

For: State and County Offices

Effective Date Reminder for CRP Revisions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The effective date of a CRP contract revision is crucial to properly dividing payments between participants on an original and revised CRP contract. When the web-based CRP Contract Maintenance System is released, payments from contracts that have been revised will be date-based without the need for the manual intervention that is currently required with System 36. It is **critical** that these dates are recorded properly for FY 2014 revisions made in COLS and System 36 before the start of the migration to the CRP Contract Maintenance System.

B Purpose

This notice:

- reminds employees of procedure to determine the effective date for CRP revisions
- explains the importance of the effective date on the upcoming release of the CRP Contract Maintenance System.

Disposal Date	Distribution
March 1, 2014	State Offices; State Offices relay to County Offices

2 Contract Revisions

A Contract Corrections

For contracts that are revised because of a needed correction, users will enter the same effective start date as the original contract.

Example: Contract 100 was created for 100 acres with an effective date of 10/01/2012; however, after the contract was approved it was determined that there were only 95 acres. The user will revise the contract, the contract will become contract 100A to reflect 95 acres, and the user will enter the effective date of 10/01/2012.

B Contract Revisions

For contracts that are in need of a true revision, such as a new producer being added, users will enter the effective start date as the date the revision to the contract should take effect. In these cases, the effective start date of the revised contract will be different than the effective start date for the original contract.

Example: Contract 101 was created with an effective date of 10/01/2012. A new producer bought the land and was added to the contract on 12/29/2013. The user will revise the contract, the contract will become contract 101A to reflect the new ownership, and the user will enter the effective date of 12/29/2013.

C Effect on Payments

The current System 36 process for handling revisions and prorated payment will change with the release of the CRP Contract Maintenance System. With the CRP Contract Maintenance System, payments after a revision will be handled automatically and be date-driven based off the revision effective date without the need to access the “Special Payment” option. From a payment software perspective, when a revision has the same effective date as the original contract, the payment software only reads the latest effective start date. If the original and revision have different effective start dates, they can be paid separately with the payment prorated. If the incorrect date is loaded into System 36, it will result in improper payments.

Example: Mr. Smith sells his land and loses interest in CRP contract 101 on 12/29/2013 to Mr. Jones. Contract 101 has an annual rental payment of \$3,650. Mr. Smith is entitled to 90 calendar days for a payment of \$900 for contract 101 and Mr. Jones is entitled to 275 calendar days for a payment of \$2,750 for revised contract 101A. However, when the revision is completed in System 36, the user entered the system date of 1/20/2014, rather than the date of 12/29/2013. Because the web-based Contract Maintenance system is date driven, the payment will be calculated from the 1/20/2014 date and will overpay Mr. Smith for 22 extra calendar days and underpay Mr. Jones.

Notice CRP-754

3 Required Action

A Verify the Effective Dates in System 36

For FY 2014 CRP contract revisions completed after October 1, 2013, users shall verify the correct effective start date has been used. If it is discovered that an incorrect date has been loaded into System 36, follow 1-CRP, paragraph 288 to correct the effective start date of the revision to reflect the proper date. The following example System 36 Screen EPCD0501 displays the effective date of the revision.

```
CONSERVATION - CRP-1 EFFECTIVE DATE          Revise      EPCD0501
Version: AE80 10-21-2013 15:25 Term XA
-----
Contract Number: 235 S Signup Number: 33 Pool: 1 Program Year: 2007

Effective Date of this revision: 10-21-2013

This date is used to control the FY in which base reductions
begin on the CRP-15 associated with this resulting contract.

FY is also used to update Farm Crop Maintenance.

Enter date this transaction was effective if different from current date.

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
```

Notice CRP-754

3 Required Action (Continued)

B Verify the Effective Start Dates in Conservation On-Line System (COLS)

Similar to the Contract Maintenance system, the effective start dates for original contracts and contract revisions in COLS directly impact payment. The examples given in paragraph 2 are also applicable to COLS. For procedure on entering the correct effective start date for a revised COLS contract, see COLS/SAFE User Guide, page 143, posted on the CEPD State Office Information Center web site at:

<http://fsaintranet.sc.egov.usda.gov/ffas/dafp/cepdsto.htm>, under option “31”.

Verify that the effective start date in COLS is correct based on needs of the contract and according to paragraph 2.

As displayed on the following screen, at COC approval in COLS, users shall enter the “COC Approval Date” and the “Effective Start Date” of the contract.

USDA United States Department of Agriculture Farm Service Agency		Conservation Reserve Program (CRP)			
Home	About FSA	Help	Contact Us	Exit CRP	Logout of eAuth
FSA State:	Kansas	FSA County:	Jefferson	Signup:	Continuous SU44
Farm Number	0000	Hydrologic Unit Code	10270103040030		
Tract Number	0000	Offered Cropland Acres	0.00		
Scenario Description	Test	Offered Wellhead Cropland Acres	0.00		
Physical State	Kansas	Offered MPL Acres	2.20		
Physical County	Jefferson	Re-enrolling Acres	2.20		
Program Year	2014	Offer Location Latitude	0.00000		
Does Crop Rotation Apply?	N	Offer Location Longitude	0.00000		
		Is Cost Share requested?	N		
COC Approval Date	09/15/2013				
Effective Start Date	10/01/2013				

Notice CRP-754

3 Required Action (Continued)

B Verify the Effective Start Dates in Conservation On-Line System (COLS) (continued)

If a County Office discovers an erroneous effective start date for an original contract or a revised contract in COLS, the County Office shall notify the State Office and provide the correct effective start date.

The State Office shall **correct** the date. For effective start date corrections in COLS, the State Office shall correct the effective start date using the “Correct Contract” option in COLS.

The screenshot shows the USDA Farm Service Agency Conservation Reserve Program (CRP) web application. At the top, the USDA logo and "United States Department of Agriculture" are on the left, and "Farm Service Agency" and "Conservation Reserve Program (CRP)" are on the right. Below this is a navigation bar with links: Home, About FSA, Help, Contact Us, Exit CRP, and Logout of eAuth. The main content area is titled "Welcome to the Conservation Reserve Program System" and includes the instruction "Please select **Application** from the left navigation." On the left, a vertical menu lists various options: Conservation Offer, View Offer, Print Forms, COC Approval, Reports, Signup Reports, CRP Cropland, REX, Contract Detail, Add Contract, Edit Contract, Delete Contract, Office CED Management, Summary Report, Contract, Print Contract, View Contract, **Correct Contract** (highlighted with a red box), Reports, and Safe State Summary. Below the menu, there are links for "English" and "Español". At the bottom right, there is a recommendation: "We recommend Internet Explorer" followed by the Microsoft Internet Explorer logo and the text "for this site."

Notice CRP-754

4 Contacts

A State Offices

State Offices shall ensure that County Offices follow the procedure provided in this notice. If there are questions about:

- policy, contact Beverly Preston, CRP Program Manager, by either of the following:
 - e-mail to **beverly.preston@wdc.usda.gov**
 - telephone at 202-720-9563
- automation, contact Kelly Worley, Program Specialist, by either of the following:
 - e-mail to **kelly.worley@wdc.usda.gov**
 - telephone at 202-720-9646.

B County Offices

County Offices shall contact the State Office for questions about this notice.