



# Farm Risk Management & Crop Insurance

## A Checklist for Outreach Coordinators

### Purpose/Overview

Extreme weather conditions, crop diseases, and other unexpected events like wildlife damage can result in significant crop or livestock losses, even when preventative steps are taken. The uncertainty of occurrence for these events is another factor of production risk. The process of risk management utilizes different tools, resources, and practices available to growers to reduce the impacts of these events and potential income losses. This checklist is for an introductory event to cover different types of agricultural risk, share risk management and disaster assistance program options available to growers, emphasize the importance of preparedness and advance planning, and encourage the necessity of farm recordkeeping for program eligibility.

### Learning Outcomes

1. Participants will understand the general concepts of risk and its potential impacts on farmers, families, and businesses.
2. Participants will become aware of available resources for risk management programs and their costs and benefits.
3. Participants will become equipped with the knowledge to better manage farm risk.
4. Participants will understand the importance of farm recordkeeping in order to benefit from crop insurance and disaster assistance programs.
5. Participants will know how to use tools to make recordkeeping manageable.

### Materials Needed

- Sign-in sheet with media release
- Civil rights survey
- Note-taking supplies
- Organization branded tablecloth
- Nametags and markers
- [‘And Justice For All’](#) (posted – visible to all participants)
- Pre- and post-workshop evaluations
- Computer with presentation (optional)
- A/V equipment (if needed)
- Printed handouts for participants (optional)
- Water and refreshments (optional)

### Activity Planning Considerations

- Audience makeup and background (prior content knowledge, language barriers, etc.)
- Recent events or disasters, which can be teachable moments to make risk management more compelling
- Accessible location with adequate seating
- Restrooms
- Limited distractions
- Food/drinks (if allowed at workshop location)
- Adequate parking
- Electricity (if needed)
- Conflicts with other events, farmers market days, or holidays

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**Emilie Kirk**

Dept. of Tropical Plant and Soil Sciences  
[erkirk@hawaii.edu](mailto:erkirk@hawaii.edu), (808) 274-3471

**Melelani Oshiro**

Dept. of Human Nutrition, Food and Animal Sciences

**Joshua Silva**

**Kylie Tavares**

**Sharon Wages**

**Andrea M. Kawabata**

Dept. of Tropical Plant and Soil Sciences

**Dr. Stuart T. Nakamoto**

Dept. of Human Nutrition, Food and Animal Sciences

THIS INFORMATION HAS BEEN  
REVIEWED BY CTAHR FACULTY

**Activity Outline** (estimated time required: 90 minutes)

The outline below provides an example of the topics you may want to include in a workshop on farm risk management. Tailor topics to meet the needs of your specific audience and include local examples of risks and crop loss events. The outline below includes links to resources that you can draw from in developing your presentation. You may also want to share these resources with training participants. Use the 'Presenter Notes' column to fill in the details that you want to include with your presentation.



Time	Topic and Key Points	Presenter Notes
5 min	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Ask audience who has experienced significant, unexpected crop loss</li> <li>• Ice breaker: “Stuck” from the USDA Risk Management Agency’s (RMA) <a href="#">Building a Risk Management Plan</a> (pg. 3); funny tongue-in-cheek reasons why farmers don’t actively manage agricultural risk. Present as a top-ten list.</li> <li>• Tell participants about the topics for the day. Emphasize this is a starting point, and each producer should seek further information on topics they find relevant to their operations.</li> </ul> <p>Example: <i>Today we are going to cover an introduction to agricultural risk management with an emphasis on disaster assistance program options, the importance of preparedness and advance planning, and the necessary farm recordkeeping for program eligibility. This does not cover every aspect of agricultural risk, but it will provide a starting point to build a framework for risk management by addressing current and potential production challenges.</i></p>	
15 min	<p><b>What Is Risk?</b></p> <ul style="list-style-type: none"> <li>• Risk = the uncertain exposure to danger/harm resulting in losses</li> <li>• Agriculture/production risks include inclement weather, new introductions of diseases and pests, etc.</li> <li>• What uncertain events occur or do you think will increase in the future? Are there any that are preventable?</li> </ul> <p><b>Risk in Agriculture</b></p> <ul style="list-style-type: none"> <li>• Provide definitions for the five general types of agricultural risk: <ul style="list-style-type: none"> <li>○ Production</li> <li>○ Price/market</li> <li>○ Financial</li> <li>○ Institutional/legal</li> <li>○ Human/personal/labor</li> </ul> </li> <li>• Assessing the various types of risk for your operation will help with prioritizing risk management strategies. <ul style="list-style-type: none"> <li>○ <a href="#">CTAHR Producer Business Checkup</a></li> <li>○ <a href="#">USDA-RMA Risk Management Checklist</a></li> </ul> </li> </ul>	



Time	Topic and Key Points	Presenter Notes
15 min	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Manage Your Farm Risk</a></li> <li>• <a href="#">Risk Management Strategies</a></li> </ul> <p><b>Risk Management Programs</b></p> <ul style="list-style-type: none"> <li>• Like other insurance products, most risk management programs require enrolling before a loss occurs.</li> <li>• USDA offers numerous risk management and disaster assistance programs—review key examples that are most relevant to the audience you are meeting with.</li> <li>• For crop insurance, encourage farmers to reach out to a <a href="#">licensed Hawaii crop insurance agent</a> or the local RMA office.</li> </ul>	
10 min	<p><b>Emergency Preparedness</b></p> <ul style="list-style-type: none"> <li>• An Emergency Action Plan (EAP) should be posted for all employees and easy to locate.</li> <li>• Update EAPs annually.</li> <li>• EAPs can be customized for specific situations (e.g., Weather, Accidents, Human, Animal, Transportation, etc.).</li> <li>• Individual organizations to consider in EAPs: <ul style="list-style-type: none"> <li>○ Emergency Management Services</li> <li>○ Law Enforcement</li> <li>○ Other: Extension, Department of Health, etc.</li> </ul> </li> <li>• Things to include in EAPs: <ul style="list-style-type: none"> <li>○ List of potential hazards, emergencies</li> <li>○ Farm/site map, contact list</li> <li>○ Evacuation procedures, meeting site</li> </ul> </li> <li>• Here are resources to share with participants related to emergency preparedness: <ul style="list-style-type: none"> <li>○ CTAHR: <a href="#">Threats to Agriculture and Community</a></li> <li>○ OSHA: <a href="#">Develop &amp; Implement an EAP</a></li> <li>○ CTAHR: <a href="#">Tropical Cyclone Emergency Management for Farmers</a></li> <li>○ EDEN: <a href="#">Extension Disaster Education Network</a></li> </ul> </li> </ul>	
15 min	<p><b>Recordkeeping</b></p> <ul style="list-style-type: none"> <li>• Records are required for crop insurance and disaster assistance programs, including recordkeeping best management practices for risk management.</li> <li>• Introduce systems and methods of recordkeeping (the best method is the one that the producer will actually use).</li> <li>• Recordkeeping for other certifications and programs (i.e., organic certification, food safety) may overlap with records required for crop insurance.</li> <li>• Emphasize the need to keep accurate records to document all losses. Livestock producers are advised to document beginning livestock herd inventory, taking time- and date-</li> </ul>	

Time	Topic and Key Points	Presenter Notes
	<p><b>Recordkeeping, Cont.</b></p> <p>stamped videos or pictures prior to and after the loss.</p> <ul style="list-style-type: none"> <li>Other common documentation options include purchase records, production records, vaccination records, bank or other loan documents, third-party certification, etc.</li> </ul>	
5 min	<p><b>What to Do in the Event of a Disaster or Loss</b></p> <ul style="list-style-type: none"> <li>Take photos as soon as possible to document damage.</li> <li>Report crop damage to your crop insurance agent or the local USDA Farm Service Agency (FSA) office as soon as possible.</li> <li>Contact your agent or FSA within 72 hours of discovering damage, and be sure to follow up in writing within 15 days.</li> <li>Be sure to receive approval from your agent prior to clean-up after any disaster. Agents may want to do a site visit to assess losses.</li> <li>Resource: <a href="#">Common Forms</a> (USDA)</li> </ul>	
15 min	<p><b>Check for Participant Understanding</b></p> <ul style="list-style-type: none"> <li>Ask the participants questions about the content presented throughout the workshop to check for understanding i.e., When is the best time to sign up for crop/disaster insurance? Emphasize the importance of planning ahead and recordkeeping.</li> <li>Use any method you prefer to review content and test participant learning, e.g., Risk Management Jeopardy/Bingo or role-playing mock scenarios.</li> </ul>	
10 min	<p><b>Wrap-Up and Final Q&amp;A</b></p> <ul style="list-style-type: none"> <li>Remind participants that this session was centered on risk management, assistance programs, and crop insurance. Other risk management tools not covered in this training include liability and life insurance, estate planning, crop diversification, value-adding, and niche marketing.</li> <li>Open space for additional questions and discussion with participants.</li> <li>Share additional resources for more information and wrap-up the session with the post-event evaluation.</li> <li>Collect workshop evaluations and required Civil Rights surveys.</li> </ul>	



## Resources

This section includes links to further information for presenters to draw from as well as materials that could be shared with training participants or printed as handouts.

### [USDA Disaster Assistance Program At A Glance](#)

This document is an overview of all the USDA programs, including crop insurance. More information can be obtained from fact sheets and/or websites.

### [USDA Risk Management Agency \(RMA\) Beginner's Guide to Crop Insurance](#)

Learn about the basics of crop insurance.

### [RMA Programs](#)

These are a selection of relevant crop insurance programs available in Hawaii from RMA. See the Farm Service Agency section below for other assistance programs.

- [Hurricane Insurance Protection](#)
- [Livestock Insurance Plans](#)
- [Nursery Commodity Insurance](#)
- [Whole-Farm Revenue Protection \(including Micro Farm Program\)](#)

### [Office and Insurance Agent Contacts](#)

- [Hawaii RMA Regional Contact](#)
- Contact a [licensed Hawaii crop insurance agent](#) for current programs, factsheets, and additional information. Contact an RMA agent to enroll in their program(s). When using the RMA Agent Locator tool, adjust the distance to "No limit" and select for agents licensed in Hawaii.
- [2022 list of crop insurance agents](#) for Hawaii producers and detailed information for coffee producers

### [USDA Farm Service Agency \(FSA\) Programs](#)

These are fact sheets for disaster assistance programs available in Hawaii from FSA. See the RMA section above for crop insurance programs.

- [Acreage Reporting](#): What you need to know about reporting annual farm plantings to maintain eligibility for FSA disaster assistance programs.
- [Noninsured Crop Disaster Assistance Program \(NAP\)](#): Provides financial assistance to producers of non-insurable crops to protect against natural disasters that result in lower yields or crop losses or prevented crop planting.
- [Tree Assistance Program \(TAP\)](#): Provides financial cost-share assistance to qualifying orchardists and nursery tree growers to replant or, where applica-

ble, rehabilitate eligible trees, bushes, and vines lost by natural disasters.

- [Livestock Forage Disaster Program \(LFP\)](#): Provides compensation to eligible livestock producers who have suffered grazing losses due to drought or fire on land that is native or improved pastureland with permanent vegetative cover or that is planted specifically for grazing.
- [Livestock Indemnity Program \(LIP\)](#): Provides benefits to livestock producers for livestock deaths in excess of normal mortality caused by adverse weather or by attacks by animals reintroduced into the wild by the federal government.

The FSA has many other programs that assist in reducing other financial risks associated with farming. Here is one example that many producers find to be an easy entry point to working with USDA:

- [Reimbursement Transportation Cost Payment Program \(RTCP\)](#): For geographically disadvantaged farmers and livestock producers to reimburse producers for a portion of the cost to transport agricultural commodities or inputs used to produce an agricultural commodity.

Click [here](#) for more FSA disaster assistance programs.

### [Interactive Tools for Content Review/Participant Engagement](#)

- [Bingo](#): Online platform for generating free bingo cards (*utilize terms mentioned during the training as Bingo blocks*)
- Jeopardy-style games:
  - o Slide Lizard: PowerPoint template
  - o [Factile](#): Web-based game
- [Mentimeter](#): Audience engagement platform with free account option