

Internal Crop Risk Management Checklist

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Customer Name:	Date:	
1. Was each question on the application gone over with the named insured prior to completing the application?	Yes	No
2. Was "New Producer" information shared and explained with the named insured?	Yes	No
3. Did the named insured review the application prior to initialing each page and signing the application?	Yes	No
4. Were all changes made prior to obtaining the signature from the named insured?	Yes	No
5. Did you submit the signed application with a date of no later than March 15 to the crop carrier within the three week window for submission?	Yes	No
6. Did you carefully input the information on the Acreage Reporting form from the signed FSA 578 form provided by the named insured?	Yes	No
7. Did you review each box and line item on the Acreage Reporting form to see if any changes have occurred from the previous year?	Yes	No
8. Did you submit the Acreage Report to the carrier within the 30 day deadline set by the Risk Management Agency?	Yes	No
9. Did you compare the Summary of Coverage upon receipt with all FSA 578 forms?	Yes	No
10. Did you review the Summary of Coverage with the FSA 578 forms prior to notifying the carrier of a claim?	Yes	No

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11. Did you mail the Summary of Coverage within a timely manner to the policy owner so the policy owner had a last chance to make allowed corrections if needed?	Yes	No
12. Did you inform the policy owner of the premium owed?	Yes	No
13. Did you obtain a copy of the signed Production Report and provide this information to the crop carrier before the end of April?	Yes	No
14. Did you explain the claim reporting requirements and deadlines within policy?	Yes	No
15. Did the agent timely open a claim if the policy owner reported a crop loss?	Yes	No