crop insurance	APPROVED:
program	/s/ Richard S. Flournoy
	Deputy Administrator for Product Management

REASON FOR AMENDMENT

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

- 1. Exhibit 4, item 31, page 41: Revised the directions for entering Appraised Potential for Basic Coverage Appraisals.
- 2. Exhibit 4, item 35, page 41: Revised the directions for entering the Quality Factor for Optional Coverage Appraisals.
- 3. Exhibit 4, item 37, page 42: Removed instructions for appraisals where only a part of the appraised production is damaged by uninsured causes. See exhibit 4, item 72 for clarification.
- 4. Exhibit 4, Narrative, page 45: Added instructions to document computations used to calculate item 72 on the PW.
- 5. Exhibit 4, item 72, page 49: Revised the instructions for Total APH Production to correctly calculate APH when there is partial damage due to uninsured causes.
- 6. Exhibit 4, pages 51-52: Made necessary corrections due to the revisions of items 31, 35, 37, and 72 of exhibit 4.

APPLE LOSS ADJUSTMENT STANDARDS HANDBOOK

	Control Chart For: Apple Loss Adjustment Standards Handbook												
	TP TC Text Exhibit Exhibit Direc												
	Page(s)	Page(s)	Page(s)	Number	Page(s)	Date	Number						
Remove	1-4					08-2016	FCIC-25030-1						
			41-44			08-2016	FCIC-25030-1						
			45-46			08-2013	FCIC-25030						
			49-50			08-2013	FCIC-25030						
			51-52			08-2016	FCIC-25030-1						
Insert	1-2												
						05-2017	FCIC-25030-2						
			41-46										
			49-52										
Current	1-2					05-2017	FCIC-25030-2						
Index		1-2				08-2016	FCIC-25030-1						
			1-4			08-2013	FCIC-25030						
			5-6			08-2016	FCIC-25030-1						
			7-12			08-2013	FCIC-25030						
			13-18.2			08-2016	FCIC-25030-1						
				1	19	08-2013	FCIC-25030						
				2	20	08-2013	FCIC-25030						
				3	22-26	08-2013	FCIC-25030						
				2 3 3 3	27-28	08-2016	FCIC-25030-1						
				3	29-32	08-2013	FCIC-25030						
				4	34-40	08-2013	FCIC-25030						
				4	41-46	05-2017	FCIC-25030-2						
				4	47-48.2	08-2016	FCIC-25030-1						
				4	49-52	05-2017	FCIC-25030-2						
				4	53	08-2013	FCIC-25030						
				5	54	08-2013	FCIC-25030						
				6	55	08-2013	FCIC-25030						
				7	56	08-2013	FCIC-25030						

FILING INSTRUCTIONS

The handbook pages listed in the Control Chart above under the "Insert" heading replace such pages in the FCIC-25030-1H Apple Loss Adjustment Standards Handbook, dated August 29, 2016. This handbook is effective for the 2017 and succeeding crop years and is not retroactive to any 2016 or prior crop year determinations.

30. Use of Acreage	Important: Verify any "Use of Acreage" entry. If the final use of the											
(continued)	acreage was not as indicated, strike out the original line and initial it.											
	Enter all data on a new line showing the correct "Use of Acreage."											
	Reminder: Refer to the LAM for information on gleaning.											
31. Appraised Potential	Make the following entries in boxes/bushels to tenths.											
	(a) <u>Basic Coverage Appraisals</u> : <u>Transfer entry from item 45</u> , "Appraised Production per Acre" from the Basic Coverage line on the appraisal worksheet.											
	Optional Coverage Appraisals: Transfer entry for item 27 "No. of Boxes/Bushels per Acre" on the appraisal worksheet.											
	(c) If there is no potential on UH acreage, enter "0.0" (zero).											
	Reminder: Refer to the LAM for procedures for documenting "0.0" (zero) yield appraisals.											
32a 33.	Make no entry.											
34. Production Pre QA	Item 19 multiplied by item 31, results in boxes/bushels rounded to tenths.											
	Reminder: If no entry in item 31, make no entry.											
35. Quality Factor	Make the following percent entry as a three-place decimal.											
	Example: Enter 4% as 0.040, etc.											
	(a) Appraisals, or											
	(1) Basic Coverage Appraisals: Make no entry.											
	(2) Optional Coverage Appraisals: As applicable, transfer the lesser of the quality adjustment factor from the Optional Coverage Supplement Appraisal or Optional Coverage Appraisal from item 42 "Undamaged %" on the appraisal worksheet.											
	(b) State/Federal Destruction Orders											
	Under section 15 (j) of the BP, if due to insured causes, a Federal or State agency has ordered the appraised crop or production to be destroyed, enter the factor "0.000."											

35. Quality Factor (continued)	(1) Instruct the insured to complete and submit a Certification Form stating the date the crop or production was destroyed and the method of destruction (refer to the Narrative below).								
***	(2) Refer to LAM for additional information.								
	Reminder: Include a copy of all supporting quality adjustment documentation in the insured's claim file. For additional quality adjustment definitions, instructions, documentation, qualifications, and testing requirements, refer to the LAM. Also refer to the quality adjustment instructions in the Narrative, herein. Make no entry if no quality adjustment.								
36. Production	Make the following entries in boxes or bushels to tenths. For appraisals:								
Post-QA	(a) With quality adjustment: Item 34 multiplied by item 35.								
	(b) Without quality adjustment: Transfer entry from item 34.								
37. Unins. Causes	Make the following entries in boxes/bushels rounded to tenths.								
	For acreage damaged solely by uninsured causes, item 19 multiplied by the per-acre appraisal in item 27 "No. of Boxes/Bushels per Acre" on the appraisal worksheet or other documentation; otherwise, make no entry.								
***	(a) Hail and fire exclusion <u>not</u> in effect.								
	(1) Enter the result of multiplying item 19 by not less than the insured's production guarantee per acre for the line, (calculate by multiplying the elected coverage level percentage times the approved APH yield per acre shown on the APH form) for any "P" stage acreage. On preliminary inspections, advise the insured to keep the harvested production from any acreage damaged solely by uninsured causes separate from other production.								
	(2) For acreage that is damaged partly by uninsured causes, enter the result of multiplying appraised uninsured loss of production per acre by item 19. Refer to the LAM for information regarding assessing uninsured cause appraisals.								
	(b) Refer to the LAM when a Hail and Fire Exclusion is in effect and damage is from hail or fire.								
	(c) Enter the result of adding uninsured cause appraisals to hail and fire exclusion appraisals.								
	Reminder: For fire losses, if the insured also has other fire insurance (double coverage), refer to the LAM.								

38. T o	otal to Count	Item 36 plus item 37, results in boxes/bushels to tenths.													
39. T o	otal	Total of item 19 acres to tenths. Check the applicable qualifying quality adjustment condition(s) affecting													
40. Q ı	uality			ty adjustment cond oduction in the table											
		Important: Refer to the CP and SP for quality conditions. Qualifying Quality Adjustment Conditions Table													
		TW	Vomitoxin	Dark Roast	СоГо										
		KD	Fumonisin	Sclerotinia	Other										
		Aflatoxin	Garlicky	Ergoty	None										
		not listed in the Federal or State (1) Identify was desson a Spo	he table above for pate agency. the injurious substatroyed and the metlecial Report.	njurious substances production ordered ance or condition, t hod of destruction i	destroyed by a he date the crop n the Narrative or										
		the dest	lts confirming the	f possible a copy of presence of any inju											
		(b) Otherwise, ch	eck "None."												
FI otl or	Iycotoxins exceed DA, State, or health ganization aximum limits	as "Other") exceed	Check "Yes" if any mycotoxin listed in item 40 (including any identified as "Other") exceeds the Federal, State, or other health organization maximum limits; otherwise, make no entry.												
42. T o	otals	Separately total ite no entry if an item		38 in boxes/bushel	s to tenths. Make										

Narrative

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

- (1) If no acreage is released on the unit, enter "No Acreage Released," adjuster's initials, and date.
- (2) 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.
- (3) Explain any uninsured causes, unusual, or controversial cases.
- (4) If there is an appraisal in item 37 for uninsured causes due to a hail/fire exclusion, show the original hail/fire liability per acre and the hail/fire indemnity per acre.
- (5) 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 if not recorded on the appraisal worksheet.
- (6) 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.
- (7) Explain any errors found on the Summary of Coverage.
- (8) Explain any commingled production. Refer to the LAM.
- (9) Explain any entry for "Production Not to Count" in item 62, and/or any production not included in item 56 entries.

Example: Harvested production from uninsured acreage that can be identified separately from the insured acreage in the unit.

- (10) Explain a "No" checked in item 44.
- (11) Attach a sketch map or aerial photograph to identify the total unit:
 - (a) if consent is given to put part of the unit to another use;
 - (b) if uninsured causes are present; or
 - (c) for unusual or controversial cases.

Important: Indicate on an aerial photo or sketch map, the disposition of acreage destroyed or put to other use with or without consent.

- (12) Explain any difference between inspection and signature dates. For an absentee insured, enter the date of the inspection and the date of mailing the Production Worksheet for signature.
- (13) When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.

Narrative (continued)

- (14) Explain reason for a "No Indemnity Due" claim. No Indemnity Due claims are to be distributed in accordance with the AIP's instructions.
- (15) Document any authorized estimated acres shown in item 19 as follows: "Line 3 'E' acres authorized by AIP MM/DD/YYYY."
- (16) Document the method and calculation used to determine acres for the unit. Refer to the LAM.
- (17) For production to be destroyed due to presence of injurious substances or conditions, document the following.
 - (a) Explain any "0.000" quality adjustment factor entered in items 35 and 65. Follow the documentation requirements listed in items 40 and 41 above.
 - (b) Refer to the LAM for additional documentation requirements.
- (18) Explain losses due to fire where weeds and other forms of undergrowth were not controlled or pruning debris was not removed.
- (19) Document the name and address of the charitable organization when gleaned acreage is applicable.

Reminder: Refer to the LAM for more information on gleaning.

- (20) Document any other pertinent information, including any data to support any factors used to calculate the production.
- (21) Document the computations used to calculate item 72 (Total APH Prod.) on the PW.

Section II: Determined Harvested Production

- (1) When all acreage has been harvested, determine total production from warehouse receipts, packer/processor receipts, or farm management records (refer to the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler.
- (2) 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.
- (3) For production that is sold, enter the name and address of the buyer, packing house, or processor as applicable in items 49 through 52. For fruit otherwise disposed of, indicate the method of disposition.
- (4) The insured shall maintain satisfactory records of all production sold. Verify any processing/packing house records.

Reminder: If acceptable sales records are not available refer to the LAM.

Section II: Determined Harvested Production (continued)

- (5) If additional lines are necessary, the data may be entered on a continuation sheet. Use separate lines for:
 - (a) separate storage facilities;
 - (b) different buyers, packing houses, or processors,
 - (i) the insured should maintain satisfactory records of all production,
 - (ii) AIP shall verify any packing house or processor records,
 - (iii) in all localities, if the first handler was not a packer or processor, the production shall be determined by the adjuster on the basis of available records;
 - (c) varying shares, such as 50% and 75% shares on same unit; and
 - (d) 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 items 47a through 66 by crop.

Reminder: If production has been commingled, refer to the LAM.

- (6) If any of the insured's harvested production records are not based on standard units of measure as defined in the CP (bins, boxes, or bushels), convert such harvested production to 35 pound boxes, 42 pound bushels, or 40 pound bushels, as applicable. Document conversion calculations in the Production Worksheet Narrative or on a Special Report, as applicable.
- (7) Bushel/Box-Bin Equivalents If the insured's harvested production records are based on a "Bin Count" the following applies:
 - (a) in localities where a "Loose Field Box" is the standard container, use 25 loose field boxes per bin as the standard equivalent for determining the gross amount of production unless the number of loose field boxes is determined to be different than 25. In such cases, use the determined boxes per bin.
 - (b) in localities where a "Bushel" is the standard container, the number of bushels per bin is the number established by the first handler (packing house or processor).
- (8) In all localities, if the handler was not a packer or processor, the production will be determined by the adjuster on the basis of available records.
- (9) There will generally be no harvested production entries in items 47a through 66 for preliminary inspections.

66. Production to	Make the following entries in boxes/bushels to tenths.								
Count	(a) If entry in item 65: Item 63 multiplied by item 65.								
	(b) If no entry in item 65: Transfer entry from item 63.								
67. Total	(a) Total of item 63 entries in boxes/bushels to tenths.								
	(b) If no entry in item 63, make no entry.								
68. Section II Total	Total of item 66 entries, results in boxes/bushels to tenths.								
69. Section I Total	Total of item 38 entries, results in boxes/bushels to tenths.								
70. Unit Total	Item 68 plus item 69, results in boxes/bushels to tenths.								
71. Allocated Prod.	(a) Total production in boxes/bushels to tenths, allocated to this unit that is included in Sections I or II of the Production Worksheet.								
	(b) Document how allocated production was determined and record supporting calculations in the Narrative or on a Special Report.								
****	Reminder: Refer to the LAM for instructions for determining allocated production.								
72. Total APH Prod.	Make the following entries in boxes/bushels to tenths.								
	(a) When there are entries in items 37 and/or 71: The sum of the APH entry(s) in column 43 from each appraisal worksheet for the unit plus item 68 minus item 71 minus the sum of column 37 (from line 42 "Totals").								
	(b) When there is no entry in items 37 and item 71: The sum of the APH entry(s) in column 43 from each appraisal worksheet for the unit plus item 68.								
	Important: Make no entry when separate APH yields are maintained by type or practice within the unit.								
	Reminder: Document the computations used to calculate item 72 in the Narrative.								

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

73. Adjuster's Signature, Code # and Date	(a)	Signature of adjuster, code number, and date signed after the insured or insured's authorized representative has signed.
	(b)	For an absentee insured, enter adjuster's code number only. The signature and date shall be entered after the absentee has signed and returned the Production Worksheet.
	(c)	Final indemnity inspections should be signed on the bottom line.

74. Insured's Signature and Date	(a) Insured's or insured's authorized representative's signature and date.									
	(b) Before obtaining insured's signature, review all Production Worksheet entries with the insured, or insured's authorized representative, explain codes that may not be readily understood.									
	(c) Final indemnity inspections should be signed on the bottom line.									
75. Page Numbers	PRELIMINARY: Page numbers "1," "2," etc., at the time of inspection.									
	FINAL: Page numbers.									
	Example: Page 1 of 1, Page 1 of 2, Page 2 of 2, etc.									

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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	Multi-	Reported	Dete	rmined	Interest	or			Sub-	intended	Irr	Cropping	Organic		Use of	Appraised	Moisture	Shell %,	Production	Quality	Production	Unins.	Total to
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B-2	NS		3.0		1.000	9	112				002			UH	UH	38.8	ractor	value	<u>116.4</u>		<u>116.4</u>		<u>116.4</u>
D-2	113		3.0		1.000	,	112				002			UH	UH	30.0			110.4		110.4	<u> </u>	110.4
B-3	NS		1	17.0 1.0			112				002			H	H								
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	39	. TOTAL	20	0.0					CoFo ☐ Other ☒ None ☐ FDA, State or other health organization maximum limits? Yes ☐					7	42.	TOTALS	<u>116.4</u>		<u>116.4</u>		<u>116.4</u>		
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47b. Share									Bu.,			58b.	59b. Moistur		0b.					64b.			
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	0054														I. M. Insured 9. Claim # 11. Crop Year								
4. Dat	e(s) of D	amage	Aug	10								\neg				9. Claim	XXXX	XXX		11. Сюр	YYY	Y.	
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SECTION I – DETERMINED ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS A. ACTUARIAL B. POTEN													NUMBER OF STREET	IEI D									
A. A	CTUAR	IAL	T			<u> </u>	T		T 1		1	1	1		T .	B. POTE	32a.		1	1	1	T	T
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Field	Multi-	Reported	Determi	ned In	terest o	r			Sub-	Intended	Irr	Cropping	Organic		Use of	Appraised	Moisture	Shell %,	Production	Quality	Production	Unins.	Total to
ID	Crop Code	Acres	Acre		Share	Risk	Type	Class	Class	Use	Practice	Practice	Practice	Stage	Acres	Potential	% Factor	Factor, or Value	Pre QA		Post QA	Causes	Count
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<i>OC-1</i>	NS		4.5	4.5			111				002			UH	UH	65.0			292.5	<i>0.73</i>	<u>213.5</u>		213.5
OC-2	NS		6.4		1.000		111				002			UH	UH	85.0			544.0	0.79	429.8		429.8
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Share	Multi-					Net	Conver		(Bu),	She		FM %	Moistur	0	st Wt.					Value			
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