

INSURED CHECKLIST - COMPLIANCE REVIEW DOCUMENTATION

Note: NAU will check our records for past reviews that cover the crop and county being reviewed. If you are aware that a review or loss with another company had been completed on the indicated crop and county, please tell us and supply the company's name and policy number.

Production and acreage evidence, labeled by crop year, for the previous three crop years is required. If newly certified, provide records for each certified crop year. Do not submit original documents, provide copies only.

To prove final disposition of the crop, the following "hard" copy records are acceptable and **must be separate by crop year**. 100% of the production must be provided, not just insured's share.

___ **For sold or delivered production:** assembly sheets, processing records, etc. showing buyer's name and address, insured's name, crop, load/ticket numbers, gross weight, tare weight, date weighed, moisture and test weight. Any "split" ticket must have acceptable conveyance record showing separate production by unit.

___ **For production currently farm stored:** submit crop insurance or FSA actual bin measurements.

___ If bin contains production from prior years, a disinterested third party measurement is required **before** adding new crop.

___ If current year production in bin has not been measured, contact the Compliance Coordinator or the Claims Supervisor to arrange for measurement.

___ FSA LDP loan records are acceptable only if actual signed measurements are furnished.

___ **Precision farming records if RMA approved** equipment is utilized and the records can be printed directly from the combine and include the annual calibration report and yield map or summary, and all of the following: insured's name, unit number or legal description, crop, harvested acres, harvest date, total weight, moisture content, total yield and dry yield.

___ **For fed production:** records must be contemporaneous (e.g., daily) and include all of the following: amount fed per day; bin ID where stored; number, kind and average weight of livestock and pen number or location; unit number or legal description where produced; and crop year harvested.

___ Production measurement can and should be requested prior to feeding, which would eliminate the need for the feeding records.

___ **For unharvested acreage:** request, obtain and furnish signed appraisal completed by disinterested third party.

___ **Claim production:** any unit with a prior year claim payment will use that production for the actual yield.

To prove production by unit/legal description, practice, type or variety, the following "soft" records are acceptable and must include records for **each and every** unit.

___ **Assembly sheets, processing records, etc.** marked with unit number or legal description where produced.

___ **Combine monitor records:** printed record separating total production for all unit numbers or legal description must include harvested date.

___ **Truck or wagon field harvest records:** must be concurrent and include harvest date, unit number or legal description, conveyance type, load size and number of loads per unit.

___ **Weigh slips:** must include crop, date harvested, gross weight, tare weight, unit number or legal description.

___ **Bin markings:** must be pre-approved prior to harvest and only apply to current crop year production.

___ **Precision farming records:** if not RMA approved equipment and/or no acceptable calibration reports available, records can be used as acceptable "soft" records.

To prove acreage for each of the previous crop years, the following third party records are acceptable:

___ **FSA 578s:** labeled by unit or legal description, or provide maps for each legal description.

___ **CIMs 578s:** acceptable with NAU mapping documentation, if available.

___ **Copy of leases, measurement services, or other proof of acres:** acceptable **only if** FSA or CIMs 578s are not available, and only if special reported as to why other documentation is not available.

Additional tips to expedite review processing:

___ **Number** all pages submitted in lower right-hand corner of document to facilitate resolution of questions.

___ **Verify** that total certified production and acres by year have acceptable records submitted that reflect the totals.

___ **Sort and group** records by crop year and label properly by year, unit, etc.