

United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation



# Document and Supplemental Standards Handbook

**2020 and Succeeding Crop Years**

**FCIC-24040  
(06-2019)**

**FCIC-24040-01  
(11-2019)**

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**UNITED STATES DEPARTMENT OF AGRICULTURE  
RISK MANAGEMENT AGENCY  
KANSAS CITY, MISSOURI 64133**

<b>TITLE: 2020 DOCUMENT AND SUPPLEMENTAL STANDARDS HANDBOOK</b>	<b>NUMBER: FCIC 24040-01</b>
<b>EFFECTIVE DATE: 2020 and Succeeding Crop Years</b>	<b>ISSUE DATE: November 22, 2019</b>
<b>SUBJECT:</b>  <b>2020 Document and Supplemental Standards Handbook</b>	<b>OPI: Product Administration and Standards Division</b>
	<b>APPROVED:</b>  <b>/s/ John W. Underwood for</b>  <b>Deputy Administrator for Product Management</b>

**REASON FOR ISSUANCE**

This handbook provides the official FCIC approved form standards and procedures for use in the sale and service of any eligible Federal crop insurance policy; required statements and disclosures; and the standards for submission and review of non-reinsured supplemental policies in accordance with the Standard Reinsurance Agreement for the 2020 and succeeding crop years.

## SUMMARY OF CHANGES

The chart below identifies significant changes or modifications from prior issuances of the DSSH. Minor changes and corrections are not included in this listing. Affected forms must be modified to include these changes by December 31, 2019 and are effective for policies with a contract change date after the directive's publication.

REFERENCE	DESCRIPTION OF ADDITIONS, DELETIONS, CHANGES OR CLARIFICATIONS
Para. 5	Updated link for Civil Rights
Exhibit 24	Added Point of Reference for Apiculture and PRF and addition to Native Sod Required statement to Acreage Report form standard

## CONTROL CHART

	TP Page(s)	TC Page(s)	Text Pages	Exhibit Pages	Date	Directive Number
Remove	1-2	-	2-3	62-65	June 2019	FCIC 24040
Insert	1-2	-	2-3	62-65	November 2019	FCIC 24040-01

## FILING INSTRUCTIONS

This directive is effective on the date issued and will remain in effect until superseded or slip-sheeted. RMA will amend this directive to administer programs reinsured by FCIC under authority of the Federal Crop Insurance Act, 7 U.S.C. 1502 et. seq. FCIC-24040 Document and Supplemental Standards Handbook issued June 2019 is superseded by this directive.

## 1 General Information (Continued)

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### A. Related Procedural Handbooks or Directives

The following table provides directives closely related to this handbook. However, other RMA approved handbooks may refer to this handbook and be applicable.

<b>Handbook/ Directive</b>	<b>RELATION/PURPOSE</b>
<b>Appendix III</b>	Standards, instructions, and information for electronic data reporting of policyholder, commodity, and other information submitted by AIPs as required by the SRA, LPRA, or other policy and procedure.
<b>CIH</b>	Provides the official FCIC-issued underwriting standards for policies covered under the Common Crop Insurance Policy Basic Provisions and Area Risk Protection Insurance, including the Catastrophic Risk Protection Endorsement and Supplemental Coverage Option; and the Actual Production History Regulation G.
<b>GSH</b>	Provides the official FCIC approved standards for policies administered by AIPs under the General Administrative Regulations, 7 C.F.R. Part 400; Common Crop Insurance Policy Regulations, Basic Provisions, 7 C.F.R. § 457 including the Catastrophic Risk Protection Endorsement, 7 C.F.R. § 402 and the Actual Production History Regulation 7 C.F.R. Part 400 Subpart G; the Area Risk Protection Insurance Regulations, 7 C.F.R. Part 407; Stacked Income Protection Plan; the Rainfall and Vegetative Indices; and the Whole Farm Revenue Protection Pilot Policy.
<b>ITS</b>	Provides instructions for administration of the ineligible tracking system.
<b>LAM</b>	Identifies loss adjustment standards and requirements for determining production or revenue and adjusting crop insurance claims.
<b>NISH</b>	Provides instructions for administration of the nursery crop provisions.
<b>RI/VI</b>	Procedures and information for administering the RI/VI plans of insurance.
<b>STAX</b>	Procedures for administering STAX (cotton only).
<b>WAH</b>	Provides standards and instructions for handling of actuarial change requests and WAs.
<b>WFRP</b>	Provides information, procedures, and instructions for administering WFRP.

### D. Procedural Issuance Authority

This handbook is written and maintained by:

Office of Deputy Administrator for Product Management  
Product Administration and Standards Division USDA—  
Risk Management Agency  
Beacon Facility—Mail Stop 0812  
P.O. Box 419205  
Kansas City, MO 64141-6205

## **1 General Information (Continued)**

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### **D. Procedural Issuance Authority (continued)**

For applicable RMA Regional or Compliance office contacts referenced throughout this handbook, refer to [www.rma.usda.gov/en/RMALocal/Field-Offices/Regional-Offices](http://www.rma.usda.gov/en/RMALocal/Field-Offices/Regional-Offices) or [www.rma.usda.gov/en/RMALocal/Field-Offices/Regional-Compliance-Offices](http://www.rma.usda.gov/en/RMALocal/Field-Offices/Regional-Compliance-Offices).

### **E. Procedural Questions**

Questions regarding form standards and procedures may be directed to the RMA Product Administration and Standards Division, Underwriting Standards Branch using the address in sub-paragraph D above or via the RMA Policy Issue Log, see GSH Para. 1G.

## **2 AIP Responsibilities**

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AIPs must develop documents in accordance with RMA standards and other RMA form standard issuances. Upon request, each AIP must provide documents, document completion instructions, and applicable computation results to the RMA or any other USDA oversight agency for review of compliance with these and other RMA form standards.

## **3 RMA Responsibilities**

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The RMA must establish and maintain the DSSH to provide the minimum form standards for the applicable crop insurance documents and provide guidance and clarification to the AIP as requested.

## **4 Acronyms and Definitions**

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Refer to the General Standards Handbook for applicable acronyms and definitions.

## **5 Title VI of the Civil Rights Act of 1964**

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The USDA prohibits discrimination against its customers. Title VI of the Civil Rights Act of 1964 provides that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Therefore, programs and activities that receive Federal financial assistance must operate in a non-discriminatory manner. Also, a recipient of RMA funding may not retaliate against any person because he or she opposed an unlawful practice or policy, or made charges, testified or participated in a complaint under Title VI.

It is the AIPs’ responsibility to ensure that standards, procedures, methods and instructions, as authorized by FCIC in the sale and service of crop insurance contracts, are implemented in a manner compliant with Title VI. Information regarding Title VI of the Civil Rights Act of 1964 and the program discrimination complaint process is available on the RMA public website at [www.ascr.usda.gov/](http://www.ascr.usda.gov/).

See Para. 503 for information about the RMA Non-Discrimination Statement.

**Social Security Number and Employer Identification Number Reporting**

<b>1 Applicant/Insured's Information</b>			
<b>A</b>	"Applicant/Insured's Name"		Substantive
<b>B</b>	"Applicant/Insured's Authorized Representative"		Substantive
<b>C</b>	"Applicant/Insured's Street and/or Mailing Address"		Substantive
<b>D</b>	"City and State"		Substantive
<b>E</b>	"Zip code"		Substantive
<b>F</b>	"[YEAR] and Succeeding Crop Years"		Substantive
<b>G</b>	"Policy Number"		Substantive
<b>H</b>	"Identification Number"		Substantive
<b>I</b>	"Identification Number Type"		Substantive
<b>J</b>	"Person Type"		Substantive
<b>K</b>	"Spouse's Name"		Substantive
<b>L</b>	"Spouse's Identification Number"		Substantive
<b>2 Other Person(s) Information</b>			
<b>A</b>	<p>"List all person(s) with a substantial beneficial interest in you as defined in the applicable policy provisions (include landlords or tenants insured under the applicant). If none, state NONE."</p> <p>Required Information: (Title and Items 1-6 are Substantive)</p> <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Address</li> <li>3. Telephone number</li> <li>4. Identification Number</li> <li>5. Identification Number Type</li> <li>6. Person Type</li> </ol>	<p><b>Note:</b> Include a note regarding additional space if needed to complete lists, e.g., (See reverse side for additional space)</p>	Substantive
<b>3 Required Signatures</b>			
<b>A</b>	"Insured's Printed Name, Signature and Date"		Substantive
<b>B</b>	"Agent's Printed Name, Signature, Code Number and Date"		Substantive
<b>C</b>	"Agent's Street and/or Mailing Address"		Substantive
<b>4 Required Statements</b>			
<b>A</b>	Certification Statement	Para. 502	Substantive
<b>B</b>	Privacy Act Statement	Para. 501	Substantive
<b>C</b>	Nondiscrimination Policy Statement	Para. 503	Substantive

## Acreage Report

The Acreage Report is required annually and determines the number of reported acres, liability, or amount of insurance provided, premium, and establishes the insurable share at the time insurance attaches. The standards below represent all Acreage Report elements for standards identified in the CIH and GSH. The AIP may use all terms for one Acreage Report type or only those standards that are applicable for the applicable policy (e.g., multiple Acreage Report Types). See the GSH and CIH for further completion and application instructions.

<b>1 Insured Information</b>			
<b>A</b>	“Insured’s Name”		Substantive
<b>B</b>	“Insured’s Authorized Representative”		Substantive
<b>C</b>	“Street and/or Mailing Address”		Substantive
<b>D</b>	“City and State”		Substantive
<b>E</b>	“Zip Code”		Substantive
<b>F</b>	“Insured’s Telephone Number”		Substantive
<b>G</b>	“Policy Number”		Substantive
<b>H</b>	“Identification Number”		Substantive
<b>I</b>	“Identification Number Type”		Substantive
<b>J</b>	“Person Type”		Substantive
<b>K</b>	“Landlord/Tenant insuring other’s share”	See Para. 411	Substantive
<b>L</b>	“Spouse’s Name”		Substantive
<b>M</b>	“Spouse’s Identification Number”		Substantive
<b>N</b>	“Spouse’s Identification Number Type”		Substantive
<b>2 Crop Information</b>			
<b>A</b>	“Crop Year”		Substantive
<b>B</b>	“Crop”		Substantive
<b>C</b>	“State and County”		Substantive
<b>D</b>	“MCEU Other County”	Note: Substantive only when MCEU applies to the policy	Substantive/ Non-Substantive
<b>E</b>	“MCEU Primary or Secondary County”	Note: Substantive only when MCEU applies to the policy	Substantive/ Non-Substantive
<b>F</b>	“Plan of Insurance”		Substantive
<b>G</b>	“Options, Elections, or Endorsements”		Substantive
<b>H</b>	“Type”		Substantive
<b>I</b>	“Practice”		Substantive
<b>J</b>	“Unit Number”		Substantive
<b>K</b>	“Unit Structure Code”		Substantive
<b>L</b>	“Coverage Level”		Substantive
<b>M</b>	“Acreage Type”	<b>Note:</b> Non-Substantive for RI Acreage Reports only	Substantive/ Non-Substantive



**Acres Report (Continued)**

<b>2 Crop Information (continued)</b>			
<b>N</b>	“Legal Description:” ___ “Section:” ___ “Township:” ___ “Range:” ___ “Other Land Identifier (e.g., Spanish land grants, metes and bounds, etc.):”	<b>Note:</b> Non-Substantive for RI Acreage Reports only.	Substantive/ Non-Substantive
<b>O</b>	“Field Location Identification”	<b>Note:</b> See CIH Para.1211	Substantive/ Non-Substantive
<b>P</b>	“Approved APH Yield”	<b>Note:</b> Substantive for those plans that use approved APH yields.	Substantive
<b>Q</b>	“Reported Acres”	<b>Note:</b> Or, “Number of Trees”, “Number of Pounds,” or “Insured Acres by Grid”	Substantive
<b>R</b>	Divide column and label “Whole” and “10ths or 100ths” underneath “Reported Acres/Number of Trees or Pounds”		Non-Substantive
<b>S</b>	“Measurement Service”		Substantive
<b>T</b>	“Insured's Share”		Substantive
<b>U</b>	“Name of Other Person(s) Sharing in the Crop”		Substantive
<b>V</b>	“Date Planting Completed”		Substantive
<b>W</b>	“Area Classification”	<b>Note:</b> Non-Substantive for RI Acreage Reports only.	Substantive/ Non-Substantive
<b>X</b>	“Percentage Price Election, Projected Price, or Amount of Insurance, or Protection Factor”		Substantive
<b>Y</b>	“Point of Reference”	<b>Note:</b> Substantive for Apiculture and Pasture, Rangeland, and Forage only.	Substantive/ Non-Substantive
<b>Z</b>	“Grid ID”	<b>Note:</b> Substantive for RI/VI Acreage Reports only.	Substantive/ Non-Substantive
<b>AA</b>	“Intended Use”		
<b>BB</b>	“Total Insurable Acres”	<b>Note:</b> Substantive for Pasture, Rangeland, Forage Only: Total Insurable Acres of the crop in which the insured has a share.	Substantive/ Non-Substantive
<b>CC</b>	“Total Number of Colonies in the U.S.”	<b>Note:</b> Substantive for Apiculture Only. Total number of colonies in which the insured has a share.	Substantive/ Non-Substantive
<b>DD</b>	“Total Number of Hives of Insured Colonies”	<b>Note:</b> Substantive for Apiculture Only. Number of Hives of insured colonies assigned to the Grid ID.	Substantive/ Non-Substantive
<b>EE</b>	“Dual Use Option”	<b>Note:</b> Substantive for Annual Forage only.	Substantive/ Non-Substantive
<b>FF</b>	“Remarks”		Substantive

**Acreage Report (Continued)**

<b>3 Required Statements</b>			
<b>A</b>	Provide the following question above the Certification Statement. “I have verified my identification number affixed to this Acreage Report is true and accurate. <input type="checkbox"/> Yes <input type="checkbox"/> No. If the affixed identification number is not correct or you have not had an opportunity to verify your identification number please contact [INSERT AIP CONTACT POINT] and submit a Policy Change.”		Non-Substantive
<b>B</b>	“I certify that I am responsible for establishing the approved APH yields that are used to calculate the production guarantees contained in this acreage report and that such approved APH yields are correct to the best of my knowledge.”	<b>Note:</b> Provide the following Certification Statement above the Agent’s signature. Substantive only for those policies that use an approved APH yield to establish the guarantee	Substantive/ Non-Substantive
<b>C</b>	“I <input type="checkbox"/> HAVE or <input type="checkbox"/> HAVE NOT broken native sod after February 7, 2014. For any native sod acreage broken after December 20, 2018, identify the year it was broken separately for each parcel: _____.”	<b>Note:</b> Substantive only for states subject to Native Sod provisions. Provide the following Statement above the Insured’s signature for States subject to the Native Sod Provisions:	Substantive/ Non-Substantive
<b>D</b>	“The colonies noted above qualify as apiculture and the selected index intervals support the vegetation production necessary for the colonies.”	<b>Note:</b> Substantive for Apiculture Only. Provide the following Statement above the Insured’s signature on Acreage Reports subject to the Apiculture Provisions:	Substantive/ Non-Substantive
<b>E</b>	“To the best of my knowledge, the Grid ID accurately identifies the location of the insured acreage; and acreage assigned to each Grid ID is accurate.”	<b>Note:</b> Substantive for Apiculture Only. Provide the following Statement above the Insured’s signature on Acreage Reports subject to the Apiculture Provisions:	Substantive/ Non-Substantive
<b>F</b>	“I certify that the acreage reported for the dual use option is intended to be grazed.”	<b>Note:</b> Substantive for Annual Forage only. Provide the following Statement above the Insured’s signature on Acreage Reports subject to the Annual Forage Provisions:	Substantive/ Non-Substantive
<b>G</b>	USDA Multiple Benefit Certification Statement	Para. 504	Substantive
<b>H</b>	Certification Statement	Para. 502	Substantive
<b>I</b>	Privacy Act Statement	Para. 501	Substantive
<b>J</b>	Nondiscrimination Policy Statement	Para. 503	Substantive
<b>4 Required Signatures</b>			
<b>A</b>	“Insured’s Printed Name, Signature and Date”		Substantive
<b>B</b>	“Agent’s Printed Name, Signature, Date and Code Number”		Substantive