

United States
Department of
Agriculture



Federal Crop
Insurance
Corporation



Product
Development
Division

FCIC-25830 (11-2000)
FCIC-25830-1 (06-2001)
FCIC-25830-2 (11-2003)

APPLE PILOT QUALITY OPTION LOSS ADJUSTMENT STANDARDS HANDBOOK

2004 and Succeeding Crop Years

**UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.**

FEDERAL CROP INSURANCE HANDBOOK	NUMBER: 25830 (11-2000) 25830-1 (06-2001) 25830-2 (11-2003)
SUBJECT: APPLE PILOT QUALITY OPTION LOSS ADJUSTMENT STANDARDS HANDBOOK 2004 AND SUCCEEDING CROP YEARS	DATE: November 19, 2003
	OPI: Product Development Division
	APPROVED: /s/ Tim B. Witt Deputy Administrator, Research and Development

THIS HANDBOOK CONTAINS THE OFFICIAL FCIC-APPROVED LOSS ADJUSTMENT STANDARDS FOR THIS CROP FOR THE 2004 AND SUCCEEDING CROP YEARS. IN THE ABSENCE OF INDUSTRY-DEVELOPED, FCIC-APPROVED PROCEDURE FOR THIS CROP FOR 2004 AND SUCCEEDING CROP YEARS, ALL REINSURED COMPANIES WILL UTILIZE THESE STANDARDS FOR BOTH LOSS ADJUSTMENT AND LOSS TRAINING.

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

Changes for November 2003 Issuance (FCIC-25830-2):

- A. Page 2, section 2 B (4): Amended definitions for “Amount of Insurance” and “Annual Packout Factor” to remove typographical errors.
- B. Page 3, section 2 B (4): Deleted “Minimum Value” definition.
- C. Page 4, section 3 B: Inserted a “NOTE” that refers to the CIH and LAM for additional provisions not applicable to CAT coverage.
- D. Page 5, section 3 D: Re-formatted section text.
- E. Page 5, section 4 A (4): Removed the word “each” and inserted “any” in the following sentence: “...Within the crop provisions...has ended prior to ~~each~~ any of the following...”
- F. Page 6, section 3 A (5) (b): Deleted the phrase “Whenever possible” from the subsection, which now reads as follows: “~~Whenever possible~~, Appraise apples after the fruit drop period...”
- G. Page 6, section 3 B (1) (d): Deleted the following text: “when significant yield potential differences exist within the orchard or within an orchard with separate blocks” as criteria for selecting representative sample trees for appraisals.
- H. Page 7, section 3 B (3): Deleted procedure for using the random path appraisal method for apple pilot appraisals.

APPLE PILOT QUALITY OPTION

LOSS ADJUSTMENT STANDARDS HANDBOOK (Continued)

- I. Page 7, section 3 C: Subsection C (1) (a), deleted parenthetical statement “(pre-harvest production only).” Subsection C (3), moved text to page 32 under the Harvested Production heading. Renumbered remaining subsections accordingly.
- J. Page 8, section 3 C (4) and (5): Revised subsection numbering to track with changes noted in item “I” above.
- K. Page 9, section 3 E: Inserted reference to grounders and revised procedure for reporting *E. coli*-damaged production, unsold grounders, and grounders with potential *E. coli* contamination. Grounders with potential *E. coli* contamination will no longer be considered production to count.
- L. Page 14, section 7 B: Added the following text to item 5: “Use a separate appraisal worksheet for each variety, as applicable.”
- M. Page 14, section 7 B: Revised item 7 “No. of Trees/Acre” instructions to count actual number of bearing trees. Also, inserted a reference to **TABLE B** or **TABLE C** for determining the number of trees per acre when appraised acreage has a 100% stand.
- N. Page 17, Apple Production Appraisal Worksheet Example: Revised sample numbers in PART III so that the number of apples per box or bushel are more realistic. Revised remaining item entries accordingly.
- O. Page 18, section 7 C, item 5 (b): Deleted reference to apples on the ground so the sentence now reads as follows: “If a greater than normal amount of apples meeting the policy grade requirements remain on the trees....”
- P. Page 19, section 7 C, item 15: Inserted the word “Separately” in the following sentence: “*Separately* total the number of...”
- Q. Page 20, Item 19 - “Average Appraisal” Example: Revised gross production amounts to track with revised Apple Production Appraisal Worksheet entries.
- R. Page 21, item 24 “DIFF” Example: Revised calculations to track with revised Apple Production Appraisal Worksheet entries.
- S. Page 22, items 25 and 26: Revised text and inserted a “NOTE” with instructions for documenting unharvested and harvested production appraisals on the Production Worksheet.
- T. Page 23, Apple Fresh Fruit Quality Option Appraisal Worksheet: Revised items 8, 19, 20, 21, 24, 25, and 26 entries to track with revised Apple Production Appraisal Worksheet entries. Also, inserted item entries for harvested production appraisal.
- U. Page 24, section 8 A (4): Re-worded sentence to track with RMA-approved handbook standards.

APPLE PILOT QUALITY OPTION

LOSS ADJUSTMENT STANDARDS HANDBOOK (Continued)

- V. Page 32, Section II - Harvested Production: Inserted harvested production information from section 4 C (3). Renumbered subsections accordingly.
- W. Page 32, section II, subsection (3) (c): Inserted the phrase “practice (or type)” in the following sentence: “Harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each *practice (or type)*, the harvested...”
- X. Page 36, Production Worksheet Example: Revised section I items J, N, O, and 17; and, section II items I, N, P, S, 22, 23, and 24 to track with revised Apple Production Appraisal Worksheet entries. Also, deleted “minimum value” line entries in section II, items B through S.
- Y. Page 37, section 9, **TABLE A**: Inserted a “**NOTE**” that provides criteria for selecting representative sample trees by variety, as applicable.

Control Chart For: Apple Pilot Quality Option Loss Adjustment Standards Handbook						
	SC Page(s)	TC Page(s)	Text Page(s)	Reference	Date	Directive Number
Remove	1-2		1-4 5-6 7-10 13-14 17-22 23-24 31-32 35-36	37-38	06-2001 11-2000 06-2001 11-2000 06-2001 06-2001 11-2000 06-2001 06-2001 11-2000	FCIC-25830-1 FCIC-25830 FCIC-25830 FCIC-25830 FCIC-25830-1 FCIC-25830-1 FCIC-25830 FCIC-25830-1 FCIC-25830-1 FCIC-25830
Insert	1-4		1-10 13-14 17-24 31-32 35-36	37-38	11-2003 11-2003 11-2003 11-2003 11-2003	FCIC-25830-2 FCIC-25830-2 FCIC-25830-2 FCIC-25830-2 FCIC-25830-2
Current	1-4	1-2	1-10 11-12 13-14 15-16 17-24 25-26 27-30 31-32 33-34 35-36	37-38 39-41	11-2003 11-2000 11-2003 06-2001 11-2003 11-2000 11-2003 11-2000 06-2001 11-2003 06-2001 11-2003	FCIC-25830-2 FCIC-25830 FCIC-25830-2 FCIC-25830-1 FCIC-25830-2 FCIC-25830 FCIC-25830-2 FCIC-25830 FCIC-25830-1 FCIC-25830-2 FCIC-25830-1 FCIC-25830-2 FCIC-25830

(RESERVED)

1. INTRODUCTION

This handbook identifies the crop-specific procedural requirements for adjusting Multiple Peril Crop Insurance (MPCI) losses in a uniform and timely manner. These procedures, which include crop appraisal methods and claims completion instructions, supplement the general (not crop-specific) procedures, forms, and manuals for loss adjustment identified in the Loss Adjustment Manual (LAM).

2. SPECIAL INSTRUCTIONS

This handbook remains in effect until superceded by reissuance of **either** the entire handbook or selected portions (through slipsheets or bulletins). If slipsheets have been issued for a handbook, the original handbook as amended by slipsheet pages shall constitute the handbook. A bulletin can supercede either the original handbook or subsequent slipsheets.

A. DISTRIBUTION

The following is the minimum distribution for forms completed by the adjuster for the loss adjustment inspection:

One legible copy to the insured. The original and all remaining copies as instructed by the insurance provider.

NOTE: It is the insurance provider's responsibility to maintain original insurance documents relative to policyholder servicing as designated in their approved plan of operations.

B. TERMS, ABBREVIATIONS, AND DEFINITIONS

- (1) Terms, abbreviations, and definitions **general** (not crop-specific) to loss adjustment are identified in the LAM.
- (2) Terms, abbreviations, and definitions **specific** to apple loss adjustment and this handbook, which are not defined in this section, are defined as they appear in the text.
- (3) Abbreviations:

AFQA	Apple Fresh Fruit Quality Option Appraisal
APA	Apple Production Appraisal
APF	Annual Packout Factor
APH	Actual Production History
AQO	Apple Crop Insurance Pilot Quality Option
DIFF	Difference
HPF	Historical Packout Factor
QF	Quality Option Fancy
QP	Quality Option Other

(4) Definitions

All-other Apples Apples that fail to meet the grade requirements for U.S. Fancy but at least meet the grade requirements of U.S. Cider grade as defined in the U.S. Standards for Grades of Apples for Processing, plus culls that are sold.

Amount of Insurance

Is the dollar amount of insurance obtained by:

- (a) multiplying the insured acres by the APH approved yield per acre;
- (b) multiplying the result of (a) by the insured's coverage level;
- (c) multiplying the result of (b) by the historical packout factor for Fancy grade apples (or any other grade classification shown on the Special Provisions) by varietal group as applicable, and by the applicable price shown on the Special Provisions;
- (d) multiplying the result of (b) by the historical packout factor by varietal group for All-other apples shown on the Special Provisions.
- (e) totaling the results of (c) and (d); **and**
- (f) multiplying the result of (e) by the insured's share.

Annual Packout Factor

A value calculated for each crop year, by varietal group and unit as applicable, that grade Fancy (or any other grade classification shown on the Special Provisions), or All-other apples adjusted for any apples that fail to grade Fancy (or any other grade classification shown on the Special Provisions) due to uninsured causes (refer to the AQO for calculations).

Container

A bin, box, or bushel as defined in the Apple Crop Provisions. A bin is a container that holds a minimum of 875 pounds of apples or some other quantity designated in the Special Provisions. A box is a container that holds 35 pounds of apples or some other quantity designated in the Special Provisions. A bushel is a container that holds 42 pounds of apples in all states except Colorado. A bushel is 40 pounds of apples in Colorado.

Culls

Apples that fail to meet the grade requirements of U.S. Cider Grade, as defined in the U.S. Standards for Grades of Apples for Processing.

Fancy

Apples that meet or exceed U.S. Fancy as defined in the U.S. Standards for Grades of Apples or, if applicable, other grade classifications shown in the Special Provisions (e.g., Washington Fancy).

Grade

Fancy or All-other Apples as defined herein or, if applicable, any other grade classification shown in the Special Provisions.

Historical Packout Factor	The value calculated based on the simple average of the annual packout factors adjusted for any apples that fail to grade Fancy due to uninsured causes. The records the insurance provider will use are the 4 consecutive crop years preceding the crop year immediately prior to the current crop year (refer to the AQO for calculations).
Marketable Production	All apples, including damaged apples that are at least U.S. Cider grade quality and are marketed or could be marketed, plus culls that are sold are considered in determining the value of production.

Net Value Received	The dollar amount received by the insured for culls sold.
Packout Factor	A value to establish the amount of insurance and determine the Quality Factor(s) by unit.
Quality Factor	A factor used to reduce the insured's production to count of Fancy grade apples when determining the insured's claim for indemnity.

3. INSURANCE CONTRACT INFORMATION

The insurance provider is to determine that the insured has complied with all policy provisions of the insurance contract. Crop provisions which are to be considered in this determination include (but are not limited to):

A. INSURABILITY

- (1) This option attaches to and is part of the Apple Crop Insurance Provisions subject to the terms and conditions of the AQO.
- (2) To be eligible for this option, the insured must elect to insure apples at **an** additional coverage level.
- (3) To be eligible for coverage under this option:
 - (a) The insured must provide the insurance provider with acceptable records with the insured's annual packout percentages or other disposition of the insured's apples for each unit by varietal group as designated in the Special Provisions.

- (b) The insurance provider will use the aforementioned records to determine a historical packout factor and the number of acres contained in the unit for at least the four consecutive crop years preceding the crop year immediately prior to **the** current crop year, for at least one varietal group.
 - (c) The insured must provide these records to the insurance provider no later than the production reporting date specified in the Common Crop Insurance Policy. Failure to provide acceptable records or reports as required will make the insured ineligible for coverage under the AQO and the insured's coverage will revert to the coverage provided by the Apple Crop Insurance Provisions.
- (4) If the insured selects this option, the provisions of this option will apply to all fresh market apple acreage that meets the insurability production requirements specified in the Apple Crop Insurance Provisions, except any acreage specifically excluded by the actuarial documents. If the insured also has processing apple acreage, such acreage will be insured under the Apple Crop Insurance Provisions (the insured may choose Option A, if available) at the same coverage level and price election percentage relationship to the maximum price selected under this option.
 - (5) Apples harvested or appraised prior to full maturity, regardless of grade, will be considered to be Fancy grade unless the insurance provider agrees that the apples were damaged by an insurable cause of loss and that leaving the crop in the field would further reduce the amount of apple production or quality.
 - (6) Culls are not considered in the value of production to count unless they are sold. If sold, the net value received (by the insured) is included in the value of production to count and the production is added to the APH production of All-other grade apples for the crop year.
 - (7) The insurance provider will only pay an indemnity if a grade inspection is performed by the insurance provider prior to the apple being placed in storage. Production to count for apples destroyed, stored, or marketed without a grade inspection will be 100 percent of the amount of insurance for such apples.
 - (8) If the insured's current year's annual packout factor of Fancy apples falls more than 10 percentage points below his/her historical packout factor for Fancy apples, the insurance provider will determine a quality factor for production of Fancy apples for **the** current crop year (refer to section 7 C for calculations).

B. PROVISIONS NOT APPLICABLE TO CAT COVERAGE

- (1) Optional Units.
- (2) Written Agreements.
- (3) Hail and Fire Exclusion provisions (also not applicable if additional coverage is 65/100 or **equivalent** coverage).
- (4) Fresh Fruit Options "A," "B," "C," the Sunburn Option, and the AQO.
- (5) Coverage Enhancement Option.

NOTE: Refer to the Crop Insurance Handbook (CIH) and the LAM for other provisions not applicable to CAT.

C. UNIT DIVISION

Basic units will be divided into additional basic units by varietal group. Refer to the insurance contract for unit provisions. **NOTE:** Unless limited by the Crop or Special Provisions, a basic unit, as defined in the Basic Provisions, may be divided into optional units only for those units for which the producer has both APH and packout records.

NOTE: Refer to **EXHIBIT 1** for an illustration of units by varietal groups A and B.

D. QUALITY ADJUSTMENT

Appraised and harvested potential apple production consists of the two grades listed below, or any other grade classification as shown in the Special Provisions (refer to section 2 B for definitions).

(1) Fancy (if applicable, any other grade classification shown in the Special Provisions).

*** (2) All-other Apples.

NOTE: The USDA grade standards for fresh and processing apples are located on the internet at: www.ams.usda.gov/standards/

4. APPLE APPRAISALS

A. GENERAL INFORMATION

- (1) Unharvested and harvested appraised potential production will be appraised in accordance with procedure as specified in this handbook and the LAM.
- (2) Specifically for apples, circumstances that require an appraisal include (but are not limited to):
 - (a) If verifiable production records may not be available (roadside markets, etc.); or
 - (b) If any production will be sold by direct marketing.
- (3) Make separate appraisals for each variety/varietal group grown in the orchard, as applicable.
- (4) Applicability. Within the crop provisions is a requirement that insureds file a “notice of damage or loss” unless the insurance period has ended prior to any of the following events:
 - (a) Within 3 days of the date harvest should have started if the crop will not be harvested.

- (b) At least 15 days before any apple production from any unit will be sold by direct marketing.

NOTE: In the event of failure to give timely notice that the production will be sold by direct marketing, apply an appraised amount of production to count of not less than the amount of insurance per acre, if such failure results in the inability of the insurance provider to make the required appraisal.

- (c) In accordance with section 10 of the Apple Crop Insurance Provisions and the insured intends to claim an indemnity on any unit, notice must be given at least 15 days prior to the beginning of harvest of the damaged varietal group so that the insurance provider may inspect the damaged production.
- (d) If the insured fails to meet the requirements listed above and such failure results in the insurance provider's inability to inspect the damaged production, all such production is to be considered undamaged and included as production to count.

(5) Appraisal Dates.

- (a) Insurance provider representatives will set appraisal dates.

- ***
- (b) Appraise apples after the fruit drop period and before the fruit is removed from the trees or the ground, as applicable.

B. SELECTING REPRESENTATIVE SAMPLES FOR APPRAISALS

- (1) Determine the **minimum** number and general location of trees to be used in the representative sample based on:
 - (a) Total acreage and number of trees by variety and/or varietal group A or B (as shown in the Special Provisions), as applicable;
 - (b) Extent of variation in the amount of production or damage within the acreage and location of the fruit on the tree;

NOTE: When variable damage causes the crop potential to be significantly different within the same orchard, or when the insured wishes to destroy a portion of the orchard, split the orchard into sub-orchards, and appraise each one separately.

- (c) Percent of each variety and/or varietal group A or B in the acreage;

- ***
- (d) Tree age, density, and vigor;

NOTE: Select representative sample trees within a block when separate blocks of trees are used to determine a weighted average approved yield (refer to **EXHIBIT 1**).

- (e) The acreage in the unit from which fruit has been picked and the extent of variation in the amount of unpicked fruit on the trees; and
 - (f) Whether any portions of the orchard have been size or color (partially) picked.
- (2) Take not less than the minimum number (count) of representative samples required in **TABLE A**.

C. ORCHARD APPRAISALS

- (1) Appraisal Considerations.

- (a) Acreage to remain unharvested: Complete the APA Worksheet.
- (b) Acreage with unharvested and/or harvested appraised potential production with quality adjustment:
 - 1 Complete the APA Worksheet to determine the gross appraised production (refer to section 7 B).
 - 2 Transfer entry from item 25 on the APA Worksheet to item 8, Gross Production on the AFQA Worksheet (refer to section 7 C).
 - 3 Calculate the amount of unharvested and/or harvested appraised potential production on the AFQA Worksheet (refer to section 7 C).

- (2) Timing of Appraisals.

The adjuster should arrange to inspect the trees when the apples have reached harvestable maturity. Sample trees are selected according to sections 4 A and 4 B above.

- (3) Determining the Amount of Production. When all or part of acreage is left unharvested, appraise unharvested production (for computing losses) as follows:

- (a) Select representative plots and representative trees for sampling. Count the number of fruit per representative tree.
 - 1 If the plot contains several varieties or ages of trees, etc., select sample trees that are representative of the variety, age, etc., of trees in the plot.
 - 2 If apples are too numerous, count the number of apples on a representative quadrant and multiply by 4 (number of quadrants in a tree).

- (b) Pick a representative sample of apples from a representative sampling spot in the unit to determine the number of apples per box/bushel.

- 1** For early (immature) appraisals, use the average mature size for the variety (to determine the number of apples per box/bushel) and divide the number of apples per tree by this figure to determine boxes/bushels per tree.
 - 2** The average number of mature apples per box/bushel can be obtained from the producer's prior pack out records, or the state extension service, etc.
 - 3** If production is light due to excessive thinning from freeze damage, etc., and the fruit is immature, adjust fruit counts per box/bushel to reflect lighter fruit crop, or leave representative samples until the fruit matures and accurate counts can be made.
- (c)** Record information on the APA Worksheet. Multiply the number of boxes/bushels of fruit per tree times the number of trees per acre times the total number of acres to calculate the appraised potential production for the unit.
- (4)** Selecting Representative Sample Fruit for Quality Adjustment.
- (a) Count and record representative sample fruit on the AFQA Worksheet.
 - (b) The samples must be representative of all of the apples in the plot or orchard. If the plot or orchard contains several varieties or ages of trees, etc., the sample trees selected should be representative of the variety, age, etc., of trees in the plot or orchard.
 - (c) Select a representative sample of apples from representative sample trees to calculate the number of apples that meet Fancy and All-other grades.
 - 1** A sample must consist of a minimum of 10 apples from different locations on the tree and reflect the average condition of all apples on the acreage.
 - 2** The sample selected must be random, representative, and include apples that could be packed as fresh fruit (Fancy or better grade) and apples that could be eliminated if graded at the packing house (All-other grade).
 - 3** The total number of sample fruit shall be obtained from the inside, outside, top, and bottom of all four quadrants of the sample tree.
 - 4** Samples can be obtained by selecting apples from each sample tree in representative number of rows in the plot or orchard.
- (5)** Grading Representative Sample Fruit for Quality Adjustment.
- (a) From representative sample trees, record the number and grade of sample fruit on the AFQA worksheet.
 - (b) Pick at least the recommended number of apples, (not less than 10) and divide the apples into two groups and tally counts on the appraisal worksheet:

- 1 Apples that meet or exceed the Fancy grade requirements (including apples grading less than Fancy to uninsured causes of damage); and
- 2 All-other apples.

D. HANDLING APPRAISAL DISCREPANCIES

If the insured disagrees with the appraisal, make arrangements for leaving representative trees UNHARVESTED and for inspecting those trees when the apples are ready to harvest (see harvested production appraisal procedure). The adjuster and insured should jointly determine the trees to be selected for this representative sample. Make a sketch map of the orchard and mark the sample trees by row number and tree count within the chosen row. An adjuster must be present when the representative trees are harvested.

E. APPRAISING GROUNDERS AND APPLES WITH POTENTIAL *E. COLI* CONTAMINATION

- (1) When appraising potential apple production on the ground with or without potential *E. coli* contamination, use the applicable RMA-approved apple loss adjustment procedures to select samples and document appraised and harvested potential production.
- (2) Any mature apples on the ground (grounders) which do not meet the applicable minimum grade standards for the policy WILL NOT BE COUNTED as production to count if they are NOT sold. Also, any apples (including grounders) that meet the applicable grade requirements of the policy that are potentially contaminated by *E. coli* and are NOT delivered to a processor, buyer, or packer will NOT be counted as production to count. Make no entry on the Apple Appraisal Worksheet for such apples.
- (3) Any mature apples picked up, delivered to, and purchased by a packer, processor, or other buyer will be counted as production to count. Document such production on the appraisal worksheet, as applicable. Document any additional pertinent information in the Remarks section that describes where and when this production was harvested.
- (4) **For Uninsured Causes:** Any apple production on the ground due to uninsured causes (e.g., such as wind drops due to not harvesting) will be considered production to count. Enter the number of boxes/bushels of apples that are damaged by uninsured causes in the “Uninsured Causes” entry on the appraisal worksheet.

5. APPRAISAL METHODS

A. GENERAL INFORMATION

These instructions provide information on appraisal methods for:

Appraisal Method . . .	Use . . .
Apple Production Appraisals	to appraise unharvested apple production to determine the gross potential production to count.
Apple Fresh Fruit Quality Option Appraisals	to determine net unharvested and harvested potential production to count for Fancy grade apples (including potential production that fails to grade Fancy due to uninsured causes), All-other apples, and culls that are sold.

B. UNHARVESTED PRODUCTION APPRAISALS

(1) **Apple Production Appraisals.**

(a) On the APA Worksheet, record by variety and acreage:

- 1 The number of apples per tree;
- 2 The number of apples per box or bushel; and
- 3 Appraised production calculations based on the number of apples per tree and the number of apples per box or bushel.

(b) Appraisal method:

- 1 Select sample trees and sample fruit as stated in section 4, herein.
- 2 Count and record the number of apples per tree. Make counts when all chemical and hand thinning has been completed.
- 3 Count and record on the APA Worksheet, the number of apples per box or bushel.
 - a **For early pre-harvest appraisals:** Determine the average number of apples per box or bushel after all chemical and hand thinning and before apples have reached mature size. This information can be obtained from the grower, processor, or extension service, etc. Enter the average number (e.g., 100, 110, etc.) on the appraisal worksheet and note the source of the information.

(2) **Harvested Acreage Appraisals:**

Use the average yield per acre from harvested acreage as the appraisal per acre for unharvested acreage. Use this method only when the harvested acreage can be verified as being representative of the unharvested acreage. Verify by actually inspecting the harvested and unharvested acreage prior to any harvest to compare the crop on the trees.

6. APPRAISAL DEVIATIONS AND MODIFICATIONS

A. DEVIATIONS

Deviations in appraisal methods require FCIC written authorization (as described in the LAM) prior to implementation.

B. MODIFICATIONS

There are no pre-established modifications contained in this handbook. Refer to the LAM for additional information.

7. APPRAISAL WORKSHEET ENTRIES AND COMPLETION PROCEDURES

A. GENERAL INFORMATION

- (1) Include the insurance provider name in the applicable appraisal worksheet title if not preprinted on the worksheet.
- (2) Include the claim number on the applicable appraisal worksheet (when required by the insurance provider) when a worksheet entry is not provided.
- (3) Separate worksheets are required for each unit or plot inspected (refer to section 4 for sampling instructions).

NOTE: Standard worksheet items are numbered consecutively in subsections B and C. Example worksheets are provided to illustrate item entries.

B. APPLE PRODUCTION APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION

PART I - HEADING

Verify or make the following entries:

Item

No.

Information Required

Company: Name of the insurance provider if not preprinted on the worksheet (company name).

Claim No.: Claim number as assigned by the insurance provider.

1. **Insured's Name:** Name of insured identifying EXACTLY the person (legal entity) to whom the policy is issued.
2. **Policy Number:** Insured's assigned policy number.
3. **Crop Year:** Crop year, as defined in the policy, for which the claim is filed.
4. **Unit Number:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).
5. **Variety:** If there is more than one insured variety in the unit, select representative sample trees from each variety. Use a separate appraisal worksheet for each variety, as applicable.
6. **Acres:** Acres, rounded to tenths of an acre.
7. **No. of Trees/Acre:** The actual number of producing trees per acre.

NOTE: Refer to TABLE B or TABLE C if there is a 100% stand; or, determine the number of trees by count if less than 100% stand.

8. **Total No. of Trees:** Item 6 times item 7, to tenths.

PART II - NUMBER OF APPLES/TREE

9. **Samples:** Enter the total number of apples per tree. Make counts after all chemical and hand thinning has been completed. Use a sketch map to identify the location of each sample tree.
10. **Total:** Total number of **apples** from all item 9 entries.
11. **No. of Samples:** The total number of **samples** from item 9.
12. **Average:** Item 10 divided by item 11, to tenths.

APPLE PRODUCTION APPRAISAL WORKSHEET
(For Illustration Purposes Only)

PART I - HEADING

COMPANY: *Any Company*

CLAIM NO.: *XXXXXXXX*

1. INSURED'S NAME <i>I. M. Insured</i>	2. POLICY NUMBER <i>XXXXXXXX</i>	3. CROP YEAR <i>YYYY</i>	4. UNIT NUMBER <i>00100</i>
5. VARIETY <i>Fuji</i>	6. ACRES <i>4.9</i>	7. NO. OF TREES/ACRE <i>194</i>	8. TOTAL NO. OF TREES <i>951</i>

PART II - NUMBER OF APPLES/TREE

9. SAMPLES					10. TOTAL	11. NO. OF SAMPLES	12. AVERAGE
<i>15</i>	<i>12</i>	<i>14</i>	<i>12</i>	<i>10</i>	<i>123</i>	<i>÷ 10</i>	<i>= 12.3</i>
<i>12</i>	<i>13</i>	<i>15</i>	<i>10</i>	<i>10</i>			

PART III - NUMBER OF APPLES/BOX OR (BUSHEL)

13. SAMPLES					14. TOTAL	15. NO. OF SAMPLES	16. AVERAGE
<i>80</i>	<i>78</i>	<i>84</i>	<i>79</i>	<i>86</i>	<i>820</i>	<i>÷ 10</i>	<i>= 82.0</i>
<i>82</i>	<i>83</i>	<i>79</i>	<i>87</i>	<i>82</i>			

PART IV - CALCULATIONS

17. APPLES/TREE (ITEM 12 ENTRY) <i>12.3</i>	÷	18. APPLES/BOX OR BUSHEL (ITEM 16 ENTRY) <i>82.0</i>	=	19. BOXES OR BUSHELS/TREE (TO HUNDREDTHS) <i>0.15</i>
20. BOXES OR BUSHELS/TREE (ITEM 19 ENTRY) <i>0.15</i>	X	21. NUMBER OF TREES/ACRE (ITEM 7 ENTRY) <i>194</i>	=	22. BOXES OR BUSHELS/ACRE <i>29.1</i>
23. BOXES OR BUSHELS/ACRE (ITEM 22 ENTRY) <i>29.1</i>	X	24. TOTAL ACRES (ITEM 6 ENTRY) <i>4.9</i>	=	25. APPRAISED PRODUCTION TO COUNT (BOXES OR BUSHELS) <i>142.6</i>

PART V - SKETCH MAP/REMARKS *Tree spacing 15'x 15'*

PART VI - SIGNATURES

26. INSURED'S SIGNATURE <i>I. M. Insured</i>	DATE <i>MM/DD/YYYY</i>
27. ADJUSTER'S SIGNATURE AND CODE NUMBER <i>I. M. Adjuster XXXXX</i>	DATE <i>MM/DD/YYYY</i>

C. APPLE FRESH FRUIT QUALITY OPTION APPRAISAL WORKSHEET ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

<u>Item No.</u>	<u>Information Required</u>
-----------------	-----------------------------

PART A: HEADING

Company: Name of the insurance provider if not preprinted on the worksheet (company name).

Claim No: Claim number as assigned by the insurance provider.

1. **Insured's Name:** Name of insured identifying EXACTLY the person (legal entity) to whom the policy is issued.
 2. **Policy No:** Insured's assigned policy number.
 3. **Crop Year:** Crop year, as defined in the policy, for which the claim is filed.
 4. **Unit No:** Five-digit unit number from the Summary of Coverage.
 5. **Unit Acres:** Total acreage (rounded to tenths) in the unit.
 - a. If part of a unit or orchard is harvested prior to damage, determine such production separately from the summary sheets, etc., and include with production entries on the Production Worksheet. Account for all production from all orchard acreage.
- NOTE:** Refer to subsection 3 A (7) for instructions.
- b. **If a greater than normal amount of apples meeting the policy grade requirements remain on the trees** after harvest is complete, appraise the quantity of such apples for entry on the Production Worksheet.

PART B: ORCHARD INFORMATION

6. **Orchard ID:** The orchard identification symbol from a sketch map, aerial photo, or orchard inspection form after verification.
 - a. If there is more than one orchard in a unit under the applicable option, complete a separate appraisal for each orchard. Use extra worksheet pages if necessary.
 - b. Record harvested and unharvested acreage on separate sections of the worksheet.

7. **Varietal Group/Variety:** “A” or “B,” as applicable. Also, enter the variety name (e.g., Fuji, Gala, etc.). **NOTE:** Refer to the insured’s Summary of Coverage for the applicable varietal group/variety.
8. **Gross Production:** Circle either “Unharvested” or “Harvested,” as applicable. Transfer gross appraised production in boxes or bushels to tenths from item 25 on the APA Worksheet.
9. **HPF:** From the Packout Factor Worksheet, transfer the Historical Packout Factor (HPF) for Fancy grade apples, to two decimal places.
10. **Appraised Acres:** Number of acres to tenths, for the varietal group/variety inspected. Inspect harvested and unharvested acres in the SAME orchard separately. List the corresponding acreage for each category separately.
11. **Damage:** Individual causes of damage and the date of each occurrence (e.g., Aug. 11). Refer to the LAM for causes of damage.
12. **Practice:** Three-digit code number entered exactly as specified in the actuarial documents, for the practice carried out by the insured. If “No Practice Specified,” enter appropriate three-digit code number from the actuarial documents.

PART C: SAMPLE INFORMATION

NOTE: For items 13 through 15 entries only, when there are more than 10 samples per line, consolidate additional samples under the “10” heading for the line.

13. _____: Enter the applicable grade standard (e.g., Fancy, etc.) as shown in the Special Provisions. Record the number of apples in each sample that meet or exceed the applicable grade standard. When sampling is complete, total the individual sample entries in item 16.
14. **All-other:** Record the number of apples in each sample that grade less than the applicable grade standard in item 13 and grade U.S. Cider or better or any other grade classification as shown in the Special Provisions. When sampling is complete, total the individual sample entries in item 16.
15. **Total No. of Apples:** **Separately** total the number of apples in each sample for the applicable grade standard as shown in the Special Provisions and for All-other apples.
16. **Line Total:** Total number of apples from all of the samples by the applicable grade standard as shown in the Special Provisions, for All-other, and for Total No. of Apples.

17. **Percent:**

- a. **For the applicable grade standard as shown in the Special Provisions:** Item 16, Line Total for the applicable grade standard divided by item 16, Total No. of Apples from all samples, results to two decimal places (see example below).
- b. **All-other:** Item 16, Line Total for All-other grade divided by item 16, Total No. of Apples from all samples, results to two decimal places (see example below).

EXAMPLE:	
Line Total <i>Fancy</i> : 168	Line Total All-other: 107
Total No. Apples: 275	Total No. Apples: 275
Percent: $168 \div 275 = .61$	Percent: $107 \div 275 = .39$
Enter .61	Enter .39

PART D: APPRAISAL INFORMATION

18. **Grade:**

- a. _____: Enter the applicable grade standard as shown in the Special Provisions.
- b. **All-other:** MAKE NO ENTRY.

19. **Average Appraisal:**

- a. **For the applicable grade standard as shown in the Special Provisions:** Item 17 times item 8, to tenths.
- b. **All-other:** Item 17 for All-other grade times item 8, to tenths.

EXAMPLE:
Fancy: .61 (Item 17, Percent) x 142.6 (Item 8, Gross Prod) = 87.0 (Item 19, Avg. Appraisal)
All-other: .39 (Item 17, Percent) x 142.6 (Item 8, Gross Prod) = 55.6 (Item 19, Avg. Appraisal)

20. **Uninsured Causes:**

- a. **For the applicable grade standard as shown in the Special Provisions:** In boxes or bushels to tenths, any appraised production that is damaged by uninsured causes (e.g., spray burn, uninsured insect damage, etc.). Uninsured causes do not include “natural” culls that occur each year (explain in the Remarks).
- b. **All-other:** MAKE NO ENTRY.

21. **Adjusted Appraisal:**

- a. **For the applicable grade standard as shown in the Special Provisions:** Item 19 plus item 20, to tenths.
- b. **All-other:** Transfer entry from item 19, to tenths.

22. **APF:**

- a. **For the applicable grade standard as shown in the Special Provisions:** Enter the percent from item 17 for the applicable grade standard (i.e., U.S. Fancy, etc.).
- b. **All-other:** MAKE NO ENTRY.

23. **Qual. Factor:**

- a. **For the applicable grade standard as shown in the Special Provisions:** Calculate the QF only when the current year's APF is more than 10 whole percentage points less than the HPF; otherwise make no entry. Calculate the QF as follows: item 9 minus item 22 equals the number of percentage points less than the HPF. Locate this value on **TABLE D** and identify the corresponding QF, to two decimal places (see example below).

EXAMPLE:

.78 (HPF) - .61 (APF) = .17 (17 percentage points difference between HPF and APF). From **TABLE D** find the corresponding QF for 17 which is .86, enter **.86**

- b. **All-other:** MAKE NO ENTRY.

24. **DIFF:**

- a. **For the applicable grade standard as shown in the Special Provisions:** Calculate only when there is an entry in item 23; otherwise make no entry. Calculate the DIFF as follows: item 21 times item 23, to tenths. Enter the difference between item 21 and the above calculation (see example below).

EXAMPLE:

Item 21 (Adj. Appraisal) = 87.0 bu.
Item 23 (QF) = .86
Calculate: 87.0 x .86 = 74.8
so, 87.0 - 74.8 = 12.2, enter **12.2**

- b. **All-other:** MAKE NO ENTRY.

25. **Unit Appraisal:**

- a. **For the applicable grade standard as shown in the Special Provisions:** item 21 minus item 24, in boxes or bushels, to tenths.
- b. **All-other:** Item 21 plus item 24, in boxes or bushels to tenths.

NOTE: For harvested production appraisal only, transfer this entry to section II, item I (Bu., Ton, Lbs., CWT) on the production worksheet.

26. **Per Acre Appraisal:** For unharvested production appraisals only.

- a. **For the applicable grade standard as shown in the Special Provisions:** Item 25 divided by item 10, in boxes or bushels to tenths, as applicable.
- b. **All-other:** Item 25 divided by item 10, in boxes or bushels to tenths, as applicable.

NOTE: Transfer this entry to section I, item J (Appraised Potential) on the Production Worksheet.

27. **Remarks:** List and/or explain:

- a. The bin-to-field box/bushel ratio, or weight per bushel, as applicable.
- b. The date of sampling if harvest is NOT complete (worksheet and claim to be completed at a later date).
- c. Any uninsured cause(s) of damage or loss.
- d. Any damaged acreage harvested before appraisal.
- e. Any voluntary destruction (removal) of orchard acreage.
- f. References for orchard identification (aerial photo, sketch map, etc.).

28. **Adjuster's Signature, Code #, and Date:** Signature of adjuster, code number, and date signed **after** the insured's (or insured's authorized representative) has signed. If the appraisal is performed prior to the signature date, document the date of appraisal in the Remarks/Narrative section of the appraisal worksheet (if available); otherwise, document the appraisal date in the Narrative section of the Production Worksheet.

29. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. **BEFORE** obtaining insured's signature, **REVIEW ALL ENTRIES** on the Appraisal Worksheet **WITH THE INSURED**, particularly explaining codes, etc., which may not be readily understood.

30. **Pg. ___ of ___:** Page number - (Example: Page 1 of 2, Page 2 of 2, etc.).

APPLE FRESH FRUIT QUALITY OPTION APPRAISAL WORKSHEET
(For Illustration Purposes Only)

PART A: HEADING				
COMPANY: <i>Any Company</i>			CLAIM NO.: XXXXXXXX	
1. INSURED'S NAME: <i>I. M. Insured</i>	2. POLICY NO.: XXXXXXX	3. CROP YEAR: YYYY	4. UNIT NO.: <i>00100</i>	5. UNIT ACRES: <i>10.8</i>

PART B: ORCHARD INFORMATION				
6. ORCHARD ID: <i>C-2</i>	7. VARIETAL GROUP/VARIETY: <i>A Fuji</i>	8. GROSS PRODUCTION: Unharvested <i>142.6 bu.</i> Harvested		9. HPF: <i>.78</i>
10. APPRAISED ACRES: <i>4.9</i>	11. DAMAGE: <i>Hail - Aug. 11</i>		12. PRACTICE: <i>002</i>	

PART C: SAMPLE INFORMATION												
GRADE	SAMPLES										16	17
	1	2	3	4	5	6	7	8	9	10	LINE TOTAL	PERCENT
13. <u>FANCY</u> :	<i>16</i>	<i>12</i>	<i>10</i>	<i>19</i>	<i>17</i>	<i>22</i>	<i>20</i>	<i>18</i>	<i>18</i>	<i>16</i>	<i>168</i>	<i>.61</i>
14. ALL-OTHER:	<i>15</i>	<i>10</i>	<i>9</i>	<i>9</i>	<i>11</i>	<i>11</i>	<i>9</i>	<i>11</i>	<i>14</i>	<i>8</i>	<i>107</i>	<i>.39</i>
15. TOTAL NO. APPLES:	<i>31</i>	<i>22</i>	<i>19</i>	<i>28</i>	<i>28</i>	<i>33</i>	<i>29</i>	<i>29</i>	<i>32</i>	<i>24</i>	<i>275</i>	

PART D: APPRAISAL INFORMATION										
18 GRADE	19 AVERAGE APPRAISAL	20 UNINSURED CAUSES	21 ADJUSTED APPRAISAL	22 APF	23 QUAL. FACTOR	24 DIFF	25 UNIT APPRAISAL	26 PER ACRE APPRAISAL		
<u>FANCY</u>	<i>87.0</i>	<i>0</i>	<i>87.0</i>	<i>.61</i>	<i>.86</i>	<i>12.2</i>	<i>74.8</i>	<i>15.3</i>		
ALL-OTHER:	<i>55.6</i>		<i>55.6</i>				<i>67.8</i>	<i>13.8</i>		

PART B: ORCHARD INFORMATION				
6. ORCHARD ID: <i>C-1</i>	7. VARIETAL GROUP/VARIETY: <i>A Fuji</i>	8. GROSS PRODUCTION: Unharvested Harvested <i>411.0</i>		9. HPF: <i>.78</i>
10. APPRAISED ACRES: <i>5.9</i>	11. DAMAGE: <i>Hail Aug. 11</i>		12. PRACTICE: <i>002</i>	

PART C: SAMPLE INFORMATION												
GRADE	SAMPLES										16	17
	1	2	3	4	5	6	7	8	9	10	LINE TOTAL	PERCENT
13. <u>FANCY</u> :	<i>20</i>	<i>30</i>	<i>20</i>	<i>15</i>	<i>15</i>	<i>25</i>	<i>24</i>	<i>26</i>	<i>25</i>	<i>28</i>	<i>228</i>	<i>.76</i>
14. ALL-OTHER:	<i>8</i>	<i>7</i>	<i>10</i>	<i>10</i>	<i>6</i>	<i>9</i>	<i>8</i>	<i>4</i>	<i>6</i>	<i>4</i>	<i>72</i>	<i>.24</i>
15. TOTAL NO. APPLES:	<i>28</i>	<i>37</i>	<i>30</i>	<i>25</i>	<i>21</i>	<i>34</i>	<i>32</i>	<i>30</i>	<i>31</i>	<i>32</i>	<i>300</i>	

PART D: APPRAISAL INFORMATION										
18 GRADE	19 AVERAGE APPRAISAL	20 UNINSURED CAUSES	21 ADJUSTED APPRAISAL	22 APF	23 QUAL. FACTOR	24 DIFF	25 UNIT APPRAISAL	26 PER ACRE APPRAISAL		
<u>FANCY</u> :	<i>312.4</i>	<i>0</i>	<i>312.4</i>	<i>.76</i>			<i>312.4</i>			
ALL-OTHER:	<i>98.6</i>		<i>98.6</i>				<i>98.6</i>			

27. REMARKS:				
28. ADJUSTER'S SIGNATURE: <i>I. M Adjuster</i>	CODE #: XXXXX	DATE: MM/DD/YYYY	29. INSURED'S SIGNATURE: <i>I. M. Insured</i>	DATE: MM/DD/YYYY

8. CLAIM FORM ENTRIES AND COMPLETION PROCEDURES

A. GENERAL INFORMATION

- (1) The claim form, (hereafter referred to as a “Production Worksheet”), is a progressive form containing all notices of damage for all preliminary and final inspections made on a unit.
- (2) If a Production Worksheet has been prepared on a prior inspection, verify each entry and enter additional information as needed. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and the insured are to initial any line deletions.
- (3) Refer to the LAM for instructions regarding the following:
 - (a) Acreage report errors.
 - (b) Delayed notices and delayed claims.
 - (c) Corrected claims or fire losses (double coverage), and cases involving uninsured causes of loss, unusual situations, controversial claims, concealment, or misrepresentation.
 - (d) Claims involving a Certification Form, (when all the acreage on the unit has been appraised to be put to another use or other reasons as described in the LAM).
 - (e) “No Indemnity Due” claims (which must be verified by an APPRAISAL or NOTIFICATION from the insured that the Production exceeded the guarantee).
- (4) The adjuster is responsible for determining if any of the insured’s requirements under the notice and claim provisions of the policy have been met. If any have not, the adjuster should contact the insurance provider.
- (5) Instructions labeled “**PRELIMINARY**” apply to preliminary inspections only. Instructions labeled “**FINAL**” apply to final inspections only. Instructions not labeled apply to ALL inspections.

B. FORM ENTRIES AND COMPLETION INFORMATION

Verify or make the following entries:

Item

No. Information Required

1. **Crop/Code #:** “Apples” (0054).
2. **Unit #:** Five-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 00100).

- h. Explain “NO” checked in item 19.
 - i. Attach a sketch map or aerial photograph to identify the total unit:
 - (1) If consent is or has been given to put part of the unit to another use;
 - (2) If uninsured causes are present; or
 - (3) For unusual or controversial cases.
- NOTE:** Indicate on the aerial photograph or sketch map, the disposition of acreage destroyed or put to other use or without consent.
- j. Explain any differences between date of inspection and signature dates. For an ABSENTEE insured, enter the date of the inspection AND the date of mailing the Production Worksheet for signature.
 - k. 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.
 - l. Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with the insurance provider’s instructions.
 - m. Explain any delayed notices or delayed claims as instructed in the LAM.
 - n. Specify the type of insects or disease when the insured cause of loss is listed as insects or disease. Explain why control measures did not work.
 - o. Document the name and address of the charitable organization when gleaned acreage is applicable. Refer to the LAM for more information on gleaning.
 - p. Document any other pertinent information, including any data to support any factors used to calculate the production.

SECTION II - HARVESTED PRODUCTION

GENERAL INFORMATION:

- (1) When all acreage has been harvested, determine total production from warehouse receipts, processor receipts, or farm management records (see the LAM for farm record requirements) verified by the adjuster and supported by written records from the first handler. This production will be the basis for computing losses from the insured and uninsured causes of damage on the worksheets.
- (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) If additional lines are necessary, the data may be entered on a continuation sheet. USE SEPARATE LINES FOR:
 - (a) Different buyers or processors - the insured must have maintained satisfactory records of ALL Production.
 - (b) Varying shares; e.g., 50 percent and 75 percent shares on same unit.
 - (c) Harvested production from more than one insured practice (or type) and a separate approved APH yield has been established for each practice (or type), the harvested production also must be entered on separate lines in items "A" through "S" by type. If production has been commingled, refer to the LAM.

Verify or make the following entries:

Item No.	<u>Information Required</u>
---------------------	------------------------------------

- | | |
|-----|---|
| 18. | Date Harvest Completed: (Used to determine if there is a delayed notice or a delayed claim). Refer to the LAM. |
|-----|---|

PRELIMINARY: MAKE NO ENTRY.

FINAL:

- a. The earlier of the date the ENTIRE acreage on the unit was (1) harvested, (2) totally destroyed, (3) put to other use, (4) a combination of harvested, destroyed, or put to other use, or (5) the calendar date for the end of the insurance period.
- b. If at the time of final inspection (if prior to the end of the insurance period), there is any unharvested insured acreage remaining on the unit that the insured does not intend to harvest, enter "**Incomplete.**"
- c. If at the time of final inspection (if prior to the end of the insurance period), **none** of the insured acreage on the unit has been harvested, and the insured does not intend to harvest such acreage, enter "**No Harvest.**"
- d. If the case involves a Certification Form, enter the date from the Certification Form when the entire unit is put to another use. Refer to the LAM.

24. **Unit Total:**

PRELIMINARY: MAKE NO ENTRY.

FINAL: Total of items 22 and 23 in whole dollars.

25. **Adjuster's Signature, Code #, and Date:** Signature of adjuster, code number, and date signed **after** the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number **ONLY**. The signature and date will be entered **AFTER** the absentee has signed and returned the Production Worksheet.

NOTE: Final indemnity inspections should be signed on the bottom line.

26. **Insured's Signature and Date:** Insured's (or insured's authorized representative's) signature and date. **BEFORE** obtaining insured's signature, **REVIEW ALL ENTRIES** on the Production Worksheet **WITH THE INSURED**, particularly explaining codes, etc., which may not be readily understood.

NOTE: Final indemnity inspections should be signed on the bottom line.

27. **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.).

**PRODUCTION WORKSHEET
(For Illustration Purposes Only)**

1 Crop/Code # <i>Apples 0054</i>	2 Unit # <i>00100</i>	3 Legal Description <i>SWI-96N-30W</i>
4 Date of Damage <i>Aug. 11</i>		
5 Cause of Damage <i>Hail</i>		
6 Primary Cause % <i>100</i>		
12 Additional Units <i>00200</i>		
13 Est. Prod. Per Acre <i>120</i>		

7 Company Agency Any Company
Any Agency

8 Name of Insured <i>I. M. Insured</i>			
9 Claim # <i>XXXXXXX</i>		11 Crop Year <i>YYYY</i>	
10 Policy # <i>XXXXXXXXX</i>			
14 Date(s) Notice of Loss	1st <i>MM/DD/YYYY</i>	2nd	Final <i>MM/DD/YYYY</i>
15 Companion Policy(s)			

SECTION I - ACREAGE APPRAISED, PRODUCTION AND ADJUSTMENTS

ACTUARIAL									POTENTIAL YIELD						STAGE GUARANTEE	
A	B	C	D	E	F	G	H	I	J	$\frac{K_1}{K_2}$	L	M	N	O	P	Q
Field ID	Prelim Acres	Final Acres	Interest or Share	Risk	Practice	Type Class Variety	Stage	Intended or Final Use	Appraised Potential	Moisture % Factor	Shell and/or Quality Factor Value per Bu.	+Uninsured Cause	Adjusted Potential	Total To Count (C x N)	Per Acre	Total (C x P)
<i>C-2</i>		<i>4.9</i>	<i>1.000</i>	<i>A01</i>	<i>002</i>	<i>QF</i>	<i>UH</i>	<i>UH</i>	<i>15.3</i>		<i>10.00</i>		<i>153</i>	<i>750</i>	<i>585/10.00</i>	<i>28,665</i>
<i>C-2</i>			<i>1.000</i>	<i>A01</i>	<i>002</i>	<i>QP</i>	<i>UH</i>	<i>UH</i>	<i>13.8</i>		<i>3.00</i>		<i>41</i>	<i>201</i>	<i>165/3.00</i>	<i>2,426</i>
<i>C-1</i>		<i>5.9</i>	<i>1.000</i>	<i>A01</i>	<i>002</i>	<i>QF</i>	<i>H</i>	<i>H</i>							<i>585/10.00</i>	<i>34,515</i>
<i>C-1</i>			<i>1.000</i>	<i>A01</i>	<i>002</i>	<i>QP</i>	<i>H</i>	<i>H</i>							<i>165/3.00</i>	<i>2,921</i>
16 TOTAL		<i>10.8</i>											17 TOTALS		<i>951</i>	<i>68,527</i>

NARRATIVE (If more space is needed, attach a Special Report) *See the Apple Fresh Fruit Option Appraisal Worksheet for quality adjustment calculations. 100 bu. of cull apples sold @ \$1.50 to Acme Peelers, Inc.*

SECTION II - HARVESTED PRODUCTION

18 Date Harvest Completed <i>MM/DD/YYYY</i>					19 Is damage similar to other farms in the area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					20 Assignment of Indemnity Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					21 Transfer of Right to Indemnity? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
MEASUREMENTS					GROSS PRODUCTION					ADJUSTMENTS TO HARVESTED PRODUCTION									
$\frac{A_1}{A_2}$	B	C	D	E	F	G	H	I	J	$\frac{K_1}{K_2}$	$\frac{L_1}{L_2}$	$\frac{M_1}{M_2}$	N	O	P	$\frac{Q_1}{Q_2}$	R	S	
Share Field ID	Length or Diameter	Width	Depth	Deduc-tion	Net Cubic Feet	Conver-sion Factor	Gross Prod- (Ex-G) Grade	Bu. Ton Lbs. CWT	Shell/ Sugar Factor	FM% Factor	Moisture % Factor	Test WT Factor	Adjusted Production (Hor)xK2xL2xM2	Prod. Not to Count	Production (N - O)	Value Mkt. Price	Quality Factor (Q1 ÷ Q2)	Production to Count (P x R)	
	<i>Acme Processors Anytown, Anystate</i>						<i>QF</i>	<i>312.4</i>					<i>312.4</i>		<i>312.4</i>	<i>10.00</i>		<i>3,124</i>	
	<i>Acme Processors Anytown, Anystate</i>						<i>QP</i>	<i>98.6</i>					<i>98.6</i>		<i>98.6</i>	<i>3.00</i>		<i>296</i>	
	<i>Acme Peelers Anytown, Anystate</i>						<i>QP</i>	<i>100.0</i>					<i>100.0</i>		<i>100.0</i>	<i>1.50</i>		<i>150</i>	
	<i>***</i>							<i>***</i>					<i>***</i>		<i>***</i>	<i>***</i>		<i>***</i>	
I certify the information provided above, to the best of my knowledge, to be true and complete and that it will be used to determine my loss, if any, to my insured crop. I understand that this Production Worksheet and supporting papers are subject to audit and approval by the company. I understand that this crop insurance is subsidized and reinsured by the Federal Crop Insurance Corporation, an agency of the United States. I understand that any false or inaccurate information may result in the sanctions outlined in my policy and administrative, civil, and criminal sanctions under 18 U.S.C. §§ 1006 and 1014, 7 U.S.C. § 1506, 31 U.S.C. §§ 3729 and 3730 and other federal statutes.															22 Section II Total	<i>3,570</i>			
															23 Section I Total	<i>951</i>			
															24 Unit Total	<i>4,521</i>			

25 Adjuster's Signature <i>I. M. Adjuster XXXXX</i>			Code #	Date <i>MM/DD/YYYY</i>	26 Insured's Signature <i>I. M. Insured</i>			Date <i>MM/DD/YYYY</i>
1st Inspection					1st Inspection			
2nd Inspection					2nd Inspection			
Final Inspection					Final Inspection			

27 Page *1* of *1*

9. REFERENCE MATERIAL

TABLE A - MINIMUM REPRESENTATIVE SAMPLE REQUIREMENTS

Number of Acres:	Select:*
10.0 or less	The lesser of 10 trees or 5% of the number of trees in the orchard (rounded to the nearest whole tree).
10.1 to 100.0	10 trees plus 3 trees per additional 10.0 acres.
100.1 or more	37 trees plus 5 trees per additional 100.0 acres.

NOTE: As applicable, select representative sample trees by variety when the following situations exist in the orchard: (1) all apple varieties have the same maturation date (e.g., early season, midseason, late season, etc.); (2) fruit varieties are similar in size, and color; (3) varieties are grown in the same block. Do not select pollinizer trees as representative sample trees. Select top-worked trees as representative samples only if there are at least 10 other top-worked trees in the same block grafted to the same varieties.

*Supplemental Sample Size and Appraisal Information

- A. Use of less than the “Minimum Representative Sample Requirements” is authorized on a unit basis in the situations outlined below if the trees selected for sampling are representative of the orchard or suborchard (refer to subsection 4 B).
- (1) The appraised production from at least 60 percent of the sample trees is within 10 percent of the average appraisal for the sampled trees. Sampling of the remaining 40 percent is optional.

EXAMPLE: Ten trees are to be sampled. The first 6 sample tree appraisals are within 10 percent of the average appraisal, as follows:

Sample Number	Appraisal in Bu.	Average Appraisal in Bu.	Percent of Average Appraisal
1	45	50	0.90
2	51	50	1.02
3	52	50	1.04
4	47	50	0.94
5	50	50	1.00
6	55	50	1.10
Total:	300 ÷ 6 = 50 bu. Average Appraisal		

NOTE: If the quality adjustment for these samples is comparable, sampling of the remaining 4 trees is optional.

- (2) The appraised production from at least 60 percent of the sample trees indicates that the appraised production value per acre will exceed the guarantee per acre. Sampling of the remaining 40 percent is optional.

EXAMPLE: A 10.0 acre orchard with 109 trees per acre with a 450 bu. guarantee/acre. Ten trees are to be sampled. The first 6 trees appraised average 5 bu. of fruit per tree. So, 5 bu. x 109 trees/acre = 545 bu. per acre; so, 545 bu. per acre exceeds the guarantee of 450 bu. per acre. Considering the quality adjustment, sampling of the 4 remaining trees is optional.

NOTE: Follow the procedure in the LAM for “No Indemnity Due Claims” or complete and sign a “Withdrawal of Claim” form, as applicable.

- (3) The appraised production from at least 60 percent of the sample trees indicates there will be a “zero” value for production to count.

EXAMPLE: Ten trees are to be sampled. The first 6 sample trees have insurable damage exceeding 50 percent (100 percent quality loss or a “zero” appraisal for fresh apples only), sampling of the 4 remaining trees is optional.

- B. Pick, sample, and do a quality adjustment for production from each sample tree. Record grade reduction results separately on the applicable worksheet. Calculate the average weight per sample tree by combining the weight of the fruit picked from the sample trees using the following formula:

FORMULA: Weight of the fruit harvested from all of the sample trees divided by the number of sample trees equals the average weight per sample tree.

- C. Use the average container weights (e.g., lbs/ bu., lbs./box) as determined or verified by the adjuster to calculate the weight of production to count from trees harvested for appraisal.

TABLE B - NUMBER OF TREES PER ACRE - TREES ON SIZE CONTROLLING ROOTSTOCK

		DISTANCE BETWEEN TREES (IN FEET)					
		4	5	6	7	8	9
DISTANCE BETWEEN ROWS (IN FEET)	4	2723	2178	1815	1556	1361	1210
	5	2178	1742	1452	1245	1089	968
	6	1815	1452	1210	1037	908	807
	7	1556	1245	1037	889	778	691
	8	1361	1089	908	778	681	605
	9	1210	968	807	691	605	538

NOTE: For spacings not shown on these charts: Multiply the distance between trees (to the nearest tenth of a foot) times the distance between rows (to the nearest tenth of a foot), and divide this result into 43,560 square feet per acre (round result to the nearest whole number).

EXAMPLE:

Tree spacing is 12.5 feet and row spacing is 16 feet.
 12.5 ft. X 16.0 ft. = 200.0 sq. ft. per tree. 43,560 sq. ft. ÷ 200.0 sq. ft. = 217.8
 which rounds up to 218 trees per acre.

