

Whole Farm Revenue Protection Checklist - 2025

Underwriting / Agent Checklist



Insured: _____

Policy Year: _____

Agency: _____ Agent: _____

Policy No.: _____

Underwriter: _____ Date: _____

Date Completed Packet Received by NAU: _____

WFRP Packet: Mark if the packet documents were received at Sales Closing.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	1. Whole Farm App/Transfer/Change/Cancel Form
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	2. Yield and Revenue Report Form (for crops w/o underlying MPCl)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	3. Expected Value & Yield Doc. Cert. Worksheet
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	4. Farm Operation Report (FOR)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	5. Whole Farm 5 Yr/1 Yr Revenue Worksheets
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	6. Whole Farm History Report
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	7. Accounts Receivable Report
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	8. Market Animal and Nursery Inventory Report
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	9. Inventory Report
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	10. Signature Page
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	11. Taxes: 5 for New; 1 for Renewal
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	12. Yield Records for crops without MPCl (submission not required, unless requested)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	13. APH/ARH for crops with MPCl (required)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	14. Pre-Acceptance Worksheet (PAW)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	15. Underwriting Report (Mint, Forage, Grass Seed, etc.)

Notes:

WFRP Application

- Calendar Year Filer Early Fiscal Year Filer Late (September 1 or Later) Fiscal Year Filer (November 20 SCD) *(check if applicable)*
- Signed by insured Signed by agent
- Tax ID matches Tax ID on Schedule F (or Equivalent Tax Form)
- Entity insured is same Entity reporting to IRS
- All SBI's recorded that have at least 10% of the share
- State/County listed where majority of Projected Income is expected
- Yes No Carryover Insured?
If Yes, are the Whole Farm History Report and the Whole Farm Intended Operation Report timely filed? Yes No
If no, policy must be cancelled.
 Yes No If yes, do we have previous year's approved revenue?
- Yes No Coverage Level listed?
 Yes No If carryover, has coverage level increased from the previous year?
 Yes No If so, is a cause of loss that would reduce allowable revenue for the insurance year evident prior to receipt of application?
- Yes No Other Insurance?
 Yes No With NAU Country?
 If No, a copy of the MPCl Schedule of Insurance was obtained for underlying policies from the other AIP.
Confirm the total liability of the other MPCl policies (when they are reported): _____
 Yes No Buy-up coverage on all commodities with other MPCl Insurance?
 Yes No Underlying CAT policy?
The information provided must include the date such insurance was obtained.
 Yes No Insured elected to exclude all FCIC buy-up insurance policies from becoming primary insurance? *Be sure there is no premium liability adjustment.*
- Yes No Is the farm operation vertically integrated? ¹
 If yes, did they clearly identify and explain the relationship between such entities?
Refer to the CIH for acceptable record requirements for vertically integrated entities. Be sure we have a VIP Certification on file.
- Yes No Is there a filed AD1026 with FSA for the entity filing the farm income taxes?

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Tax Forms and Allowable Revenue Forms

- Yes No Schedule F?
If no, what tax form (number) was provided? _____
 Yes No Substitute Schedule F included if the insured does not file a Schedule F?
 Yes No Are required tax forms and supporting records included?
- Yes No For carryovers, is the most recent tax year form (Schedule F and 1040/1120/1065 if applicable) included? For new policies, are five years of tax forms (Schedule F and 1040/1120/1065 if applicable) included? Note: Be sure we have **verified the** entity who filed the taxes this year or a prior year. (Late FY Filer's 5-year data base is one year behind CY and Early FY tax filers.)
If not, does the producer qualify for:
 Yes No Entities that do not file taxes with IRS but are still eligible for federal benefits, e.g. tribal entities
 Yes No Producers who were physically unable to farm for 1 year?
 Yes No USDA-qualified Beginning Farmer and Rancher or Veteran Farmer or Rancher with as few as three years of tax records?
 Yes No Use of another person's records (i.e. leases, inherits or purchases another farm operation)?
If Yes, then:
 Yes No Is there a written request to use the other person's records?
 Yes No Is there verifiable documentation submitted to ensure at least 90% of the other person's farm operation was obtained?
 Yes No Is there a completed and signed WF History Report that represents a combination of revenue submitted?
We must notify the insured of approval within 15 days of receiving all the information.
- Yes No Applicable Allowable Revenue Worksheets completed and do they correctly reflect the information on the Schedule F?
 Yes No Does the insured have a short tax year in their Whole Farm History or Lag Year?
If Yes, then must resubmit their Whole Farm History based on the calendar of fiscal year used for the policy year.

Whole Farm History Report (WFHR)

- Yes No Is the WFHR completed and does it correctly reflect the information on the Allowable Revenue Worksheets?
 Yes No Is revenue from post production operations and added value adjusted out of the values?
 Yes No Does the insured qualify for Indexing? Requires five years of taxes.
 Yes No If Yes, did the insured chose to index?
If No, contact the Agent to verify.
Remember, capped at the highest allowable revenue of any year in the history period.
- Yes No Does the insured qualify for Expanded Operation?ⁱⁱ
 Yes No If so, is there verifiable documentation to substantiate they added production capacity or increased the use of existing production capacity on their farm? Lag year expansion by SCD; current year expansion by RFOR.
 Yes No Did we verify there was a net increase in production capacity from the highest amount of production capacity of those years in the Whole Farm history period?
 Yes No Did the insured submit only a certified organic practice expansion? If yes, the expansion limits are the higher of \$500,000 or 35%.
- Yes No For the initial insurance year, is the Whole-Farm Historic Average Revenue determined to be correct **less than 95 percent** of the Whole-Farm Historic Average Revenue stated on the Whole-Farm History Reported submitted by the insured?
If yes, we need to notify the insured.
- Yes No Did the insured elect one or more of the smoothing options (Insurance Option Code List: Revenue Substitution 60% = `RS'; Revenue Exclusion = `RX'; Revenue Cup 90% = `RC')? If Yes, verify which of the options below result in the highest approved revenue and that the insured selected all or the applicable option.
 Yes No A 60 percent revenue plug based on the simple average or simple indexed average revenue. Years having revenue less than the respective average may be replaced by 60 percent of the average to calculate the approved revenue.
 Yes No Drop the lowest year revenue from the history (actual or indexed) and calculate the average revenue based on the four remaining years.
 Yes No For a carryover insured, the approved revenue may also be cupped at no less than 90 percent of the previous year's approved revenue.
Previous year's approved revenue: _____ 90 percent: _____

The **whole-farm historic average revenue** is equal to the HIGHER of:

1. The average allowable revenue: _____

Average allowable revenue - The average of the allowable revenue for your whole-farm history period after any applicable adjustments.

2. The expanded operation adjusted revenue: _____

3. The indexed average revenue: _____

Remember: If the insured is a carryover insured and their average allowable revenue is less than 90 percent of their previous year's approved revenue, they may elect to use 90 percent of their previous year's approved revenue instead of their **whole farm historic average revenue** when determining their approved revenue.

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Expected Value and Yield Source Certification Worksheet (EYVD)ⁱⁱⁱ

- Yes No Are all commodities broken out by practice/type/variety as appropriate?
- Yes No Is the source of all the expected yields and values reported in Column 13 and 15?
If no, we send back to complete.
- Yes No Are any commodities reported under a Combined Direct Marketing Code?
If yes, the expected value will be based on the per acre expected revenue from the previous 3 year average of allowable revenue from the combined direct marketing and the acres certified from the same 3 years unless market conditions, commodity mixtures or structures used to produce commodities have changed. Make sure Part 3 of the Expected Value and Yield Source Document and Certification Worksheet is completed.

Expected Values

- Yes No Are any of the sources a Marketing Contract?
If Yes, is a copy of the contract included? Yes No
If No, we must obtain a copy of the contract in order to use the price.
- Yes No Do any commodities have production from the insurance year that is already sold?
If Yes, the sold price is the expected value.
- Yes No Are any of the sources Direct Marketing Sales Records?
- Yes No If none of the above 3 apply for individual commodities, is the source of the price one of the following acceptable 3rd party sources?
-Prices reported by the AMS including Market News Reports, NASS, ERS, or other government agency;
-The FCIC published price for the area (if applicable) with local basis removed if a CEPP price is used; Current local, average, cash bid price for the commodity in the area where you normally sell the commodity;
-The average price offered by at least two commercial buyers, one selected by you, and one selected by us;
-Prices from a reliable disinterested third-party source such as a commodity broker, crush district, packer/processor or marketing cooperative, and that we approve; or
-Average market price for NAP payments including direct market price, if applicable.
- Yes No Is the source the average price the insured received for the 3 most recent years of production?
 Yes No If Yes, was documentation provided in accordance with 18(b)(3)(viii) and did the insured provide the required written explanation from 18(g)(6)?

Yields

- Yes No Are any commodities **INSURED** by another policy that provides individual yield coverage in the county?
If Yes, are expected yields the MPC1 APH or ARH policy's approved yield (simple or weighted average for all units (by P/T/V), planted or not)?
 Yes No
If No, check which applies:
 The insured provided detailed documentation of changes to their production practices **that we agree** demonstrates a higher or lower expected yield; or
 The insured produced the commodity in years prior to the first year of their whole-farm history period **that we agree** do not reflect the yield they can expect to produce during the insurance period. In this case, we can approve a yield based on only those years actual yields after their whole-farm history begins as their expected yield.
- Yes No Have any commodities **NOT INSURED** under an individual yield coverage policy **been produced** on the farm during the whole farm history period?
If Yes, the expected yield will be the average yield (like an APH) produced on the farm operation during the ten years preceding the insurance period. Note: If they have less than four years of production history, a replacement yield (see next section below) must be included for each missing year to get to a four year average. Carryover insureds must certify records if the commodity was produced last year or receive a zero yield for the most recent year.
Did the insured **provide yield verifiable records** of yield and acreage **for all years** they produced the commodity during **ten years** preceding the insurance period?
 Yes No
If No, request the records if we have concerns.

Note: Whole Farm Yield and Revenue History Form is a form used to record the yield and acreage information. Record the Line Number the Yield and Revenue History database corresponds to on the Farm Operation Report along with each year's approved information. Make sure the Certification Form is signed.

- Yes No **FOR ALL OTHER COMMODITIES**, check which source was used to document the expected yield:
- FCIC published transitional yields in the county or the nearest county with similar agronomic conditions to the county where the commodity will be produced;
 - Yields published or used by other USDA programs (i.e., yields used to establish coverage under the NAP program administered by FSA); or
 - Information provided by participants in the Cooperative Extension System that reflects the average yield the commodity can be expected to produce in the county. Note: The expected yield cannot be established based on university yield trial data or crop budget reports.
 - Other (explain) _____
If a price or yield cannot be determined for a commodity because no acceptable price source exists, or an expected yield cannot be established, the expected value of the commodity will be zero and all revenue from that commodity will be considered revenue-to-count.
- Yes No If documentation is not **specifically required** above for yields and expected values, is documentation submitted to substantiate the yield and expected values on the form?

If no, include this note in your letter back with the Schedule of Insurance:

*The information on the Expected Value and Yield Source Certification Worksheet and/or the approved Yield and Revenue History Form may be reviewed and audited if a claim is made on this policy. Inaccurate information or your failure to retain or provide, upon request, records supporting the information you reported on this form may result in denial of coverage, cancellation of my policy, ineligibility for indemnity, or recalculation of insured revenue. **At any time** we determine the expected value or yield used to establish the expected revenue of a commodity does not reflect the price you could have expected to receive when the crop would be harvested when the expected value was determined in accordance with section 17(c)(4) of the WFRP policy or the yield you can expect to produce on your farm operation under normal growing conditions **we will correct the expected value or yield used to establish the expected revenue.***

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Farm Operations Report (FOR)

- Yes No Farm Operation Report - Completed with all information?
- Yes No Signed by insured?
- Yes No Is the insured revenue for the insurance year greater than \$17 Million?
- Yes No Does the FOR expected yields/values reflect what was reported on the on the Expected Value and Yield Source Certification Worksheet?
- Yes No Are the Commodity and Rate Codes recorded correctly?
- How many commodities does the insured qualify for? _____ Note: Combined Direct Market Commodity Code = 2 commodities.
- Yes No Are Any commodities fed?
 - Yes No If Yes, did the Agent/Producer complete the Percent Produced for Sale block on the IFOR?
- Yes No Are any Organic commodities included?
 - Yes No If so, is the **Method of Establishment code correct** (e.g. for acres of an organic commodity use Code 21, not Code 20)?
 - Yes No Did the insured provide an organic certificate from a certifying agent? Do not use organic prices without an organic certificate or documentation the insured has requested in writing a written certification.
Due by the revised FOR reporting date.
- Yes No Is there livestock on the FOR?
 - Yes No If so, is the expected revenue at or near \$2 Million?
Note: Aquaculture commodities are excluded when calculating the revenue cap.
If yes, verify soft cap on FOR at \$2 Million.
 - Yes No Is the inventoried livestock cost basis included and adjusted out of expected value?
- Yes No Is there nursery or greenhouse commodities on the FOR?
 - Yes No If so, is the expected revenue at or near \$2 Million?
Note: Aquaculture commodities are excluded when calculating the revenue cap.
If yes, verify soft cap on FOR at \$2 Million.
- Yes No Are there potatoes on the FOR?
 - Yes No If so, does the insured qualify for at least 2 commodities?
If no, the insured does not qualify for WFRP.
- Yes No Do the commodities on the FOR have revenue protection (Plans 02 or 03) available?
 - Yes No If so, does the insured qualify with more than 1 qualifying commodity count?
If no, the insured does not qualify for WFRP.
- Yes No Are any commodities listed on the FOR as "Purchased For Resale (PFR)"?
 - Yes No If yes, is the cost basis column filled out?
 - Yes No If yes, is the code "PFR" recorded?
 - Yes No Does the insured derive more than 50 percent of allowable revenue from commodities purchased for resale?
If yes, the insured does not qualify for WFRP.
- Yes No Is there any crop on the FOR that requires a Pre-Acceptance Worksheet or Forage, Grass Seed, or Mint Underwriting Report?
 - Yes No If so, is this the 1st year insured?
See Handbook for 1st year requirements if commodity is damaged prior to application being accepted.
- Yes No Are there any commodities produced on Native Sod?
If yes, they must be listed on a separate line on the FOR. Premium subsidy is affected.
- Yes No Is there Industrial Hemp on the FOR?
 - Yes No If yes, do we have a copy of the contract? *Industrial Hemp grown without a market contract is not insurable.*
 - Yes No Do we have the Insured's license number recorded in the narrative of the FOR?
 - Yes No If yes, do the types match the rate Codes? (Fiber, Flower, and/or Seed)
- Yes No Does the FOR include narrative of any special circumstances listed (i.e. Vertically integrated, report of changes)? _____

Inventory and Accounts Receivable Worksheets ^{iv}

- Yes No Beginning Inventory Report included and complete?
 - Yes No Is the information substantiated with verifiable records?
- Yes No Accounts Receivable Report included?
 - Yes No Is the information substantiated with verifiable records?
- Yes No Market Animal and Nursery Inventory Report?
 - Yes No Is the information substantiated with verifiable records?
 - Yes No Is the cost basis determined for market animals?
- Yes No If the answer to any of the above are no, did we verify with the agent and document there were none?

Reports are due by SCD for CY Filers and later of the date of application or last day of the month in which the FY begins for FY Filers.

If the Insured does not report beginning inventory for a commodity by the deadline, no adjustment to revenue-to-count will be made for the commodity based on the Insured's Inventory Report when determining a claim. **Call the Agent to confirm.**

EASYwriter Pro

- Yes No Did you update Tracking Manager in EWP?
- Yes No Is EWP keyed correctly?

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i Vertically Integrated and Related Tax Entity

If the applicant's/insured's farm operation is vertically integrated, or the applicant/insured owns or has interest in related tax entities, the applicant/insured must clearly identify and explain the relationship between the entities at the time the application is filed. The AIP must: (1) Assure that expected values used in the underwriting for these operations are similar to operations that are not vertically integrated. (2) Assure that post-production expense amounts that are adjusted out of revenue to calculate approved revenue amounts are similar to expenses that other parties in the area would incur.

ii Expanded Operations

To qualify for Expanded Operation, producer must show us their farm operation has physically expanded during the insurance period or lag year by

- adding production capacity to the farm operation (e.g., by adding land or an addition of a greenhouse),
- increasing use of existing production capacity (e.g., by double-cropping existing land or beginning production on high density orchards),
- or making physical alterations to existing production capacity (e.g., by adding irrigation to existing land or beginning production on certified organic acreage)

We will not consider crop rotation, or planting pattern change, or planting a higher value commodity without changes to their existing production capacity to be physical expansion.

If they have also made a physical reduction in their production capacity, we will only consider the net increase in production capacity from the highest amount of production capacity of those years in their whole-farm history period when determining their expanding operation factor. For example, if they have purchased 200 acres this year and they sold 100 acres the previous year, their expanding operation factor will be based on a 100 acre increase in production capacity.

If we have approved the farm operation as an expanding operation (**not due solely to certified organic practice**), the expanding operation factor will be calculated by:

1. Adding the amount of revenue from the physical expansion of their farm operation during the insurance period, as determined by us, to their **simple average allowable revenue**;
2. Adding to paragraph (1) the amount of revenue from any expansions that occurred in your lag year, as determined by us; and
3. Dividing the result of paragraph (2) by their **simple average allowable revenue** to determine their expanding operation factor, not to exceed 1.35.

The expanded operation adjusted revenue will be their **simple average allowable revenue** multiplied by their expanding operation factor.

Example:

Box 1	\$100,000	Simple Average Allowable Revenue (5 year)
Box 2	\$0	Policy Year expansion (expected revenue for commodities on the actual expanded acres in the current year)
Box 3	\$ 10,000	Lag Year Expansion (expected revenue for the current year commodities on the actual expanded acres in the lag year)
	\$110,000	Total
	\$110,000/\$100,000	Divide Total (Box 4) by Simple Average Allowable Revenue (Box 1)
	1.10	Expanding Operation Factor X Simple Average Allowable Revenue

iii Expected Yield and Value Guidelines Expected Yields must reflect:

1. The yield you can expect to produce on your entire farm operation (If differing yields are expected from different parts of your farm operation a separate line should be used for each or a weighted average used for the entire commodity);
2. Any alternate bearing tendencies of the insured commodity;
3. Any damage to the commodity that occurred prior to the beginning of the insurance period;
4. Any change in practice (e.g. adding drip irrigation or beginning production of certified organic commodities) or production method used during the insurance period; and
5. In the case of perennials, the impact on yield caused by the existence of any disease and the lack of or excessive pruning prior to or during the insurance period.

Expected values must:

1. Be reasonable, realistic and consistent with available local market information;
2. Be supported by verifiable records, or direct marketing sales records for commodities that are direct marketed;
3. Take into account current local markets, cycles and trends;
4. Exclude post-production operation expenses but include market readiness operation expenses;
5. For commodities that were purchased for resale, exclude the cost of the commodity;
6. For vertically integrated operations, be consistent with values obtained from objective sources. Additionally, any post-production operation expenses removed from the values and market readiness operation expenses included in the values must be customary and reasonable and comparable to disinterested third party costs.

iv Inventory and Accounts Receivable

The information on the Inventory Report and the Market Animal and Nursery Inventory Report must be substantiated by the AIP using verifiable records, including but not limited to: (a) storage records from elevators, packing houses, warehouses or other commercial storage facilities; (b) measurements of farm stored production if measured by an AIP, FSA or other USDA authorized representative; (c) complete and accurate count of animals; and (d) complete and accurate count of nursery commodities.

1st Underwriter Reviewer Name	Date
Signature:	
2nd Underwriter Reviewer, if applicable	Date
Signature:	