FSA
HANDBOOK

Conservation Contract Maintenance System and Conservation Payment Application

For State and County Offices

SHORT REFERENCE

5-CRP

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Conservation Contract Maintenance System (CCMS) and Conservation Payment Application 5-CRP	**Amendment 4**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A   Reasons for Amendment

Paragraph 10.5 has been added to show the change to the View Contract Screen for SHIPP contracts.

Paragraph 49 has been amended to clarify action taken before a transfer.

Paragraphs 159 through 166 have been added to provide procedure for dividing and transferring TIP contracts.

Paragraph 251 has been amended to:

- remove eligibility requirements for Federal Crop Insurance
- provide that a grower of a controlled substance is eligible to receive CRP and TIP payments.

Paragraph 282 has been amended to provide instances when the "Make NPS Payment" option must be taken by a user.

Paragraphs 284 and 285 have been amended to include TIP as a payment type for "make NPS Payment".

Paragraph 287 has been added to include screens of exceptions when PIP payments are attempted on CRP contracts that are not eligible to receive PIP or the PIP must be issued from Cost Share System.

Paragraph 307 has been amended to include TIP as a payment type for "Cancel NPS Payment".

Amendment Transmittal (Continued)

A   Reasons for Amendment (Continued)

Paragraphs 393 and 398 have been amended to include TIP contracts available under the "Update AGI" option.

Paragraph 409 has been amended to include TIP contracts available under the "Load AGI" option.

Paragraph 411 has been amended to include TIP contracts available under the:

- "Load AGI" option
- "Obligate Payment" option.

Page Control Chart		
TC	**Text**	**Exhibit**
1, 2	2-20.5, 2-20.6 (add)	1, pages 1, 2
2.5, 2.6	2-169, 2-170	3, pages 1, 2
3, 4	2-529	page 3 (add)
	2-530 (add)	
	2-531 through 2-562 (add)	
	3-1 (add)	
	4-3 through 4-12	
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	5-36.5, 5-36.6 (add)	
	5-37, 5-38	
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Part 1   Basic Provisions

1   Overview

A   Handbook Purpose

This handbook provides instructions for CCMS and the Conservation Payments Application.

B   Related Handbooks

The following FSA handbooks are related to CRP contract and payment software.

IF question is about…	THEN see…
signature requirement, power of attorney, and maintaining the name and address file common provisions	1-CM.
constitution of farms	10-CM.
maintaining farm, tract, and crop data through maintenance	10-CM.
acreage determinations	2-CP.
payment reductions and violations	4-CP.
HEL and WC provisions	6-CP.
depositing remittances	3-FI.
accounting payment process	6-FI.
claims and withholdings	58-FI.
handling prompt payment interest penalties	61-FI.
reporting data to IRS	62-FI.
assignments and joint payees	63-FI.
establishing and reporting receivables in NRRS	64-FI.
information available to the public	2-INFO.
payment limitations	1-PL, 4PL, or 5-PL.
subsidiary files	2-PL.
web-based subsidiary files	3-PL
CRP Policy	2-CRP.

C   Sources of Authority

Sources of authority for CRP are:

- the Food Security Act of 1985, as amended
- 7 CFR Part 1410
- annual appropriations acts.

2-5   (Reserved)

6   General Information

A   Purpose

CCMS is web-based software that allows FSA State and County Office users to perform maintenance activities for, and allows National Office users to view and print, CRP contracts.

This part will provide instructions for CCMS.

B   CCMS Functions

Within CCMS, users can perform the following functions:

- searching contracts

- viewing and printing contracts

- updating tract numbers and CLU's on System 36 migrated contracts

- revising contracts that includes the following:

  - adding or removing

    - conservation practices
    - farm and tract numbers
    - producers

  - adjusting acreage

  - cancelling revisions

  - submitting revisions for COC approval

- dividing contracts that includes the following:

  - adjusting acreage

  - cancelling divisions

  - completing divisions for placeholder contracts

  - creating child contracts

  - entering COC approval of divisions

  - finalizing divisions

6   General Information (Continued)

    B   CCMS Functions (Continued)

- initiating divisions

- revising

  - farms and tracts
  - practices
  - producers

- terminating contracts

- reinstating contracts

- transferring contracts

- entering approvals for contract changes

- dividing predecessor-successor payments

- correcting start dates

- revising rental rates

- generating reports.

6   General Information (Continued)

C   **Systematic Conversion of COLS CRP Offers to CCMS Contracts**

When an offer has been approved and the user enters the COC approval date for the offer in COLS, COLS will systematically send the data to CCMS to create a new contract. CCMS will create the contract and return the contract number to COLS. The following CRP Screen will be displayed in COLS with the message, "The offer is converted to contract in Contract Maintenance System. Contract Number is XXX.", CLICK "OK". COLS will save the contract number with the offer detail.
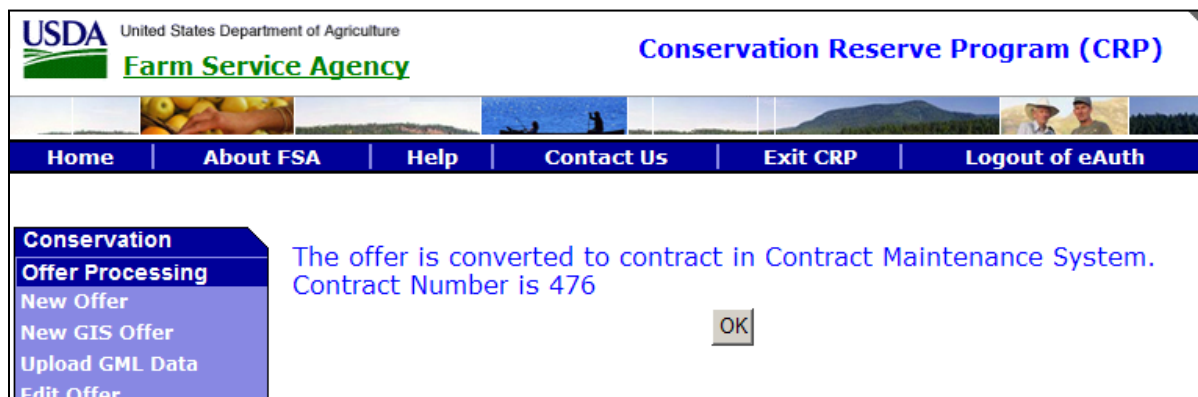
CCMS will automatically send a message to:

*   the Conservation Payments software to update the producer's AGI information

*   update FRS for the cropland and/or MPL acres associated with the farm on the contract

   Note: Obligations for the annual payment will be handled in the background. If there are CRP-SIP's or practice incentive payments on the contract, users will need to enter them into the Conservation Payments software. The Conservation Payments software will obtain and save AGI eligibility for each producer on the contract, and process the obligations for the Annual Payment. CCMS will update FRS data with the new contract information at the farm level.

      Important: The contract acreage associated with the tract will require FRS updates by the user.

D   **Acreage Allocations**

CCMS will provide the total number of acres that have been approved for CRP so COC can compute the available allocated acres for a new contract when the offer is submitted for COC approval.

Section 1   Basic Functions

7   Accessing CCMS

A   Logging Into CCMS

The following table provides the steps to access CCMS.

Note: Always access CCMS using Internet Explorer.

Step	Action
1	Access the FSA Applications page at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**
2	From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "A-C", then select "Conservation CCMS – Conservation Contract Maintenance System".
3	On the USDA eAuthentication Warning Screen, CLICK "I Agree" to proceed or "Cancel" to end the process.
4	If user clicks "I Agree", user **must** do either of the following: • enter eAuthentication user ID and password, and CLICK "Login" • CLICK "Login with my LincPass". **Note:** If user is unable to log in, contact the eAuthentication Help Desk by either of the following: • e-mail to **eAuthHelpDesk@usda.gov** • telephone at 800-457-4642.

7   Accessing CCMS (Continued)

   A   Logging Into CCMS (Continued)

Step	Action
5	The Welcome to the Conservation Contract Maintenance System Screen will be displayed. Under "CCMS Menu", CLICK "Search Contract".

   B   Access Levels

   County Office users have access to all phases of contracts. National and State Office users can view and print contracts using the "Search Contract" function and generate reports using the "Generate Reports" function.   Authorized State Office users can also correct contract start dates.

8   Search Contract Screen

A   Overview

The Search Contract Screen will allow users to search by multiple criteria. Users are required to select "Admin State" and "Admin County". No other fields are required. The more fields the user completes the more specific the search will be.

B   Example of Search Contract Screen

Following is an example of the Search Contract Screen.

8   Search Contract Screen (Continued)

C   Search Contract Options

The following options are available on the Search Contract Screen.

Field/Button	Description/Action	Required Entry
Admin State	All administrative states associated with the user's EAS profile will be displayed.	Yes
Admin County	All administrative counties associated with the users EAS profile for the Admin State selected will be displayed.	Yes
Program Type	CRP is the only option and CCMS will default to this selection.	Yes
Signup	All CRP signups that have a contract in CCMS for the selected Admin State and County will be displayed.	No
Contract Number	User can enter the specific contract number to search. **Note:** If there is a child contract, include the alpha suffix, if it is known. If there are child contracts and suffix is not entered, all contracts having the base contract number will be displayed.	No
Contract Status	All or a specific contract status can be selected.	No
Program Year	All program years for contracts in CCMS in the selected admin State and county will appear. The user can only select one.	No
Producer Name	The SCIMS Customer Search page will be displayed.	No
Farm Number	Enter the desired farm number to search.	No
Tract Number	Enter the desired tract number to search.	No
Search	Once selected, the user will be taken to the Select Contract Screen with the list of contracts that meet the entered search criteria.	
Reset	All search fields will be removed, no search will be executed.	

8   Search Contract Screen (Continued)

D   Error Messages

The error message "There were no Contracts found. Please revise your search criteria and try again" may be displayed on the Search Contract Screen. This error means that the entered search criteria did not return any results. Users **must** revise the search criteria before proceeding to the next applicable page.

9   Select Contract Screen

   A   Overview

   The Select Contract Screen will return all contracts that match the search criteria entered on
   the Search Contract Screen.   The screen will display 10 entries at a time. If the search
   returns more than ten entries, users will see arrows and numbers displayed at the bottom of
   the results. These arrows and numbers will help users navigate to different pages. If users
   click:

   • "left arrow with a bar", the first page of the list will be displayed
   • "left arrow", the previous page will be displayed
   • a "number", that specific page numbers will be displayed
   • "right arrow", the next page will be displayed
   • "right arrow with a bar", the last page of the list will be displayed.

   B   Example of Select Contract Screen

   Following is an example of the Select Contract Screen.

9   Select Contract Screen (Continued)

   C   Field Descriptions and Actions

        The following table provides the field descriptions and actions for the Select Contract Screen.

Field/Button	Description	Action
Admin State	The administrative State selected on the Search Contract Screen will be displayed.	
Admin County	The administrative county selected on the Search Contract Screen will be displayed.	
Contract Number	The contract numbers that meet the search criteria entered on the Search Contract Screen will be displayed.	CLICK "Contract Number".
Farm Number	Farm Number listed on the contract will be displayed.	
Tract Number	Tract Number listed on the contract will be displayed.	
Contract Acres	Number of acres on the contract will be displayed.	
Status	Contract status will be displayed.	
Contract Description	The data entered in the contract description of the CRP contract will be displayed.	
Signup Name	The applicable signup name for the contract will be displayed.	
Program Year	The applicable program year for the contract will be displayed.	
Modify Search	User will be returned to the Search Contract Screen and all prior entered details will be displayed.	CLICK "Modify Search".
Back	User will be returned to the Search Contract Screen and all fields will be reset.	CLICK "Back".

10 View Contract Screen

A **Overview**

After user has selected a contract, the View Contract Screen will be displayed. This screen provides the general contract details and the links for maintenance.

Note: The View Contract Screen will also be displayed when maintenance functions are completed.

The View Contract Screen defaults to a "View Less Detail" display. To view all contract details, users shall select the "View More Detail" link.

B **Example of View Contract Screen**

Following is an example of the top of the View Contract Screen.

View Contract

Contract Status:	Revision in Process	**Activity Type:**	Revise
Admin State:	Iowa (19)	**Admin County:**	Guthrie (077)
Physical State:	Iowa (19)	**Physical County:**	Guthrie (077)
Contract Number:	11012A	**Signup Number:**	46
Program Type:	CRP	**Signup Name:**	Continuous SU46
Program Year:	2015	**Signup Type:**	Continuous
Contract Description:	TERRA_IA077_F3302_T9424_S1-10	**Subcategory Type:**	Regular

Parent Contract: Guthrie, IA 11012

Approval Date:		**Original Contract Start Date:**	10/01/2014
Revised Contract Start Date:	11/01/2014	**Contract End Date:**	09/30/2024
Contract Acres:	10.40	**Re-enrolled Acres:**	10.40
Cropland Acres:	10.40	**Marginal Pastureland Acres:**	0.00
Non-Cropland Acres:	0.00	**HUC Code:**	071000070402
Extended:	No	**Approved For Early Out:**	No

Activity Reason(s)
- Change of participants

B   Example of View Contract Screen (Continued)

*--

Effective Start Date	Effective End Date	Rental Rate per Acre	Annual Contract Payment	PL Rule	AGI Threshold
10/02/2017	09/30/2021	$178.74	$1,948	4-PL	$1,000,000

Farm/Tract and CLU Information

Farm Number	Tract Number	CLU	CLU Acres
62	11	6	10.90

Producer Information

Producer Name	Address	City	State	Zip	Share
ANY1 PRODUCER	PO BOX ZZ	SAN DIEGO	CA	92169	50.00 %
ANY2 PRODUCER	1725 HIGHWAY 25	GUTHRIE CENTER	IA	50115	50.00 %

Practice Information

Practice Code	CLU	Practice Status	Practice Acres	Estimated Cost Share per Practice
CP21	6		10.90	$2,568

Re-enrolled Acres Information

CLU	Expired Contract Number	Expired Signup Name	Expired Practice Code	Re-enrolled Acres
0002	20-091-11000	Continuous SU47	CP8A	28.01

Predecessor-Successor Division(s) of Payment agreement

There is a Predecessor-Successor Division of Payment agreement in place for fiscal year 2018. This agreement supersedes payment calculated by dates and is scheduled for FY 2018 as follows:

Payment Schedule for FY 2018

Contract	Annual Contract Payment	Start of Period	End of Period	Days Active in FY 2018	Days in FY 2018	Calculated Estimated Payment by Dates	FY 2018 Payment Ratio	FY 2018 Estimated Payment
Guthrie, IA 2665	$1,948	10/01/2017	10/01/2017	1	365	$5	0.00 %	$ 0
Guthrie, IA 2665A	$1,948	10/02/2017	09/30/2018	364	365	$1,943	100.00 %	$ 1948
					Total:	$1,948		$1,948

Contract Reductions

FY	Reduction Amount	Type
2018	$0.00	Contract Prorated Reduction

View less detail

Select a form to view: CRP-1

*   Select an action to perform: SELECT

Go   Back

--*

10   View Contract Screen (Continued)

C   Field Descriptions

The following table provides the field descriptions for the View Contract Screen.

Field	Description
Contract Status	The current status of the contract will display.
Activity Type	No Activity, Divide, or Revise will be displayed based on the maintenance being done to the contract.
Admin State	The administrative State of the contract.
Admin County	The administrative county of the contract.
Physical State	The physical location State of the tract associated with the contract.
Physical County	The physical location county of the tract associated with the contract.
Contract Number	The contract number that was selected on the Select Contract Screen.
Signup Number	The applicable signup number recorded for this contract.
Program Type	Will display CRP.
Signup Name	The applicable signup name recorded for this contract.
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.
Signup Type	The applicable signup type recorded for this contract.
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.
Subcategory Type	The applicable CRP subcategory recorded for this contract.
Parent Contract	This field will only be visible if the contract has been modified. The contract number listed will display a hyperlink to the View Contract Screen of the parent contract.
Child Contract	This field will only be visible if the contract has been modified and the contract the user is viewing has been subsequently revised. The contract number(s) listed will display a hyperlink to the View Contract Screen of any child contracts.
Approval Date	This field will display the COC approval date entered for this contract.
Original Contract Start Date	This field will display the original contract start date for the contract family.
Revised Contract Start Date	Will display the start date of the revised contract. If the contract has never been revised the field will display a N/A.

10 View Contract Screen (Continued)

    C Field Descriptions (Continued)

Field	Description
Contract End Date	The last day the contract is active. Updated if the contract is modified. Only active contracts will display the original end date.
Contract Acres	The number of acres in hundredths for the contract
Re-Enrolled Acres	The number of acres on this contract that were enrolled in CRP prior for this contract.
Cropland Acres	Number of cropland acres in hundredths on the contract.
Marginal Pastureland Acres	Number of marginal pastureland acres in hundredths on the contract.
Non-Cropland Acres	Number of non-cropland acres in hundredths on the contract. Only grassland contracts can have a value in this field.
HUC Code	The predominate HUC code of the contract as determined by TERRA/COLS.
Extended	Yes or No. indicates if the contract has been extended.
Approved for Early Out	Yes or No. indicates if the contract was approved for an early out.
Activity Reason(s)	The reason selected in CCMS for a prior contract modification.
Rate Information and PL Rule	
Effective Start Date	The first date the displayed rate went into effect.
Effective End Date	The last day the displayed rate went into effect.
Rental Rate per Acre	The per acre dollar value of the rental rate.
Annual Contract Payment	The potential full year value the contract will earn based on the contract acres multiplied by the rental rate. **Note:** This value is subject to further program and eligibility reductions.
PL Rule	The payment limitation rule applicable to this contract.
AGI Threshold	The AGI amount that the contract is subject to.

10   View Contract Screen (Continued)

   C   Field Descriptions (Continued)

Field	Description
Farm/Tract and CLU Information	
Farm Number	Farm number listed on the contract.
Tract Number	Tract number listed on the contract. **Note:** Some S36 migrated contracts will display "unknown" if a tract number has not been previously entered. This will need to be corrected before a modification can be made to the contract.
CLU	The CLU number(s) on the contract. **Note:** Some S36 migrated contracts will display "unknown" if a CLU number has not been previously entered. This will need to be corrected before a modification can be made to the contract.
CLU Acres	Number of acres in hundredths for each CLU entered.
Producer Information	
Producer Name	The business or first and last name of all producers associated with the contract.
Address	Producer's street address.
City	Producer's city of address.
State	Producer's State of address.
Zip	Producer's zip code of address.
Share	The percentage of share in the contract recorded to the hundredths value.
Practice Information	
Practice Code	The practice code(s) associated with the contract.
CLU	The CLU number associated to the practice code.
Practice Status	The practice status loaded for the practice.
Practice Acres	The number of acres in hundredths for the practice.
Estimated Cost Share per Practice	The estimated cost share for the number of acres associated to that CLU and practice.

C   **Field Descriptions (Continued)**

Field	Description
Contract Extension Information	
This section will only display if a contract extension has been recorded on the contract.	
Contract Extension Type	The name of the contract extension will be displayed.
Rate	The annual rental rate for the extension time frame will be displayed.
Effective Start Date	The start date of the extension time frame.
Effective End Date	The end date of the extension time frame.
Predecessor – Successor Division(s) of Payment Agreement	
This section will only display if an agreement has been recorded on the contract.	
Contract	The applicable contract numbers. **Note:** Only contracts that had active days in the same FY will be displayed.
Annual Contract Payment	The potential full year value the contract will earn based on the contract acres multiplied by the rental rate.
Start of Period	The start of the applicable FY or effective start date of the contract.
End of Period	The end of the applicable FY or last day the contract was active in that year.
Days Active in 20XX	Number of days the contract was active in the FY.
Days in 20XX	Total number of calendar days in that FY.
Calculated Estimated Payment by Dates	Annual contract payment divided by days in the FY multiplied by the number of active days in the FY.
FY 20XX Payment Ratio	This value will default as a percentage of the dollar value earned based on active days. Users can enter a value between 0-100. The total of all percentages must equal 100 percent.
FY 20XX Estimated Payment	This value will default as the dollar value earned based on active days or will be adjusted if the user adjusts the payment ratio shares. Users can also enter a dollar value in whole numbers. The total of all dollars entered must equal the total value earned by all contracts in the table.
Contract Reductions	
This section will only display if a contract reduction has been recorded on the contract.	
FY	The fiscal year the reduction was applied.
Reduction Amount	The total dollar amount that was reduced.
Type	The reason code for the reduction.

C Field Descriptions (Continued)

Field	Description
Contract Reinstatement Information This section will only display if a contract reinstatement has been recorded on the contract.	
DAFP Approval Date	The date in mm/dd/yyyy format that DAFP provided relief.
Reason for Reinstatement	The reason entered by the user during reinstatement.
Date of Termination	The reinstatement date entered during reinstatement.
Reason for Termination	The reason code selected during termination.
*--Re-Enrolled Acres Information This section will only display if the contract has re-enrolled acres and started in 2020 and future years.	
CLU	The CLU number or numbers on the contract.
Expired Contract Number	The contract number from the expired contract that was re-enrolled. These contract numbers will contain a hyperlink. When selected, the user will be taken to the View Contract Page for that expired contract.
Expired Signup Name	The signup name of the expired contract will be displayed.
Expired Practice Code	The practice code from the expired contract will be displayed.
Re-enrolled Acres	The number of acres on this contract that were enrolled in CRP before this contract.**--***

D Actions

The following table provides actions on the View Contract Screen.

Field/Button	Action
Select a form to view	The user must click on CRP-1 or, if applicable, CRP-41 to display the contract.
Select an Action to Perform	CRP-1 maintenance functions are provided on the View Contract Screen, "Select an action to perform" drop-down menu. The available options will vary depending on CRP-1 status. For approved CRP-1's, users have the following options: ●***--**Correct > Adjust Re-Enrolled Acreage (paragraph 17) • Initiate > Divide (paragraph 80) • Initiate > Early Out (paragraph 66) • Initiate > Revise (paragraph 25) • Initiate > Revise Rates (paragraph 36)**--***

10   View Contract Screen (Continued)

D Actions (Continued)

Field	Action
Select an Action to Perform (Continued)	• ***--**Initiate > TIP Enrollment (paragraph 152) • Initiate > Terminate (paragraph 38) • Initiate > Transfer (paragraph 49) • Refresh > Determine Contract Validity (paragraph 100) • Refresh > Farm Number (paragraph 15) • View > Division of Payment (paragraph 37) • View > Producer Subsidiary Year (paragraph 16) • View > Farm Number by Year (paragraph 15).
Go	The user will be taken to the action to perform the action selected from the drop-down menu.**--***
Back	Returns the user to the Select Contract Screen.

E Error Messages

The View Contract Screen is set up to provide potential validation errors when comparing the contract to the current year in FRS. If the user will be modifying the contract effective date in a prior FY, disregard the validation messages until they set the "Effective Start Date" during the modification. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Tract number is not found in farm records, correct tract number."	The tract number is either "unknown" or not active in FRS for the current FY.	If the tract number is "unknown" and the farm number is current, users can take the correct tract/CLU action to perform. If the farm number is not active or the tract number is present but not correct, the user should modify the contract to correct the tract number.
"The unknown CLU number is not valid. Please correct the CLU number."	The CLU number is listed as "unknown".	If the CLU number is "unknown" and the farm number is current, users can take the correct tract/CLU action to perform. If the farm number is not active or the tract number is present but not correct, the user should modify the contract to correct the CLU number or numbers.

10   View Contract Screen (Continued)

   E   Error Messages (Continued)

Error Message	Description	Corrective Action
"Farm number is not found in farm records, correct farm number."	The farm number is not active in the current FY.	Correct the farm number by modifying the contact.
"Producer X association to this farm in Farm Records has changed, please update the producer X."	The producer listed on the contract is no longer linked to the farm number on the contract for the applicable FY.	Modify producer according to paragraph 29.
"The total of share percentages must equal 100."	The shares for producers in CCMS do not equal 100 percent.	Correct producer's share according to paragraph 29.
"Owner X is not shown as a producer on the contract. All owners associated with the tract in Farm Records must be on the contract, even if they are not receiving payments from the contract. Please add Owner X to the contract."	An owner as recorded in FRS is not recorded on the contract.	Modify producer according to paragraph 29 to add all owners.
"Total Practice Acres of X does not equal the total contract acres of X."	Practice acres are less than or greater than the contract acres.	Modify contract or practice acres according to paragraph 30.
"No Existing Practices Found"	No practices are associated with the contract in CCMS.	Modify contract to add practices according to paragraph 30.
"Please select a primary Producer."	One producer must be designated as the primary producer.	Modify contract to select a primary producer according to paragraph 29.
"The tract number is not a valid tract number (XXX)" for this farm in Farm Records. Please correct the tract number."	The tract number is not associated with the farm number of the contract according to FRS.	Modify contract to correct farm and or tract number according to paragraph 14.

10   View Contract Screen (Continued)

F   Status

The status of the CRP contracts on the View Contract Screen will display 1 of the following.

Status	Description
Approved	The contract is in an approved status.
Revision Pending COC Approval (Finalized)	This status will appear on the parent contract while it is undergoing a modification and has been finalized according to Part 2, Sections 2 and 5 but has not been COC approved.
Early Termination in Process	An early termination has been started according to paragraph 66 but has not yet been finalized.
Revision in Process	This status will appear on the resulting contracts of a revision or division while the contract is undergoing a modification and has not been finalized.
Revision Finalized	This status will appear on the resulting contracts of a revision or division after the contracts have been finalized but has not been COC approved.
Expired	This status will appear on a contract after the original end date has past.
Early Termination Finalized	An early termination has been started according to paragraph 66 but has not yet been COC approved.
Terminated (Pending Finalization and Approval)	This status will appear on the parent contract while it is undergoing a modification and has not been finalized according to paragraph 32 or 86 but has not been COC approved.
Terminated	The contract has been terminated according to paragraph 38.
Terminated (Replaced)	This status will appear on a parent contract after a modification has been COC approved and the resulting contracts have become approved.

*--10.5 View Contact Screen for SHIPP Signups

A SHIPP Signup

In addition to the data elements outlined in paragraph 10 for the View Contract Screen, SHIPP contracts will show additional information with the PL rule. For the information outlined in subparagraph 10 C for Rate Information and PL Rule, the rule will be renamed SHIPP Rate Information and PL Rule.

The change is limited to rental rate being split into two values. Regular Rental Rate per Acre will represent the per acre rental rate for any producers that are not socially disadvantaged, limited resource producer, a beginning farmer or rancher, or a new veteran. The second field will be the rental rate that any socially disadvantaged, limited resource, beginning farmer or rancher, or a new veteran (SDA/LR/BF/V) producer will receive.

Users will review the share each producer has combined with the applicable rate to determine the annual contract payment.

B Example of the SHIPP Rate Information and PL Rate section of the View Contract Screen

The following is an example of the SHIPP Rate Information and PL Rate section of the View Contract Screen.

SHIPP Rate Information and PL Rule

Effective Start Date	Effective End Date	PL Rule	AGI Threshold
10/01/2020	09/30/2025	5-PL	$900,000

Regular Rental Rate per Acre	SDA/LR/BR/V Rental Rate per Acre	Annual Contract Payment
$19	$28.5	$570

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*--10.5 View Contact Screen for SHIPP Signups

   C Field Descriptions and Actions

   The following table provides the field descriptions and actions for the SHIPP Rate
   Information and PL Rate section of the View Contract Screen.

Field	Description
Effective Start Date	The first date the displayed rate went into effect.
Effective End Date	The last day the displayed rate is in effect.
PL Rule	The payment limitation rule applicable to this contract.
AGI Threshold	The AGI amount that the contract is subject to.
Regular Rental Rate Per Acre	The per acre dollar value of the rental rate applicable to non SDA/LR/BF/V producers.
SDA/LR/BF/V Rental Rate per Acre	The per acre dollar value of the rental rate applicable to SDA/LR/BF/V producers.
Annual Contract Payment	The potential full year value the contract will earn based on the contract acres multiplied by the rental rate. **Note:** This value is subject to further program and eligibility reductions.

--*

11   Correct Farm/Tract and CLU Information

A   Overview

Tract numbers and CLU numbers were **not** included on contracts migrated from System 36 to CCMS. As part of the migration of contracts from System 36, the tract numbers for farms having a single tract have been updated with the tract number from FRS. Contracts having a farm with more than one tract migrated with "unknown" for the tract number. These data fields are required entries when maintenance is performed. However, users can also update the tract and CLU on active, approved System 36 contracts without causing a revision or creating a child contract. To update "unknown" tract and CLU numbers select the action to perform "Correct Tract/CLU" from the drop-down list and CLICK "Go" from the View Contract Screen.

B   Example of Correct Tract/CLU Screen

The following is an example of the Correct Tract/CLU Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Correct Tract/CLU Screen.

Field	Description	Action
Contract Status	The current status of the contract.	
Activity Type	No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The physical location State of the tract for this contract.	
Physical County	The physical location county associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	The contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Approval Date	The COC approval date entered for this contract.	
Original Contract Start Date	The original contract start date for the contract family.	
Revised Contract Start Date	The start date of the revised contract. **Note:** If the contract has never been revised the field will display a N/A.	

11   Correct Farm/Tract and CLU Information (Continued)

   C Field Descriptions and Action (Continued)

Field/Button	Description	Action
Contract End Date	The last day the contract is active. This field will be updated if the contract is modified. Only active contracts will display the original end date.	
Contract Acres	The number of acres in hundredths for the contract.	
Re-Enrolled Acres	The number of acres on this contract that were enrolled in CRP prior for this contract.	
Cropland Acres	Number of cropland acres in hundredths on this contract.	
Marginal Pastureland Acres	Number of Marginal Pastureland Acres in hundredths on this contract.	
Non-Cropland Acres	Number of Non-Cropland Acres in hundredths on the contract. Only Grassland contracts can have a value in this field.	
HUC Code	The predominate HUC code of the contract as determined by TERRA/COLS.	
Extended	Yes or No. Indicates if this contract has been extended.	
Approved for Early Out	Yes or No. Indicates if this contract was approved for an early out.	
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract and the farm number above.	Enter the applicable tract number.
Back	User will be taken back to the View Contract Screen and data will not be saved.	CLICK "Back".
Next	Data will be saved and the user will be taken to the Revise Acreage CLU Screen.	CLICK "Next".

11   Correct Farm/Tract and CLU Information (Continued)

D Correct Tract/CLU Screen Error Messages

The Correct Tract/CLU Screen is set up to provide potential validation errors when comparing the contract to the current year in FRS.

Error Message	Description	Corrective Action
"The farm and tract number entered ((XXX), (XXX)) are not valid in the receiving county for Fiscal Year (XXX). Please establish the farm and tract numbers for the receiving county."	The Correct/Tract CLU option only allows users to update to the tract number for the current year.	Enter correct tract number. If the tract number is not active a contract revision will be needed.
"The tract number (XXX) does not exist for the farm for Fiscal Year (XXX)."	The Correct/Tract CLU option only allows users to update to the tract number for the current year.	Enter correct tract number. If the tract number is not active a contract revision will be needed.

12   Revise Acreage CLU Screen

A   Overview

The Revise Acreage CLU Screen as part of the Correct Farm/Tract and CLU process will allow users to enter all the CLU numbers for the farm and tract on the contract.

B   Example of Revise Acreage CLU Screen

The following is an example of the Revise Acreage CLU Screen.

12   Revise Acreage CLU Screen (Continued)

   C Field Descriptions and Actions

      The following table provides the field descriptions and actions for the Revise Acreage CLU
      Screen.

Field	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The Program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm Number	The farm number associated with the contract.	

12   Revise Acreage CLU Screen (Continued)

C Field Descriptions and Actions

Field	Description	Action
Tract Number	The Tract number associated with the contract.	
Contract Acres	The cropland, MPL, and wellhead acres that are associated with the contract.	
Farm Number	The Farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the Contract.	Enter the applicable CLU number.
CLU Acres	The acres associated with the CLU entered above.	Enter the acreage in hundredths for the CLU number entered. **Note:** The Correct Tract/CLU feature will not allow the contract to be shifted from tenths to hundredths, to Correct acreages use the Revise>Acreage Option. To ensure the sum on the CLU acres equals the total Contract acres rounding may be needed.
Delete	The CLU record for the row will be removed.	CLICK "Remove". **Note**: This option will need to be repeated for each CLU to remove.
Add New CLU Information	This will be used to record all CLU associated with the contract.	Enter the CLU number and CLU acres and CLICK "Add". Repeat as needed until all CLU′s are added to the Contract.
Re-enrolled Acres	Displays the number of acres on the contract that were a result of reenrollment.	
Back	Correct Tract/CLU Screen will display. Data will not be saved.	CLICK "Back".
Cancel	View Contract Screen will display. Data will not be saved.	CLICK "Cancel".
Next	Revise Practice CLU Screen will display. Data will be saved.	CLICK "Next".

12   Revise Acreage CLU Screen (Continued)

D   Error Messages

The Revise Acreage CLU Screen is set up to provide potential validation errors when comparing the contract to the current year in FRS. The following error messages may be displayed.

Error Message	Description	Corrective Action
"CLU Acres value must be greater than zero for the CLU (XXX)."	The acreage on the CLU must be greater than 0.	Enter the acreage value in hundredths greater than zero.
"Cropland acreage cannot be added to a contract which does not already have Cropland acreage."	The acreage type cannot be revised when revising the CLU.	Correct acreage type for the CLU's entered.
"Field/CLU Number (XXX) is missing acreage information."	CLU cannot have null value for acreage amount.	Enter the acreage value in hundredths greater than zero.
"MPL acreage cannot be added to a contract which does not already have MPL acreage."	A contract that does not have MPL acres cannot be revised to have MPL acres.	Correct acreage type for the CLU's entered.
"Non-Cropland acreage cannot be added to a contract which does not already have Non-Cropland acreage."	If the parent contract does not have non-cropland acres but a practice on the child contract has non-cropland acreage (likely due to System 36 migrated data), this warning occurs.	Correct acreage type for the CLU's entered.
"Please add CLU before saving."	No CLU's have been found from the contract.	Add at least one CLU before saving.
"The CLU acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter the acreage value in hundredths greater than zero.
"The CLU number (XXX) is already added to this contract."	Multiple CLU's of the same number/identifier cannot exist on the same contract.	Correct CLU number.
"The combination of MPL acres and Non-Cropland acres (XXX) on the tract (XXX) are more than available acres (XXX) for Fiscal Year (XXX)."	There cannot be more MPL and Non-Cropland Acres on the Farm Tract than there are available (available amount retrieved from FRS and added to parent acreage).	Correct the acreage value entered.

12   Revise Acreage CLU Screen (Continued)

D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The Cropland acreage on this contract cannot be reduced to zero."	If the parent contract has cropland acres, the child contract must have cropland acres.	Enter the acreage value in hundredths greater than zero.
"The MPL acreage on this contract cannot be reduced to zero."	If the parent contract has MPL acres, the child contract must have MPL acres.	Enter the acreage value in hundredths greater than zero.
"The Non-Cropland acreage on this contract cannot be reduced to zero."	If the parent has non-cropland acres, the child contract must have non-cropland acres.	Enter the acreage value in hundredths greater than zero.
"The Wellhead Acres (XXX) must not exceed the Cropland Acres (XXX)."	The wellhead Acres must not exceed the cropland Acres.	Correct CLU wellhead value to not exceed the contract wellhead value.
"Total Wellhead acres (XXX) not equal to approved Wellhead acres (XXX)."	The sum of the wellhead practice acreage must equal the wellhead protection acres on the contract.	Correct CLU's wellhead value to equal the contract wellhead value.
"Tract (XXX) shall have Cropland or MPL acres."	The tract must have at least one valid acreage type.	Correct acreage type for the CLU entered.

13   Revise Practice CLU

A   Overview

The Revise Practice CLU Screen as part of the Correct Tract/CLU option allows users to record the practice associated with each CLU they have added. Practices on the contract cannot be changed with this action.

B   Example of Revise Practice CLU Screen

The following is an example of the Revise Practice CLU Screen.

13   Revise Practice CLU (Continued)

   C Field Descriptions and Actions

   The following table provides the field descriptions and actions for the Revise Practice CLU Screen.

Field/Button	Description	Actions
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Contract Acres	The number of Cropland acres associated with the contract displayed in hundredths.	

13   Revise Practice CLU (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Cropland Acres MPL Acres	The number of MPL acres associated with the contract displayed in hundredths.	
Wellhead Acres	The number of Wellhead acres associated with the contract displayed in hundredths.	
Payable Acres	The number of payable acres associated with the contract displayed in hundredths.	
Assigned Practices		
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
CLU	CLU number for the practice.	Select correct CLU from the drop-down list. CLU numbers on the drop-down list are the CLU's entered on the Revise Acreage CLU Screen.
Code	The practice code.	
Practice Acres	The number of practice acres for each practice.	
Acreage	Acres value in hundredths for the CLU. Will display the acreage type of cropland, MPL, wellhead based on the acreage types on the contract.	Enter the acreage value in hundredths. This value needs to match the CLU acreage for the CLU selected.
Estimated Cost Share Per Acre	Displays the estimated cost share based on the acres loaded for the CLU.	
Estimated Cost Share for Practice	Displays the estimated cost share for the practice.	
Delete	Will remove the CLU and practice record for that row.	CLICK "Delete".

13   Revise Practice CLU (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Tools		
Practice Acres	Total practice acres for all CLU's.	
MPL Acres	Total MPL acres for the practices.	
Cropland Acres	Total cropland acres for the practices.	
Wellhead Acres	Total wellhead acres for the practices.	
Total Estimated Cost Share	Total estimated cost share for the contract.	
Add New Practice	The Add Practice CLU Screen will be displayed.	CLICK "Add new Practice".
Back	The Revise Acreage CLU Screen will be displayed. Date will not be saved.	CLICK "Back".
Cancel	The View Contract Screen will be displayed, and data will not be saved.	CLICK "Cancel".
Save	A confirmation pop-up window will be displayed to confirm to save. If "OK" is selected all data is saved and the View Contract Screen is displayed. If cancel is chosen, the Practice CLU Screen is displayed.	CLICK "Save" and "OK" or "Cancel" on the pop-up confirmation window.

13   Revise Practice CLU (Continued)

D Error Messages

The Revise Practice CLU Screen is set up to provide potential validation errors when comparing the contract to the current year in FRS. The following error messages may be displayed.

Error Message	Description	Corrective Action
"CP12 practice cannot have Estimated Cost Share per Acreage value greater than 0.00."	CP12 practice cannot have a cost share value above 0.	Remove entered cost share value for the CP12 practice.
"Practice (XXX) shall have practice acres."	Each practice must have practice acres.	Enter acreage value in hundredths for the practice.
"The XXXX practice acres cannot exceed more than two decimals."	All acreage must be entered hundredths.	Enter acreage value in hundredths for the practice.
"The Practice (XXX) doesn't match with any of the original practices on the contract."	All of the practices on the corrected contract must match with the practices on the contract before correction.	Correct practice to match existing practices on the contract. If the practice is incorrect on the contract a contract revision will be need.
"The practice (XXX) should be added as it exists on the original contract."	All of the practices on the corrected contract must match with the practices on the contract before correction.	Correct practice to match existing practices on the contract. If the practice is incorrect on the contract a contract revision will be need.
"The sum of cropland practice acres (XXX) does not match with the sum of cropland practice acres (XXX) on the original contract."	The sum of cropland acres for the practices of the contract must match the total cropland acres for the practices of the original contract.	Correct practice cropland acreage values to match the contract level values.
"The sum of MPL acres (XXX) does not match with the sum of MPL practice acres (XXX) on the original contract."	The sum of MPL acres for the practices of the contract must match the total MPL acres for the practices of the original contract.	Correct practice MPL acreage values to match the contract level values.
The sum of practice acres (XXX) does not match the sum of practice acres (XXX) on the original contract for the practice ((XXX))."	The sum of practice acres must match the sum of practice acres on the original contract for the practice.	Correct practice acreage values to match the contract level values.

13   Revise Practice CLU (Continued)

   D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The sum of wellhead practice acres (XXX) does not match with the sum of wellhead practice acres (XXX) on the original contract."	The sum of wellhead acres for the practices of the contract must match the total Wellhead acres for the practices of the original contract.	Correct practice wellhead acreage values to match the contract level values.
"The total practice acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage value in 100ths for the practice.
"The Wellhead Practice Acres (XXX) shall not exceed the Practice Cropland Acres (XXX) for practice (XXX)."	For each practice on the contract, the wellhead acres on the practice cannot exceed the cropland acres on the practice.	Correct practice wellhead acreage values to match the contract level values.
"The wellhead practice acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage value in hundredths for the practice.
"Total practice acres not equal to contract acres."	The total acres for the contract must equal the total acres for the practices.	Correct practice acreage values to match the contract level values.
"Total Wellhead acres (XXX) not equal to approved Wellhead acres (XXX)."	The sum of the wellhead practice acreage must equal the wellhead protection acres on the contract.	Correct practice wellhead acreage values to match the contract level values.

14   Add Practice CLU

A   Overview

The Add Practice CLU Screen as part of the Correct Tract/CLU option allows users to record the practice associated with each CLU they have added. Practices on the contract cannot be changed with this action.

B   Example of Add Practice CLU Screen

The following is an example of the Add Practice CLU Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Practice CLU Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	CLU number and acres recorded by the user on the Revise Acreage CLU Screen.	Select the CLU number from the drop-down.
Code	List of practice codes on the contract.	Select the applicable practice code from the drop-down.
Status	List of practice statues, including "New", "Enhanced", or "Existing". Default value is "N/A".	Select the applicable status value.
Practice Acres	The number of practice acres. This is a display only field based on the value entered for MPL, cropland, and wellhead Acres.	
MPL Acres	The number of MPL acres for this practice. This field will be grayed out unless the contract already contains MPL acres. Acreage value must match CLU acreage.	Enter acreage value in hundredths, if applicable.
Cropland Acres	The number of Cropland acres for this practice. This field will be grayed out unless the contract already contains cropland acres. Acreage value must match CLU acreage.	Enter acreage value in hundredths, if applicable.
Wellhead Acres	The number of wellhead acres for this practice. This field will be grayed out unless the contract already contains wellhead acres. Acreage value must match CLU acreage.	Enter acreage value in hundredths, if applicable.

14   Add Practice CLU (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Estimated Cost Share Per Acre	Displays dollar value of estimated cost share per acre already recorded on the contract.	
Back	The Revise Practice CLU Screen is displayed and no data is saved.	CLICK "Back".
Cancel	The View Contract Screen is displayed and no data is saved.	CLICK "Cancel".
Save	The Revise Practice CLU Screen is displayed and data is saved.	CLICK "Save".

D   Add Practice CLU Screen Error Messages

The Add Practice CLU Screen is set up to provide potential validation errors when comparing the contract to the current year in FRS. The error message "The following CLUs are not found: (XXX). Please choose a valid CLU from the available choice(s)." may be displayed. The CLU cannot be "unknown" to modify the practices. Correct the CLU number first according to paragraph 11.

*--15 Contract Farm Number by Year

A Overview

To view the Contract Farm Number by Year Screen, from the "Select an action to perform" drop-down menu on the View Contract Screen, select "View > Farm Numbers by Year" and CLICK "Go".

CCMS will display the last active farm number for each year a contract was active on the Contract Farm Number by Year Screen. The farm number is determined based on the active tract associated to the contract in each applicable year. If the tract was linked to more than 1 farm number in a year, only the last active farm number will be displayed.

Only years between the effective start date and effective end date will be displayed. Users may need to look at the parent or child contracts to determine all associated farm numbers for the length of the CRP contract.

Note: This screen is for information only and no actions can be taken.

B Example of Contract Farm Number by Year Screen

The following is an example of the Contract Farm Number by Year Screen.

*--15 Contract Farm Number by Year (Continued)

C Fields and Descriptions

The following table provides the fields and descriptions for the Contract Farm Number by Year Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of the physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

D Action

The following action can be taken on the Contract Farm Number by Year Screen.

Field	Action
Back	The user will be returned to the Search Contract Screen.

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*--16 Contract Family Producer Subsidiary Year

   A Overview

   To view the Contract Family Producer Subsidiary Year Screen, from the "Select an action to
   perform" drop-down menu on the View Contract Screen, select "View > Producer Subsidiary
   Year" and CLICK "Go".

   The Contract Family Producer Subsidiary Year Screen will display all producers associated
   with CRP contract families, including known members of an entity or joint operation along
   with the subsidiary year for that producer, errors, AGI indicators, and AGI waiver
   information.

   CCMS determines the earliest year of involvement for:

   • all existing participants based on the first year they are associated with CRP-1 in CCMS
   • revisions according to 2-CRP, subparagraphs 131 H and I.

   Note: Users must ensure that correct dates are entered into CCMS for the original contract
         approval date and for the revised contract effective start date.

   The Conservation Payments System will use the subsidiary year displayed on the Contract
   Family Producer Subsidiary Year Screen for the contract in CCMS to retrieve the correct
   subsidiary year eligibility determination.

   CCMS is not storing or recording the value of the AGI certification; CCMS is simply
   checking that the applicable form has been recorded according to 3-PL (Rev. 2). Contracts
   that are subject to AGI rules will not be able to be finalized or COC approved in CCMS until
   the AGI certification has been filed according to the following table.

Program Years	Validation for Filed AGI in CCMS
2012 and Prior	Not Validated
2013 and Future	Validated

   Note: CCMS will not validate AGI for any current or future signup with no AGI limitation.

   B 2012 and Prior Year Contracts

   CCMS will not validate that the applicable AGI certification has been filed for contracts
   effective for program years 2012 and prior. CCMS will rely on the Business File application
   to determine the business structure for entities and joint operations. Since it is not mandatory
   to load the business structure before 2013, CCMS will not enforce the AGI certification for
   contracts with program years 2012 and prior.**--***

*--16 Contract Family Producer Subsidiary Year (Continued)

C Determining Which AGI Rule Applies

CCMS will use the AGI threshold displayed on the View Contract Screen. The following is an example of the Rate Information and PL Rule Section of the View Contract Screen where the AGI threshold is displayed.

Rate Information and PL Rule

Effective Start Date	Effective End Date	Rental Rate per Acre	Annual Contract Payment	PL Rule	AGI Threshold
10/01/2016	09/30/2031	$59.90	$2,736	5-PL	$900,000

CCMS will determine which AGI value to retrieve according to the following table.

AGI Threshold Displayed	Corresponding Subsidiary Eligibility Value
$900,000	Adjusted Gross Income - 2014/2018 Farm Bill
$1,000,000	Adjusted Gross Income - 2008 Farm Bill Conservation Program
$2,500,000	Adjusted Gross Income - 2002 Farm Bill

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*--16   Contract Family Producer Subsidiary Year (Continued)

D   Example of Contract Family Producer Subsidiary Year Screen

The following is an example of the Contract Family Producer Subsidiary Year Screen.

E   Fields and Descriptions

The following table provides the field descriptions and actions for the Contract Family Producer Subsidiary Year Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of the physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	

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*--16   Contract Family Producer Subsidiary Year (Continued)

    E   Fields and Descriptions (Continued)

Field/Button	Description	Action
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Producer Name	The producer listed on any CRP-1 for this contract family.	
Subsidiary Year	The value determined to be the earliest year of involvement according to subparagraph A.	
Error Code	The error value as outlined in subparagraph F.	
Error Year	The year of the error displayed for the error code.	
Income Filed	"Y" or "N" will be displayed if the corresponding AGI value for the subsidiary year is set to any value but "Not Filed" in the web-based Subsidiary System.	
AGI Indicator	"Y" or "N" will be displayed if the corresponding AGI value for the subsidiary year in the web-based Subsidiary System of the applicable AGI threshold is compliant.	
AGI Waiver	"Y" will be displayed if the producer on the contract has had AGI provisions waived for environmentally sensitive land.	
Refresh	CCMS redetermines the subsidiary year and error code values displayed on the screen.	CLICK "Refresh" and "OK" in the pop-up window.
Back	Returns the user to the View Contract Screen and no data will be saved.	CLICK "Back".

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*--16 Contract Family Producer Subsidiary Year (Continued)

F Error Code Descriptions

The Contract Family Producer Subsidiary Year Screen is set up to provide potential errors in the business structure for entities and joint operations when determining the applicable subsidiary year.

The following table provides the description of the AGI error code that will be displayed in CCMS and the reference for the needed corrective action.

AGI Error Code	Error Description	Corrective Action
AGI_09	Entity type in business file does not match the business type in Business Partner.	See 9-CM, subparagraph 66 E.
AGI_10	Entity file information is for a county that is not linked in Business Partner.	
AGI_11	Payment entity and/or member does not meet AGI requirements as determined through the AGI compliance review process.	
AGI_99	Payment entity meets all requirements, but at least 1 member has an error condition.	
CRP_01	Producer is not found in Business Partner.	
CRP_03	Missing business type in Business Partner.	

G Error Messages Displayed During Contract Finalization

If users experience the following AGI-related error messages during contract finalization in CCMS, follow the corrective action.

Error Message	Definition/Corrective Action
AGI errors in the year of revision, for the following producer(s)(year) (See Producer Subsidiary Year page for more information): (followed by the name of the producer and year with AGI error)	A producer with an AGI error will be displayed along with the year of the error. Users shall return to the Contract Family Producer Subsidiary Year Screen and refer to the error messages in subparagraph F.
If Eligibility not filed: Message-> Corresponding Eligibility data are not filed for producer (year): (followed by the name of the producer and year with non-compliant eligibility)	The applicable AGI certification is not recorded in the Subsidiary Eligibility record for the year indicated.
The subsidiary year of the following producer(s) is estimated, due to historical AGI problems on the contract family (See Producer Subsidiary Year page for more information): (followed by the name of the producer)	A producer with an AGI error will be displayed along with the year of the error. Users shall return to the Contract Family Producer Subsidiary Year Screen and refer to the error messages in subparagraph F.

--*

*--17 Adjust Re-Enrolled Acreage Screen

    A Overview

        The Adjust Re-Enrolled Acreage Screen will be open to users to update parent contract information from the expired CRP contract that was re-enrolled into the acreage for the existing contract. This option will only need to be used to correct missing or incorrect data recorded during the TERRA and COLS offer process.

        To update the re-enrolled acres information, from the "Select an action to perform" drop-down menu on the View Contract Screen, select "Correct > Adjust Re-Enrolled Acreage" and CLICK "Go".

    B Example of Adjust Re-Enrolled Acreage Screen

        The following is an example of the Adjust Re-Enrolled Acreage Screen.

                                                                                                --*

*--17   Adjust Re-Enrolled Acreage Screen (Continued)

    C   Fields and Descriptions

        The following table provides the field descriptions and actions for the Adjust Re-Enrolled Acreage Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of the physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the contract.	
CLU Acres	The acres associated with the CLU entered.	

                                                                     --*

C Fields and Descriptions (Continued)

Field/Button	Description	Action
Re-Enrolled Acres	Displays the number of acres on the contract that were a result of re-enrollment.	
CLU	The CLU number associated with the contract.	Select the applicable CLU number from the drop-down menu.
Expired Contract Number	The contract number of the contract that expired before the current acres being re-enrolled to this contract.	Enter the applicable expired contract number.
Expired Signup Name	The expired signup name from the contract that expired before the current acres being re-enrolled to this contract. **Note:** This value will be populated from the expired contract number that was entered.	
Expired Practice Code	The practice code from the contract that expired before the current acres being re-enrolled to this contract. **Note:** This value will be populated from the expired contract number that was entered.	
Re-Enrolled Acres	Displays the number of acres on the contract that was a result of re-enrollment.	Enter the number of acres re-enrolled on that CLU.
Action	Will allow for the options for the CLU data to be added or deleted.	CLICK "Add" or "Delete".
Save	After the user clicks "Save", they will receive a pop-up window to confirm the save. Clicking "OK" will save all data. The Success Screen will be displayed if all page validations are met. The user will CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Clicking "Cancel" on the pop-up window will return the user to the Adjust Re-Enrolled Acreage Screen without saving data.	CLICK "Save", then "OK" or "Cancel".
Back	Returns the user to the View Contract Screen and no data will be saved.	CLICK "Back".

--*

*--17 Adjust Re-Enrolled Acreage Screen (Continued)

    D Error Messages

        The Adjust Re-Enrolled Acreage Screen is set up to provide potential validation errors. The following error messages may be displayed.

Error Message	Description	Corrective Action
There is no contract number {XXXX} for state/county code {XX/XXX}.	The contract number entered as the expired contract number was not found for the State and county selected.	Re-enter the correct expired contract number.
Contract number {XXX} for state/county code {XX/XXX} is not in a valid status for reenrollment ({XX}).	The effective end date for the contract number entered as the expired contract number is not before the start date of the existing CRP contract.	Re-enter the correct expired contract number.
At least 1 reenrollment detail is positioned on an 'unknown' CLU.	The CLU number is missing from the contract.	Enter the CLU number on the Adjust Acreage Screen according to paragraph 28.
Reenrollment Detail must have some acreage (greater than zero).	The value for re-enrolled acres is zero or blank.	Enter an acreage value greater than zero.
Reenrollment Details must define all reenrollment acres on the contract ({XXX} vs {XXX}).	The re-enrolled CLU acreage does not add up to the total re-enrolled acreage for the contract.	Enter additional CLU's to account for all re-enrolled acres.
Practice {XXX} is not on contract number {XXX}.	The expired contract did not contain the practice the user has entered.	Enter the expired practices from the expired contract number or correct the expired contract number.
CLU {XXX} is only {XXX} acres, not enough to support {XXX} acres of reenrollment associated to it.	Only one CLU is entered and the acres for that CLU is less than the total re-enrolled acres on the contract.	Enter additional CLU's to account for all re-enrolled acres.
You must define some enrollment details.	The contract shows re-enrolled acres, but no CLU level details are provided on this screen.	Enter additional CLU's to account for all re-enrolled acres.
The expiring contract must end ({XXX}) prior to this contract original start date ({XXX}).	The expired contract listed did not expire before the start date of the current contract.	Re-enter the correct expired contract number.

                                                                   --*

18-24 (Reserved)

Section 2   Contract Revisions

25   Revising Contracts

A   Contract Revise Actions

The contract revise actions are used for changing acreage, farm and tract numbers, practices, producers and rates.

Note: Contracts that were migrated into CCMS from System 36 may not have the tract number and will be missing CLU's. These contracts will display "unknown" in the "Tract Number" and "CLU" fields. When these contracts are revised, the "Tract Number" and "CLU" fields will be **required** and the tract number and CLU will have to be updated.

After selecting the contract requiring maintenance on the Search Contract Screen (paragraph 8), the selected contract will be displayed on the View Contract Screen. At the bottom of the screen is a "Select an action to perform" drop-down list. When the user selects "Initiate>Revise", the user will need to select the "Revision Effective Date" and "Reason for Revision", on the Start Contract Revision Screen according to paragraph 13. The user will then be able to do the following maintenance actions to the contract:

* "Modify > Acreage" (paragraph 28)
* *--"Modify > Adjust Re-Enrolled Acreage" (paragraph 28.5)--*
* "Modify > Practices" (paragraph 30)
* "Modify > Farm/Tract" (paragraph 27)
* "Modify > Producers" (paragraph 29)
* "Modify > Rates" (paragraph 35).

Users only need to perform actions for which the contract is being changed. These actions may be performed in any order; however:

* if there has been a reconstitution and new farm and/or tract numbers are needed, the "Modify > Farm/Tract" action should be accessed first so that the acreage validations will be applied to the appropriate information in FRS

* CLU's for the practices are dependent on CLU's defined on the Revise Acreage Screen.

After each action the user will see a "Success" screen once that step passes all screen validations. After clicking "OK" the user will be returned to the View Contract Screen and will be able to select another action to complete as needed.

Note: If the selected contract was in "Approved" status, when user clicks "Go", the parent contract status will be changed from "Approved" to "Terminated (Pending Finalization and Approval)". The contract number for the child contract will be the same as the parent with the next available alphabetic suffix added. The child contract will be set to "Revision in Process" status.

25   Revising Contracts (Continued)

B   Setting Effective Dates

The effective start date of a CRP contract revision is crucial when properly dividing payments between participants on original and revised CRP contracts. With the release of CCMS, payments from contracts that have been revised will be date-based.

This table lists the dates captured in CCMS at the start of a revision or division and how these dates affect payments.

Date Field	Description
Approval Date	The COC approval date for the contract. This date is specific to the contract or revision. **Example:** Contract 1459 would show the original approval date and contract 1459A will show the approval date COC approved the revision.
Effective Contract Start Date	The date the contract or contract revision becomes effective. CCMS uses this date to determine active days in FY for payment.
Original Contract Start Date	The original start date of the contract without regard to revision. This date will always display the same original contract start date in CCMS for an entire contract family. This date is also used to populate block 9, "Contract Period", of the automated CRP-1.
Effective Contract End Date	The last day the CRP contract is active. This date will change on a contract, if revised. If a contract is replaced by a revision or division, the effective contract end date on the parent contract will be updated to the date 1 day before the effective start date of the new revised contract. **Example**: Effective contract end date on contract 1459 changes from "09/30/2022" to "03/06/2016" when contract 1459A is created with an effective contract start date of "03/07/2016". CCMS uses this date to determine active days for payment in FY.

C   Effective Contract Start Date

In CCMS, the calculated payment amounts after a revision will be date-driven based on the revision effective start date. When setting the effective contract start date, the types of revisions can be separated into the following 2 categories:

- Contract Successions
- Farm Maintenance Changes.

25   Revising Contracts (Continued)

D Effective Contract Start Dates for Contract Successions

When a contract revision or division is being completed to reflect contract changes, such as ownership changes, users must enter the date the succession took place according to 2-CRP, subparagraph 555 B. If there is a subsequent agreement between the producers that further divides or redirects the payment, users must still enter the actual date of the succession. Users can then access the "Division of Payment" option in CCMS to adjust the payment distribution by either a percentage or fixed dollar amount.

Note: Users must not manipulate the effective contract start date to drive the payment for contract successions.

Following are some examples of contract revisions for contract successions in CCMS:

Reason for Change	User Action in CCMS	Effective Contract Start Date	Payment Effect
Producer of contract 100 sold their land on March 4, 2015 and the new owner is succeeding to the contract. There is no payment agreement between the producers	Revise producer in CCMS. Contract 100 becomes 100A. Contract 100 will be in effect from 10/01/2015 to 03/03/2015 for 154 active days in FY 2015. Contract 100A will be in effect from 03/04/2015 to 9/30/2015 for 121 active days in FY 2015.	03/04/2015	Contract 100 will be issued a payment on 154 active days. Contract 100A will be issued a payment on 121 active days.
Producer of contract 64 sold their land on March 4, 2015 and the new owner is succeeding to the contract. However, there is a payment agreement between the producers and the new owner will receive 100 percent of the payment for FY 2015.	Revise producer in CCMS. Contract 64 becomes 64A. Contract 64 will be in effect from 10/01/2014 to 03/03/2015 for 154 active days in FY 2015. Contract 64A will be in effect from 03/04/2015 to 9/36/2015 for 121 active days in FY 2015.	03/04/2015	The user will access the "Division of Payment" option and load 100 percent or the total payment dollars under contract 64A.

25 Revising Contracts (Continued)

D Effective Contract Start Dates for Contract Successions (Continued)

Reason for Change	User Action in CCMS	Effective Contract Start Date	Payment Effect
Producer A with 100 percent share on contract 400 sold their land on March 12, 2015, to Producer B. The County Office did not learn about this until November 15, 2015.	Cancel the full FY2015 payment on contract 400 by what has already been issued before initiating the revision in CCMS by using the "Cancel NPS Payment" option in the Conservation Payment System. Revise producer in CCMS. Contract 400 becomes 400A. Contract 400 will be in effect from 10/01/2014 to 03/11/2015 for 162 active days in FY 2015. Contract 400A will be in effect from 03/12/2015 to 9/30/2015 for 203 active days in FY 2015. **Note:** The canceled payment will go to the Pending Overpayment Report as referenced in 9-CM, paragraph 65. It is transferred to NRRS after 20 workdays by the Common Payment System or the user can transfer it to NRRS immediately.	03/12/2015	Contract 400 will be issued a payment on 7 active days in FY 2015. Contract 400A will be issued a payment on 67 active days in FY 2015. **Notes**: Users will need to take the "Make NPS Payment" option in the Conservation Payment System to reissue the 2015payment after the revision is completed. Canceling the payment will trigger the Conservation Payment System to create a receivable on contract 400. The payment will be reissued on contract 400. That payment will need to be applied to the receivable created and the producer will owe the balance.

25   Revising Contracts (Continued)

E   Effective Contract Start Dates for Farm Maintenance Changes

When a contract revision or division is being completed to reflect changes in the FRS structure or to record a partial termination of contract acres, the user must enter the earlier of the first day of the FY or the start date of the prior revision if already completed in that same FY.

Note: If a contract has already undergone a revision in the same FY according to subparagraph D, the effective contract start date will be limited to the effective contract start date of the prior revision.

Following are examples of contract revisions for farm maintenance changes in CCMS:

Reason for Change	User Action in CCMS	Effective Contract Start Date	Payment Effects
The County Office completed a recon on April 14, 2015, that only impacted the farm or tract and not any other CRP contract detail. Contract 360 is revised to become 360A.	Revise farm and/or tract in CCMS to correct the farm and/or tract number. Contract 360 becomes 360A.	Start of FY (10/1/14).	100 percent of the payment will be issued to contract 360A
The producer of contract 700 requests a partial termination for 5 of the 25 acres on the contract to build a house. COC approves the partial termination on March 12, 2014.	Complete a division of contract 700 to create 700A with 5 acres and 700B with 20 acres. After those contracts are approved, terminate contract 700A	Start of FY (10/1/13) for both the division and termination. The user needs to enter on the terminated contract the "Last Day the Contract is in Effect" (10/1/2014) according to page 137 of the CCMS User Guide. Set the payment flag to "Refunds" on contract 700A. Setting the payment flag to "Refunds" ensures that no future payment will be issued on contract 700A.	Contract 700 will have zero active days in FY 2014. No payment will be issued. Contract 700A will have zero active days in FY 2014. No payment will be issued. Contract 700B will be paid for the entire FY 2014 on 20 acres. **Note:** Manual receivables will need to be created for the 5 acres that are terminated for each of the prior year's payments issued according to 2-CRP, paragraph 574.

25   Revising Contracts (Continued)

E   Effective Contract Start Dates for Farm Maintenance Changes

Reason for Change	User Action in CCMS	Effective Contract Start Date	Payment Effects
The producer of contract 800 requests a partial termination for 5 of the 25 acres on the contract. COC approves the partial termination on September 2, 2014. The County Office does not complete the division/termination process until FY 2015 (after 10/1/14). However, the FY 2013 payment was issued under the parent contract	Cancel the 2013 payment on contract 800 in the Conservation Payment System. See note in the "Payment Effect" column. Complete a division of contract 800 to create 800A with 5 acres and 800B with 20 acres. After those contracts are approved, terminate contract 800A. **Note:** The canceled payment will go to the Pending Overpayment Report as referenced in 9-CM, paragraph 65. It is transferred to NRRS after 20 workdays by the Common Payment System or the user can transfer it to NRRS immediately.	Start of FY (10/1/13) for both the division and termination. Set the payment flag to "Refunds" on contract 800A.	Contract 800 will have zero active days in FY 2013. No payment will be issued. A receivable will be created for 100 percent of the FY 2013 payment. Contract 800B will be paid on 20 acres for the number of active days in FY 2013. **Note:** Canceling the payment will trigger the Conservation Payment System to create a receivable on contract 800. The payment will be reissued on contract 800B. That payment will need to be applied to the receivable created and the producer will owe the balance. If the producer has changed, follow 64-FI, subparagraph 26 B to change the name on the receivable. A manual receivable will need to be created for the 5 acres that are terminated for each of the prior years a payment was received.

25   Revising Contracts (Continued)

    F   Actions for Incorrectly Loaded Effective Contract Start Dates

        If an incorrect effective contract start date has been entered, State Offices must follow paragraph 127 to make the correction.

        If the State Office cannot complete the start date correction, submit the contract details including the incorrect effective date, the correct effective date, and status of payment in any year involved with the correction to the PECD Contract and Application Issues SharePoint at **https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/Lists/Contract%20and %20Application%20Issues/AllItems.aspx**.

26   Start Contract Revision Screen

A   Overview

After "Initiate>Revise" is selected on the View Contract Screen the user will select the "Revision Effective Date" and "Reason for Revision", on the Start Contract Revision Screen. Setting the "Effective Start Date" at the start of the revision process will dictate which Program Year CCMS will read in FRS.

Example: The user set the revision effective date as 07/17/2015, CCMS will look at the FRS values active in FY 2015. If the user sets the revision effective date as 07/17/2016, CCMS will look at the FRS values active in FY 2016.

B   Example of Start Contract Revision Screen

The following is an example of the Start Contract Revision Screen.

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Start Contract Revision Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The Program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Parent Contract Start Date	The effective start date of the parent contract.	
Contract End Date	The last day the contract will be in effect.	

   C   **Field Descriptions and Actions (Continued)**

Field/Button	Description	Action
Revision Effective Date	The date the revised contract will become effective.	Enter the date in the mm/dd/yyyy format.
Reason for Revision	Reason contract is being revised. **Note:** If the revision is to increase acreage, by policy the **only** reason for an increase is because of new aerial imagery.	Select reason from the drop-down menu. **Note:** If user selects "Other", a text box will be displayed to enter a reason.
Save	The user will receive a pop-up window to confirm they want to modify the contract. Selecting "OK" will save the revision effective date and reason for revision. The Success Screen will be displayed if all page validations are met. CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Start Contract Revision Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	The View Contract Screen will be displayed, no data will be saved and the revision will be canceled.	CLICK "Back".

26   Start Contract Revision Screen (Continued)

D Error Messages

The Start Contract Revision Screen is set up to provide potential validation errors when comparing the contract to the current year in FRS.

Error Message	Description	Corrective Action
"Selection is required."	Reason for Revision is a required field.	Select a reason for revision from the drop-down.
"The effective date (XXX) cannot be after the current date (XXX)."	A new child contract (not yet approved) cannot be future dated unless its parent is also future dated.	Set an effective date equal to or prior than the current date.
"The effective date (XXX) cannot be after the end date (XXX)."	The date of the activity cannot begin after the contract ends.	Set an effective date prior to the last day the contract is active.
"The effective date (XXX) cannot be different than parent effective date (XXX)."	If the parent contract is deferred, the child contract must start on the same date as the parent.	Set the effective date as the deferred start date of the parent contract.
"The effective date (XXX) cannot be earlier than the start date (XXX)."	A child contract cannot start before its parent.	Set the effective date equal to or later than the parents start date.

E Modify Effective Date/Reason

If the revision effective date or reason for revision is entered incorrectly return to the Start Contract Revision Screen by selecting "Modify >Effective Date/Reasons" and CLICK "Go" on the View Contract Screen.

27   Modify Farm and Tract Screen

A   Overview

To modify the farm and/or tract number on the contract, users must select the action for Modify >Farm/Tract and CLICK "Go" after the revision has been started according to paragraph 13.

The farm, tract, and producer name will be returned for the program year in FRS based on the revision effective date recorded in paragraph 26.
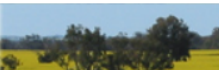
B   Example of Modify Farm and Tract Screen

The following is an example of the Modify Farm and Tract Screen.

27 Modify Farm and Tract Screen

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Modify Farm and Tract Screen.

Field	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note**: Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm/Tract and CLU Information		
Farm Number	The Farm number currently associated with the contract.	
Tract Number	The Tract number currently associated with the contract.	
CLU	The CLU number(s) currently associated with the contract.	
CLU Acres	The acres in hundredths for each CLU displayed on the screen.	

27   Modify Farm and Tract Screen (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Search for New Farm and Tract		
Farm Number	To search for a contract to modify by farm number.	Enter the desired farm number.
Tract Number	To search for a contract to modify by tract number.	Enter the desired tract number.
Producer Name	To search for a contract to modify by producer.	CLICK "Find Producer" and user will be taken to the SCIMS Customer Search Page to search for the desired producer. Once the producer is selected on the SCIMS Customer Search, their name will populate in the Producer name box.
Search	The Modify Farm and Tract Screen will be updated with the Farms and Tracts that meet the search criteria.	CLICK "Search".
Back	The View Contract Screen will be displayed, no data will be saved.	CLICK "Back".
Reset	All entered values will be removed.	CLICK "Reset".

D   Example of the Bottom of the Modify Farm and Tract Screen-After Search

The following is an example of the bottom of the Modify Farm and Tract Screen after the user searched by farm, tract, or producer.

Please select a new farm and tract

Farm Number	Tract Number	Tract Description	Farmland Acres	Cropland Acres	CRP Cropland Acres	CRP MPL Acres
○ 5234	10635	N6 SE1/4NW1/4 SEC 27 N CASS	39.80	25.26	0.00	0.00
○ 5234	1864	N4 PARTS OF SEC35RICHLAND PARTS OF SEC2N&3N N CASS	323.88	300.54	39.90	0.00
○ 5234	11769	SE1/4 SEC 28 N CASS	155.42	138.37	0.00	0.00
○ 5234	9976	N6 SW1/4NW1/4,NW1/4SW1/4 SEC 27 N CASS	79.42	52.54	0.00	0.00

4 tract(s) found - Page 1/1

Modify Search   Save   Back

27   Modify Farm and Tract Screen (Continued)

E   Field Descriptions and Actions for Bottom of the Modify Farm and Tract Screen-After Search Options

The following table provides the field descriptions and actions for the updated Modify Farm and Tract Screen after the user searched for a farm, tract, or producer.

Field/Button	Description	Action
Farm Number	All Farm numbers that matched the search criteria will be displayed.	Select the radio button on the desired farm.
Tract Number	The tract number(s) for the corresponding Farm number that matched the search criteria will be displayed.	
Tract Description	The tract description for the corresponding farm/tract number that matched the search criteria will be displayed.	
Farmland Acres	The farmland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
Cropland Acres	The cropland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
CRP Cropland Acres	The CRP cropland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
CRP MPL Acres	The CRP MPL acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
Modify Search	The farm, tract, and producer options according to subparagraph C will be displayed.	CLICK "Modify Search".
Save	After the user selects the radio button for the "Farm/Tract Number" to add to the contract and they select "Save" a pop-up window will be displayed to confirm the save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Modify Farm and Tract Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	Will return to the View Contract Screen and no data will be saved.	CLICK "Back".

27   Modify Farm and Tract Screen (Continued)

F   Error Messages

The Modify Farm and Tract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX)."	Farm number the user is adding to the contract must be active in the FY of the contract revision effective date.	Enter active farm number for the year of the contract revision effective date.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing or inactive.	Enter active tract number for the year of the contract revision effective date.

28   Adjust Acreage

   A   Overview

   To modify the contract acres and to modify or add CLU number and acres on the contract, users must select the action for Modify >Acreage and CLICK "Go" after the revision has been started according to paragraph 13.

   Note: MPL acres **cannot** be added to a child contract if the parent contract did not have MPL acres; likewise, cropland acres **cannot** be added to a child contract if the parent had only MPL acres.

   Important: If there has been a reconstitution on the farm, it is recommended that the "Modify > Farm/Tract" action (paragraph 14) be accessed to update the farm and tract information before adjusting the acreage**.**

   When contract acres increase due to correction of a survey error or to move the contract from tenths to hundredths, CCMS will validate with FRS to ensure there are available acres based on the program year that corresponds to the effective revision date of the contract.

   CCMS calculates available acres from Farm Records as follows for revisions:

   Effective DCP Cropland + Double Cropped Acres + Parent Contract Acres= Acres available for CRP.

   CCMS also considers base acres but will only provide a warning that a CCC-505 is needed. In cases that the entire tract is enrolled in CRP, CCMS will provide the error that there are not available acres to increase the contract acres, if the CLU/CRP attributes in MIDAS are already updated to display the CRP attributes. In these cases, users must remove the CRP/CLU attributes in MIDAS before completing the revision in CCMS. Once the revision is Finalized in CCMS, the user can correct MIDAS Farm Records and add the CRP/CLU attributes back to the farm record.

28   Adjust Acreage (Continued)

B   Example of Adjust Acreage Screen

The following is an example of the Adjust Acreage Screen.

28   Adjust Acreage (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Adjust Acreage Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note**: Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
Available Cropland Acres	Displays the available cropland and/or non-cropland & MPL acres currently on the tract in farm records.	

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Contract Acres	Displays the cropland, MPL, non-cropland, and wellhead acres on the contracts. The acreage type(s) currently on the contract will be the only types the user can edit.	Correct the applicable acreage field as needed. Acres must be entered to the hundredths precision.
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the contract.	Enter the CLU number from farm records.
CLU Acres	The acreage value that corresponds to the CLU number that was entered.	Enter the CLU acres value in hundredths for the CLU number entered.
Delete	Removes the CLU record for the specified line item.	CLICK "Delete".
Add New CLU Information		
Farm Number	This value will be prepopulated based on the farm number associated with the contract.	
Tract Number	This value will be prepopulated based on the tract number associated with the contract.	
CLU	The CLU number to associate with the contract.	Enter the CLU number.
CLU Acres	The acreage value that corresponds to the CLU number to associate with the contract.	Enter the CLU acres value in hundredths for the CLU number entered.
Add	Adds the data entered.	CLICK "Add".
Total	Total CLU acreage on the contract.	
Re-Enrolled Acres	Displays the number of acres on the contract that were a result of reenrollment. **Note:** If the user is decreasing the size of the contract they must decrease the re-enrolled acre to be equal to or less than the total contract acres.	Adjust the acres value in hundredths as needed.

28   Adjust Acreage (Continued)

 C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Save	After the user selects "Save", a pop-up window will be displayed to confirm save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User will click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Adjust Acreage Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

28   Adjust Acreage (Continued)

D   Error Messages

The Adjust Acreage Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Cropland acreage cannot be added to a contract which does not already have cropland acreage."	A contract that does not have cropland acres cannot be revised to have cropland acres.	Correct the acreage type on the CLU to match the acres type of the contract. If the acre type of the contract is incorrect notify the State Office. State Office users will place the issue on SharePoint for resolution.
"Farm Tract Acres (Cropland Acres + MPL Acres) do not match Total CLU Acres. Farm Number = (XXX) Tract Number = (XXX) Farm Tract Acres = (XXX) Total CLU Acres = {XX}."	Total CLU acres must add up to acres on the farm tract (farm-level validation).	Correct CLU acres to not exceed tract acres.
"Farm Tract Acres (Cropland Acres + Non-Cropland Acres + MPL Acres) do not match Total CLU Acres. Farm Number = (XXX) Tract Number = (XXX) Farm Tract Acres = (XXX) Total CLU Acres = {XX}."	Total CLU acres must add up to acres on the farm tract.	Correct CLU or contract acres.
"Field/CLU Number (XXX) is missing acreage information."	CLU cannot have null value for acreage amount.	Enter the acreage value for the CLU.
"Field/CLU Numbers are required. Please enter the Field/CLU Numbers before proceeding."	CLU number must be valid (cannot be null/missing, blank or -99).	Enter a valid CLU number.
"MPL acreage cannot be added to a contract which does not already have MPL acreage."	A contract that does not have MPL acres cannot be revised to have MPL acres.	Correct acreage type on the CLU to match the acres type of the contract. If the acre type of the contract is incorrect, notify the State Office. State Office users will contact the National Office for resolution.

28   Adjust Acreage (Continued)

D Error Messages (Continued)

Error Message	Description	Corrective Action
"Non-Cropland acreage cannot be added to a contract which does not already have Non-Cropland acreage."	A contract that does not have MPL acres cannot be revised to have MPL acres.	Correct acreage type on the CLU to match the acres type of the contract. If the acre type of the contract is incorrect, notify the State Office. State Office users will place the issue on SharePoint for resolution.
"Please add CLU before saving."	No CLU's have been found from the contract.	Enter a valid CLU number and acreage.
"The CLU acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The CLU number (XXX) is already added to this contract."	Multiple CLU's of the same number/identifier cannot exist on the same contract.	Enter a valid CLU number.
"The combination of MPL acres and Non-Cropland acres (XXX) on the tract (XXX) are more than available acres (XXX). These acres will only fit if the combination of MPL acreage and Non-Cropland acreage on this tract grows for Fiscal Year (XXX)."	There are more MPL and non-cropland acres on the farm tract than there are available (available amount retrieved from FRS and added to the parent acreage).	Correct CLU or contract acres.
"The Cropland acreage on this contract cannot be reduced to zero."	If the parent contract has cropland acres, the child contract must have cropland acres.	Enter CLU cropland acreage value greater than 0, acreage values in hundredths.

28   Adjust Acreage (Continued)

    D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The cropland acres (XXX) entered for the tract (XXX) exceed available acres (XXX) for Fiscal Year (XXX)."	If the Cropland on the farm tract is greater than the available cropland acres (including base acres).	Correct CLU acres to not exceed tract acres.
"The cropland acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The MPL acreage on this contract cannot be reduced to zero."	If the parent contract has MPL acres, the child contract must have MPL acres.	Enter CLU MPL acreage value greater than zero, acres values in hundredths
"The MPL acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The Non-Cropland acreage on this contract cannot be reduced to zero."	If the parent has non-cropland acres, the child contract must have non-cropland acres.	Enter CLU Non-Cropland acreage value greater than zero, acreage values in hundredths.
"The Non-Cropland acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The re-enrolled acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths
"The sum of cropland, Non-cropland, and MPL acres of all farm tracts (contract acres) cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The sum of the CLU Acres shall equal the Contract Acres."	Sum of CLU acres must be equal to the contract acreage.	Correct CLU or contract acres.

28   Adjust Acreage (Continued)

D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The total CLU acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The Tract and/or CLU Number on this contract were unavailable when this contract was migrated. They shall be updated in order to complete this transaction."	All tracts and CLU's on the contract cannot be "unknown".	Add tract and CLU numbers to the contract according to paragraphs 11.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing.	Add tract number to the contract according to paragraph 11.
"The Wellhead Acres (XXX) shall not exceed the Cropland Acres (XXX)."	The wellhead acres must not exceed the cropland acres.	Correct CLU or contract wellhead acres.
"The Wellhead acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"Total Wellhead acres (XXX) not equal to approved Wellhead acres (XXX)."	The sum of the wellhead practice acreage must equal the wellhead protection acres on the contract.	Correct CLU or contract wellhead acres.
"Tract (XXX) shall have Cropland or MPL acres."	The tract must have at least 1 valid acreage type.	Add tract number to the contract according to paragraph 11.

*--28.5 Adjust Re-Enrolled Acreage Screen

A Overview

The Adjust Re-Enrolled Acreage Screen will be open to users to update parent contract information from the expired CRP contract that was re-enrolled into the acreage for the existing contract. This option will only need to be used to correct missing or incorrect data recorded during the TERRA and COLS offer process or to update when the CLU numbers change on the CRP contact.

To update the re-enrolled acres information during a revision, from the "Select an action to perform" drop-down menu on the View Contract Screen, select "Modify > Adjust Re-Enrolled Acreage" and CLICK "Go".

B Example of Adjust Re-Enrolled Acreage Screen

The following is an example of the Adjust Re-Enrolled Acreage Screen.

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*--28.5 Adjust Re-Enrolled Acreage Screen (Continued)

C Fields and Descriptions

The following table provides the field descriptions and actions for the Adjust Re-Enrolled Acreage Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of the physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the contract.	
CLU Acres	The acres associated with the CLU entered.	

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*--28.5 Adjust Re-Enrolled Acreage Screen (Continued)

    C Fields and Descriptions (Continued)

Field/Button	Description	Action
Re-Enrolled Acres	Displays the number of acres on the contract that were a result of re-enrollment.	
CLU	The CLU number associated with the contract.	Select the applicable CLU number from the drop-down menu.
Expired Contract Number	The contract number of the contract that expired before the current acres being re-enrolled to this contract.	Enter the applicable expired contract number.
Expired Signup Name	The expired signup name from the contract that expired before the current acres being re-enrolled to this contract. **Note:** This value will be populated from the expired contract number that was entered.	
Expired Practice Code	The practice code from the contract that expired before the current acres being re-enrolled to this contract. **Note:** This value will be populated from the expired contract number that was entered.	
Re-Enrolled Acres	Displays the number of acres on the contract that was a result of re-enrollment.	Enter the number of acres re-enrolled on that CLU.
Action	Will allow for the options for the CLU data to be added or deleted.	CLICK "Add" or "Delete".
Save	After the user clicks "Save", they will receive a pop-up window to confirm the save. Clicking "OK" will save all data. The Success Screen will be displayed if all page validations are met. The user will CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Clicking "Cancel" on the pop-up window will return the user to the Adjust Re-Enrolled Acreage Screen without saving data.	CLICK "Save", then "OK" or "Cancel".
Back	Returns the user to the View Contract Screen and no data will be saved.	CLICK "Back".

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*--28.5 Adjust Re-Enrolled Acreage Screen (Continued)

D Error Messages

The Adjust Re-Enrolled Acreage Screen is set up to provide potential validation errors. The following error messages may be displayed.

Error Message	Description	Corrective Action
There is no contract number {XXXX} for state/county code {XX/XXX}.	The contract number entered as the expired contract number was not found for the State and county selected.	Re-enter the correct expired contract number.
Contract number {XXX} for state/county code {XX/XXX} is not in a valid status for reenrollment ({XX}).	The effective end date for the contract number entered as the expired contract number is not before the start date of the existing CRP contract.	Re-enter the correct expired contract number.
At least 1 reenrollment detail is positioned on an 'unknown' CLU.	The CLU number is missing from the contract.	Enter the CLU number on the Adjust Acreage Screen according to paragraph 28.
Reenrollment Detail must have some acreage (greater than zero).	The value for re-enrolled acres is zero or blank.	Enter an acreage value greater than zero.
Reenrollment Details must define all reenrollment acres on the contract ({XXX} vs {XXX}).	The re-enrolled CLU acreage does not add up to the total re-enrolled acreage for the contract.	Enter additional CLU's to account for all re-enrolled acres.
Practice {XXX} is not on contract number {XXX}.	The expired contract did not contain the practice the user has entered.	Enter the expired practices from the expired contract number or correct the expired contract number.
CLU {XXX} is only {XXX} acres, not enough to support {XXX} acres of reenrollment associated to it.	Only one CLU is entered and the acres for that CLU is less than the total re-enrolled acres on the contract.	Enter additional CLU's to account for all re-enrolled acres.
You must define some enrollment details.	The contract shows re-enrolled acres, but no CLU level details are provided on this screen.	Enter additional CLU's to account for all re-enrolled acres.
The expiring contract must end ({XXX}) prior to this contract original start date ({XXX}).	The expired contract listed did not expire before the start date of the current contract.	Re-enter the correct expired contract number.

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29   Modify Producers

A   Overview

To modify producers on the contract, from the "Select an action to perform" drop-down menu on the View Contract Screen, select "Modify > Producers" and CLICK "Go".

The Modify Producers Screen will be displayed with information for all owners and other producers associated with the tract and all operators associated with the farm from FRS for the program year that corresponds to the revision effective date set in CCMS. If a producer is not displayed in CCMS, they must first be added to the farm record.

Policy requires all owners of a tract to be on the contract, even if they are not receiving any shares.

B   Example of Modify Producers Screen

The following is an example of the Modify Producers Screen.

29   Modify Producers (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Modify Producers Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

C   Fields Descriptions and Actions (Continued)

Field/Button	Description	Action
Assigned Producers		
Remove	Will remove the producer from the list of Assigned Producers and the producer will not display on the revised CRP-1.	CLICK "Remove".
Producer Name	Name of the producer associated with the farm/tract in farm records for the program year that corresponds to the revision effective date and assigned to the contract.	
Type	The type of association the producer has on the tract associated with the contract according to FRS. Owner, operator, or other tenant will be displayed.	
Share	The percent share interest the producer has in the CRP-1.	Enter the percentage value between 0 and 100 percent in hundredths.
Primary	Designates the primary point of contact for the CRP contract.	Enter a check (✓) in the box of the producer that is the primary point of contact.
Available Producers		
Add	Will add the producer from the list of available producers to the list of assigned producers and the producer will display on the revised CRP-1.	CLICK "Add".
Producer Name	Name of the producer associated with the farm/tract in farm records for the program year that corresponds to the revision effective date and assigned to the contract.	

29 Modify Producer (Continued)

C Fields Descriptions and Actions (Continued)

Field/Button	Description	Action
Type	The type of association the producer has on the tract associated with the contract according to FRS. Owner, operator, or other tenant will be displayed.	
Save	Will save the data entered on the Modify Producers Screen.	CLICK "Save" then "OK" or "Cancel". After "Save" is selected a pop-up window will be displayed to confirm they wish to save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Modify Producer Screen without saving data.
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

29   Modify Producer (Continued)

D   Error Messages

The Modify Producers Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"All owners on the contract shall have shares, even if zero."	All producers on the contract must have shares, even if zero.	Enter share percentage between 0 and 100 percent for each producer on the contract.
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX). Without a valid Farm Number, all other data validations will fail. Please correct the Farm Number."	Farm on Contract must be in FRS.	Correct farm and tract number.
"The total of share percentages shall equal 100."	The sum of the producer share percentages must equal 100.	Enter share percentage between 0 and 100 percent for each producer on the contract.

30   Modify Practices

A   Overview

The Modify Practices Screen that will be displayed has 3 sections, as follows:

- top section is basic signup information

- middle section is acreage and acreage types associated with the contract

- bottom "Assigned Practices" section provides the practices assigned by CLU with the associated acreage and estimated cost share, a summary of the practice acreage, and estimated cost share.

Users can modify the acreage associated with each practice, modify the estimated cost share associated with each practice, delete assigned practices, and add new practices.

To modify conservation practices, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Practices" and CLICK "Go".

B   Example of Modify Practices Screen

The following is an example of the Modify Practices Screen.

30   Modify Practices (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Modify Practices Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Contract Acres	The number of acres on the contract.	
Cropland Acres	Displays the number of cropland acres on the contract. Display as N/A if the contract is not cropland eligible.	

30   Modify Practices (Continued)

    C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
MPL Acres	Displays the number of MPL acres on the contract. Display as N/A if the contract is not MPL eligible.	
Non-Cropland Acres	Displays the number of Non-Cropland acres on the contract. Displays as N/A if the contract is not non-cropland eligible.	
Wellhead Acres	Displays the number of Wellhead acres on the contract. Display as N/A if the contract is not wellhead eligible.	
Payable Acres	Display the number of acres payable for the contract. This field can only be edited on FWP contracts.	If applicable, enter the number of payable acres in hundredths.
Assigned Practices		
Farm	Farm number associated with the contract.	
Tract	Tract number associated with the contract.	
CLU	Displays CLU number and, in parentheses, the number of acres associated with CLU in hundredths. There can be multiple CLU's on the contracts and the drop-down list will include all CLU's associated with the contract.	Select CLU for the practice being adding from the drop-down list.
Code	Displays the practice code. Drop-down list will display the practice codes configured for the signup for which the contract was approved.	
Practice Acres	Practice acres are automatically calculated as users enter the acreage values in the acreage field.	
Acreage	The number of acres on the CLU for the corresponding practice. This value should equal the CLU acres.	Enter acreage value in hundredths.
Estimated Cost Share per acre for the Practice	Allows the user to enter the estimated cost share amount per acre and will display the total by practice.	Enter estimated cost share per acre.
Delete	Will remove the CLU row that Delete was selected. A pop-up window will be displayed to confirm the deletion of the CLU. Selecting "No" will return the user to the Modify Practice Screen without deleting the CLU.	CLICK "Delete" then "OK" or "No".

30   Modify Practices (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Totals		
Practice Acres	Total practice acres entered above for each CLU.	
Acreage	Total acreage entered above for each CLU, displayed by acre type for MPL, cropland, non-cropland, and wellhead.	
Total Estimated Cost Share	Total estimated cost share entered above for each CLU.	
Add New Practice	The Add Practice Screen will be displayed and users will enter new practice details according to paragraph 31.	CLICK "Add New Practice".
Save	Will save the data entered on the Modify Practices Screen.	CLICK "Save". After the user selects "Save" a pop-up window will be displayed to confirm they wish to save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Modify Practices Screen without saving data.
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

31   Add Practice Screen

A   Overview

The Add Practice Screen will allow users to add a new practice to the CRP contract. Practices listed will be contract by signup type by the Conservation Configuration System.

B   Example of Add Practice Screen

The following is an example of the Add Practice Screen.

31   Add Practice Screen (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Practice Screen.

Field	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

31   Add Practice Screen (Continued)

  C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	CLU number and acres recorded by the user on the Revise Acreage CLU Screen.	Select the correct CLU number from the drop-down.
Code	List of practice codes on the contract.	Select the correct practice code from the drop-down.
Status	List of practice is "New", "Enhanced", or "Existing". Default value is "N/A".	Select the correct status value.
Practice Acres	Displays the practice acres. This is a display field only based on the value entered for MPL, cropland, and wellhead acres.	
MPL Acres	The number of MPL acres for this practice. This field will be grayed out unless the contract already contains MPL acres. Acreage value must match CLU acreage.	Enter acreage value in hundredths, if applicable
Cropland Acres	The number of Cropland acres for this practice. This field will be grayed out unless the contract already contains Cropland acres. Acreage value must match CLU acreage.	Enter acre value in hundredths, if acre type is applicable.
Non-Cropland Acres	The number of Non-Cropland acres for this practice. This field will be grayed out unless the contract already contains non-cropland acres. Acreage value must match CLU acreage.	Enter acre value in hundredths, if acre type is applicable.
Wellhead Acres	The number of Wellhead acres for this practice. This field will be grayed out unless the contract already contains wellhead acres. Acreage value must match CLU acreage.	Enter acre value in hundredths, if acre type is applicable.

31   Add Practice Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Estimated Cost Share Per Acre: $	Displays dollar value of estimated cost share per acre recorded on the contract.	Enter estimated cost share per acre in dollars and cents.
Save	The Modify Practice Screen is displayed and data is saved.	CLICK "Save".
Back	The Modify Practice Screen is displayed and no data is saved.	CLICK "Back".

D Error Messages

The Modify Practices Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Tract number or CLU = "unknown".	If either "Tract Number" or "CLU" field contain the value "unknown", a message will be displayed that the fields must be updated to complete the transaction.	Tract number is assigned on the Modify Farm and Tract Numbers Screen. CLU is assigned on the Adjust Acreage Screen. Practices must be assigned to CLU.
"Sum of the practice acres = contract acres."	If the sum of the practice acres does not match the contract acres, a warning message will be displayed.	Either the contract acreage or the practice acreage must be adjusted **before** the contract is finalized.
"Wellhead Practice acres <= Cropland Acres."	If the contract has wellhead protection acres and the wellhead practice acres are greater than the cropland acres, an error message will be displayed.	The wellhead practice acres must be reduced to be less than or equal to the contract acres.
"Wellhead Practice acres = Wellhead Protection Area acres."	If the contract has wellhead protection area acres and the wellhead practice acres are not equal to the wellhead protection area acres, an error message will be displayed.	Adjust the wellhead practice acres to equal the wellhead protection area acres.
"FWP practices requiring buffer area present."	If the contract is for FWP, CCMS will determine whether buffer area acres are required. This is based on the program year of the contract and the assigned practices. If a buffer area is required and not on the contract, an error message will be displayed.	The buffer area practice (CP31) must be assigned to the contract.

31 Add Practice Screen (Continued)

   D Error Messages (Continued)

Error Message	Description	Corrective Action
"FWP Payable Acres > FWP Practice Acres."	FWP payable acres are for FWP contracts written under the 2008 Farm Bill. The 2008 Farm Bill stipulated that payment would be made for up to 5 acres per FWP plot. A contract can have multiple plots so CCMS can only validate that the payable acres are not greater than the practice acres. If the payable acres are greater, a warning will be displayed.	Reduce FWP payable acres to be less than or equal to the FWP practice acres.
"Sum of MPL Practice Acres = Contract MPL Acres."	If the sum of the MPL practice acres is not equal to the contract MPL acres, a warning message will be displayed.	Correct either the MPL practice acreage or the MPL contract acreage. This must be complete before the contract is finalized.
"Sum of Cropland Practice Acres = Contract Cropland Acres."	If the sum of the cropland practice acres is not equal to the contract cropland acres, a warning message will be displayed.	Correct either the cropland practice acreage or the contract cropland acreage. This must be complete **before** the contract is finalized.
"FS Technical Responsibilities completed for any Forestry practices."	CCMS will determine whether any FS practices are present on the contract. If yes, CCMS will verify that the user has indicated the FS technical responsibilities have been completed.	User must verify the technical responsibilities have been completed (manually) and then check (✓) the box indicating that FS technical responsibilities have been completed. It is a **required** entry, if displayed.

32 Finalize Contracts

A Overview

CCMS requires a step after the details of the revision have been updated to prepare the contract for COC approval. To finalize revisions, on the following View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Finalize" and CLICK "Go".

B Example of the Finalize Screen

The following is an example of the Finalize Screen.

32   Finalize Contracts (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Finalize Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative County of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

32   Finalize Contracts (Continued)

    C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Contract Description	A free form optional field that the user can add contract descriptions based on revisions.	Add contract descriptions as applicable. Do not load any PII information in this field.
Parent Contract Start Date	The start date of the contract that was modified.	
Contract End Date	The final date the contract will be in effect.	
Revision Effective Date	The first day the newly modified contract will be effective. This date is set on the Start Contract Revision Screen in paragraph 13.	
Reason for Revision	The reason the user selected on the Start Contract Revision Screen.	
Check box to indicate CPO Update Received	Indicator to allow the user to record that the CPO has been received. **Note:** This field will only be displayed if an updated CPO is needed.	Check (✓), if CPO update has been received.
FS Technical Responsibilities Completed?	Indicator to allow the user to record that the FS technical responsibilities have been received. **Note:** This field will only be displayed if updated FS Technical Responsibilities are needed for the practices on the contract.	Check (✓), if FS technical responsibilities documentation has been completed.
CRP-1 Producer Signed Date	The date the last producer on the CRP-1 signed the CRP-1.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Finalize	Will save the data entered on the Finalize Screen and create the new child contract.	CLICK "Finalize" and "OK". After the user selects "Save" a pop-up window will be displayed to confirm they wish to save. Selecting "OK" will save all data. CCMS will execute a series of validations. If any validations fail,
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

32   Finalize Contracts (Continued)

D   Error Messages

The Finalize Contract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"(XXX)'s involvement has changed for Fiscal Year (XXX), please update the producer's involvement."	The producer involvement on the contract must match the producer involvement in FRS.	Correct producer according to paragraph 29.
"All owners associated with the tract in Farm Records for Fiscal year (XXX) shall be on the contract, even if they are not receiving payments from the contract. Other Producers on the tract and Operators are optional. Please add all owners of the tract to the contract."	All owners must be on the contract, including those with zero percent interest on the contract.	Correct producer according to paragraph 29.
"Cropland acreage cannot be added to a contract which does not already have Cropland acreage."	A contract that does not have cropland acres cannot be revised to have cropland acres.	Correct CLU or contract acre type according to paragraph 28.
"CRP-1 Producer Signed Date is required."	Producer signed date is a required field.	Enter date in mm/dd/yyyy format according to this paragraph.
"Field/CLU Numbers are required. Please enter the Field/CLU Numbers before proceeding."	CLU number must be valid (cannot be null/missing, blank or -99).	Enter CLU numbers according to paragraph 28.
"MPL acreage cannot be added to a contract which does not already have MPL acreage."	A contract that does not have MPL acres cannot be revised to have MPL acres.	Correct CLU or Contract acre type according to paragraph 28.
"MPL practices cannot be added to a contract which does not already have MPL acreage."	If the parent contract does not have MPL acres but a practice on the child contract has MPL acres (likely due to System 36 migrated data), this warning occurs.	Correct practice acreage according to paragraph 30.
"No Available Practices Found"	There are no supporting practices for the acreage type of the contract. Either the acreage type on the contract needs to be fixed or signup configuration needs to be updated.	Enter practice data according to paragraph 30.

32   Finalize Contracts (Continued)

    D   Error Messages (Continued)

Error Message	Description	Corrective Action
"Non-Cropland acreage cannot be added to a contract which does not already have Non-Cropland acreage."	If the parent contract does not have non-cropland acres but a practice on the child contract has non-cropland acreage (likely due to System 36 migrated data), this warning occurs.	Correct CLU or Contract acre type according to paragraph 28.
"Non-Cropland practices cannot be added to a contract which does not already have Non-Cropland practices."	If the parent contract does not have non-cropland practice but the child contract has non-cropland practices (likely due to System 36 migrated data), this warning occurs.	Correct practice acreage type according to paragraph 30.
"Only one Primary Producer may be assigned to the contract."	There cannot be more than one primary producer on the contract. On the View Contract Screen, this message shows as a warning. User would never see this if software was working correctly.	Correct producer according to paragraph 29.
"Pivot corner response shall be 'N/A' for practice (XXX)."	If the available practice is not pivot corner eligible, that practice cannot have pivot corners.	Correct Pivot Corner response under modify practices according to paragraph 30.
"Pivot corner response shall be 'Yes' or 'No' for practice (XXX)."	If the available practice is pivot corner eligible, the user must respond to the question of whether or not there is a pivot corner practice on this contract.	Correct Pivot Corner response under modify practices according to paragraph 30.
"Please add CLU before saving."	No CLU's have been found from the contract.	Enter CLU numbers according to paragraph 28.
"Practice (XXX) is defined on CLU (XXX) that is not on the contract."	The CLU numbers on the contract must contain all the CLU numbers from the practices.	Enter CLU numbers according to paragraph 28.
"Practice (XXX) cannot have cropland Acres."	If the practice is not cropland eligible, it cannot have cropland acres.	Correct practice acreage type according to paragraph 30.
"Practice (XXX) cannot have MPL Acres."	If the practice is not MPL eligible, it cannot have MPL acres.	Correct practice acreage type according to paragraph 30.
"Practice (XXX) cannot have Wellhead Acres."	If the practice is not wellhead eligible, it cannot have wellhead acres.	Correct practice acreage type according to paragraph 30.

32   Finalize Contracts (Continued)

   D   Error Messages (Continued)

Error Message	Description	Corrective Action
"Practice (XXX) is a reforestation practice that needs to have its technical responsibility completed."	If there is a forestry practice on the contract, it must be completed.	Enter required check box indicator according to this paragraph
"Primary Producer Not Assigned."	A primary producer must be assigned to the contract.	Correct producer according to paragraph 29.
"Selection is required."	Form validation. CPO must be received for a child or a rate revision.	Enter required check box indicator according to this paragraph.
"Selection is required."	Form validation. If a forestry practice exists on the contract, it must be completed before finalizing a revision or child.	Enter required check box indicator according to this paragraph.
"The combination of MPL acres and Non-Cropland acres (XXX) on the tract (XXX) are more than available acres (XXX) for Fiscal Year (XXX)."	There cannot be more MPL and non-cropland acres on the farm tract than there are available (available amount retrieved from FRS and added to parent acreage). Hard error that is only applicable for current year.	Correct practice acreage type according to paragraph 30.
"The Cropland acreage on this contract cannot be reduced to zero."	If the parent contract has cropland acres, the child contract must have cropland acres.	Enter CLU Cropland Acreage value greater than zero, acres values in hundredths according to paragraph 28.
"The cropland acres (XXX) entered for the tract (XXX) exceed available acres (XXX) for Fiscal Year (XXX)."	The cropland on the farm tract is greater than the available cropland acres (including base acres). If current year, shown as error. If previous year, shown as warning.	Correct CLU acres to not exceed tract acres according to paragraph 28.
"The cropland acres (XXX) entered for the tract (XXX) exceed available acres (XXX) for Fiscal Year (XXX) The acreage entered can only be processed for this contract if there is an overall increase in available cropland acres."	Warning: The Cropland on the farm tract is greater than the available cropland acres (including base acres).	Correct CLU acres to not exceed tract acres according to paragraph 28.

32   Finalize Contracts (Continued)

    D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The CRP Contract acres are being placed on Base Acres. Please complete a base reduction in Farm Records for Fiscal Year (XXX)."	Warning: If the cropland acres do not exceed the available cropland + base acres but they do exceed the available cropland acres, this message will show as an error during a finalize contract action if the activity (contract start date) is in the current fiscal year.	This is a warning message only, after the contract is approved reduce base according to 10-CM.
"The date of the CRP-1 Producer Signature(s) cannot be later than today. Please correct the date."	Producer signatures cannot be future dated.	Enter a date in the mm/dd/yyyy format that is not in the future.
"The date you have entered for the CRP-1 Producer Signature(s) precedes the original contract start date. Please correct the date."	Producer signed date for a revision cannot precede the original start date of the contract family.	Enter a date in the mm/dd/yyyy format that equal to or greater than the original contract start date.
"The effective date (XXX) cannot be after the current date (XXX)."	A new child contract (not yet approved) cannot be future dated unless its parent is also future dated.	Enter a date in the mm/dd/yyyy format that is not in the future.
"The effective date (XXX) cannot be after the end date (XXX)."	The date of the activity cannot begin after the contract ends.	Enter a date in the mm/dd/yyyy format that is prior to the contracts end date.
"The effective date (XXX) cannot be different than parent effective date (XXX)."	If the parent contract is deferred then the child contract must start on the same date as the parent.	Enter a date in the mm/dd/yyyy format that matches the parent contract for the deferred contract.
"The effective date (XXX) cannot be earlier than the start date (XXX)."	A child contract cannot start before its parent.	Enter a date in the mm/dd/yyyy format that equal to or greater than the original contract start date
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX). Without a valid Farm Number, all other data validations will fail. Please correct the Farm Number."	Farm number on Contract must be in FRS.	Correct the farm number or Correct the Effective date according to paragraphs 13 or 14.

32   Finalize Contracts (Continued)

   D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The following producer(s) are not associated with the Farm for Fiscal year (XXX). Please remove the invalid producer(s) from the contract. (XXX)."	The producers on the contract must be in FRS.	Correct producer according to paragraph 29.
"The MPL acreage on this contract cannot be reduced to zero."	If the parent contract has MPL acres, the child contract must have MPL acres.	Enter CLU MPL Acreage value greater than 0, acres values in hundredths according to paragraph 28.
"The Non-Cropland acreage on this contract cannot be reduced to zero."	If the parent has non-cropland acres, the child contract must have non-cropland acres.	Enter CLU non-cropland acreage value greater than 0, acres values in hundredths according to paragraph 28.
"The sum of acres on all the child contracts cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths according to paragraph 28.
"The sum of the Cropland Acres for the practices shall equal the Cropland Acres for the Contract."	The sum of cropland acres for farm tract must match the sum of cropland acres for the practices. Error thrown on any finalizing action.	Correct CLU or contract acres according to paragraph 28.
"The sum of the MPL Acres for the practices shall equal the MPL Acres for the Contract."	The sum of MPL acres for farm tract must match the sum of MPL acres for the practices. Error thrown on any finalizing action.	Correct CLU or contract acres according to paragraph 28.
"The sum of the Non-Cropland Acres for the practices shall equal the Non-Cropland Acres for the Contract."	The sum of non-cropland acres for farm tract must match the sum of non-cropland acres for the practices. Error thrown on any finalizing action.	Correct CLU or Contract acres according to paragraph 28.
"The total CLU acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths according to paragraph 28.
"The total of share percentages shall equal 100."	The sum of the producer share percentages must equal 100.	Correct producer shares according to paragraph 29.
"The total practice acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter practice acres in hundredths according to paragraph 28.

32   Finalize Contracts (Continued)

    D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The Tract and/or CLU Number on this contract were unavailable when this contract was migrated. They shall be updated in order to complete this transaction."	All tracts and CLUs on the contract cannot be "unknown".	Update tract and CLU numbers according to paragraphs 11 and 28.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing.	Add tract number to the contract according to paragraph 11.
"The Wellhead Acres (XXX) shall not exceed the Cropland Acres (XXX)."	The wellhead acres must not exceed the cropland acres.	Enter acreage values in hundredths according to paragraph 28.
"Total practice acres not equal to contract acres."	The total acres for the contract must equal the total acres for the practices.	Correct CLU or contract acres according to paragraph 28.
"Total Wellhead acres (XXX) not equal to approved Wellhead acres (XXX)."	The sum of the wellhead practice acreage must equal the wellhead protection acres on the contract.	Correct CLU or contract acres according to paragraph 28.
"Tract (XXX) shall have Cropland or MPL acres."	The tract must have at least one valid acreage type.	Correct CLU or contract acres according to paragraph 28.

33   Cancel Revision

A   Overview

If at any time prior to COC approval of a revision the user determines they have started the revision in error they can cancel the revision and return the parent contract to an approved status. To cancel a revision, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Cancel" and CLICK "Go".

B   Example of the Cancel Revision Confirmation Screen

The following is an example of the Cancel Revision Confirmation Screen.

33   Cancel Revision (Continued)

   C   Field Descriptions and Actions

   The following table provides the field descriptions and actions for the Cancel Revision
   Confirmation Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Are you sure that you want to Cancel Revision at this time?		
OK	Revision will be canceled and the parent contract will be returned to an active status. The user will be taken to the Success Screen and must select "OK" to be returned to the View Contract Screen.	CLICK "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

34   COC Approval

A   Overview

If COC has approved the contract changes, the approval needs to be recorded on the contract.

After users have selected a contract according to paragraph 9, the View Contract Screen will be displayed. On the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify >COC Approve" and CLICK "Go".

Note: Users can narrow the search on the Search Contract Screen to display a short list from which to select. Using the "Contract Status" drop-down list, select "Revision Finalized". The "Revision Finalized" selection will include all contracts that have been finalized. For divisions, the parent contracts will be listed because they are approved at the parent contract level. All the child contracts for a division will be approved when the parent approval has been completed. Other contracts ready for approval will list the child contracts.

B   Example of the COC Approval Screen

The following is an example of the COC Approval Screen.

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Approval Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
COC Approval (mm/dd/yyyy)	Allows the user to enter the date the COC approved the contract revision.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.

C   **Field Descriptions and Actions (Continued)**

Field/Button	Description	Action
Payment Schedule for FY 20XX	This allows the user to shift payments between contracts involved in the division in the effective year of the revision. See paragraph 37 for complete division of payment schedule details. **Note:** The table will be populated based on active days of each contract in the FY as a default.	As applicable adjust the percentage or dollar value to be paid to each contract.
Approve	After the user selects "Approve" a pop-up window be displayed to confirm they wish to "Approve". Selecting "OK" will save all data. The user will see validation errors according to subparagraph D or the Success Screen. On the Success Screen CLICK "OK" to be returned to the View Contract Screen.	CLICK "Approve" and "OK".
Reject	After the user selects "Reject" a pop-up window will be displayed to confirm they wish to reject. Selecting "OK" will return the user to the View Contract Screen and the contract will be returned to a Revision in Process status. User will be able to further modify the contract as needed.	CLICK "Reject" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

D   **Error Messages**

The COC Approval Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Approval date (XXX) shall be no later than Today's Date (XXX)."	The COC approval date cannot exceed today's date.	Enter a date in the mm/dd/yyyy format or that is not a future date.
"The COC Approval Date (XXX) for this contract cannot be earlier than the COC Approval Date of the original offer (XXX)."	The COC approval date cannot exceed the contract family's original start date.	Enter a date in the mm/dd/yyyy format or that is equal to or later than the approval date of the original offer.

35   Rate Revisions

A   Overview

Contract rate changes may be applied **only** on "Active" status contracts. The rate change is a correct-and-go-forward process. The revision effective date will be set to either the start of the FY or the revision effective date of the prior revision if the contract has already been revised in the current FY. There is no processing for over or under payments. The contract will have a prorated payment based on the effective date of the change. The rate change will have the same validations as any revision. If any of the validations fail, the rate revision will have to be cancelled and the contract will need to be revised to correct the failed validations. Because of the complexities involved with validating rate changes with other contract modifications, rate changes **must** be completed **separately**.

On the View Contract Screen, from the "Select an action to perform" drop-down list, select "Initiate >Revise Rates" and CLICK "Go".

B   Example of the Start Rates Revision Screen

The following is an example of the Start Rate Revision Screen.

35   Rate Revisions (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Start Rate Revision Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Are you sure you want to revise the contract?		
Save	After the user selects "Save" a pop-up window will be displayed to confirm the modification. Selecting "OK" will display the Success Screen. Clicking "OK" will return the user to the View Contract Screen.	CLICK "Save" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

36   Revise Rates

A   Revise Rates Screen

After the user has initiated the rate revision and returned to the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify >Rates" and CLICK "Go".

B   Example of the Revise Rate Screen

The following is an example of the Revise Rate Screen.

36   Revise Rates (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Revise Rates Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Existing Annual Rental Rate Per Acre	The current rental rate recorded for the contract.	
Existing Weighted Average Maintenance Rate Per Acre	The current weighted average maintenance rate per acre recorded on the contract.	

36   Revise Rates (Continued)

    C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Annual Rental Rate Per Acre	Enter the corrected rental rate for the revisions.	Enter the per acre rental rate in dollars and cents.
Weighted Average Maintenance Rate Per Acre	As applicable, enter the corrected weighted average maintenance rate per acre.	Enter the per acre rate in dollars and cents.
Revise Rate	After the user selects "Revise Rate" a pop-up window will be displayed confirming the rate revision. Selecting "OK" will display the Success Screen or the validation errors in subparagraph D. Clicking "OK" on the Success Screen will return the user to the View Contract Screen.	CLICK "Revise Rate" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

After the user is returned to the View Contract Screen, they will need to complete the finalization step according to paragraph 32 and COC Approve the contract according to paragraph 34 before the rate revision will be complete.

    D   Error Messages

The Revise Rates Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"(XXX) is required."	Field is required.	Enter a value in the required field.
"The Maintenance Rate exceeds the National Maintenance Rate for this signup. Please correct the Maintenance Rate on this contract."	The maintenance rate on the contract cannot exceed the national maintenance rate (the maximum maintenance rate for the signup).	Correct the maintenance rate.

37 Division of Payments

A Overview

If land under CRP contract is sold, there may be a Division of Payment agreement among the buyers and sellers about the distribution of the CRP rental payment for FY in which the sale occurs. When there is a Division of Payment agreement, all involved producers **must** agree to the distribution. The Division of Payment agreement will be supported by FSA and will supersede any proration that would have been based on the effective date of the sale.

The "Division of Payment" option is available on either of the following:

- COC Approval Screen for in-progress maintenance
- View Contract Screen for contracts in an "Approved" status.

Note: For contract reinstatements, the "Division of Payment" option will be available only if a Division of Payment agreement existed in FY in which the contract was terminated.

B Example of the Predecessor - Successor Division(s) of Payment Agreement Screen

The following is an example of the Predecessor-Successor Division(s) of Payment agreement Screen.

37   Division of Payments (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Predecessor-Successor Division(s) of Payments Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
View estimated payment for contracts in Fiscal Year	This option will not be displayed if the user is viewing the payment agreement on the COC Approval Screen. If the user accesses the division of payment from the View Contract Screen they will have the choice to select all FY's that a contract modification took place.	Select FY from the drop-down menu.

37   Division of Payments (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Contract	Displays the contract number with suffix that were involved with a contract modification and have active dates in the FY that was selected above.	
Annual Contract Payment	Displays the full contract payment based on acres multiplied by the annual rental rate.	
Start of Period	The earlier of the start of the FY or the revision effective date of the contract.	
End of Period	The later of the last day of the FY or the end date of the contract.	
Days Active in FY 20XX	The number of days the contract was active based on the start of period and end of period dates.	
Days in FY 20XX	The number of days in the year.	
Calculated Estimated Payment by Dates	The Annual Contract Payment field divided by the Days Active in FY 20XX field.	
FY 20XX Payment Ratio	The default display shows the percentage of the payment based on calculated estimated payment by dates for each contract on the table divided by the total calculated estimated payments. The user can enter any value between 0 and 100 percent. This column is interactive with the "FY 20XX Estimated Payment" column, changes in this column will update the payment amount in the payment column.	If applicable enter the value in hundredths between 0 and 100 percent.
FY 20XX Estimated Payment	As a default this column will match the "Calculated Estimated Payment by Dates" column. Users can enter a dollar amount in whole dollars to record the payment agreement. This column is interactive with the "FY 20XX Payment Ratio" column, updating the dollar amount will update the percentages. The total of this column cannot exceed the total calculated estimated payments by dates.	If applicable enter the dollar value of the agreement to be paid to each contract in whole dollars.

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Delete Agreement	Will delate an agreement that has been recorded and payments will be made based of the number of active days in the FY. When "Delete Agreement" is clicked a pop-up window will be displayed confirming the deletion of the agreement. Once "OK" is clicked thee Success Screen will be displayed, CLICK "OK" to be returned to the View Contract Screen.	CLICK "Delete Agreement" and "OK".
Create Agreement	This button will only be displayed if an agreement is not yet created. Once this button is selected users can edit the division of payments table.	CLICK "Create Agreement".
Save	All entered data will be saved. When the user clicks "Save" a pop-up window will be displayed confirming agreement should be saved. Once "OK" is clicked the Success Screen will be displayed, CLICK "OK" to be returned to the View Contract Screen.	CLICK "Save" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

37   Division of Payments (Continued)

D   Error Messages

The Predecessor-Successor Division(s) of Payment Agreement Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"All payments shall be at least zero dollars. The payment on contract (XXX) was $(XXX). Please edit the submitted payments."	The "FY 20XX Estimated Payment" column must have a value between 0 and 100 for every contract.	Enter a dollar value or zero for each contract.
"No payment may be greater than that contract's annual payment value. The payment on contract (XXX) was $(XXX), but its annual payment value is $(XXX). Please edit the submitted payments."	The values entered in the "FY 20XX Estimated Payment" column does not equal the calculated estimated payment by dates.	Adjust payment values or percentages to equal calculated estimated payment by dates.
"The amount available for negotiation is $(XXX), but the payments submitted add up to $(XXX). Please edit the submitted payments."	The values entered in the "FY 20XX Estimated Payment" column does not equal the calculated estimated payment by dates.	Adjust payment values or percentages to equal calculated estimated payment by dates.
"The payment ratio and estimated payment values cannot be null."	The "FY 20XX Payment Ratio" column must have a value between 0 and 100 for every contract.	Adjust payment values or percentages to equal calculated estimated payment by dates.

38   Terminations

A   Overview

CCMS provides users the option to record a termination on any contract in "Approved" or "Expired" status. When the contract to be terminated is displayed on the View Contract Screen, from the "Select an action to perform" drop-down list, SELECT "Initiate>Terminate" and CLICK "Go".

If the contract has an existing Division of Payments the Division of Payments table will be able to be modified during the termination according to paragraph 37.

B   Example of the Terminate Contract Screen

The following is an example of the Terminate Contract Screen.

38   Terminations (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Terminate Contract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Producer Name	Lists all producers assigned to the CRP-1.	
Share	List the percent share in the contract for all producers with a share in the contract.	
Effective Contract Start Date	The original or revised effective start date of the contract.	

   C   **Field Descriptions and Actions (Continued)**

Field/Button	Description	Action
Last Day that Contract is in Effect	User must enter the last date the contract will be active.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Reason for Termination	User must select the applicable reason for termination from the drop-down list.	Select the reason code from the drop-down list.
Termination Criteria	Selection from this drop-down list will determine what subsequent action must be taken about payments that have been or will be made. The three options and their effects on payments are: **No Refund Required**, no additional payments will be made to the producer and no funds will be collected back from the producer. **Prorated Payment**, producers will be paid through the contract termination date on the next payment date. **Refunds Required**, producers must repay all or a portion of the payments that have been made. To generate the receivables for these contract users must use the Conservation Payment application to cancel all payments that were made using the Web in FY 2013 and future years and NRRS to manually create a receivable for all payments made in FY 2012 and prior years and for any liquidated damages owed.	Select "Termination Criteria" from the drop-down list.
Terminate Contract	Contract will be terminated and the end date will be updated to the last day the contract was in effect. When the user clicks "Terminate Contract" a pop-up window will be displayed confirming contract termination. Once "OK" is clicked the Success Screen will be displayed, CLICK "OK" to be returned to the View Contract Screen.	CLICK "Terminate Contract" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

38   Terminations (Continued)

D   Error Messages

The Terminate Contract Screen is set up to provide potential validation errors. The following messages may be displayed.

Error Message	Description	Corrective Action
"A future termination date is only possible for continuous contracts with a deferred start date."	The Last Day that Contract is in Effect that was entered is after today's date and the contract is not during the deferred start date period.	Insure the correct contract is being terminated and enter a Last Day that Contract is in Effect that is not a future date.
"Termination date cannot be earlier than effective contract start date."	The Last Day that Contract is in Effect that was entered is before the contract started.	Insure the correct contract is being terminated and enter a Last Day that Contract is in Effect that is after the contract started.
"Termination date shall not be later than the contract end date."	The Last Day that Contract is in Effect that was entered is after the end date of the contract.	Insure the correct contract is being terminated and enter a Last Day that Contract is in Effect that is before the end date of the contract.
The following errors can only be displayed if the division of payment table is present.		
"All payments shall be at least zero dollars. The payment on contract (XXX) was $(XXX). Please edit the submitted payments."	The "FY 20XX Estimated Payment" column must have a value between 0 and 100 for every contract.	Enter a dollar value or zero for each contract.
"No payment may be greater than that contract's annual payment value. The payment on contract (XXX) was $(XXX), but its annual payment value is $(XXX). Please edit the submitted payments."	The values entered in the "FY 20XX Estimated Payment" column does not equal the calculated estimated payment by dates.	Adjust payment values or percentages to equal calculated estimated payment by dates.
"The amount available for negotiation is $(XXX), but the payments submitted add up to $(XXX). Please edit the submitted payments."	The values entered in the "FY 20XX Estimated Payment" column does not equal the calculated estimated payment by dates.	Adjust payment values or percentages to equal calculated estimated payment by dates.
"The payment ratio and estimated payment values cannot be null."	The "FY 20XX Payment Ratio" column must have a value between 0 and 100 for every contract.	Adjust payment values or percentages to equal calculated estimated payment by dates

39   Reinstate Contract

A   Overview

If it becomes necessary to reinstate a contract, the contract must be in "Terminated" status to use the "Reinstate" option. When the contract to be terminated is displayed on the View Contract Screen, from the "Select an action to perform" drop-down list, SELECT "Initiate>Terminate" and CLICK "Go".

Contract reinstatements must have DAFP approval before being reinstated unless the reinstatement is for the sole purpose to correct the termination payment criteria entered according to paragraph 38. In these cases, users can reinstate a contract using the current date as the DAFP approval date, however, users must immediately terminate the contract correctly.

If the contract has an existing division of payments the division of payments table will be able to be modified during the reinstatement according to paragraph 37.

B   Example of the Reinstate Contract Screen

The following is an example of the Reinstate Contract Screen.

39   Reinstate Contract (Continued)

C   Field Descriptions and Actions

The following table provides field descriptions and actions for the Reinstate Contract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Reason for Reinstatement	The user must type the reason for reinstatement in this free form field.	Type the reason for reinstatement
DAFP Approval Date (mm/dd/yyyy)	The date DAFP granted approval for the reinstatement or the system date if reinstating to correct termination payment criteria.	Enter date in the mm/dd/yyyy format or select date from the calendar icon.
Reinstate	Contract will be reinstated, and the end date will be updated to the original end date. When the user clicks "Reinstate" a pop-up window will be displayed confirming the reinstatement of the contract. Once "OK" is clicked the Success Screen will be displayed, CLICK "OK" to be returned to the View Contract Screen.	CLICK "Terminate Contract" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

39   Reinstate Contract (Continued)

D   Error Messages

The Reinstate Contract Screen is set up to provide potential validation errors. The following messages may be displayed.

Error Message	Description	Corrective Action
"Farm and Tract Numbers (XXX) are no Longer Active in FRS for Fiscal Year (XXX)."	The farm and or tract number listed on the contract are not active in FRS. Without active farm and or tract numbers CCMS cannot correctly validate available acres on the farm to support the reinstatement.	This contract will not be able to be reinstated by a County Office user. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.
"No Existing Practices Found."	The contract does not contain any practices in CCMS.	This contract will not be able to be reinstated by a County Office user. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.
"The combination of MPL acres and Non-Cropland acres (XXX) on the tract (XXX) are more than available acres (XXX) for Fiscal Year (XXX)."	The acres trying to be reinstated are more than the available acres in FRS.	Users will need to remove the CRP/CLU attributes in MIDAS for the CLU's linked to the contract that is being reinstated. After that if there are still not enough available acres the farm may not be large enough to support this reinstatement. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX). Without a valid Farm Number, all other data validations will fail. Please correct the Farm Number."	The farm number listed on the contract are not active in FRS. Without active farm number CCMS cannot correct validate available acres on the farm to support the reinstatement.	This contract will not be able to be reinstated by a County Office user. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.

39   Reinstate Contract (Continued)

   D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The following producer(s) are not associated with the Farm for Fiscal year (XXX). Please remove the invalid producer(s) from the contract. (XXX)."	The producers in FRS for the farm and tract linked to the contract in CCMS are no longer recorded on the farm record.	This contract will not be able to be reinstated by a County Office user. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.
"The Tract and/or CLU Number on this contract were unavailable when this contract was migrated. They shall be updated in order to complete this transaction."	Due to missing tract and CLU data CCMS cannot correctly validate available acres on the farm to support the reinstatement.	This contract will not be able to be reinstated by a County Office user. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number listed on the contract are not active in FRS. Without active tract number CCMS cannot correctly validate available acres on the farm to support the reinstatement.	This contract will not be able to be reinstated by a County Office user. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.
"The tract number (XXX) is not valid/unknown for Fiscal Year (XXX). Please establish the tract number before reinstating the Contract."	The tract number is unknown in CCMS on the contract. Without active tract number CCMS cannot correctly validate available acres on the farm to support the reinstatement.	This contract will not be able to be reinstated by a County Office user. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.
"Tract (XXX) shall have Cropland or MPL acres."	The acres trying to be reinstated are more than the available acres in FRS.	Users will need to remove the CRP/CLU attributes in MIDAS for the CLU's linked to the contract that is being reinstated. After that if there are still not enough available acres the farm may not be large enough to support this reinstatement. State Offices must request reinstatement by an administrative user by posting the request on the Contract and Application Issues SharePoint site.

39   Reinstate Contract (Continued)

D   Error Messages (Continued)

The following errors can only be displayed if the division of payment table is present during the reinstatement.

Error Message	Description	Corrective Action
"All payments shall be at least zero dollars. The payment on contract (XXX) was $(XXX). Please edit the submitted payments."	The "FY 20XX Estimated Payment" column must have a value between 0 and 100 for every contract.	Enter a dollar value or zero for each contract.
"No payment may be greater than that contract's annual payment value. The payment on contract (XXX) was $(XXX), but its annual payment value is $(XXX). Please edit the submitted payments."	The values entered in the "FY 20XX Estimated Payment" column does not equal the calculated estimated payment by dates.	Adjust payment values or percentages to equal calculated estimated payment by dates.
"The amount available for negotiation is $(XXX), but the payments submitted add up to $(XXX). Please edit the submitted payments."	The values entered in the "FY 20XX Estimated Payment" column does not equal the calculated estimated payment by dates.	Adjust payment values or percentages to equal calculated estimated payment by dates.
"The payment ratio and estimated payment values cannot be null."	The "FY 20XX Payment Ratio" column must have a value between 0 and 100 for every contract.	Adjust payment values or percentages to equal calculated estimated payment by dates.

39   Reinstate Contract (Continued)

E   Reinstate Contract Screen Farm Records Acre Validations

During the reinstatement process CCMS validates with FRS to determine if there are available acres in FRS for the contract. CCMS does assess existing Base acres, if the contract will exceed Effective DCP + Double Crop acres - CRP cropland - Existing Base Acres the user will be warned that a CCC-505 will need to be completed.

The following table provide the calculations CCMS completes.

Acreage Type	Calculation
Cropland	Effective DCP + Double Crop acres - CRP cropland
Non-Cropland	Farmland – Cropland + Existing MPL Acres
MPL	Farmland – Cropland + Existing MPL Acres

40-48 (Reserved)

Section 3   Contract Transfers

49   Transfer Contract

A   Overview

The transfer option is used to transfer a CRP contract to another county and/or State. During a transfer:

- a new contract number will be automatically assigned using the next available number from the receiving county

- the producers assigned to the contract may change

- there can be a producer Division of Payment agreement, if new producers are assigned.

The transfer is initiated by the original or sending county. The transferring county user needs to know the farm and tract number to which the contract will be assigned in the receiving
*--county. The receiving county will need to establish the farm and tract in CRM Farm Records. It is important that the contract is **not** terminated as part of the farm record--* transfer. For the farm records transfer in MIDAS, the user needs to remove the contract attributes from the fields enrolled in CRP and the CRP cropland from the tract level data **before** CCMS will allow the transfer of the farm.

--When the receiving county farm and tract numbers have been established in CRM Farm Records, the transferring county user can begin the transfer. Contracts originally-- transferred from System 36 will show "unknown" for "CLU" field and possibly for the "Tract Number" field when the contract is displayed on the View Contract Screen. These are **required** fields and **must** be updated **before** the transferring county transfer steps can be completed.

It is very important that the transfer in CCMS happens in the same FY as the transfer of the land in MIDAS farm Records.

*--**Important:**   The transfer in CCMS must be made in the same FY as the transfer of the land in CRM Farm Records.

Any outstanding CRP-1 modifications must be completed prior to the farm being transferred in CRM Farm Records. CCMS will need the farm and tract to be active in that year to complete the revision needed prior to the farm transfer.

For example, CCMS shows the contract as invalid due to a deceased producer. A revision of the CRP-1 will be needed prior to the transfer.--*

50   Transfer Contract – Transferring County

A   Overview

The transferring county will start the transfer process, after they have communicated with the receiving county to identify the new farm and tract number. From the View Contract Screen, from the "Select an action to perform" drop-down list, select "Initiate>Transfer" and CLICK "Go".

B   Example of the Transfer Contract Screen

The following is an example of the Transfer Contract Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Transfer Contract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number(s) that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Admin State	The drop-down menu will display all States. The user must select the "Admin State" receiving the transferred contract.	Select receiving State from the drop-down menu.
Admin County	The drop-down menu will display all counties for the Admin State selected above. The user shall select the "Admin County" receiving the transferred contract.	Select receiving county from the drop-down menu.
Transfer Effective Date	Will display 10/01/XXXX of the program year the transfer has been initiated.	

50   Transfer Contract – Transferring County (Continued)

   C   Field Descriptions and Actions

Field/Button	Description	Action
Reason for Transfer	Select the reason the contract is being transferred from the drop-down menu.	Select 1 or more reasons for the transfer by pressing the "Ctrl" key and clicking choices as needed.
DAFP Approval Date	Optional field. If DAFP has approved the transfer enter the date.	If applicable, type date in mm/dd/yyyy format or select the date from the calendar icon.
Farm Number	The new farm number from the receiving county.	Enter farm number for the receiving county.
Tract Number	The new tract number from the receiving county.	Enter tract number for the receiving county.
Transfer Contract	When the user clicks "Transfer Contract" a pop-up window will be displayed confirming the transfer. Once "OK" is clicked the Success Screen will appear and the new contract number will be displayed. On that screen CLICK "OK" to be returned to the View Contract Screen.	CLICK "Terminate Contract" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

CCMS will validate that the receiving county farm and tract numbers have been established in FRS. CCMS will then create a child contract for the receiving county using the next available contract number for the receiving county. The child contract will be populated with the data from the transferring county contract.

50   Transfer Contract – Transferring County (Continued)

D   Error Messages

The Transfer Contract Screen is set up to provide potential validation errors. The following messages may be displayed.

Error Message	Description	Corrective Action
"The farm and tract number entered ((XXX),(XXX)) are not valid in the receiving county for Fiscal Year (XXX). Please establish the farm and tract numbers for the receiving county".	The farm and tract in the new county shall exist in FRS in order to transfer the contract.	Enter correct farm and tract number for the receiving county.
"(XXX) is required."	Field is required.	Enter a choice for the field that is required.
"The receiving state and county cannot be same as source state and county."	The new State and county codes shall be different than the old state and county codes (at least one shall be different).	Enter the correct receiving State and county names.
"The tract number (XXX) does not exist for the farm for Fiscal Year (XXX)."	The combination of farm and tract shall exist in FRS.	Enter correct farm and tract number for the receiving county.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing.	Enter correct farm and tract number for the receiving county.

51   Transfer Contract Finalize – Receiving County

   A   Overview

   Once the transferring county has completed the steps in paragraph 50, the receiving county
   will finish the transfer process. The easiest way to identify the new contract number is
   communication with the transferring county. However, if the transferring county failed to
   provide the new contract number the receiving county shall search for the contract using the
   "Revision in Process" status criteria.

   If the receiving county needs to correct the producers on the contract, CLICK "Modify
   >Producer" and follow **paragraph 29** to correct the producers on the contract.

   If the contract contains the correct producers and shares, from the View Contract Screen
   CLICK "Modify >Finalize" and "Go".

   B   Example of the Finalize Screen

   The following is an example of the Finalize Contract Screen.

51   Transfer Contract Finalize – Receiving County (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Finalize Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

51 Transfer Contract Finalize – Receiving County (Continued)

   C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Contract End Date	The final date the contract will be in effect.	
Transfer Effective Date	This date will be set at 10/1 of the program year of the transfer, unless the producers changed as part of the transfer process. If the producer did change, the user shall be able to select a date between 10/1 of that program year and the current date by taking the Modify >Effective Date/Reasons action on the View Contract Screen and following paragraph 26.	If applicable, enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Reason for Transfer	Will display the reason code(s) selected by transferring county.	
CRP-1 Producer Signed Date	The date the last producer on the CRP-1 signed the CRP-1.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Finalize	After the user selects "Finalize" a pop-up window will be displayed confirming the save. CLICK "OK" to save all data. CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D. If all validations pass the user will see the Success Screen. CLICK "OK" to be returned to the View Contract Screen.	CLICK "Finalize" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

51   Transfer Contract Finalize – Receiving County (Continued)

D   Error Messages

The Transfer Contract Finalize - Receiving County Screen is set up to provide potential validation errors when comparing the contract to your transfer in Farm Records. The following messages may be displayed.

Error Message	Description	Corrective Action
"(XXX)'s involvement has changed for Fiscal Year (XXX), please update the producer's involvement."	The producer involvement on the contract shall match the producer involvement in FRS.	Modify >Producers according to paragraph 29 to correct the producers on the contract.
"All owners associated with the tract in Farm Records for Fiscal year (XXX) shall be on the contract, even if they are not receiving payments from the contract. Other Producers on the tract and Operators are optional. Please add all owners of the tract to the contract."	All owners shall be on the contract, including those with zero percent interest on the contract.	Modify >Producers according to paragraph 29 to correct the producers on the contract.
"CRP-1 Producer Signed Date is required."	Producer signed date is a required field.	Enter CRP-1 Producer Signed Date in the mm/dd/yyyy format or select date from the calendar icon.
"Only one Primary Producer may be assigned to the contract."	There cannot be more than one primary producer on the contract. On the View Contract Screen, this message shows as a warning. User would never see this if software was working correctly.	Modify >Producers according to paragraph 29 to correct the producers on the contract.
"Primary Producer Not Assigned."	A primary producer shall be assigned to the contract.	Modify >Producers according to paragraph 29 to correct the producers on the contract.
"The date of the CRP-1 Producer Signature(s) cannot be later than today. Please correct the date."	Producer signatures cannot be future dated.	Signed Date in the mm/dd/yyyy format or select date from the calendar icon.

51   Transfer Contract Finalize – Receiving County (Continued)

D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The effective date (XXX) cannot be after the current date (XXX)."	A new child contract (not yet approved) cannot be future dated unless its parent is also future dated.	Select a date between 10/1 of that program year and the current date by taking the Modify >Effective Date/Reasons action on the View Contract Screen and following paragraph 13.
"The effective date (XXX) cannot be after the end date (XXX)."	The date of the activity cannot begin after the contract ends.	Select a date between 10/1 of that program year and the current date by taking the Modify >Effective Date/Reasons action on the View Contract Screen and following paragraph 13.
"The effective date (XXX) cannot be different than parent effective date (XXX)."	If the parent contract is deferred then the child contract shall start on the same date as the parent.	Select a date between 10/1 of that program year and the current date by taking the Modify >Effective Date/Reasons action on the View Contract Screen and following paragraph 13.
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX). Without a valid Farm Number, all other data validations will fail. Please correct the Farm Number."	Farm on Contract shall be in FRS and active in the current FY.	Cancel the transfer according to paragraph 33 and re-transfer the contract with the correct farm and tract number.
"The following producer(s) are not associated with the Farm for Fiscal year (XXX). Please remove the invalid producer(s) from the contract. (XXX)."	The producers on the contract shall be in FRS.	Modify >Producers according to paragraph 29 to correct the producers on the contract.
"The total of share percentages shall equal 100."	The sum of the producer share percentages shall equal 100.	Modify >Producers according to paragraph 29 to correct the producers share on the contract.

52   Transfer Contract COC Approve – Receiving County

A COC Approval of Transferred Contracts

After the transferred contract is finalized in the receiving county the user shall record the COC approval date. Follow paragraph 34 to record the COC approval date and record a division of payments is applicable.

53   Transfer Contract Cancel - Receiving County

A Overview

If it is determined that the contract was transferred in error or the transfer can be canceled any time prior to COC approval. On the View Contract Screen, from the "Select an action to perform" drop-down list, CLICK "Transfer> Cancel" and "Go".

B Example of the Cancel Transfer Confirmation Screen

The following is an example of the Cancel Transfer Contract Screen.

53 Transfer Contract Cancel - Receiving County

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cancel Transfer Confirmation Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
OK	Contract transfer is canceled, the Success Screen will display, CLICK "OK" to be returned to the View Contract Screen. **Note:** The transferred contract will return to an approved status in the transferring county.	CLICK "OK".
Back	Contract transfer is not canceled, and the user is returned to the View Contract Screen	CLICK "Back".

54-63 (Reserved)

Section 4   Extensions and Early Outs

64   Modify the Notification Sent Date Screen

A   Overview

According to 2-CRP, paragraph 546 outlines that participants have 60 calendar days from the date of notification to sign a revised CRP-1. When the user starts a revision, division, or transfer in CCMS a 60 calendar day notification clock is started. Currently CCMS does not terminate contracts that exceed 60 days but future enhancements are planned to automate this process. At this time users have the ability in CCMS to modify the date set by CCMS out to 7 days after the revision, division, or transfer was started.   To modify the date on the View Contract Screen for the child contract, from the "Select an action to perform" drop-down list, select "Modify > 60-Day Notification Date" and CLICK "Go".

B   Example of the Modify the Notification Sent Date Screen

The following is an example of the Modify the Notification Sent Date Screen.

64   Modify the Notification Sent Date Screen (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Modify the Notification Sent Date Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Modify the Notification sent date (mm/dd/yyyy)	Enter the correct date the notification was sent. This value can only be set between 1 to 7 days after the date the revision, division, or transfer was initiated in CCMS.	Enter new date in the mm/dd/yyyy format.
Save	After the user selects "Save" a pop-up window will be displayed confirming the save. Selecting "OK" will save all data. CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D. If all validations pass the user will see the Success Screen. CLICK "OK" to be returned to the View Contract Screen.	CLICK "Save" then "OK" or "Cancel".
Back	User is returned to the View Contract Screen no data is saved.	CLICK "Back".

64   Modify the Notification Sent Date Screen (Continued)

D Error Messages

The Modify the Notification Sent Date Screen is set up to provide potential validation errors. The following messages may be displayed.

Error Message	Description	Corrective Action
"Notification date (XXX) can only be updated within seven days of contract Creation Date (XXX)."	The date the notification letter was sent can only be updated within 7 days of the contract's creation date.	Enter a date in the mm/dd/yyyy format that is within 7 days of the contract's creation date.
"Notification date (XXX) shall be no later than Today's Date (XXX)."	The date the notification letter was sent cannot be beyond the current date.	Enter a date in the mm/dd/yyyy format that is within 7 days of the contract's creation date and not in the future.
"Notification date shall be after Creation Date (XXX)."	The date the notification letter was sent cannot precede the contract's creation date.	Enter a date in the mm/dd/yyyy format that is within 7 days of the contract's creation date.

65   One-Year Contract Extensions

A   Overview

When contract extensions are authorized they will be recorded in CCMS.   To record the contract extension on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Initiate>Extension" and CLICK "Go". Only contracts that are eligible for an extension will see this option.

CCMS only allows the contract extensions based on the current set of rules. If contract extensions are not timely recorded they will need to be reported to the National Office to record by the user's State Office.

Note: There is no automated way to cancel or 'undo' this extension confirmation. Please ensure this action is **correct** before the 'Extend' button is clicked. If the extension is recorded in error and needs to be removed that can only be done by the National Office. Please report the contract information to your State Office for extension removal.

B   Example of the One-Year Extension Screen

The following is an example of the One-Year Extension Screen.

65 One-Year Contract Extensions (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the One-Year Extension Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Extend	After the user selects "Extend" CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D. If all validations pass the Success Screen will be displayed. CLICK "OK" to be returned to the View Contract Screen. The View Contract Screen will also be updated to show "Contract Extension Information" as explained in paragraph 10.	CLICK "Extend".
Back	User is returned to the View Contract Screen no data is saved.	CLICK "Back".

65   One-Year Contract Extensions (Continued)

D   Error Messages

The One Year Contract Extensions Screen is set up to receive potential validation errors. The error message "Contract is not eligible for extension because it has been approved for an early out." may be displayed. Contracts with an early out cannot be extended so there can be no extension recorded.

66   Early Contract Terminations

A   Overview

When early contract terminations are authorized, functionality in CCMS will be activated to record those authorized early terminations. During that period uses will see the option "Propose Early Out" from the action to perform menu.

Recording the early out will be a three-step process:

- Propose Early out
- Finalize Early Out
- COC Approve Early Out.

Users will also be able to generate the CRP-41 once the early out proposed by selecting the "CRP-41" link on the View Contract Page.

67   Propose Early Out

A   Overview

When early contract terminations are authorized, functionality in CCMS will be activated to record those authorized early terminations. During that period uses will see the option "Propose Early Out" from the action to perform menu. To record the Early Contract Termination on the View Contract Screen, from the "Select an action to perform" drop-down list, select "propose Early Out" and CLICK "Go". After the user takes the option for Propose Early Out they will be taken to the Propose Early Out Screen. Users will be able to select from all active early outs.

B   Example of the Propose Early Out Screen

The following is an example of the Propose Early Out Screen.

67   Propose Early Out (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Propose Early Out Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Active Early Out	All active early contract terminations will be displayed in the drop-down. If no early contract terminations are active the drop-down list will be empty.	Selected applicable early out.
Early Out Date	Users will enter the date the early contract termination will become effective.	Enter date in mm/dd/yyyy format or select date from the calendar icon.
Save	After the user selects "Save" CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D. If all validations pass the Success Screen will be displayed. CLICK "OK" to be returned to the View Contract Screen.	CLICK "Save".
Back	User is returned to the View Contract Screen no data is saved.	CLICK "Back".

67   Propose Early Out (Continued)

D   Error Messages

The Propose Early Out Screen is set up to provide potential validation errors. The following messages may be displayed.

Error Message	Description	Corrective Action
"(XXX) Format is invalid. Shall be mm/dd/yyyy."	Shall use valid date format.	Enter date in mm/dd/yyyy format or select date from the calendar icon.
"(XXX) is required."	Field is required.	Enter missing field
"Active Early Out Signup is required."	Early Out signup is a required field.	Selected applicable early out.
"Early Out Date is greater than the Contract End Date (XXX)."	The proposed date for the Early Out cannot go beyond the contract end date	Select a date prior to the current end date of the contract.
"Early Out Date is less than the Contract Start Date (XXX)."	The proposed date for the Early Out cannot precede the contract start date.	Select a date later than the contract effective start date.
"Only one early out can be proposed for a contract."	An existing Early Out for the contract has been found, and only one can exist per contract.	An early contract termination can no longer be applied to this contract.
"The effective date for the Early Out cannot be earlier than (XXX)."	The Early Out date for the contract cannot precede the earliest possible Early Out date according to the signup configuration.	Select a date after the indicated date.
"The effective date for the Early Out cannot be later than (XXX)."	The Early Out date for the contract cannot go beyond the latest possible Early Out date according to the signup configuration.	Select a date earlier than the indicated date.
"There is no active Early Out enrollment period."	Today's date shall be between the when the Early Out signup begins and when it ends.	Select a date between the when the Early Out signup begins and when it ends.
"This contract is ineligible for Early Out enrollment because contracts enrolled under a (XXX) program are not eligible for Early Out."	The signup of the contract shall be an allowed signup for Early Out.	An early contract termination cannot be applied to this contract.
"This contract is ineligible for Early Out enrollment because the contract has not been active for a minimum of (XXX) years."	The proposed date for the Early Out cannot result in a contract length that is below the minimum allowed contract length based on configuration settings.	An early contract termination cannot be applied to this contract.
"This contract is ineligible for Early Out enrollment because the practices (XXX) are not eligible for early out."	All of the practices on the contract shall be allowable for Early Out in order to propose an Early Out, or to modify or finalize a contract with an Early Out record.	An early contract termination cannot be applied to this contract.
'Your revision includes practice(s) (XXX) that are not eligible for Early Out."	All of the practices on the contract shall be allowable for Early Out in order to propose an Early Out, or to modify or finalize a contract with an Early Out record.	An early contract termination cannot be applied to this contract.

68 Finalize Early Out

A Overview

To finalize the early contract termination on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Finalize Early Out" and CLICK "Go".

B Example of the Finalize Early Out Screen

The following is an example of the Finalize Early Out Screen.

Finalize Early Out

Contract Status:	Early Out In Process	**Activity Type:**	No Activity
Admin State:	Iowa (19)	**Admin County:**	Guthrie (077)
Physical State:	Iowa (19)	**Physical County:**	Guthrie (077)
Contract Number:		**Signup Number:**	33
Program Type:	CRP	**Signup Name:**	General CRP Signup 33
Program Year:	2007	**Signup Type:**	General
Contract Description:	N/A	**Subcategory Type:**	Regular

Informational Statements
- Ensure all owners are assigned to the contract and producer information is correct for the last annual payment cycle (prorated payment)
- Ensure CRP acreage is available through the Early Out Date
- Ensure the Farm is active in Farm Records
- After the contract is chosen for Early Out, these changes and others (if applicable) shall be made through the REVISE process
- The 60-Day Rule shall not apply
- Any existing Divisions of Payment must be re-balanced when the Early Out is approved

User Confirmed Eligibility Criteria
- EI Value less than or equal to 15?
- Not adjacent to Waterway

Date Eligibility Was Confirmed * (mm/dd/yyyy) 01/09/2015

Date All Producers Signed * (mm/dd/yyyy) 01/09/2015

Finalize   Back

68   Finalize Early Out (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Finalize Early Out Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Date Eligibility Was Confirmed	Early contract terminations can have eligibility rules that CCMS will not be able to enforce. **Example**: EBI ratings. These checks will need to be done manually according to the policy that is provided specific to the early termination being applied to the contract. Users will need to enter the date they verified all eligibility on the contract was reviewed and confirmed.	Enter the date in mm/dd/yyyy format or select date from the calendar icon.

68   Finalize Early Out (Continued)

    C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Date All Producers Signed	Users shall enter the latest signature date on the CRP-41.	Enter the date in mm/dd/yyyy format or select date from the calendar icon.
Finalize	After the user selects "Finalize" CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D. If all validations pass the Success Screen will be displayed. CLICK "OK" to be returned to the View Contract Screen.	CLICK "Finalize".
Back	User is returned to the View Contract Screen no data is saved.	CLICK "Back".

68   Finalize Early Out (Continued)

D   Error Messages

The Finalize Early Out Screen is set up to provide potential validation errors. The following messages may be displayed.

Error Message	Description	Corrective Action
"(XXX) Format is invalid. Shall be mm/dd/yyyy."	Use valid date format.	Enter date in mm/dd/yyyy format or select date from the calendar icon.
"(XXX) is required."	Field is required.	Enter missing field.
"The date all signatures have been completed cannot be earlier than the configured Early Out Enrollment Start Date (XXX) for (XXX)."	Producer signatures cannot be date prior to the start date of the early termination period.	Enter a date after the start date of the early termination period.
"The date all signatures have been completed cannot be later than the current date (XXX)."	Producer signatures cannot be future dated.	Enter a date prior to the current date.
"The date the eligibility questions were confirmed."	The date the eligibility questions were confirmed is a required field.	Enter date in mm/dd/yyyy format or select date from the calendar icon.
"The date the eligibility questions were confirmed cannot be earlier than the configured Early Out Enrollment Start Date (XXX) for (XXX)."	The date the eligibility questions were confirmed cannot be earlier than the configured Early Out Enrollment Start Date.	Enter a date after the start date of the early termination period.
"The date the eligibility questions were confirmed cannot be later than the current date (XXX)."	The date the eligibility questions were confirmed cannot be later than the current date.	Enter a date prior to the current date.

69   COC Approve Early Out

   A   Overview

      To record the COC approval of the early contract termination on the View Contract Screen, from the "Select an action to perform" drop-down list, select "COC Approve Early Out" and CLICK "Go".

   B   Example of the COC Approve Early Out Screen

      The following is an example of the COC Approve Early Out Screen.

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Approve Early Out Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Early Out COC Approval Date	The date the COC approved the early termination.	Enter date in mm/dd/yyyy format or use the calendar icon.

69   COC Approve Early Out (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Approve	After the user selects "Approve" CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D. If all validations pass the Success Screen will be displayed. CLICK "OK" to be returned to the View Contract Screen.	CLICK "Approve".
Reject	Will remove the finalization of the early contract termination and return the user to the View Contract Screen.	CLICK "Reject".
Back	User is returned to the View Contract Screen no data is saved.	CLICK "Back".

D   Error Messages

The COC Approve Early Out Screen is set up to provide potential validation errors. The following messages may be displayed.

Error Message	Description	Corrective Action
"(XXX) Format is invalid. Shall be mm/dd/yyyy."	Use valid date format.	Enter date in mm/dd/yyyy format or select date from the calendar icon.
"(XXX) is required."	Field is required.	Enter missing field.
"COC Approval date cannot be later than the current date."	The COC approval date cannot go beyond the current date.	Enter a COC Approval date than is not in the future.
"No Existing Practices Found."	There are no supporting practices for the acreage type of the contract. Either the acreage type on the contract needs to be fixed or signup configuration needs to be updated.	Reject COC Early Termination. Revise contract to correct the practices, reload the early termination.
"The COC Approval date cannot be earlier than the configured Early Out Enrollment Start Date (XXX) for (XXX)."	The COC approval date cannot precede the earliest possible Early Out date.	Enter a date after the start date of the early termination period.

70-79   (Reserved)

Section 5   Contract Divisions

80   Divide Contract

A Overview

CCMS allows users to record a contract division. CCMS is designed to allow the user to choose the number of contracts the existing contract will be divided into and then align the Farm/Tract, Producers, Practices, and Acres for each resulting contract. CCMS strictly enforces that the no overall acre changes are made as a result of the division. In the move to transition contract from tenths to hundredths, offices may need to modify the contract to correct the acres prior to starting the division.

CCMS will create child contracts for the number of divisions entered. Each child contract will be pre-populated with the contract information from the parent. Therefore, all child contracts have the same acreage, the same practices, the same farm and tract, and the same producers.

The first step in the division process is setting the effective date. Please refer to paragraph 12 for determining the correct effective date. After the division is started users will be able to do the following maintenance actions for each of the resulting contracts.

- "Modify > Acreage" (paragraph 82)
- *--"Modify > Adjust Re-Enrolled Acreage" (paragraph 82.5)--*
- "Modify > Practices" (paragraph 84)
- "Modify > Farm/Tract" (paragraph 81)
- "Modify > Producers" (paragraph 83).

To move between contracts users should use the hyper link between the parent and child contract on the View Contract Screen or use the "Back" button to return to the Select Contract Screen.

When the contract to be divided is displayed on the following View Contract Screen, from the "Select an action to perform" drop-down list, select "Initiate" then "Divide" and CLICK "Go".

80   Divide Contract (Continued)

B   Example of the Divide Contract Screen

The following is an example of the Divide Contract Screen.

80   Divide Contract (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Divide Contract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year to the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

80   Divide Contract (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Enter the Number of Contract Division	The user shall enter the number of resulting contracts.	Enter a whole number greater than one.
Parent Contract Start Date	The Effective Start Date of the Parent contract.	
Contract End Date	The last day the contract will be in effect.	
Divide Effective Date	The date the divided contracts will become effective.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Reason for Division	Select the reason for Division.	Select reason from the drop-down menu.
Save	The user will receive a pop-up window to confirm they want to divide the contract. Selecting "OK" will save the Division Effective Date and Reason for Division. The Success Screen will be displayed if all page validations are met. User must click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Start Contract Revision Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	The View Contract Screen will be displayed, no data will be saved, and the division will be canceled.	CLICK "Back".

80   Divide Contract (Continued)

D   Error Messages

The Divide Contract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Selection is required."	Reason for Revision is a required field.	Select a reason for revision from the drop-down.
"The effective date (XXX) cannot be after the current date (XXX)."	A new child contract (not yet approved) cannot be future dated unless its parent is also future dated.	Set an effective date equal to or prior than the current date.
"The effective date (XXX) cannot be after the end date (XXX)."	The date of the activity cannot begin after the contract ends.	Set an effective date prior to the last day the contract is active.
"The effective date (XXX) cannot be different than parent effective date (XXX)."	If the parent contract is deferred then the child contract must start on the same date as the parent.	Set the effective date as the deferred start date of the parent contract.
"The effective date (XXX) cannot be earlier than the start date (XXX)."	A child contract cannot start before its parent	Set the effective date equal to or later than the parents start date.

E   Modify Effective Date/Reason

If the user enters the Division Effective Date or Reason for Revision incorrectly they can revisit the Start Contract Revision Screen by selecting the action of "Modify >Effective Date/Reasons" and CLICK "Go" on the view Contract Screen of one of the child contracts.

81   Modify Farm and Tract Screen – Division

A   Overview

To modify the Farm and/or Tract number on the contract, users must select the action for Modify >Farm/Tract and CLICK "Go" after the division has been started according to paragraph 81.

The farm, tract, and producer name will be returned for the program year in FRS based on the revision effective date recorded in paragraph 80.

B   Example of Modify Farm and Tract Screen

The following is an example of the Modify Farm and Tract Screen.

81 Modify Farm and Tract Screen – Division (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Modify Farm and Tract Screen.

Field	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm/Tract and CLU Information		
Farm Number	The farm number currently associated with the contract.	
Tract Number	The tract number currently associated with the contract.	
CLU	The CLU number(s) currently associated with the contract.	
CLU Acres	The acres in hundredths for each CLU displayed on the screen.	

81   Modify Farm and Tract Screen – Division (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Search for new farm and tract		
Farm Number	To search by farm number enter the farm number.	Enter the desired farm number.
Tract Number	To search by tract number enter the tract number.	Enter the desired tract number.
Producer Name	Users will be taken to the SCIMS Customer Search page to search for the desired producer. Once the producer is selected on the SCIMS Customer Search page, their name will populate in the "Producer Name" field.	CLICK "Find Producer".
Search	The Modify Farm and Tract Screen will be updated with the farms and tracts that meet the search criteria.	CLICK "Search".
Back	The View Contract Screen will be displayed, no data will be saved.	CLICK "Back".
Reset	All entered values will be removed.	CLICK "Reset".

D   Example of the Modify Farm and Tract Screen-After Search

The following is an example of the bottom of the Modify Farm and Tract Screen after the user searched by farm, tract, or producer.

Please select a new farm and tract

Farm Number	Tract Number	Tract Description	Farmland Acres	Cropland Acres	CRP Cropland Acres	CRP MPL Acres
○ 5234	10635	N6 SE1/4NW1/4 SEC 27 N CASS	39.80	25.26	0.00	0.00
○ 5234	1864	N4 PARTS OF SEC35RICHLAND PARTS OF SEC2N&3N N CASS	323.88	300.54	39.90	0.00
○ 5234	11769	SE1/4 SEC 28 N CASS	155.42	138.37	0.00	0.00
○ 5234	9976	N6 SW1/4NW1/4,NW1/4SW1/4 SEC 27 N CASS	79.42	52.54	0.00	0.00

4 tract(s) found - Page 1/1

Modify Search   Save   Back

81 Modify Farm and Tract Screen–Division (Continued)

E Modify Farm and Tract Screen-After Search Options

The following table provides the field descriptions and actions for the updated Modify Farm and Tract Screen after the user searched for a Farm, Tract, or Producer.

Field/Button	Description	Action
Farm Number	All farm numbers that matched the search criteria will be displayed.	
Tract Number	The tract number(s) for the corresponding arm number that matched the search criteria will be displayed.	
Tract Description	The tract description for the corresponding farm/tract number that matched the search criteria will be displayed.	
Farmland Acres	The farmland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
Cropland Acres	The cropland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
CRP Cropland Acres	The CRP cropland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
CRP MPL Acres	The CRP MPL acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
Modify Search	The farm, tract, and producer options according to subparagraph C will be displayed.	CLICK "Modify Search".
Save	After the user selects the radio button for the "Farm/Tract Number" they wish to add to the contract and then click "Save" a pop-up window will be displayed confirming the save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User must click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Modify Farm and Tract Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

81   Modify Farm and Tract Screen–Division (Continued)

F   Error Messages

The Modify Farm and Tract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX)."	Farm number the user is adding to the contract must be active in the FY of the contract revision effective date.	Enter active farm number for the year of the contract revision effective date.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing.	Enter active tract number for the year of the contract revision effective date.

82   Adjust Acreage – Division

   A   Overview

To modify the contract acres and to modify or add CLU number and acres on the contract, users must select the action for Modify >Acreage and CLICK "Go" after the division has been started according to paragraph 82.

Notes: MPL acres **cannot** be added to a child contract if the parent contract did not have MPL acres; likewise, cropland acres **cannot** be added to a child contract if the parent had only MPL acres.

If there has been a reconstitution on the farm, it is recommended that the "Modify > Farm/Tract" action (paragraph 81) be accessed to update the farm and tract information **before** adjusting the acreage.

During a division users will need to adjust the contract acres on each resulting child contract to represent the acres for the new contract. However, the total number of acres on all resulting contract must equal the original acres of the parent contract.

82   Adjust Acreage – Division (Continued)

B   Example of Adjust Acreage Screen

The following is an example of the Adjust Acreage Screen.

82   Adjust Acreage – Division (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Adjust Acreage Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm Number	The Farm number associated with the contract.	
Tract Number	The Tract number associated with the contract.	
Available Cropland Acres	Displays the available cropland and/or non-cropland & MPL acres currently on the tract in farm records.	

82 Adjust Acreage – Division (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Contract Acres	Displays the cropland, MPL, non-cropland, and wellhead acres on the contracts. The acreage type(s) currently on the contract will be the only types the user can edit.	Correct the applicable acreage field to show the acres on each new contract. Acres must be entered to the hundredths precision.
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the contract.	Enter the CLU number from farm records.
CLU Acres	The acreage value that corresponds to the CLU number that was entered.	Enter the CLU acres value in hundredths for the CLU number entered.
Delete	Removed the CLU record for the line item that "Delete" was selected.	CLICK "Delete".
Add New CLU Information		
Farm Number	This value will be prepopulated based on the farm number associated with the contract.	
Tract Number	This value will be prepopulated based on the tract number associated with the contract.	
CLU	The CLU number to associate with the contract.	Enter the CLU number.
CLU Acres	The Acreage value that corresponds to the CLU number to associate with the contract.	Enter the CLU acres value in hundredths for the CLU number entered.
Add		CLICK "Add".
Re-Enrolled Acres	Displays the number of acres on the contract that were a result of reenrollment. If the user is decreasing the size of the contract they must decrease the re-enrolled acres to be equal to or less than the total contract acres.	Adjust the acres value in hundredths as needed.

82   Adjust Acreage – Division (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Save	After the user selects "Save" a pop-up window will be displayed confirming the save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User must click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Adjust Acreage Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

82   Adjust Acreage – Division (Continued)

D   Error Messages

The Adjust Acreage Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Cropland acreage cannot be added to a contract which does not already have Cropland acreage."	A contract that does not have Cropland acres cannot be revised to have Cropland acres.	Correct acreage type on the CLU to match the acres type of the contract. If the acre type of the contract is incorrect notify the State Office. State Office users will notify the National Office for resolution.
"Farm Tract Acres (Cropland Acres + MPL Acres) do not match Total CLU Acres. Farm Number = (XXX) Tract Number = (XXX) Farm Tract Acres = (XXX) Total CLU Acres = {3}."	Total CLU acres must add up to acres on the farm tract (farm-level validation).	Correct CLU acres to not exceed tract acres.
"Farm Tract Acres (Cropland Acres + Non-Cropland Acres + MPL Acres) do not match Total CLU Acres. Farm Number = (XXX) Tract Number = (XXX) Farm Tract Acres = (XXX) Total CLU Acres = {3}."	Total CLU acres must add up to acres on the farm tract.	Correct CLU or contract acres.
"Field/CLU Number (XXX) is missing acres information."	CLU cannot have null value for acreage amount.	Enter the acreage value for the CLU.
"Field/CLU Numbers are required. Please enter the Field/CLU Numbers before proceeding."	CLU number must be valid (cannot be null/missing, blank, or -99).	Enter a valid CLU number.

82   Adjust Acreage – Division (Continued)

   D   Error Messages (Continued)

Error Message	Description	Corrective Action
"MPL acreage cannot be added to a contract which does not already have MPL acreage."	A contract that does not have MPL acres cannot be revised to have MPL acres.	Correct acreage type on the CLU to match the acres type of the contract. If the acre type of the contract is incorrect notify the State Office. State Office users will notify the National Office for resolution.
"Non-Cropland acreage cannot be added to a contract which does not already have Non-Cropland acreage."	A contract that does not have MPL acres cannot be revised to have MPL acres.	Correct acreage type on the CLU to match the acres type of the contract. If the acre type of the contract is incorrect notify the State Office. State Office users will notify the National Office for resolution.
"Please add CLU before saving."	No CLU's have been found from the contract.	Enter a valid CLU number and acreage.
"The CLU acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The CLU number (XXX) is already added to this contract."	Multiple CLU's of the same number/identifier cannot exist on the same contract.	Enter a valid CLU number.
"The combination of MPL acres and Non-Cropland acres (XXX) on the tract (XXX) are more than available acres (XXX). These acres will only fit if the combination of MPL acreage and Non-Cropland acreage on this tract grows for Fiscal Year (XXX)."	There are more MPL and non-cropland acres on the farm tract than there are available (available amount retrieved from FRS and added to the parent acreage).	Correct CLU or contract acres.

82   Adjust Acreage – Division (Continued)

    D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The Cropland acreage on this contract cannot be reduced to zero."	If the parent contract has cropland acres, the child contract must have cropland acres.	Enter CLU cropland acreage value greater than zero, acres values in hundredths.
"The cropland acres (XXX) entered for the tract (XXX) exceed available acres (XXX) for Fiscal Year (XXX)."	If the cropland on the farm tract is greater than the available cropland acres (including base acres).	Correct CLU acres to not exceed tract acres.
"The cropland acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The MPL acreage on this contract cannot be reduced to zero."	If the parent contract has MPL acres, the child contract must have MPL acres.	Enter CLU MPL acreage value greater than zero, acres values in hundredths
"The MPL acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The Non-Cropland acreage on this contract cannot be reduced to zero."	If the parent has non-cropland acres, the child contract must have non-cropland acres.	Enter CLU non-cropland acreage value greater than zero, acres values in hundredths.
"The non-cropland acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The re-enrolled acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The sum of cropland. Non-cropland and MPL acres of all farm tracts (contract acres) cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.

82   Adjust Acreage – Division (Continued)

   D   Error Messages (Continued)

Error Message	Description	Corrective Action
"The sum of the CLU Acres must equal the Contract Acres."	Sum of CLU acres must be equal to the contract acreage.	Correct CLU or contract acres.
"The total CLU acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"The Tract and/or CLU Number on this contract were unavailable when this contract was migrated. They must be updated in order to complete this transaction."	All tracts and CLU's on the contract cannot be "unknown".	Add Tract and CLU numbers to the contract according to paragraphs 81 and 82.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing.	Add Tract number to the contract according to paragraph 81.
"The Wellhead Acres (XXX) shall not exceed the Cropland Acres (XXX)."	The wellhead acres must not exceed the cropland acres.	Correct CLU or contract wellhead acres.
"The wellhead acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths.
"Total Wellhead acres (XXX) not equal to approved Wellhead acres (XXX)."	The sum of the wellhead practice acreage must equal the wellhead protection acres on the contract.	Correct CLU or contract wellhead acres.
"Tract (XXX) must have Cropland or MPL acres."	The tract must have at least one valid acreage type.	Add Tract number to the contract according to paragraph 81.

*--82.5 Adjust Re-Enrolled Acreage Screen - Division

A Overview

The Adjust Re-Enrolled Acreage Screen will be open to users to update parent contract information from the expired CRP contract that was re-enrolled into the acreage for the existing contract. This option will only need to be used to correct missing or incorrect data recorded during the TERRA and COLS offer process or to update when the CLU numbers change on the CRP contact.

To update the re-enrolled acres information during a division, from the "Select an action to perform" drop-down menu on the View Contract Screen, select "Modify > Adjust Re-Enrolled Acreage" and CLICK "Go".

B Example of Adjust Re-Enrolled Acreage Screen

The following is an example of the Adjust Re-Enrolled Acreage Screen.

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*--82.5 Adjust Re-Enrolled Acreage Screen - Division (Continued)

C Fields and Descriptions

The following table provides the field descriptions and actions for the Adjust Re-Enrolled Acreage Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of the physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the contract.	
CLU Acres	The acres associated with the CLU entered.	

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C Fields and Descriptions (Continued)

Field/Button	Description	Action
Re-Enrolled Acres	Displays the number of acres on the contract that were a result of re-enrollment.	
CLU	The CLU number associated with the contract.	Select the applicable CLU number from the drop-down list.
Expired Contract Number	The contract number of the contract that expired before the current acres being re-enrolled to this contract.	Enter the applicable expired contract number.
Expired Signup Name	The expired signup name from the contract that expired before the current acres being re-enrolled to this contract. **Note:** This value will be populated from the expired contract number that was entered.	
Expired Practice Code	The practice code from the contract that expired before the current acres being re-enrolled to this contract. **Note:** This value will be populated from the expired contract number that was entered.	
Re-Enrolled Acres	Displays the number of acres on the contract that was a result of re-enrollment.	Enter the number of acres re-enrolled on that CLU.
Action	Will allow for the options for the CLU data to be added or deleted.	CLICK "Add" or "Delete".
Save	After the user clicks "Save", they will receive a pop-up window to confirm the save. Clicking "OK" will save all data. The Success Screen will be displayed if all page validations are met. The user will CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Clicking "Cancel" on the pop-up window will return the user to the Adjust Re-Enrolled Acreage Screen without saving data.	CLICK "Save", then "OK" or "Cancel".
Back	Returns the user to the View Contract Screen and no data will be saved.	CLICK "Back".

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*--82.5 Adjust Re-Enrolled Acreage Screen - Division (Continued)

D Error Messages

The Adjust Re-Enrolled Acreage Screen is set up to provide potential validation errors. The following error messages may be displayed.

Error Message	Description	Corrective Action
There is no contract number {XXXX} for state/county code {XX/XXX}.	The contract number entered as the expired contract number was not found for the State and county selected.	Re-enter the correct expired contract number.
Contract number {XXX} for state/county code {XX/XXX} is not in a valid status for reenrollment ({XX}).	The effective end date for the contract number entered as the expired contract number is not before the start date of the existing CRP contract.	Re-enter the correct expired contract number.
At least 1 reenrollment detail is positioned on an 'unknown' CLU.	The CLU number is missing from the contract.	Enter the CLU number on the Adjust Acreage Screen according to paragraph 28.
Reenrollment Detail must have some acreage (greater than zero).	The value for re-enrolled acres is zero or blank.	Enter an acreage value greater than zero.
Reenrollment Details must define all reenrollment acres on the contract ({XXX} vs {XXX}).	The re-enrolled CLU acreage does not add up to the total re-enrolled acreage for the contract.	Enter additional CLU's to account for all re-enrolled acres.
Practice {XXX} is not on contract number {XXX}.	The expired contract did not contain the practice the user has entered.	Enter the expired practices from the expired contract number or correct the expired contract number.
CLU {XXX} is only {XXX} acres, not enough to support {XXX} acres of reenrollment associated to it.	Only one CLU is entered and the acres for that CLU is less than the total re-enrolled acres on the contract.	Enter additional CLU's to account for all re-enrolled acres.
You must define some enrollment details.	The contract shows re-enrolled acres, but no CLU level details are provided on this screen.	Enter additional CLU's to account for all re-enrolled acres.
The expiring contract must end ({XXX}) prior to this contract original start date ({XXX}).	The expired contract listed did not expire before the start date of the current contract.	Re-enter the correct expired contract number.

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83   Modify Producer – Division

A   Overview

To modify producers, from the "Select an action to perform" drop-down menu on the View Contract Screen, select "Modify > Producers" and CLICK "Go".

The Modify Producers Screen will be displayed with information for all owners and other producers associated with the tract and all operators associated with the farm from FRS for the program year that corresponds to the revision effective date set in CCMS. If a producer is not displayed in CCMS, they must first be added to the farm record for that tract.

Policy requires all owners of a tract to be on the contract, even if they are not receiving any shares.

B   Example of Modify Producers Screen

The following is an example of the Modify Producers Screen.

83   Modify Producer – Division (Continue)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Modify Producers Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

83   Modify Producer – Division (Continue)

   C   Field Descriptions and Actions (Continued)

   The following table provides the field descriptions and actions for the Modify Producers Screen.

Field/Button	Description	Action
Assigned Producers		
Remove	Will remove the producer from the list of Assigned Producers and the producer will not display on the revised CRP-1.	CLICK "Remove".
Producer Name	Name of the producer associated with the farm in farm records for the program year that corresponds to the revision effective date and assigned to the contract.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. Owner, operator, or other tenant will be displayed.	
Share	The percent share interest the producer has in the CRP-1.	Enter the percentage value between 0 and100 percent in hundredths.
Primary	Designates the primary point of contract for the CRP contract	Enter a check (✓) in the box of the producer that is the primary point of contact.
Available Producers		
Add	Will add the producer from the list of available Producers to the list of assigned producers and the producer will display on the revised CRP-1.	CLICK "Add".
Producer Name	Name of the producer associated with the farm in farm records for the program year that corresponds to the revision effective date and assigned to the contract.	

83   Modify Producer – Division (Continue)

C **Field Descriptions and Actions (Continued)**

Field/Button	Description	Action
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. Owner, operator, or other tenant will be displayed.	
Save	After the user selects "Save" a pop-up window will be displayed to confirm the save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User must click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Modify Producer Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

D **Error Messages**

The Modify Producers Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"All owners on the contract must have shares, even if zero."	All producers on the contract must have shares, even if zero.	Enter share between 0 and 100 for each producer on the contract.
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX). Without a valid Farm Number, all other data validations will fail. Please correct the Farm Number."	Farm on the Contract must be in FRS.	Correct farm and tract number.
"The total of share percentages shall equal 100."	The sum of the producer share percentages must equal 100.	Enter share between 0 and 100 for each producer on the contract not to exceed a total of 100 percent.

84   Modify Practices – Division

A Overview

The Modify Practices Screen that will be displayed has 3 sections, as follows:

- top section is basic signup information

- middle section is acreage and acreage types associated with the contract

- bottom "Assigned Practices" section provides the practices assigned by CLU with the associated acreage and estimated cost share, a summary of the practice acreage, and estimated cost share.

Users can modify the acreage associated with each practice, modify the estimated cost share associated with each practice, delete assigned practices, and add new practices.

To modify conservation practices, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Practices" and CLICK "Go".

B Example of Modify Practices Screen

The following is an example of the Modify Practices Screen.

84 Modify Practices – Division (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Modify Practices Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Contract Acres	The number of acres on the contract.	
Cropland Acres	Displays the number of cropland acres on the contract. Will display as N/A if the contract is not cropland eligible.	

84   Modify Practices – Division (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
MPL Acres	Displays the number of MPL acres on the contract. Will display as N/A if the contract is not MPL eligible.	
Non-Cropland Acres	Displays the number of MPL acres on the contract. Will display as N/A if the contract is not non-cropland eligible.	
Wellhead Acres	Displays the number of Wellhead acres on the contract. Will display as N/A if the contract is not wellhead eligible.	
Payable Acres	Will display the number of acres payable for the contract. This field can only be edited on FWP contracts.	If applicable, enter the number of payable acres in hundredths.
Assigned Practices		
Farm	Farm number associated with the contract.	
Tract	Tract number associated with the contract.	
CLU	Displays CLU and, in parenthesis, the number of acres associated with CLU. There can be multiple CLU's on the contracts and the drop-down list will include all CLU's associated with the contract.	Select CLU for the practice being adding from the drop-down list.
Code	Displays the practice code. Drop-down list will display the practice codes configured for the signup for which the contract was approved.	
Practice Acres	Practice acres are automatically calculated as users enter the acreage values in the "Acreage" field.	
Acreage	The number of acres on the CLU for the corresponding Practice. This value should equal the CLU acres	Enter acreage value in hundredths.
Estimated Cost Share	Allows the user to enter the estimated cost share amount per acre and will display the total by practice.	Enter estimated cost share per acre.
Delete	Will remove the CLU row that delete was selected. The user will receive a pop- up window to confirm they wish to delete the CLU. Selecting "No" will return the user to the Modify Practice Screen without deleting the CLU.	CLICK "Delete" then "OK" or "No."

84   Modify Practices – Division (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Totals		
Practice Acres	Total practice acres entered above for each CLU.	
Acreage	Total acreage entered above for each CLU, displayed by acre type for MPL, cropland, non-cropland, and wellhead.	
Total Estimated Cost Share	Total estimated cost share entered above for each CLU.	
Add New Practice	The X Screen will be displayed, and users will enter new practice details according to subparagraph D.	CLICK "Add New Practice".
Save	After the user selects "Save" a pop-up window will be displayed to confirm they wish to save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User must click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the pop-up window will return the user to the Modify Practices Screen without saving data.	CLICK "Save".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

84   Modify Practices – Division (Continued)

D Error Messages

The Modify Practices Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following errors may be displayed.

Error Message	Description	Corrective Action
"Tract number or CLU = "unknown"."	If either "Tract Number" or "CLU" field contain the value "unknown", a message will be displayed that the fields must be updated to complete the transaction.	Tract number is assigned on the Modify Farm and Tract Numbers Screen. CLU is assigned on the Adjust Acreage Screen. Practices must be assigned to CLU.
"Sum of the practice acres = contract acres?"	If the sum of the practice acres do not match the contract acres, a warning message will be displayed.	Either the contract acreage or the practice acreage must be adjusted **before** the contract is finalized.
"Wellhead Practice acres <= Cropland Acres?"	If the contract has wellhead protection acres and the wellhead practice acres are greater than the cropland acres, an error message will be displayed.	The wellhead practice acres must be reduced to be less than or equal to the contract acres.
"Wellhead Practice acres = Wellhead Protection Area acres?"	If the contract has wellhead protection area acres and the wellhead practice acres are not equal to the wellhead protection area acres, an error message will be displayed.	Adjust the wellhead practice acres to equal the wellhead protection area acres.
"FWP practices requiring buffer area present?"	If the contract is for FWP, CCMS will determine whether buffer area acres are required. This is based on the program year of the contract and the assigned practices. If a buffer area is required and not on the contract, an error message will be displayed.	The buffer area practice (CP31) must be assigned to the contract.

84   Modify Practices – Division (Continued)

D   Error Messages (Continued)

Error Message	Description	Corrective Action
"FWP Payable Acres > FWP Practice Acres?"	FWP payable acres are for FWP contracts written under the 642 Farm Bill. The 642 Farm Bill stipulated that payment would be made for up to 5 acres per FWP plot. A contract can have multiple plots so CCMS can only validate that the payable acres are not greater than the practice acres. If the payable acres are greater, a warning will be displayed.	Reduce FWP payable acres to be less than or equal to the FWP practice acres.
"Sum of MPL Practice Acres = Contract MPL Acres?"	If the sum of the MPL practice acres is not equal to the contract MPL acres, a warning message will be displayed.	Correct either the MPL practice acreage or the MPL contract acreage. This must be complete before the contract is finalized.
"Sum of Cropland Practice Acres = Contract Cropland Acres?"	If the sum of the cropland practice acres is not equal to the contract cropland acres, a warning message will be displayed.	Correct either the cropland practice acreage or the contract cropland acreage. This must be complete before the contract is finalized.
"FS Technical Responsibilities completed for any Forestry practices?"	CCMS will determine whether any FS practices are present on the contract. If yes, CCMS will verify that the user has indicated the FS technical responsibilities have been completed.	User must verify the technical responsibilities have been completed (manually) and then check (✓) the box indicating that FS technical responsibilities have been completed. It is a required entry, if displayed.

85   Add Practice – Division

A   Overview

The Add Practice Screen will allow users to add a new practice to the CRP contract.
Practices listed will be contract by signup type by the Conservation Configuration System.

B   Example of Add Practice Screen

The following is an example of the Add Practice Screen.

85   Add Practice – Division (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Practice Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

85   Add Practice – Division (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	CLU number and acres recorded by the user on the Revise Acreage CLU Screen.	Select the correct CLU number from the drop-down.
Code	List of practice codes on the contract.	Select the correct practice code from the drop-down.
Status	List of practice is new, enhanced, or existing. Default value is N/A.	Select the correct status value.
Practice Acres	Displays the practice acres. This is a display field only based on the value entered for MPL, cropland, and wellhead acres.	
MPL Acres	The number of MPL acres for this practice. This field will be grayed out unless the contract already contains MPL acres. Acreage value must match CLU acreage.	Enter acreage value in hundredths, if applicable
Cropland Acres	The number of Cropland acres for this practice. This field will be grayed out unless the contract already contains cropland acres. Acreage value must match CLU acreage.	Enter acre value in hundredths, if acre type is applicable.
Non-Cropland Acres	The number of non-cropland acres for this practice. This field will be grayed out unless the contract already contains non-cropland acres. Acreage value must match CLU acreage.	Enter acre value in hundredths, if acre type is applicable.
Wellhead Acres	The number of Wellhead acres for this practice. This field will be grayed out unless the contract already contains wellhead acres. Acreage value must match CLU acreage.	Enter acre value in hundredths, if acre type is applicable.

85   Add Practice – Division (Continued)

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Estimated Cost Share Per Acre	Displays dollar value of estimated cost share per acre recorded on the contract.	Enter estimated cost share in whole dollars
Back	The Modify Practice Screen is displayed and no data is saved.	CLICK "Back".
Save	The Modify Practice Screen is displayed and data is saved.	CLICK "Save".

D   Error Messages

The Add Practices Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Tract number or CLU = unknown"	If either "Tract Number" or "CLU" field contain the value unknown, a message will be displayed that the fields must be updated to complete the transaction.	Tract number is assigned on the Modify Farm and Tract Numbers Screen. CLU is assigned on the Adjust Acreage Screen. Practices must be assigned to CLU.
"Sum of the practice acres = contract acres?'	If the sum of the practice acres does not match the contract acres, a warning message will be displayed.	Either the contract acreage or the practice acreage must be adjusted **before** the contract is finalized.
"Wellhead Practice acres <= Cropland Acres?"	If the contract has wellhead protection acres and the wellhead practice acres are greater than the cropland acres, an error message will be displayed.	The wellhead practice acres must be reduced to be less than or equal to the contract acres.
"Wellhead Practice acres = Wellhead Protection Area acres?"	If the contract has wellhead protection area acres and the wellhead practice acres are not equal to the wellhead protection area acres, an error message will be displayed.	Adjust the wellhead practice acres to equal the wellhead protection area acres.

85   Add Practice – Division (Continued)

   D   Error Messages (Continued)

Error Message	Description	Corrective Action
"FWP practices requiring buffer area present?"	If the contract is for FWP, CCMS will determine whether buffer area acres are required. This is based on the program year of the contract and the assigned practices. If a buffer area is required and not on the contract, an error message will be displayed.	The buffer area practice (CP31) must be assigned to the contract.
"FWP Payable Acres > FWP Practice Acres?"	FWP payable acres are for FWP contracts written under the 2008 Farm Bill. The 2008 Farm Bill stipulated that payment would be made for up to 5 acres per FWP plot. A contract can have multiple plots so CCMS can only validate that the payable acres are not greater than the practice acres. If the payable acres are greater, a warning will be displayed.	Reduce FWP payable acres to be less than or equal to the FWP practice acres.
"Sum of MPL Practice Acres = Contract MPL Acres?"	If the sum of the MPL practice acres is not equal to the contract MPL acres, a warning message will be displayed.	Correct either the MPL practice acreage or the MPL contract acreage. This must be complete before the contract is finalized.
"Sum of Cropland Practice Acres = Contract Cropland Acres?"	If the sum of the cropland practice acres is not equal to the contract cropland acres, a warning message will be displayed.	Correct either the cropland practice acreage or the contract cropland acreage. This must be complete before the contract is finalized.
"FS Technical Responsibilities completed for any Forestry practices?"	CCMS will determine whether any FS practices are present on the contract. If yes, CCMS will verify that the user has indicated the FS technical responsibilities have been completed.	User must verify the technical responsibilities have been completed (manually) and then check (✓) the box indicating that FS technical responsibilities have been completed. It is a required entry, if displayed.

86   Finalize Contracts – Division

A   Overview

CCMS requires a step after the details of the division have been updated to prepare the contract for COC approval. Users must perform this step on every resulting contract as well as the parent contract for divisions. To finalize child contracts, on the following View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Finalize Child" and CLICK "Go". To finalize parent contracts, on the following View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Finalize Parent" and CLICK "Go".

B   Example of the Finalize Child Contract Screen

The following is an example of the Finalize Child Contract Screen.

86   Finalize Contracts – Division (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Finalize Child
Contract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number(s) that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Contract Description	A free form optional field that the user can add contract descriptions based on revisions.	Add contract descriptions as applicable. Do not load any PII information in this field.
Parent Contract Start Date	The start date of the contract that was modified.	

86   Finalize Contracts – Division (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Contract End Date	The final date the contract will be in effect.	
Divide Effective Date	The first day the newly divided contracts will be effective. This date is set on the Divide Contract Screen in paragraph 80.	
Reason for Division	The reason the user selected on the Divide Contract Screen.	
Check box to indicate CPO Update Received	Indicator to allow the user to record that the CPO has been received. **Note:** This field will only be displayed if an updated CPO is needed.	Check (✓), if CPO update has been received.
FS Technical Responsibilities Completed?	Indicator to allow the user to record that the FS Technical Responsibilities have been received. **Note:** This field will only be displayed if updated FS technical responsibilities are needed for the practices on the contract.	Check (✓), if FS technical responsibilities documentation has been completed.
This Contract Will be a Placeholder	Indicator to allow the user to record that this contract will be placed in a placeholder status according to paragraph 87. If this indicator is checked the CRP-1 producer signed date will be removed.	Check (✓), if this contract should be placed in a placeholder status.
CRP-1 Producer Signed Date	The date the last producer on the CRP-1 signed the CRP-1.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Finalize Child Contract	After the user selects "Save" a pop-up window will be displayed to confirm they wish to save. Selecting "OK" will save all data. CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph F. If all validations pass the user will see the Success Screen. CLICK "OK" to be returned to the View Contract Screen.	CLICK "Finalize Child Contract" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

86   Finalize Contracts – Division (Continued)

D   Example of the Finalize Screen –Parent

The following is an example of the Finalize Screen for the parent contract.

USDA United States Department of Agriculture **Farm Service Agency**	Conservation Contract Maintenance System
	Welcome _____, County User

CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth

CCMS Menu
Search Contract
County Reports

Finalize

Contract Status:	Terminated (Pending Finalization and Approval)	Activity Type:	Divide
Admin State:	Iowa (19)	Admin County:	Guthrie (077)
Physical State:	Iowa (19)	Physical County:	Guthrie (077)
Contract Number:	11012B	Signup Number:	46
Program Type:	CRP	Signup Name:	Continuous SU46
Program Year:	2015	Signup Type:	Continuous
Contract Description:		Subcategory Type:	Regular

Contract Acres:	10.40
Parent Contract Start Date:	03/29/2015
Contract End Date:	09/30/2024
Divide Effective Date:	07/01/2015
Reason for Divide:	Reconstitution (CRP Acreage will be divided)

This contract will be terminated and replaced by the following contracts:

Contract Number	Contract Description	Contract Acres
11012C	1	0.40
11012D	.	10.00

Finalize Back

All fields having a red asterisk (*) are required and must be completed

86   Finalize Contracts – Division (Continued)

E   Error Messages

The Finalize Contract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"(XXX)'s involvement has changed for Fiscal Year (XXX), please update the producer's involvement."	The producer involvement on the contract must match the producer involvement in FRS.	Correct producer according to paragraph 83.
"All owners associated with the tract in Farm Records for Fiscal year (XXX) shall be on the contract, even if they are not receiving payments from the contract. Other Producers on the tract and Operators are optional. Please add all owners of the tract to the contract."	All owners must be on the contract, including those with zero percent interest on the contract.	Correct producer according to paragraph 83.
"Cropland acreage cannot be added to a contract which does not already have Cropland acreage."	A contract that does not have cropland acres cannot be revised to have cropland acres.	Correct CLU or contract acre type according to paragraph 82.
"CRP-1 Producer Signed Date is required."	Producer signed date is a required field.	Enter date in mm/dd/yyyy format according to this paragraph.
"Field/CLU Numbers are required. Please enter the Field/CLU Numbers before proceeding."	CLU number must be valid (cannot be null/missing, blank or -99).	Enter CLU numbers according to paragraph 82.
"MPL acreage cannot be added to a contract which does not already have MPL acreage."	A contract that does not have MPL acres cannot be revised to have MPL acres.	Correct CLU or contract acre type according to paragraph 82.
"MPL practices cannot be added to a contract which does not already have MPL acreage."	If the parent contract does not have MPL acres but a practice on the child contract has MPL acres (likely due to System 36 migrated data), this warning occurs.	Correct practice acreage according to paragraph 82.
"No Available Practices Found."	There are no supporting practices for the acreage type of the contract. Either the acreage type on the contract needs to be fixed or signup configuration needs to be updated.	Enter practice data according to paragraph 84.

86   Finalize Contracts – Division (Continued)

   E   Error Messages (Continued)

Error Message	Description	Corrective Action
"Non-Cropland acreage cannot be added to a contract which does not already have Non-Cropland acreage."	If the parent contract does not have non-cropland acres but a practice on the child contract has non-cropland acreage (likely due to System 36 migrated data), this warning occurs.	Correct CLU or Contract acre type according to paragraph 82.
"Non-Cropland practices cannot be added to a contract which does not already have Non-Cropland practices."	If the parent contract does not have non-cropland acres but a practice on the child contract has non-cropland acreage (likely due to System 36 migrated data), this warning occurs.	Correct practice acreage type according to paragraph 84.
"Only one Primary Producer may be assigned to the contract."	There cannot be more than one primary producer on the contract. On the View Contract Screen, this message shows as a warning. User would never see this if software was working correctly.	Correct producer according to paragraph 83.
"Pivot corner response shall be 'N/A' for practice (XXX)."	If the available practice is not pivot corner eligible, that practice cannot have pivot corners.	Correct pivot corner response under modify practices according to paragraph 84.
"Pivot corner response shall be 'Yes' or 'No' for practice (XXX)."	If the available practice is pivot corner eligible, the user must respond to the question of whether or not there is a pivot corner practice on this contract.	Correct pivot corner response under modify practices according to paragraph 84.
"Please add CLU before saving."	No CLU's have been found from the contract.	Enter CLU numbers according to paragraph 82.
"Practice (XXX) is defined on CLU (XXX) that is not on the contract."	The CLU numbers on the contract must contain all of the CLU numbers from the practices.	Enter CLU numbers according to paragraph 82.
"Practice (XXX) cannot have cropland Acres."	If the practice is not cropland eligible, it cannot have cropland acres.	Correct practice acreage type according to paragraph 84.
"Practice (XXX) cannot have MPL Acres."	If the practice is not MPL eligible, it cannot have MPL acres.	Correct practice acreage type according to paragraph 84.
"Practice (XXX) cannot have Wellhead Acres."	If the practice is not wellhead eligible, it cannot have wellhead acres.	Correct practice acreage type according to paragraph 84.

86   Finalize Contracts – Division (Continued)

E   Error Messages (Continued)

Error Message	Description	Corrective Action
"Practice (XXX) is a reforestation practice that needs to have its technical responsibility completed."	If there is a forestry practice on the contract, it must be completed.	Enter required check box indicator according to this paragraph
"Primary Producer Not Assigned."	A primary producer must be assigned to the contract.	Correct producer according to paragraph 83.
"Selection is required."	Form validation. CPO must be received for a child or a rate revision.	Enter required check box indicator according to this paragraph
"Selection is required."	Form validation. If a forestry practice exists on the contract, it must be completed before finalizing a revision or child.	Enter required check box indicator according to this paragraph.
"The combination of MPL acres and Non-Cropland acres (XXX) on the tract (XXX) are more than available acres (XXX) for Fiscal Year (XXX)."	There cannot be more MPL and non-cropland acres on the farm tract than there are available (available amount retrieved from FRS and added to parent acreage). Hard error that is only applicable for current year.	Correct practice acreage type according to paragraph 84.
"The Cropland acreage on this contract cannot be reduced to zero."	If the parent contract has cropland acres, the child contract must have cropland acres.	Enter CLU cropland acreage value greater than 0, acres values in hundredths according to paragraph 82.
"The cropland acres (XXX) entered for the tract (XXX) exceed available acres (XXX) for Fiscal Year (XXX)."	The cropland on the farm tract is greater than the available cropland acres (including base acres). If current year, shown as error. If previous year, shown as warning.	Correct CLU acres to not exceed tract acres according to paragraph 82.
"The cropland acres (XXX) entered for the tract (XXX) exceed available acres (XXX) for Fiscal Year (XXX) The acreage entered can only be processed for this contract if there is an overall increase in available cropland acres."	Warning: The cropland on the farm tract is greater than the available cropland acres (including base acres).	Correct CLU acres to not exceed tract acres according to paragraph 82.

86   Finalize Contracts – Division (Continued)

E   Error Messages (Continued)

Error Message	Description	Corrective Action
"The CRP Contract acres are being placed on Base Acres. Please complete a base reduction in Farm Records for Fiscal Year (XXX)."	Warning: If the cropland acres do not exceed the available cropland + base acres but they do exceed the available cropland acres, this message will show as an error during a finalize contract action if the activity (contract start date) is in the current fiscal year.	This is a warning message only, after the contract is approved reduce base according to 10-CM.
"The date of the CRP-1 Producer Signature(s) cannot be later than today. Please correct the date."	Producer signatures cannot be future dated.	Enter a date in the mm/dd/yyyy format that is not in the future.
"The date you have entered for the CRP-1 Producer Signature(s) precedes the original contract start date. Please correct the date."	Producer signed date for a revision cannot precede the original start date of the contract family.	Enter a date in the mm/dd/yyyy format that equal to or greater than the original contract start date.
"The effective date (XXX) cannot be after the current date (XXX)."	A new child contract (not yet approved) cannot be future dated unless its parent is also future dated.	Enter a date in the mm/dd/yyyy format that is not in the future.
"The effective date (XXX) cannot be after the end date (XXX)."	The date of the activity cannot begin after the contract ends.	Enter a date in the mm/dd/yyyy format that is prior to the contracts end date.
"The effective date (XXX) cannot be different than parent effective date (XXX)."	If the parent contract is deferred then the child contract must start on the same date as the parent.	Enter a date in the mm/dd/yyyy format that matches the parent contract for the deferred contract.
"The effective date (XXX) cannot be earlier than the start date (XXX)."	A child contract cannot start before its parent.	Enter a date in the mm/dd/yyyy format that equal to or greater than the original contract start date
"The Farm number (XXX) currently on this contract is no longer in an active status for Fiscal Year (XXX). Without a valid Farm Number, all other data validations will fail. Please correct the Farm Number."	Farm on Contract must be in FRS.	Correct the farm number or correct the effective date according to paragraphs 80 or 81.

86   Finalize Contracts – Division (Continued)

E   Error Messages (Continued)

Error Message	Description	Corrective Action
"The following producer(s) are not associated with the Farm for Fiscal year (XXX). Please remove the invalid producer(s) from the contract. (XXX)."	The producers on the contract must be in FRS.	Correct producer according to paragraph 83.
"The MPL acreage on this contract cannot be reduced to zero."	If the parent contract has MPL acres, the child contract must have MPL acres.	Enter CLU MPL acreage value greater than 0, acres values in hundredths according to paragraph 82.
"The Non-Cropland acreage on this contract cannot be reduced to zero."	If the parent has non-cropland acres, the child contract must have non-cropland acres.	Enter CLU non-cropland acreage value greater than 0, acres values in hundredths according to paragraph 82.
"The sum of acres on all the child contracts cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths according to paragraph 82.
"The sum of the Cropland Acres for the practices shall equal the Cropland Acres for the Contract."	The sum of cropland acres for farm tract must match the sum of cropland acres for the practices. Error thrown on any finalizing action.	Correct CLU or contract acres according to paragraph 82.
"The sum of the MPL Acres for the practices shall equal the MPL Acres for the Contract."	The sum of MPL acres for farm tract must match the sum of MPL acres for the practices. Error thrown on any finalizing action.	Correct CLU or contract acres according to paragraph 82.
"The sum of the Non-Cropland Acres for the practices shall equal the Non-Cropland Acres for the Contract."	The sum of non-cropland acres for farm tract must match the sum of non-cropland acres for the practices. Error thrown on any finalizing action.	Correct CLU or contract acres according to paragraph 82.
"The total CLU acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter acreage values in hundredths according to paragraph 82.
"The total of share percentages shall equal 100."	The sum of the producer share percentages must equal 100.	Correct producer shares according to paragraph 83.
"The total practice acres cannot exceed more than two decimals."	All acreage entries must be entered in hundredths.	Enter practice acres in hundredths according to paragraph 89.

E   Error Messages (Continued)

Error Message	Description	Corrective Action
"The Tract and/or CLU Number on this contract were unavailable when this contract was migrated. They shall be updated in order to complete this transaction."	All tracts and CLUs on the contract cannot be unknown.	Update Tract and CLU numbers according to paragraph 81 or 82.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing.	Add Tract number to the contract according to paragraph 81.
"The Wellhead Acres (XXX) shall not exceed the Cropland Acres (XXX)."	The wellhead acres must not exceed the cropland acres.	Enter acreage values in hundredths according to paragraph 82.
"Total practice acres not equal to contract acres."	The total acres for the contract must equal the total acres for the practices.	Correct CLU or contract acres according to paragraph 82.
"Total Wellhead acres (XXX) not equal to approved Wellhead acres (XXX)."	The sum of the wellhead practice acreage must equal the wellhead protection acres on the contract.	Correct CLU or contract acres according to paragraph 82.
"Tract (XXX) shall have Cropland or MPL acres."	The tract must have at least one valid acreage type.	Correct CLU or contract acres according to paragraph 82.

87   Placeholder Contracts

   A   Overview

      The placeholder contract was developed to allow a contract division to be completed and approved when not all details have been finalized on one of the resulting contracts. This is needed for CCMS to strictly enforce that all resulting contracts of a division maintain the same effective start date. Contracts placed in the status will be displayed with (PH) after the contract number and are **not** payable.

      After the details are finalized for a placeholder contract, users must revise the contract according to Part 5, however users will not be able to change the effective start date during the process.

88   COC Approval – Division

A   Overview

When COC approves a division, COC approval applies to **all** child contracts of the division, including child contracts identified as placeholders.

After COC approval of a division, to enter COC approval information, on the View Contract Screen, select the **parent** contract. From the "Select an action to perform" drop-down list, select "Modify >COC Approve" and CLICK "Go".

B   Example of the COC Approval Screen

The following is an example of the COC Approval Screen.

USDA United States Department of Agriculture **Farm Service Agency**				Conservation Contract Maintenance System Welcome .,County User
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS Logout of eAuth

CCMS Menu
Search Contract
County Reports

COC Approval

Contract Status:	Revision Pending COC Approval (Finalized)	Activity Type:	Divide
Admin State:	Iowa (19)	Admin County:	Guthrie (077)
Physical State:	Iowa (19)	Physical County:	Guthrie (077)
Contract Number:	11012B	Signup Number:	46
Program Type:	CRP	Signup Name:	Continuous SU46
Program Year:	2015	Signup Type:	Continuous
Contract Description:		Subcategory Type:	Regular

* COC Approval (mm/dd/yyyy): [   ]

There is a Predecessor-Successor Division of Payment agreement in place for fiscal year 2015. This agreement supersedes payment calculated by dates and is scheduled for FY 2015 as follows:

Payment Schedule for FY 2015

Contract	Annual Contract Payment	Start of Period	End of Period	Days Active in FY 2015	Days in FY 2015	Calculated Estimated Payment by Dates	FY 2015 Payment Ratio	FY 2015 Estimated Payment
Guthrie, IA 11012	$2,627	10/01/2014	10/31/2014	31	365	$223	100.00 %	$ 2627
Guthrie, IA 11012A	$2,627	11/01/2014	03/28/2015	148	365	$1,065	0.00 %	$ 0
Guthrie, IA 11012B	$2,627	03/29/2015	06/30/2015	94	365	$677	0.00 %	$ 0
Guthrie, IA 11012C	$101	07/01/2015	09/30/2015	92	365	$25	0.00 %	$ 0
Guthrie, IA 11012D	$2,526	07/01/2015	09/30/2015	92	365	$637	0.00 %	$ 0
					Total:	$2,627		$2,627

[Approve] [Reject] [Back]

88   COC Approval – Division (Continued)

   C   Field Descriptions and Actions

   The following table provides the field descriptions and actions for the COC Approval Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
COC Approval (mm/dd/yyyy)	Allows the user to enter the date the COC approved the contract revision.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.

88   COC Approval – Division (Continued)

   C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Payment Schedule for FY 20XX	This allows the user to shift payments between contracts in the effective year of the revision. See paragraph 37 for complete Division of Payment schedule details. **Note:** The table will be populated based on active days of each contract in the FY as a default.	As applicable adjust the percentage or dollar value to be paid to each contract.
Approve	After the user selects "Approve" a pop-up window will displayed to confirm the approval. Selecting "OK" will save all data. The user will see validation errors according to subparagraph D or the Success Screen. On the Success Screen CLICK "OK" to be returned to the View Contract Screen.	CLICK "Approve" and "OK".
Reject	After the user selects "Reject" a pop-up window will be displayed confirming the rejection. Selecting "OK" will return the user to the View Contract Screen and the contract will be returned to a Revision in Process status. User will be able to further modify the contract as needed.	CLICK "Reject" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

   D   COC Approval Error Messages

   The COC Approval Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Approval date (XXX) shall be no later than Today's Date (XXX)."	The COC approval date cannot exceed today's date.	Enter a date in the mm/dd/yyyy format or that is not a future date.
"The COC Approval Date (XXX) for this contract cannot be earlier than the COC Approval Date of the original offer (XXX)."	The COC approval date cannot exceed the contract family's original start date.	Enter a date in the mm/dd/yyyy format or that is equal to or later than the approval date of the original offer.

89   Cancel Division

   A   Overview

   If at any time prior to COC approval of a division the user determines they have started the division in error, they can cancel the division and return the parent contract to an approved status. To cancel a division, on the View Contract Screen of the parent contract, from the "Select an action to perform" drop-down list, select "Modify > Cancel" and CLICK "Go".

   B   Example of the Cancel Division Confirmation Screen

   The following is an example of the Cancel Divide Confirmation Screen.

89   Cancel Division (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cancel Divide Confirmation Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide, or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display CRP.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The Program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note:** Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Are you sure that you want to Cancel Division at this time?		
OK	Division will be canceled and the parent contract will be returned to an active status. The user will be taken to the Success Screen and must select "OK" to be returned to the View Contract Screen.	CLICK "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

90-99   (Reserved)

Section 6   Contract Validity

100   Determining Contract Validity

A   Overview
CCMS will begin processing messages from both the Farm Records and SCIMS applications. When a notification is received CCMS will compare the elements on the contract with the elements in FRS and SCIMS to determine if the change impacts the contract to the point that the current contract would not pass the validations normally applied at the time of COC approval.

To help make users more aware the contract validity indicator has been added to the following screens:

- Search Contract Screen

  Note: Allows the user to specifically search for any of the three status outlined in subparagraph B.

- Select Contract Screen

- View Contract Screen.

B   Validity Indicators

CCMS will display one of the following three status for the contract validity.

Contract Validity Status	Definition	Action
Invalid	One or more of the contract validations outlined in subparagraph C is no longer met.	A correction to the source system or contract revision will be needed.
Undetermined	Contract is in the process of modification and validity will be set after the contract is COC approved.	None.
Valid	After notification of change was received from FRS or SCIMS all contract validation are met.	None.

100   Determining Contract Validity (Continued)

C Detected Validity Changes

The following elements will be checked and used to determine if the Contact Validity Flag will be set to "Invalid".

Detected Change	Action in CCMS
Farm number becomes inactive	Modify the contract according to paragraph 27.
Tract number becomes inactive	Modify the contract according to paragraph 27.
Tract number is unknown	Modify the contract according to paragraphs11 through 14.
Owner is added or removed from the tract	Modify the contract according to paragraph 27. **Note:** If it was determined that the owner was added or removed incorrectly in FRS, once the owner is corrected in FRS, CCMS will revalidate the following night and the invalid indicator will be removed in CCMS.
Producer with share on the CRP-1 is removed from the farm record	Verify the addition or removal in FRS was correct. Modify the contract according to paragraph 27 or 29 to correct the producer.
Producer becomes inactive	Modify the contract according to paragraph 27 or 29 to correct the producer.
Confirmed death indicator is set	Modify the contract according to paragraph 29 to correct the producer.

100   Determining Contract Validity (Continued)

D   Error Messages

CCMS will provide specific error messages for contract validity at time of COC approval. The following error messages may be displayed.

Error Message	Description	Corrective Action
"The Tract Number is unknown. Correct the tract number using Correct Tract CLU prior to any changes."	The tract number was not available at time of migration and is currently listed as unknown.	Modify the contract according to paragraph 19 to correct the producer.
"The Farm/Tract number (XXX) currently on this contract is no longer in an active status for Fiscal Year(s) (XXX). Without a valid Farm/Tract number all other data validations will fail. Please correct the Farm/Tract Number."	The farm and/or tract number listed on the contract is no longer active in farm records.	Modify the contract according to paragraph 27.
"Producer [Name] must be on the contract for fiscal year(s) (XXX)."	A producer listed as an owner in FRS is not listed as a producer in CCMS for the year indicated.	Modify the contract according to paragraph 29 to correct the producer.
"Producer [Name] cannot be on the contract for fiscal year(s) (XXX)."	A producer listed in CCMS is not linked to the farm and/or tract in FRS for the year indicated.	Modify the contract according to paragraph 29 to correct the producer.
"Producer [Name] on this contract has been deactivated in SCIMS."	A producer listed in CCMS is no longer active in SCIMS.	Modify the contract according to paragraph 29 to correct the producer.
"The producer [Name] is deceased and cannot be on the contract after his/her date of death (XXX)."	The producer in CCMS is listed on the contract after the date of death.	Modify the contract according to paragraph 29 to correct the producer.

101-125   (Reserved)

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Section 7   State Office Access

126   CCMS Access

A   Levels of State Office User Access

CCMS determines access based on the location of the user. State office users are split into two different user roles. At a minimum all State Office employees will have access to view contracts within their State(s). These State users will only be able to search, view, and print CRP-1 by following the procedure in paragraph 10. The second user role will be the State Office administrative role. This role will allow State Office users to correct start dates, correct end dates, and correct termination dates.

State office users in need of administrative access must request the "app.fsa.conservation.statecorrection" EAS role be added to their profile by submitting FSA-13-A to their state security officer.

127   Start Date Corrections

A   Overview

Users with the State Office administrative role will be able to correct start dates on all active or expired contracts. If correcting the start date of a child contract resulting from a division, the new start date will apply to **all** children of the division and all children **must** be active or expired at the time the new start date is entered.

State Office users will not be able to correct start dates when:

- a contract has been extended and the requested start date is prior to the extension
- a contract sibling has been terminated.
- the requested start date is prior to the COC approval date.

Note: For these situations submit the correction to the National Office.

To modify the start date, users must select the action for "Correct>Start Date" and CLICK "Go" from the View Contract Screen.

B   Example of Correct Revised Contract Start Date Screen

The following is an example of the Correct Revised Contract Start Date Screen

127   Start Date Corrections (Continued)

C   Field Descriptions and Actions for Correct Revised Contract Start Date Screen

The following table provides the field descriptions and actions for Correct Revised Contract Start Date Screen.

Field/Button	Description	Action
Parent Contract		
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Contract Number	The contract number that was selected.	
Contract Status	Will display the current status of the contract	
Contract Start Date	This field will display the contract start date for the contract.	
Contract End Date	This field will display the contract end date for the contract.	
Child Contracts		
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Contract Number	The contract number that was selected.	
Contract Status	Will display the current status of the contract	
Contract Start Date	This field will display the contract start date for the contract.	
Contract End Date	This field will display the contract end date for the contract.	
New Revised Contract Start Date	Users will enter the corrected contract start date.	Enter date in the mm/dd/yyyy format.
Next	The review Revised Contract Start Date Screen will be displayed.	CLICK "Next".
Back	User will be returned to the View Contract Screen and no changes will be saved.	CLICK "Back".

127   Start Date Corrections (Continued)

D   Example of Review Revised Contract Start Date Screen

The following is an example of the Review Revised Contract Start Date Screen.

127   Start Date Corrections (Continued)

E Field Descriptions and Actions for Review Revised Contract Start Date Screen

The following table provides the field descriptions and actions for the Review Revised Contract Start Date Screen.

Field/Button	Description	Action
Parent Contract		
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Contract Number	The contract number that was selected.	
Contract Status	Will display the current status of the contract.	
Contract Start Date	This field will display the contract start date for the contract.	
Contract End Date	This field will display the corrected end date for the contract. Date change will be highlighted in blue text.	
Child Contracts		
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Contract Number	The contract number that was selected.	
Contract Status	Will display the current status of the contract.	
Contract Start Date	This field will display the corrected contract start date for the contract. Date change will be highlighted in blue text.	
Contract End Date	This field will display the contract end date for the contract.	
Save	The date change will be saved and the user will receive the Success Screen. CLICK "OK" to return to the View Contract Screen.	CLICK "Save".
Back	User will be returned to the View Contract Screen and no changes will be saved.	CLICK "Back".

F Error Messages

The Review Revised Contract Start Date Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Value Shall be mm/dd/yyyy Format and it has to be a valid date"	Date was entered in an incorrect format.	Enter date in the mm/dd/yyyy format.
"Start Date (XX/XX/XXXX) of the contract (XX) cannot be after its End Date."	Date entered was after the end date of the contract.	Enter date in the mm/dd/yyyy format that is prior to the contracts end date.
"Contract's Start Date Cannot be after today's Date."	Date entered was after the current date.	Enter date in the mm/dd/yyyy format that is equal to or prior than the current date.
"The Start Date (XX/XX/XXXX) cannot be earlier than it parent's Start Date (XX/XX/XXXX)."	Date entered was prior to the parent start date.	Enter date in the mm/dd/yyyy format that is equal to or after the parent contracts start date.
"Date corrections to the family are not allowed due to the status of contract(s) (XXX)."	The original end date of a contract family cannot be changed if any contracts have extensions. All extensions that exist in the contract family must be cancelled in order to change the end date.	Date correction cannot be made at the State Office level. Submit correction to the National Office.
"The duration of the contract family shall be between 10 and 15 Fiscal Years."	The duration of the contract family must be between 10 and 15 fiscal years.	Enter date in the mm/dd/yyyy format that maintains the 10 to 15 years of contract length.
"The original start date (XXX) cannot be less than original approval date (XXX)."	The original start date cannot be less than the original approval date.	Enter date in the mm/dd/yyyy format that is after the original approval date. If the original approval date is incorrect, submit correction to the National Office.
"The Original Start Date shall be on the 1st of the month."	For a continuous signup, the original start date of the family must begin on the first day of a given month.	Enter date in the mm/dd/yyyy format that the start of a month.

128   End Date Corrections

A   Overview

State Office functionality is available in CCMS to allow administrative users to correct the original end date of the contract. This functionality is designed as a data correction feature for an incorrect date that was migrated from the System 36 and COLS. State Office users should only use this functionality to correct CCMS to match the current correctly signed and approved paper CRP-1. If the end date is incorrect on the original CRP-1 and in CCMS, State Offices must obtain DAFP approval before making the date correction.

To modify the Original End Date, users must select the action for "Correct>Original End Date" and CLICK "Go" from the View Contract Screen.

B   Example of Correct Original End Date Screen

The following is an example of the Correct Original End Date Screen.

128   End Date Corrections (Continued)

C Field Descriptions and Actions for Correct Contract Original End Date Screen

The following table provides the field descriptions and actions for the Correct Original End Date Screen.

Field/Button	Description	Action
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Contract Number	The contract number that was selected.	
Contract Status	Will display the current status of the contract	
Effective Start Date	This field will display the contract start date for the contract.	
Effective End Date	This field will display the contract end date for the contract.	
New End Date	Users will enter the corrected contract end date.	Enter date in the mm/dd/yyyy format.
Original End Date	This field will display the contract end date for the contract.	
Next	The Review Correct Original End Date Screen will be displayed.	CLICK "Next".
Back	User will be returned to the View Contract Screen and no changes will be saved.	CLICK "Back".

D Example of Review Correct Original End Date Screen

The following is an example of the Review Correct Original End Date Screen**.**

E Field Descriptions and Actions for Review Original End Date Screen

The following table provides the field descriptions and actions for the Review Original End Date Screen.

Field/Button	Description	Action
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Contract Number	The contract number that was selected.	
Contract Status	Will display the current status of the contract.	
Effective Start Date	This field will display the contract start date for the contract.	
Effective End Date	This field will display the contract end date for the contract.	
New End Date	Users will enter the corrected contract end date.	Enter date in the mm/dd/yyyy format.
Original End Date	This field will display the contract end date for the contract.	
Save	The new end date will appear in blue font. After "Save" is selected and all validations outline in subparagraph F are passed the user will receive the Success Screen. CLICK "OK" to return to the View Contract Screen.	CLICK "Save".
Back	User will be returned to the Correct Original End Date Screen and no changes will be saved.	CLICK "Back".

128   End Date Corrections (Continued)

F   Error Messages for Review Original End Date Screen

The Review Original End Date Screen is set up to provide potential validation errors.
The following error messages may be displayed.

Error Message	Description	Corrective Action
"The duration of the contract family shall be between 10 and 15 Fiscal Years."	Contract length must be between 10 and 15 years.	Enter date in the mm/dd/yyyy format that between 10 and 15 years in length.
"The end date of the contract family cannot be modified due to the statuses of contract(s) (XXX)."	Contract must be in approved, frozen, terminated, or expired status in order to correct signup.	Date correction cannot be made at the State Office level. Submit correction to the National Office.
"The end date of the family cannot be modified due to one or more extensions of contract(s) (XXX)."	Extended contracts are excluded from end date corrections.	Date correction cannot be made at the State Office level. Submit correction to the National Office.
"The new end date cannot precede the early out date of contract(s) (XXX)."	New end date cannot precede early out date.	Enter date in the mm/dd/yyyy format that equal to or after the early out date.
"The new end date cannot precede the start date of contract(s) (XXX)."	New end date cannot precede the start date.	Enter date in the mm/dd/yyyy format that is equal to or after the parent contracts start date.
"The new end date cannot precede the termination date of contract(s) (XXX)."	New end date cannot precede the termination date.	Enter date in the mm/dd/yyyy format that equal to or prior to the termination date.
"The new end date shall be at the end of a fiscal year."	All original end dates must be on 9/36 of the expiration year.	Enter date in the 09/36/yyyy format that is between 10 and 15 years in length.

129   Correct Termination Date

A Overview

State Office functionality is available in CCMS to allow administrative users to correct the termination date of the contract. This functionality is designed as a data correction feature for correcting error made by county office users and to reduce the need to reinstate a contract to correct an error in the termination date.

To modify the termination date, users must select the action for "Correct>Termination Date" and CLICK "Go" from the View Contract Screen.

B Example of Correct Termination Date Screen

The following is an example of the Correct Termination Date Screen.

129   Correction Termination Date (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Correct Termination Date Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display No Activity, Divide or Revise based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The Program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. **Note**: Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Original Contract Start Date	This field will display the original contract start date for the contract family.	
Contract End Date Without Termination	Will display the contract's original end date before the contract was terminated.	
Termination Type	Will display the termination payment criteria that was selected according to paragraph 38.	
Current Termination Date	Will display the termination date that was selected according to paragraph 38.	

C   Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Current Termination Date	Will display the termination date that was selected according to paragraph 38.	
New Termination Date	Enter the corrected termination date.	Enter date in the mm/dd/yyyy format or select the date from the calendar icon.
Save	After the user selects "Save" a pop-up window will bed displayed to confirm the save. Selecting "OK" will save all data. After the user selects "OK" CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D. If all validations pass the user will see the Success Screen. CLICK "OK" to be returned to the View Contract Screen.	CLICK "Save" then "OK" or "Cancel".
Back	User will be returned to the View Contract Screen and no changes will be saved.	CLICK "Back".

D   Error Messages

The Correct Termination Date Screen is set up to provide potential validation errors. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Date Format is invalid. Shall be mm/dd/yyyy."	Form validation. The date must be in the format mm/dd/yyyy.	Enter date in the mm/dd/yyyy format.
"Termination date cannot be earlier than effective contract start date."	The termination date cannot precede the contract's start date.	Enter date in the mm/dd/yyyy format that is after the contracts effective start date.
"Termination date shall not be later than the contract end date."	The termination date cannot go beyond the contract's end date.	Enter date in the mm/dd/yyyy format that is prior to the contracts original end date.

130-139   (Reserved)

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Section 8   Reports

140   County Reports

A   Overview

To generate reports, from the Welcome to the Conservation Contract Maintenance System Screen, under "CCMS Menu", CLICK "County Reports".

The County Reports Screen will be displayed. National and State Office users, and users who administer multiple counties, will need to select the State and county for which the report is to be generated. From the "Report to Generate" drop-down list, select the desired report. Some reports will require additional criteria to be selected. CLICK "Generate Report".

The reports will be displayed as PDF files with the exception of the 578 Compliance Report which displays in Excel. Use the PDF file "Print" option to make a hard copy of the selected report.

For reports with filter criteria, if the user would like to select more than one option, click the first selection then use the "Shift" or "Ctrl" keys and click another selection. "Shift" key will select all lines between 2 selections. "Ctrl" key will select 1 additional line at a time that allows users to skip items on the list.

B   Available Reports

The following table provides available reports, action required, and data elements on the report.

Report	Action	Result
Active Contracts Due to Expire on Sept 30	Select all of the following: • admin State • admin county • report • fiscal year.	Report will display all contracts due to expire on September 30 of the fiscal year the user selected The report will include: • contract number • farm number • tract number • acres approved • signup name • producer name.

140   County Reports (Continued)

B   Available Reports (Continued)

Report	Action	Result
All CRP Producers	Select all of the following: • admin State • admin county • report.	Report will display all CRP producers for the selected county alphabetical. The report will include: • producer name • street address • city • State • zip • telephone number • e-mail address • contract number • signup name • producer share percent • primary producer.
60-Day Notification Report	Select all of the following: • admin State • admin county • report • sort criteria of contract number or 60-day notification date.	Report will display all CRP contracts in the status of "Revision in Process". The report will include: • physical State • physical county • contract number • signup number • signup type • signup sub-type • farm number • tract number • contract status • placeholder contract status • CRP acreage • 60-Day notification date • contract termination date • producer name • address • telephone number • e-mail address.

140   County Reports (Continued)

B   Available Reports (Continued)

Report	Action	Result
Contracts for a County	Select all of the following: • admin State • admin county • report. Sort by: • contract number • farm and tract number • program year • signup name. Filter by: • farm number - enter farm number • program year - select year(s) • signup name - select names(s) • signup type - select type(s) Select contract status: • all • active.	The report will display all contracts based on the filter and sort criteria selected for the county. The report will include: • physical state • physical county • program year • contract number • signup number • signup type • signup sub-type • farm number • tract number • acres approved • rental rate • number of producers • annual payment • contract status • original CRP-1 start date • original CRP-1 end date • approval date • producer name • producer share percent • producer involvement • primary producer indicator.
Contracts for a Producer	Select admin state, admin county, and report. Use the find producer link to interface with the SCIMS Customer Search Screen to search for a producer.	The report will display all contracts for the selected producer. The report will include: • contract number • contract status • physical State • physical county • farm number • tract number • sign up name • program year • acres approved • rental rate • annual payment • producer share percent • primary producer indicator

140   County Reports (Continued)

B   Available Reports (Continued)

Report	Action	Result
Contracts that Expired on September 30.	Select all of the of following: • admin State • admin county • report • fiscal year.	The report will display all contracts that expired on Sept 30th of the selected fiscal year. The report will include: • contract number • signup name • farm number • tract number • program year • rental rate • annual payment • acres expired • number of producers.
Contracts with Extension	Select all of the following: • admin state, • admin county • report • signup name(s) • extension type(s) • contract status.	The report will display all contracts that had an extension applied by signup name. The report will include: • contract number • contract status • extension type • extension rate • program year • acres approved rental rate • annual payment • cumulative rental payment • number of producers with shares • proactive codes • practice acres. The report will also provide totals for the following by signup: • contracts extended • farm impacted • producers with shares • total practice acres • number of CRP-1 acres extended • total additional annual rental payments.

B   Available Reports (Continued)

Report	Action	Result
Early Out Summary	Select all of the following: • admin State • admin county • report • early out signup name.	The report will display all contracts that had an early termination applied by signup name. The report will include: • contract number • contract status • program year • acres approved for early out • last year earned prorated value • list of practices with acres. The report will also provide totals for: • contract numbers • farms impacted • acres • practice by code and acres.

140   County Reports (Continued)

B   Available Reports (Continued)

Report	Action	Result
Individual Contract	Select all of the following: • admin State • admin county • report • contract number.	The report will display the following data for the contract number selected. • contract number • contract status • signup name • physical State • physical county • original CRP-1 start date • original CRP-1 end date • effective start date • effective end date • farm number • tract number • CLU number • CLU acres • program year • rental rate • acres approved • annual payment • approval date • cropland acres • MPL acres • non-cropland acres • wellhead acres • practice code • CLU number • proactive acres • estimated cost share • producer name • producer share percent • producer involvement • primary • extension type description • extension rate • effective start date • effective end date.

140   County Reports (Continued)

   B   Available Reports (Continued)

Report	Action	Result
Practices	Select all of the following: • admin State • admin county • report. Filter by: • program year - select year(s) • signup name – select names(s) • signup type - select type(s) • select practice(s).	The report will display the following data by program year: • practice acres • estimate cost share • farm number • tract number • signup name. The report will also provide totals for: • number of contracts • number of farms • practice acres • estimate cost share.

140   County Reports (Continued)

B   Available Reports (Continued)

Report	Action	Result
Terminated/Revised/ Divided Contracts Summary	Select all of the following: • admin State • admin county • report.	The report will display the following data by contract number: • contract number • contract State • reason for revision, termination, or division • effective date • revision/termination date • farm number • tract number • rental rate • acres approved • annual payment • total acres approved for all resulting contracts • total annual payment for all resulting contracts • acres approved remaining on revised contracts • difference between annual payments and total annual payments for the resulting contracts.

140   County Reports (Continued)

    B   Available Reports (Continued)

Report	Action	Result
Transferred Contracts	Select all of the following: • admin State • admin county • report.	The report will include: • transferring State/county • receiving State/county • signup type • reason for transfer • date of transfer • old contract number • new contract number • acres approved • COC approval transfer date. The report will also provide totals for the following: • program subtype • transfers in number of contracts • transfers in total acres approved • transfers out number of contracts • transfers out acres approved.
578 Compliance Report	Select all of the following: • admin State • admin county • report. Sort by: • contract number • farm number • producer name.	This report will only be available for the current FY after June 1st. The report will include on contracts when the practice acres on the contract exceed the CRP acreage certified on the 578. The report will include: • farm number • contract number • total CRP-1 acres • total CRP acres certified • difference in practice acres and certified acres • primary producer name.

140   County Reports (Continued)

  B   Available Reports (Continued)

Report	Action	Result
Invalid Contract Report	Select all of the following: • admin State • admin County • report.	This report will list contract number and reason for the validity indicator to be set to "Invalid". The report will provide the following: • reason • State • county • contract number • reason • date set to invalid • number of days invalid.

141   State Reports

A   Overview

The State Office user roll will provide access to both the state level and county level reports for the users State(s).

To generate reports, from the Welcome to the Conservation Contract Maintenance System Screen, under "CCMS Menu", CLICK "State Reports".

The State Reports Screen will be displayed. From the "Report to Generate" drop-down list, select the desired report. Some reports will require additional criteria to be selected. CLICK "Generate Report".

The reports will be displayed as PDF files with the exception of the 578 Compliance Report and Early Out Summary which displays as a CSV format.

For reports with filter criteria, if the user would like to select more than one option, click the first selection then use the "Shift" or "Ctrl" keys and click another selection. "Shift" key will select all lines between 2 selections. "Ctrl" key will select 1 additional line at a time that allows users to skip items on the list.

B   Available Reports

The following table provides available reports, action required, and data elements on the report.

Report	Action	Result
Practice Summary	Select all of the following: • state • report. Filter by: • program year • signup up number • signup up type • practices	The report will summarize state totals for the following: • practice code • number of contracts • number of farms • number of acres • estimated cost share.
Early Out Summary	Select State, Report, and Early out Signup Name.	The report will summarize totals by county for the following: • contracts • total acres • acres by the applicable practice eligible for the early terminations.

141   State Reports

B   Available Reports

Report	Action	Result
578 Compliance Report	Select State and Report	This report will only be available for the current FY after June 1st. The report will summarize totals by county for total number of non-compliant contracts.
Pending Invalid Status Summary Report	Select State and Report	This report lists the number of contracts by county and age that have the validity indicator set to "invalid". The report will summarize totals by county for the following: • total number of contracts invalid • number of contracts invalid for 1 to 35 days • number of contracts invalid for 36 to 59 days • number of contracts invalid for 60 to 89 days • number of contracts invalid for 90 days or more.

142-150   (Reserved)

*--Section 9   TIP Enrollment

151   General Provisions

A Overview

The Agricultural Act of 2014 amended the Food Security Act of 1985 to authorize $33 million for the voluntary transition of land enrolled under an expiring CRP contract from a retired or retiring owner or operator to a veteran, beginning, or SDA farmer or rancher to return the land to production for sustainable grazing or crop production.

Retired or retiring owners and operators who qualify under TIP may be eligible to receive annual rental payments for up to 2 additional years after the CRP-1 expiration date provided the transition is not to a family member as defined in 2-CRP, Exhibit 2.

CCMS has been designed to automate the process of identifying and verifying the eligibility of the TIP participants, generating the CRP-1R, and recording the COC approval.

CCMS will record the TIP enrollment starting with the 2018 year in a 3-step process:

- initiate TIP enrollment
- finalize CRP-1R
- record COC approval.

After the TIP is effective CCMS will also allow modification to the CRP-1R for:

- acreage reductions
- producer changes.

B TIP Enrollment Time Frame

CCMS will allow a TIP enrollment to be initiated on or after October 1 of the last year of the CRP contract. The TIP enrollment must be initiated in CCMS before August 15 of the year when the CRP contract is scheduled to expire. TIP enrollment must be approved in CCMS before September 30 of the year when the CRP contract is scheduled to expire.**--***

*--152 Initiate TIP Enrollment Screen

A   Overview

To initiate the CRP-1R and create the TIP enrollment, users will SELECT "Initiate>TIP Enrollment" on the View Contract Screen of the CRP contract to which the TIP will be applied. The TIP effective date will be automatically set as the day after the CRP contract is scheduled to expire. The end date of the TIP enrollment will be set as 9/30, two years after the CRP contract expiration date.

B   Example of Initiate TIP Enrollment Screen

The following is an example of the Initiate TIP Enrollment Screen.

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*--152 Initiate TIP Enrollment Screen (Continued)

    C Initiate TIP Enrollment Screen Options

        The following table provides the field descriptions and actions for the Initiate TIP Enrollment Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of the tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that were selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set at the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

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*--152 Initiate TIP Enrollment Screen (Continued)

   C   Initiate TIP Enrollment Screen Options (Continued)

Field/Button	Description	Action
CRP Contract Start Date	This date will display the effective start date of the CRP contract the TIP will be applied to.	
CRP Contract End Date	This date will display 9/30 of the final year of the CRP contract.	
TIP Effective Date	This date will be set as 10/1 of the year after the CRP contract expires.	
TIP End Date	This date will be 9/30 two years after the TIP effective date.	
Activity Reason	Will display "enrolling contract in TIP".	
Next	The user will select "Next" to continue the TIP enrollment process. When the user clicks "Next" a pop-up window will be displayed confirming the TIP initiation of the contract. Once "OK" is clicked the Success Screen will be displayed, CLICK "OK" to be returned to the View Contract Screen.	Click "Save", then "OK" or "Cancel".
Back	The View Contract Screen will be displayed, no data will be saved, and the TIP initiation will be canceled.	Click "Back".

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*--152 Initiate TIP Enrollment Screen (Continued)

D Initiate TIP Enrollment Screen Error Messages

The Initiate TIP Enrollment Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records.

Error Message	Description	Corrective Action
TIP Enrollment is only allowed on Approved or Expired contracts.	The CRP contract the user is attempting to apply the TIP enrollment to is not in an approved or expired status.	The user must complete or cancel the existing CRP contract modification before attempting to apply the TIP enrollment.
Unknown contract validity, please 'Determine Contract Validity'.	The contract's validity status is unknown.	Follow paragraph 100 to determine validity.
Only valid contracts are allowed to be enrolled in TIP.	The source CRP contract has a validity indicator of invalid indicating a contract modification is needed.	Follow paragraph 100 to determine invalid reason and action needed to resolve the issue on the CRP contract.
Contracts with early outs are not eligible for TIP.	The source CRP contract has an early out applied.	Determine if the source contract's early out is valid. If so, a TIP cannot be applied.
Placeholder contracts are not eligible for TIP.	The source CRP contract is in a placeholder status.	Follow paragraph 87 to resolve the placeholder.
The fiscal year in which the contract ends ({0}) is not eligible for TIP. Eligible fiscal years are {1}.	Only contracts in the last year of length can have a TIP applied. The selected contract is not in the last year of length.	Review CRP contract to determine if the end date is correct in CCMS. If an end date correction is needed follow paragraph 128.

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*--153 Modify TIP Acreage

    A Overview

        To record the TIP acres and to modify or add CLU number and acres on the contract, users must select the action for "Modify >Acreage" and CLICK "Go" after TIP has been initiated according to paragraph 152.

        Important: Farm and tract numbers cannot be changed during the TIP enrollment process. If the farm and tract number(s) are not active the CRP contract must be modified before TIP can be applied.

        If 100 percent of the CRP contract acres will be entering in to the TIP enrollment no action will be needed on the screen. Users will only need to use this option if the TIP enrollment will be smaller than the enrolled CRP acres.

    B Example of Adjust Acreage Screen

        The following is an example of the Adjust Acreage Screen.

            --*

C Adjust Acreage Screen Options

The following table provides the field descriptions and actions for the Adjust Acreage Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of the tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that were selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program".	
Program Year	The program year associated with this contract. This value is set as the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
CRP- Total Acres	Will display the total contract acres from the CRP-1. The TIP enrollment will not be able to exceed this value.	

--*

    C Adjust Acreage Screen Options (Continued)

Field/Button	Description	Action
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the contract.	Enter the CLU number from farm records.
CLU Acres	The acreage value that corresponds to the CLU number that was entered.	Enter the CLU acres value in 100ths for the CLU number entered.
Delete	Removes the CLU record for the line item that "Delete" was selected.	Click "Delete".
Add New CLU Information		
Farm Number	This value will be prepopulated based on the farm number associated with the contract.	
Tract Number	This value will be prepopulated based on the tract number associated with the contract.	
CLU	The CLU number to associate with the contract.	Enter the CLU number.
CLU Acres	The acreage value that corresponds to the CLU number to associate with the contract.	Enter the CLU acres value in 100ths for the CLU number entered.
Add	Adds the data entered.	Click "Add".
Total	Total CLU acreage on the contract.	

                                                               --*

*--153 Modify TIP Acreage (Continued)

    C Adjust Acreage Screen Options (Continued)

Field/Button	Description	Action
Save	After the user selects "Save", they will receive a popup window to confirm to save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User will click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the popup window will return the user to the Adjust Acreage Screen without saving data.	Click "Save", then "OK" or "Cancel".
Back	Will return the user to the View Contract Screen and no data will be saved.	Click "Back".

    D Adjust Acreage Screen Error Messages

    The Adjust Acreage Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records.

Error Message	Description	Corrective Action
"Field/CLU Number (XXX) is missing acreage information."	CLU cannot have null value for acreage amount.	Enter the acreage value for the CLU.
"Field/CLU Numbers are required. Please enter the Field/CLU Numbers before proceeding."	CLU number must be valid (cannot be null/missing, blank or -99).	Enter a valid CLU number.
"The sum of the CLU Acres is greater than the Contract Acres."	Sum of CLU acres must be equal to or less than the contract acreage.	Correct CLU contract acres.

                                                                        --*

*--154 TIP Modify Producers Screen

A Overview

To modify producers on the contract, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Producers" and CLICK "Go".

The Modify Producers Screen will be displayed with information for all owners and other producers associated with the tract and all operators associated with the farm from FRS for the program year that corresponds to the revision effective date set in CCMS. If a producer is not displayed in CCMS, they must first be added to the farm record.

According to 2-CRP, paragraph 803, policy requires all CRP contract participants to be listed on the TIP enrollment, even if they are not receiving any shares. During the TIP enrollment process users will not be able to remove any producer listed on the CRP contract the TIP is based on. If CRP-1 participants need to be added or removed before the TIP enrollment, a CRP-1 modification is needed first.

The Modify Producers Screen will be displayed in 2 sections. The first, the "Assigned Producers" section will list all producers listed on the CRP contract the TIP is based on. No modifications can be made to this section.

The "Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producers" section will be displayed with producers listed in farm records that are not currently part of the CRP contract. One of these producer(s) will be added as the qualifying party to meet the veteran, beginning farmer, or SDA provisions for the TIP enrollment.**--***

*--154 TIP Modify Producers Screen (Continued)

B Example of Modify Producers Screen

The following is an example of the Modify Producers Screen.

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*--154 TIP Modify Producers Screen (Continued)

C Modify Producers Screen Options

The following table provides the field descriptions and actions for the Modify Producers Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of the tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that were selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program".	
Program Year	The program year associated with this contract. This value is set at the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	

--*

*--154 TIP Modify Producers Screen (Continued)

C Modify Producers Screen Options (Continued)

Field/Button	Description	Action
Assigned Producers		
Producer Name	Name of the producer associated with the CRP contract the TIP enrollment is being applied too.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. "Owner", "Operator", or "Other Tenant" will be displayed.	
Share	The percent share interest the producer has in the CRP-1.	Enter the percentage value between 0.00 and100.00 percent in 100ths.
Primary	Designates the primary point of contact for the CRP contract.	Enter a "check" in the box of the producer that is the primary point of contact.
Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer		
Action	Will display "Remove".	Select "Remove" to remove the producer from the list as applicable.
Producer Name	Name of producers linked to the farm/tract in farm records that are not part of the CRP contract the TIP enrollment is being applied too.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. "Owner", "Operator", or "Other Tenant" will be displayed.	
Classification	Will display "SD" for socially disadvantage, "VT" for veteran, "BF" for beginning farmer or rancher, or "Blank" if no clarification is found. These values are read from the corresponding values in the producer's eligibility file for the year the TIP enrollment is being applied too.	

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*--154 TIP Modify Producers Screen (Continued)

    C Modify Producers Screen Options (Continued)

Field/Button	Description	Action
Available Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer		
Action	Will display as "Add".	Select "Add" to move the producer from the available list to the assigned list.
Producer Name	Name of producers linked to the farm/tract in farm records that are not part of the CRP contract the TIP enrollment is being applied too.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. "Owner", "Operator", or "Other Tenant" will be displayed.	
Classification	Will display "SD" for socially disadvantage, "VT" for veteran, "BF" for beginning farmer or rancher, or "Blank" if no clarification is found. These values are read from the corresponding values in the producer's eligibility file for the year the TIP enrollment is being applied too.	

--*

*--154 TIP Modify Producers Screen (Continued)

    C   **Modify Producers Screen Options (Continued)**

Field/Button	Description	Action
Save	Will save the data entered on the Modify Producers Screen.	Click "Save", then "OK" or "Cancel". After the user selects "Save" a popup window will be displayed to confirm they wish to save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User will click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the popup window will return the user to the Modify Producers Screen without saving data.
Back	Will return the user to the View Contract Screen and no data will be saved.	Click "Back".

--*

*--154 TIP Modify Producers Screen (Continued)

D Modify Producers Screen Error Messages

The Modify Producers Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records.

Error Message	Description	Corrective Action
The primary participant must be a CRP producer.	The primary producer must be selected from a list of assigned producers.	Select and assigned producer as the primary participant.
Please select a producer to add.	An assigned beginning farmer/rancher, socially disadvantaged, or veteran producer has not been identified.	Use the "Add" button to identify an assigned beginning farmer/rancher, socially disadvantaged, or veteran producer
All producers on the contract must have shares, even if zero. But cannot be negative.	A producer has a blank or negative value entered for the share.	Enter a value between 0 and 100 for each producer, not to exceed 100 for all producers.

--*

*--155 Finalize TIP Contracts

A Overview

CCMS requires a step after the details of the TIP enrollment have been updated and CRP-1R has been signed by all required producers that verifies all recorded eligibility rules are completed before COC approval. To finalize the TIP enrollment, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Finalize" and CLICK "Go".

B Example of the Finalize TIP Contract Screen

The following is an example of the Finalize TIP Contract Screen.

<div align="right">--*</div>

C Finalize TIP Contract Screen Options

The following table provides the field descriptions and actions for the Finalize TIP Contract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of the tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that were selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program".	
Program Year	The program year associated with this contract. This value is set at the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	

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*--155 Finalize TIP Contracts (Continued)

C Finalize TIP Contract Screen Options (Continued)

Field/Button	Description	Action
Contract Description	A free form optional field that the user can add contract descriptions based on revisions.	Add contract descriptions as applicable. Do **not** load any PII information in this field.
CRP Contract Start Date	The start date of the CRP contract the TIP has been applied too.	
CRP Contract End Date	The end date of the CRP contract the TIP has been applied too.	
TIP Effective Date	This date will be set as 10/1 of the year after the CRP contract Expires.	
TIP End Date	This date will be 9/30 two years after the TIP Effective Date.	
Activity Reason	Will be displayed as "Enrolling contract in TIP".	
Check box to indicate a modified Conservation plan is approved for land Improvements in the last year of the CRP-1:	Indicator to allow the user to record that the CPO has been updated if land improvements are taking place in the last year of the CRP-1.	Check (✓), if CPO update has been received.
Check box to indicate all Land Eligibility Criteria has been met:	Indicator to the user to record that all land eligibility has been reviewed and criteria has been reached.	Check (✓), if review has been completed.
CRP-1 Producer Signed Date	The date the last producer on the CRP-1R signed the CRP-1.	Enter the date in the mm/dd/yyyy format or select the date from the calendar popup.
Finalize	Will save the data entered on the Finalize Screen and create the new child contract.	Click "Finalize" and "Ok". After the user selects "Save" they will receive a popup window to confirm they wish to save. Selecting "OK" will save all data. A CCMS will execute a series of validations. If any validations fail, and error message will be displayed.
Back	Will return the user to the View Contract Screen and no data will be saved.	Click "Back".

--*

*--155 Finalize TIP Contracts (Continued)

D Finalize TIP Contract Screen Error Messages

The Finalize TIP Contract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records.

Error Message	Description	Corrective Action
The parent is invalid and needs to be corrected before enrolling in TIP.	The source CRP contract is in an invalid status.	Identify and correct the invalid status according to paragraph 100.
The sum of the CLU acreage must be less than or equal to the contract acreage.	The CLU acreage recorded on the TIP enrollment exceeds the contract acres from the original CRP contract.	Adjust TIP acreage according to paragraph 153.
The TIP contract acreage (XXX) cannot exceed the expiring CRP contract acreage (XXX).	The CLU acreage recorded on the TIP enrollment exceeds the contract acres from the original CRP contract.	Adjust TIP acreage according to paragraph 153.
The TIP contract acreage (XXX) cannot exceed the expiring CRP contract payable acreage (XXX).	The CLU acreage recorded on the TIP enrollment exceeds the payable contract acres from the original CRP contract.	Adjust TIP acreage according to paragraph 153.
The TIP contract must have at least 1 TIP participant.	An assigned beginning farmer/rancher, socially disadvantaged, or veteran producer has not been added to the TIP enrollment.	Add an assigned beginning farmer/rancher, socially disadvantaged, or veteran producer according to paragraph 154.
Participant {XXX} must be on the TIP contract since they participated in the expiring contract.	A producer listed on the CRP-1 according to CCMS of the source CRP contract is not listed as an assigned producer for this TIP enrollment.	Add an assigned producer according to paragraph 154.
Participant {XXX} cannot be on the TIP contract since they did not participate in the expiring contract.	A producer has been added as an assigned producer that was not on the source CRP contract.	Remove the participant from the list of assigned producers according to paragraph 154.
User must indicate a modified Conservation plan is approved for land Improvements in the last year of the CRP-1.	The check mark has not been placed in the box to confirm a modified conservation plan is approved for land improvements in the last year of the CRP-1.	Follow this paragraph to provide the checkmark to confirm a modified conservation plan is approved for land improvements in the last year of the CRP-1.

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*--155 Finalize TIP Contracts (Continued)

      D Finalize TIP Contract Screen Error Messages (Continued)

Error Message	Description	Corrective Action
User must indicate All Land Eligibility Criteria has been met.	The check mark has not been placed in the box to confirm all land eligibility criteria has been met.	Follow this paragraph to provide the checkmark to confirm all land eligibility criteria has been met.
Participant (XXX) is not eligible for TIP participation. Eligibility checked in year {XXXX}.	No corresponding "SDA", "BF", "Vet" flag was found in the subsidiary eligibility file for the producer in the year indicated.	Review the eligibility file for the producer to ensure all values are recorded for the correct year.
All owners associated with the tract in Farm Records for Fiscal year {0} must be on the contract, even if they are not receiving payments from the contract. Other Producers on the tract and Operators are optional, unless they were on the parent contract. Please add all owners of the tract to the contract.	Not all owners on the tract are recorded on the TIP enrollment.	Verify farm records is correct and modify the CRP contract to correct all owners according to paragraph 29.
XXX Producer Signed Date is required.	Producer signed date is a required field.	Enter date in mm/dd/yyyy format according to this paragraph.
The date you have entered for the {XXX} Producer Signature(s) precedes the original contract start date. Please correct the date.	The date entered is earlier than the original contract start date.	Enter the correct date in mm/dd/yyyy format according to this paragraph.
The date of the (XXX) Producer Signature(s) cannot be later than today. Please correct the date.	Producer signatures cannot be future dated.	Enter a date in the mm/dd/yyyy format that is not in the future.

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*--156 Cancel TIP Enrollment

    A Overview

        If at any time before COC approval of a TIP enrollment the user determines they have started the enrollment in error, they can cancel the enrollment and return the parent contract to an approved status. To cancel a revision, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Cancel" and CLICK "Go".

    B Example of the Cancel TIP Enrollment Confirmation Screen

        The following is an example of the Cancel TIP Enrollment Confirmation Screen.

<div align="right">--*</div>

*--156 Cancel TIP Enrollment (Continued)

C Cancel TIP Enrollment Confirmation Screen Options

The following table provides the field descriptions and actions for the Cancel TIP Enrollment Confirmation Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of the tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that were selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program".	
Program Year	The program year associated with this contract. This value is set as the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
Are you sure that you want to Cancel TIP Enrollment at this time?		
OK	TIP enrollment will be canceled and the parent contract will be returned to an active status. The user will be taken to the Success Screen and must select "Ok" to be returned to the View Contract Screen.	Click "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	Click "Back".

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*--157 TIP COC Approval

A Overview

Once COC has approved the TIP enrollment, the approval needs to be recorded in CCMS.

After users have selected a contract according to paragraph 9, the View Contract Screen will be displayed. On the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify >COC Approve" and CLICK "Go".

B Example of the COC Approval Screen

The following is an example of the COC Approval Screen.

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*--157 TIP COC Approval (Continued)

C COC Approval Screen Options

The following table provides the field descriptions and actions for the COC Approval Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of the tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that were selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program".	
Program Year	The program year associated with this contract. This value is set as the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
COC Approval (mm/dd/yyyy)	Allows the user to enter the date COC approved the contract revision.	Enter the date in the mm/dd/yyyy format or select the date from the calendar popup

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*--157 TIP COC Approval (Continued)

C   COC Approval Screen Options

Field/Button	Description	Action
Approve	After the user selects "Approve" they will receive a popup window to confirm they wish to "approve". Selecting "OK" will save all data. The user will see validation errors according to subparagraph D or the Success Screen. On the Success Screen click "OK" to be returned to the View Contract Screen.	Click "Approve" and "OK".
Reject	After the user selects "Reject" they will receive a popup window to confirm they wish to reject. Selecting "OK" will return the user to the View Contract Screen and the contract will be returned to a revision in process status. User will be able to further modify the contract as needed.	Click "Reject" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	Click "Back".

D   COC Approval Error Messages

The COC Approval Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records.

Error Message	Description	Corrective Action
Approval date (XXX) shall be no later than Today's Date (XXX)	The COC approval date cannot exceed today's date.	Enter a date in the mm/dd/yyyy format or that is not a future date.
The COC Approval Date (XXX) for this contract cannot be earlier than the COC Approval Date of the original offer (XXX)	The COC approval date cannot exceed the contract family's original start date.	Enter a date in the mm/dd/yyyy format or that is equal to or later than the approval date of the original offer.

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*--158 TIP Enrollment Revisions

    A TIP Enrollment Revise Actions

        The TIP enrollment revise actions are used for changing acreage, farm and tract numbers, and producers.

        After selecting the TIP enrollment requiring maintenance on the Search Contract Screen (paragraph 8), the selected contract will be displayed on the View Contract Screen. At the bottom of the screen is a "Select an action to perform" drop-down list. When the user selects "Initiate>Revise", the user will need to select the revision effective date and reason for revision, on the Start Contract Revision Screen according to paragraph 13. Then the user will be able to do the following maintenance actions to the TIP enrollment:

- "Modify > Acreage" (subparagraph B)
- "Modify > Effective Date/Reasons (subparagraph C)
- "Modify > Farm/Tract" (subparagraph E)
- "Modify > Producers" (subparagraph D).

        Users only need to perform actions for which the TIP enrollment is being changed. These actions may be performed in any order; however, if there has been a reconstitution and new farm and/or tract numbers are needed, the "Modify > Farm/Tract" action should be accessed first so that the acreage validations will be applied to the appropriate information in Farm Records.

        After each action the user will see a Success Screen once that step passes all screen validations. After they click "ok" they will be returned to the View Contract Screen and will be able to select another action to complete, as needed.

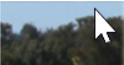   **Note:** If the selected TIP enrollment was in "Approved" status, when user clicks "Go", the parent contract status will be changed from "Approved" to "Terminated (Pending Finalization and Approval)". The contract number for the child contract will be the same as the parent with the next available alphabetic suffix added. The child contract will be set to "Revision in Process" status.**--***

*--158 TIP Enrollment Revisions (Continued)

B TIP Enrollment Revise Acreage

The "Modify >Acreage" option can be used to modify the acreage under the TIP enrollment. The modify acreage process for revisions will use the same screens as the enrollment process. Users will refer to paragraph 153 for adjusting acres. The acreage will not be able to be increased over the total contract acres on the source CRP contract that the TIP was enrolled from. If the acreage was incorrect on the CRP-1 contract, the TIP enrollment must be reverted, the CRP contract revised, then the TIP re-enrolled if applicable.

If the TIP needs to be reverted, users should contact the State Office which will request the removal of the TIP enrollment to the National Office CCMS contact.

C TIP Enrollment Revise Effective Date/Reasons

The "Modify>Effective Date/Reasons" option can be used during the TIP revision process to correct the selected effective date or reason code. The modify effective date/reason process for revisions will use the same screens as the enrollment process. Users will refer to paragraph 152 for adjusting either the effective date or reason codes. CCMS will only allow the effective date to fall between the current system date and the start date of the TIP enrollment.

The TIP enrollment date is based on the source CRP contract that the TIP was enrolled from, if it is determined that the TIP original start date is incorrect, the TIP enrollment must be reverted, the CRP contract revised, then the TIP re-enrolled if applicable.

If the TIP needs to be reverted, users should contact the State Office which will request the removal of the TIP enrollment to the National Office CCMS contact.**--***

158   TIP Enrollment Revisions (Continued)

   D   TIP Enrollment Revise Producer

   The "Modify>Producer" option can be used during the TIP revision process to update either the assigned producers or the assigned beginning farm/rancher, socially disadvantaged, or veteran producer. The modify producer process for revisions will use the same screens as the enrollment process. Users will refer to paragraph 154 for modifying producers. All producer updates must be recorded in farm records for the applicable year before updating CCMS.

   TIP assigned producers are based on the source CRP contract that the TIP was enrolled from, if it is determined that the TIP original producers are incorrect, the TIP enrollment must be reverted, the CRP contract revised, then the TIP re-enrolled if applicable.

   If the TIP needs to be reverted, users should contact the State Office which will request the removal of the TIP enrollment to the National Office CCMS contact.

   E   TIP Enrollment Revise Farm/Tract

   The "Modify >Farm/Tract" option can be used to modify the farm and or tract number under the TIP enrollment. The modify farm/tract process for revisions will use the same screens as the contract revision process. Users will refer to paragraph 27 for updating farm and/or tract numbers. If the farm/tract was incorrect on the CRP-1 contract that the TIP enrollment was created from, the TIP enrollment must be reverted, the CRP contract revised, then the TIP re-enrolled if applicable.

   If the TIP needs to be reverted, users should contact the State Office which will request the removal of the TIP enrollment to the National Office CCMS contact.

   F   TIP Enrollment Revise Cancel, Finalize, and COC Approve

   The TIP enrollment cancellation, finalize, and COC approval for revision will use the same screens displayed during the TIP enrollment. Refer to paragraph:

   * 33 for canceling the revision
   * 155 for finalization steps
   * 157 to record the COC approval.

*--159 TIP Divisions

A Overview

CCMS allows users to record a TIP contract division. CCMS is designed to allow the user to choose the number of contracts the existing TIP contract will be divided into and then align the farm/tract, producers, and acres for each resulting contract. CCMS strictly enforces that no overall acreage changes are made as a result of the division.

CCMS will create child TIP contracts for the number of divisions entered. Each child TIP contract will be prepopulated with the contract information from the parent. Therefore, all child contracts have the same acreage, the same farm and tract, and the same producers. The first step in the division process is setting the effective date.

After selecting the TIP enrollment requiring maintenance on the Search Contract Screen (paragraph 8), the selected contract will be displayed on the View Contract Screen. At the bottom of the screen is a "Select an action to perform" drop-down list. When the user selects "Initiate > Divide", the user will need to select the Divide Effective Date, Reason for Division, and Number of Contract Divisions on the Divide Contract Screen. Then the user will be able to do the following maintenance actions to the TIP Enrollment:

- "Modify > Acreage" (paragraph 161)
- "Modify > Effective Date/Reasons (paragraph 159)
- "Modify > Farm/Tract" (paragraph160)
- "Modify > Producers" (paragraph 162).

Users only need to perform actions for which the TIP enrollment is being changed. These actions may be performed in any order; however, if there has been a reconstitution and new farm and/or tract numbers are needed, the "Modify > Farm/Tract" action must be accessed first so that the acreage validations will be applied to the appropriate information in FRS.

After each action, the user will see a "Success" screen, once that step passes all screen validations. After the user clicks "OK" the user will be returned to the View Contract Screen and will be able to select another action to complete as needed. --*

*--159 TIP Divisions (Continued)

    B Example of the Divide Contract Screen

        The following is an example of the Divide Contract Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Divide Contract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number(s) that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

--*

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Enter the number of Contract Division	The user must enter the number of resulting contracts.	Enter a whole number greater than one.
Parent Contract Start Date	The effective start date of the parent contract.	
Contract End Date	The last day the contract will be in effect.	
Divide Effective Date	The date the divided contracts will become effective.	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Reason for Division	Select the reason for division.	Select reason from the drop-down menu.
Save	The user will receive a popup window to confirm they want to divide the contract. Selecting "OK" will save the Division Effective Date and Reason for Division. The Success Screen will be displayed if all page validations are met. User must click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the popup window will return the user to the Start Contract Revision Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	The View Contract Screen will be displayed, no data will be saved, and the division will be canceled.	CLICK "Back".

--*

*--159 TIP Divisions (Continued)

D Error Messages

The Divide Contract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Selection is required."	Reason for Revision is a required field.	Select a reason for revision for the drop-down menu.
"The effective date (XXX) cannot be after the current date (XXX)."	A new child contract (not yet approved) cannot be future dated unless its parent is also future dated.	Set an effective date equal to or prior to the current date.
"The effective date (XXX) cannot be after the end date (XXX)."	The date of the activity cannot begin after the contract ends.	Set an effective date prior to the last day the contract is active.
"The effective date (XXX) cannot be different than the parent effective date (XXX)."	If the parent contract is deferred, then the child contract must start on the same date as the parent.	Set the effective date as the deferred start date of the parent contact.
"The effective date (XXX) cannot be earlier than the start date (XXX)."	A child contract cannot start before its parent.	Set the effective date equal to or late than the parents start date.

E Modify Effective Date/Reason

If the user enters the Division Effective Date or Reason for Revision incorrectly, the user can return to the Start Contract Revision Screen by selecting "Modify > Effective Date/Reasons" and CLICK "Go" on the View Contract Screen of one of the child contracts.**--***

*--160 Modify TIP Farm and Tract - Divide

A Overview

To modify the farm and/or tract number on the contract, on the View Contract Screen, from the "Select an action to perform" drop-down list select Modify > Farm/Tract and CLICK "Go" after the division has been started according to paragraph 159.

The farm, tract, and producer name will be returned for the program year in FRS based on the revision effective date recorded in paragraph 159.

B Example of Modify Farm and Tract Screen

The following is an example of the Modify Farm and Tract Screen.

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*--160 Modify TIP Farm and Tract - Divide

    C Modify Farm and Tract Screen Options

        The following table provides the field descriptions and actions for Modify Farm and Tract Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "No Activity".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number(s) that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display "CRP".	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

                                                                           --*

*--160 Modify TIP Farm and Tract - Divide (Continued)

C   Modify Farm and Tract Screen Options (Continued)

Field/Button	Description	Action
Farm/Tract and CLU Information		
Farm Number	This value will be prepopulated based on the farm number associated with the contract.	
Tract Number	This value will be prepopulated based on the tract number associated with the contract.	
CLU	The CLU number(s) on the contract.	
CLU Acres	Number of acres in hundredths for each CLU entered.	
Producer Name	Users will be taken to the SCIMS Customer Search page to search for the desired producer. Once the producer is selected on the SCIMS Customer Search page, their name will populate in the "Producer Name" field.	CLICK "Find Producer".
Search	The Modify Farm and Tract Screen will be updated with the farms and tracts that meet the search criteria.	CLICK "Search".
Back	The View Contract Screen will be displayed, no data will be saved.	CLICK "Back".
Reset	All entered values will be removed.	CLICK "Reset".

D   Example of the Bottom of the modify Farm and Tract Screen- After Search

The following is an example of the bottom of the Modify Farm and Tract Screen after the user searched by farm, tract, or producer.

Please select a new farm and tract

Farm Number	Tract Number	Tract Description	Farmland Acres	Cropland Acres	CRP Cropland Acres	CRP MPL Acres
○ 2⬚	7⬚	⬚5N-⬚	13.72	5.97	0.00	0.00

1 tract(s) found - Page 1/1

Modify Search   Save   Back

--*

*--160 Modify TIP Farm and Tract - Divide (Continued)

    E Field Descriptions and Actions for Bottom of the Modify Farm and Tract Screen-After Search Options

    The following table provides the field descriptions and actions for the updated Modify Farm and Tract Screen after the user searched for a farm, tract, or producer.

Field/Button	Description	Action
Farm Number	All farm numbers that matched the search criteria will be displayed.	Select the radio button on the desired farm.
Tract Number	The tract number(s) for the corresponding farm number that matched the search criteria will be displayed.	
Tract Description	The tract description for the corresponding farm/tract number that matched the search criteria will be displayed.	
Farmland Acres	The farmland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
Cropland Acres	The cropland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
CRP Cropland Acres	The CRP cropland acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
CRP MPL Acres	The CRP MPL acres for the corresponding farm/tract number that matched the search criteria will be displayed.	
Modify Search	The farm, tract, and producer options according to subparagraph C will be displayed.	CLICK "Modify Search".

                                                                       --*

*--160 Modify TIP Farm and Tract - Divide (Continued)

E Descriptions and Actions for Bottom of the Modify Farm and Tract Screen-After Search Options (Continued)

Field/Button	Description	Action
Save	After the user selects the radio button for the "Farm/Tract Number" to add to the contract and they select "Save" a popup window will be displayed to confirm the save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. CLICK "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the popup window will return the user to the Modify Farm and Tract Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	Will return to the View Contract Screen and no data will be saved.	CLICK "Back".

--*

*--160 Modify TIP Farm and Tract - Divide (Continued)

F Error Messages

The Modify Farm and Tract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"The farm number (XXX) currently on this contract is no longer in active status for Fiscal Year (XXX)."	Farm number the user is adding to the contract must be active in the FY of the contract revision effective date.	Enter active farm number for the year of the contract revision effective date.
"The tract number (XXX) is not valid for this county for Fiscal Year (XXX). Please establish the tract number for this county."	The tract number(s) cannot be missing or inactive.	Enter active tract number for the year of the contract revision effective date.

--*

*--161 TIP Adjust Acreage - Divide

A Overview

To record the TIP acres and to modify or add CLU number and acres on the contract, on the View Contract Screen, from the "Select an action to perform" drop-down list, select Modify >Acreage and CLICK "Go" after the TIP division has been initiated, according to paragraph 159.

During a division, users will need to adjust the contract acres on each resulting child contract to represent the acres for the new contract. However, the total number of acres on all resulting contracts must equal the original acres of the parent contract.

B Example of Adjust Acreage Screen

The following is an example of the Adjust Acreage Screen.

*--161 TIP Adjust Acreage - Divide (Continued)

C Adjust Acreage Options

The following table provides the field descriptions and actions for the Adjust Acreage Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number(s) that was selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program"	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
CRP-1 Total Acres	Will display the total contract acres from the CRP-1. The TIP enrollment will not be able to exceed this value.	

--*

C   Adjust Acreage Options (Continued)

Field/Button	Description	Action
Farm Number	The farm number associated with the contract.	
Tract Number	The tract number associated with the contract.	
CLU	The CLU number associated with the contract.	Enter the CLU number from farm records.
CLU Acres	The acreage value that corresponds to the CLU number that was entered.	Enter the CLU acres value in 100ths for the CLU number entered.
Delete	Removes the CLU record for the line item that delete was selected.	CLICK "Delete".
Add New CLU Information		
Farm Number	This value will be prepopulated based on the farm number associated with the contract.	
Tract Number	This value will be prepopulated based on the tract number associated with the contract.	
CLU	The CLU number to associate with the contract.	Enter the CLU number.
CLU Acres	The acreage value that corresponds to the CLU number to associate with the contract.	Enter the CLU acres value in 100ths for the CLU number entered.
Add	Adds the data entered.	CLICK "Add".
Total TIP Enrolled Acres	Total CLU Acreage on the contract.	

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*--161 TIP Adjust Acreage - Divide (Continued)

    C Adjust Acreage Options (Continued)

Field/Button	Description	Action
Save	After the user selects "Save", they will receive a popup window to confirm to save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User will click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the popup window will return the user to the Adjust Acreage Screen without saving data.	CLICK "Save" then "OK" or "Cancel".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

    D Adjust Acreage Screen Error Messages

    The Adjust Acreage Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Field/CLU Number (XXX) is missing acreage information."	CLU cannot have null value for acreage amount.	Enter the acreage value for the CLU.
"Field/CLU Numbers are required. Please enter the Field/CLU Numbers before proceeding."	CLU number must be valid (cannot be null/missing, blank or -99).	Enter a valid CLU number.
"The sum of the CLU Acres is greater than the Contract Acres."	Sum of CLU acres must be equal to or less than the contract acreage.	Correct CLU contract acres.

--*

*--162 TIP Modify Producers - Divide

   A Overview

   To modify producers on the contract, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Producers" and CLICK "Go".

   The Modify Producers Screen will be displayed with information for all owners and other producers associated with the tract and all operators associated with the farm from FRS for the program year that corresponds to the Division Effective Date set in CCMS. If a producer is not displayed in CCMS, they must first be added to the farm record.

   The modify Producer Screen is displayed in two sections. The "Assigned Producers" section will list all producers listed on the CRP contract the TIP is based on. No modifications can be made to this section.

   The "Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producers" section will display producers listed in farm records that are not currently part of the CRP contract. One of these producer(s) will be added as the qualifying party to meet the Veteran, Beginning Farmer, or SDA provisions for the TIP enrollment.**--***

*--162 TIP Modify Producers - Divide (Continued)

B Example of Modify Producers Screen

The following is an example of the Modify Producers Screen.

*--162 TIP Modify Producers - Divide (Continued)

C   Modify Producers Options

The following table provides the field descriptions and actions for the Modify Producers Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number(s) that was selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program"	
Program Year	The program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
Assigned Producers		
Producer Name	Name of the producer associated with the CRP contract the TIP enrollment is being applied to.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. "Owner", "Operator", or "Other Tenant" will be displayed.	

--*

C Modify Producers Options (Continued)

Field/Button	Description	Action
Assigned Producers (Continued)		
Share	The percent share interest the producer has in the CRP-1.	Enter the percentage value between 0.00 and 100.00 percent in 100ths.
Primary	Designates the primary point of contact for the CRP contract.	Click the radio button of the producer that is the primary point of contact.
Action	Will display "Remove" only if the producer is no longer an owner on the tract.	Select "Remove" to remove the producer from the list as applicable.
Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer		
Action	Will display "Remove".	Select "Remove" to remove the producer from the list as applicable.
Producer Name	Name of producers linked to the farm/tract in farm records that are not part of the CRP contract the TIP enrollment is being applied to.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. "Owner", "Operator", or "Other Tenant" will be displayed.	
Classification	Will display SD for Socially Disadvantaged, VT for Veteran, BF for beginning farmer or rancher, or "Blank" if no clarification is found. These values are read from the corresponding values in the producer's eligibility file for the year the TIP enrollment is being applied to.	

--*

C Modify Producers Options (Continued)

Field/Button	Description	Action
Available Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer		
Action	Will display "Add".	Select "Add" to move the producer from the available list to the assigned list.
Producer Name	Name of producers linked to the farm/tract in farm records that are not part of the CRP contract the TIP enrollment is being applied to.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. "Owner", "Operator", or "Other Tenant" will be displayed.	
Classification	Will display SD for Socially Disadvantaged, VT for Veteran, BF for beginning farmer or rancher, or "Blank" if no clarification is found. These values are read from the corresponding values in the producer's eligibility file for the year the TIP enrollment is being applied to.	

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*--162 TIP Modify Producers - Divide (Continued)

   C   Modify Producers Options (Continued)

Field/Button	Description	Action
Save	Will save the data entered on the Modify Producers screen.	CLICK "Save" then "OK" or "Cancel". After the user selects "Save" they will receive a popup window to confirm they wish to save. Selecting "OK" will save all data. The Success Screen will be displayed if all page validations are met. User will click "OK" on the Success Screen to be returned to the View Contract Screen. Selecting "Cancel" on the popup window will return the user to the Modify Producer Screen without saving data.
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

--*

*--162 TIP Modify Producer-Divide (Continued)

D Modify Producers Screen Error Messages

The Modify Producers screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"The primary participant must be a CRP producer."	The primary producer must be selected from a list of Assigned Producers.	Select an assigned producer as the primary participant.
"Please select a producer to add."	An Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer has not been identified.	Use the add button to identify an Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer
"All producers on the contract must have shares, even if zero. But cannot be negative."	A producer has a blank or negative value entered for the share.	Enter a value between 0 and 100 for each producer, not to exceed 100 for all producers.

--*

*--163 Finalize TIP Contracts - Divide

A Overview

CCMS requires a step after the details of the TIP enrollment have been updated and the CRP-1R has been signed by all required producers that verifies all recorded eligibility rules are completed prior to COC approval. To finalize child contracts, on the following View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Finalize Child" and CLICK "Go". To finalize parent contracts, on the following View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Finalize Parent" and CLICK "Go".

B Example of the Finalize TIP Screen

The following is an example of the Finalize TIP Screen.

*--163 Finalize TIP Contracts - Divide (Continued)

C Finalize TIP Contract Options

The following table provides the field descriptions and actions for the Finalize TIP Contract

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display TIP Enrollment.	
Admin State	The administrative State of the contract.	
Admin County	The administrative County of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program"	
Program Year	The Program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
Contract Description	A free form optional field that the user can add contract descriptions based on revisions.	Add contract descriptions as applicable. Do not load any PII information in this field.

--*

C   Finalize TIP Contract Options

Field/Button	Description	Action
CRP Contract Start Date	The start date of the CRP contract the TIP has been applied too.	
CRP Contract End Date	The end date of the CRP contract the TIP has been applied too.	
TIP Effective Date	This date will be set as 10/1 of the year after the CRP contract expires.	
TIP End Date	This date will be 9/30 two years after the TIP Effective Date.	
Activity Reason	Will be displayed as "Enrolling contract in TIP".	
Check box to indicate a modified Conservation plan is approved for land Improvements in the last year of the CRP-1:	Indicator to allow the user to record that the CPO has been updated if land improvements are taking place in the last year of the CRP-1.	Check (✓), if CP0 update has been received.
Check box to indicate all Land Eligibility Criteria has been met:	Indicator to all the user to record that all land eligibility has been reviewed and criteria is been reached.	Check (✓), if review has been completed.
CRP-1R Producer Signed Date (mm/dd/yyyy)	The date the last producer on the CRP-1R signed the CRP-1.	Enter the date in the mm/dd/yyyy format or select the date from the calendar popup.
Finalize	Will save the data entered on the Finalize Screen and create the new child contract.	CLICK "Finalize" and "OK" After the user selects "Save" they will receive a popup window to confirm they wish to save. Selecting "OK" will save all data. CCMS will execute a series of validations. If any validations fail, and error message will be displayed.
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

--*

D Finalize TIP Contract Screen Error Messages

The Finalize TIP Contract Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"The parent is invalid and needs to be corrected before enrolling in TIP."	The source CRP contract is in an invalid status.	Identify and correct the invalid status according to paragraph 100.
"The sum of the CLU acreage must be less than or equal to the contract acreage."	The CLU acreage recorded on the TIP enrollment exceeds the contract acres from the original CRP contract.	Adjust TIP acreage according to paragraph 153.
"The TIP contract acreage (XXX) cannot exceed the expiring CRP contract acreage (XXX)."	The CLU acreage recorded on the TIP enrollment exceeds the contract acres from the original CRP contract.	Adjust TIP acreage according to paragraph 153.
"The TIP contract acreage (XXX) cannot exceed the expiring CRP contract payable acreage (XXX)."	The CLU acreage recorded on the TIP enrollment exceeds the payable contract acres from the original CRP contract.	Adjust TIP acreage according to paragraph 153.
"The TIP contract must have at least 1 TIP participant."	An Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer has not been added to the TIP enrollment.	Add an Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producer according to paragraph 154.
"Participant {XXX} must be on the TIP contract since they participated in the expiring contract."	A producer listed on the CRP-1 according to CCMS of the source CRP contract is not listed as an Assigned Producer for this TIP enrollment.	Add an Assigned Producer according to paragraph 154.
"Participant {XXX} cannot be on the TIP contract since they did not participate in the expiring contract."	A producer has been added as an Assigned Producer that was not on the source CRP contract.	Remove the participant from the list of assigned producers according to paragraph 154.
"User must indicate a modified Conservation plan is approved for land Improvements in the last year of the CRP-1."	The check mark has not been placed in the box to confirm a modified conservation plan is approved for land improvements in the last year of the CRP-1.	Follow this paragraph to provide the checkmark to confirm a modified conservation plan is approved for land improvements in the last year of the CRP-1.

--*

D Finalize TIP Contract Screen Error Messages (Continued)

Error Message	Description	Corrective Action
"User must indicate All Land Eligibility Criteria has been met."	The check mark has not been placed in the box to confirm All Land Eligibility Criteria has been met.	Follow this paragraph to provide the checkmark to confirm All Land Eligibility Criteria has been met.
"Participant (XXX) is not eligible for TIP participation. Eligibility checked in year {XXXX}."	No corresponding SDA, BF, Veteran flag was found in the subsidiary eligibility file for the producer in the year indicated.	Review the eligibility file for the producer to ensure all values are recorded for the correct year.
"All owners associated with the tract in Farm Records for Fiscal year {0} must be on the contract, even if they are not receiving payments from the contract. Other Producers on the tract and Operators are optional, unless they were on the parent contract. Please add all owners of the tract to the contract."	Not all owners on the tract are recorded on the TIP enrollment.	Verify farm records is correct and modify the CRP contract to correct all owners according to paragraph 29.
"XXX Producer Signed Date is required."	Producer signed date is a required field.	Enter date in mm/dd/yyyy format according to this paragraph.
"The date you have entered for the {XXX} Producer Signature(s) precedes the original contract start date. Please correct the date."	The date entered is earlier than the original contract start date.	Enter the correct date in mm/dd/yyyy format according to this paragraph.
"The date of the (XXX) Producer Signature(s) cannot be later than today. Please correct the date."	Producer signatures cannot be future dated.	Enter a date in the mm/dd/yyyy format that is not in the future.

--*

*--164 Cancel TIP Enrollment - Divide

A Overview

If at any time prior to COC approval of a TIP Division, the user determines they have started the division in error, they can cancel the division and return the parent contract to an approved status. To cancel a revision, on the View Contract Screen, from the "Select an action to perform" drop-down list, select "Modify > Cancel" and CLICK "Go". This option must be taken on the parent TIP contract.

B Example of the Cancel TIP Enrollment Confirmation Screen

The following is an example of the Cancel TIP Enrollment Confirmation Screen.

USDA United States Department of Agriculture	Conservation Contract Maintenance System
Farm Service Agency	Welcome

| CCMS Home | About CCMS | Help | Contact Us | Exit CCMS | Logout of eAuth |

CCMS Menu

Search Contract
County Reports
State Reports
National Reports
Reprocess Acres

Cancel Divide Confirmation

Contract Status:	Terminated (Pending Finalization and Approval)	Activity Type:	Divide
Admin State:	Missouri (29)	Admin County:	Cass (037)
Physical State:	Missouri (29)	Physical County:	Cass (037)
Contract Number:	1ATIP	Signup Number:	
Program Type:	CRP	Signup Name:	Transition Incentive Program
Program Year:	2018	Signup Type:	
Contract Description:		Subcategory Type:	

Are you sure that you want to Cancel Divide at this time?

OK   Back

--*

C Cancel TIP Enrollment Confirmation Options

The following table provides the field descriptions and actions for the Cancel TIP Enrollment Confirmation Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program".	
Program Year	The Program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
Are you sure that you want to Cancel Divide at this time?		
OK	TIP division will be Canceled, and the parent contract will be returned to an active status. The user will be taken to the Success screen and must select "OK" to be returned to the View Contract Screen.	CLICK "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

--*

*--165 TIP COC Approve - Divide

A Overview

When COC approves a division, COC approval applies to all child contracts of the division, including child contracts identified as placeholders.

After COC approval of a division, to enter COC approval information, on the View Contract Screen select the parent contract. From the "Select an action to perform" drop-down list, select "Modify > COC Approve" and CLICK "Go".

B Example of the COC Approval Screen

The following is an example of the COC Approval Screen.

C COC Approval Options

The following table provides the field descriptions and actions for the COC Approval Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display "TIP Enrollment".	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract numbers that was selected on the Select Contract Screen with "TIP" added to the suffix.	
Signup Number	Will be blank.	
Program Type	Will display "CRP".	
Signup Name	Will display "Transition Incentive Program".	
Program Year	The Program year associated with this contract. This value is set to the program year of the first month the contract was effective.	
Signup Type	Will be blank.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	Will be blank.	
COC Approval (mm/dd/yyyy)	Allows the user to enter the date the COC approved the contract revision.	Enter the date in the mm/dd/yyyy format or select the date from the calendar popup.

--*

*--165 TIP COC Approve-Divide (Continued)

   C   COC Approval Options (Continued)

Field/Button	Description	Action
Approve	After the user selects "Approve" they will receive a popup window to confirm they wish to "approve". Selecting "OK" will save all data. The user will see validation errors according to subparagraph D or the Success Screen. On the Success Screen click "OK' to be returned to the View Contract Screen.	CLICK "Approve" and "OK".
Reject	After the user selects "Reject" they will receive a popup window to confirm they wish to reject. Selecting "OK" will return the user to the View Contract Screen and the contract will be returned to a Revision in Process status. User will be able to further modify the contract as needed.	CLICK "Reject" and "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

   D   COC Approval Error Messages

   The **COC Approval** Screen is set up to provide potential validation errors when comparing the contract to the current year in Farm Records. The following error messages may be displayed.

Error Message	Description	Corrective Action
"Approval date (XXX) must be no later than Today's Date (XXX)"	The COC approval date cannot exceed today's date.	Enter a date in the mm/dd/yyyy format or that is not a future date.
"The COC Approval Date (XXX) for this contract cannot be earlier than the COC Approval Date of the original offer (XXX)"	The COC approval date cannot exceed the contract family's original start date.	Enter a date in the mm/dd/yyyy format or that is equal to or later than the approval date of the original offer.

--*

*--166 TIP Contract Transfers

A Overview

The transfer option is used for TIP contract transfers is the same process as the transfer of a CRP contract to another county and/or State. During a transfer:

- a new contract number will be automatically assigned using the next available number from the receiving county

- the producers assigned to the contract may change

- there can be a producer Division of Payment agreement, if new producers are assigned.

Any outstanding TIP contract revisions needed must completed prior to the farm being transferred in CRM Farm Records.

The transfer is initiated by the original or sending county. The transferring county user needs to know the farm and tract number to which the contract will be assigned in the receiving county. The receiving county will need to establish the farm and tract in FRS. It is important that the contract is not terminated as part of the farm record transfer. For the farm records transfer in CRM Farm Records, the user needs to remove the contract attributes from the fields enrolled in CRP and the CRP cropland from the tract level data before CCMS will allow the transfer of the farm.

When the receiving county farm and tract numbers have been established in FRS, the transferring county user can begin the transfer. Contracts transferred from System 36 will show "unknown" for "CLU" field and possibly for the "Tract Number" field when the contract is displayed on the View Contract Screen. These are required fields and must be updated before the transferring county transfer steps can be completed.

Important: The transfer in CCMS must happen in the same FY as the transfer of the land in CRM Farm Records.

Complete the transfer of a TIP contract between counties according the following:

- Transfer Contract - Transferring County (paragraph 50)
- Transfer Contract Finalize - Receiving County (paragraph 51)
- Transfer Contract COC Approve- Receiving County (paragraph 52)
- Transfer Contract Cancel (paragraph 53)

167-170 (Reserved)

171-249   (Reserved)

Part 4   Conservation Payments

250   General Payment Provisions

A   Introduction

The CRP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

B   Frequency of Payment Processing

The initial Batch payment process for CRP Annual rental is performed each October. CRP payments are processed nightly for the following:

- payment amounts staged by the user during the workday

- any payment on the Nonpayment Report to determine whether the condition previously preventing the payment has been corrected.

C   Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, paragraph 779 by individuals or entities requesting payment earned by a producer who has died, disappeared, or been declared incompetent subsequent to applying for CRP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number

D   Administrative Offset

CRP payments are subject to administrative offset provisions.

E   Assignments

A producer entitled to a CRP payment may assign payments according to 63-FI.

250   General Payment Provisions (Continued)

F   Bankruptcy

Bankruptcy status does not exclude a producer from requesting CRP benefits.

Note: Contact the OGC Regional Attorney for guidance on issuing CRP payments on all
bankruptcy cases.

G   Payments Less Than $1

CRP payment processes will:

- issue payments that round to at least $1
- **not** issue payments less than 50 cents.

H   Payment Due Date

See 61-FI for general guidance to determine payment due dates for various programs. The
CRP payment system sends the current system date to NPS as the payment due date. The
system cannot determine the payment due date because of numerous factors.

County Offices shall manually determine the payment due date by determining the later of
the following:

- the date producer filed payment eligibility documentation, including the following:

    - the date the producer signed the CRP-1
    - AD-1026
    - CCC-902
    - CCC-526, CCC-931, or CCC-941, as applicable

- if the producer is an entity or joint operation, the date members filed the requisite
payment eligibility documentation

- the date software was available to process the payment.

If the payment is not issued within 30 calendar days after the later of the dates in this
subparagraph, then prompt payment interest is payable to the producer. County Offices shall
follow provisions in 61-FI for issuing the interest payment.

251 Payment Eligibility

A Determining Payment Eligibility

The payment process reads the web-based eligibility system for the applicable year to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Report with the applicable message. Eligibility values must be updated before the producer or member can be paid.

B Eligibility Values

The following table provides web-based eligibility determinations applicable to CRP.

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	Entities
Crop Years 2002 and Prior				
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	• In Compliance • Partial Compliance • Reinstated.	• In Violation • Past Violation • No Association.	Yes	No
Controlled Substance	•*--Growing--* • No Violation.	* * * • Trafficking • Possession.	Yes	No
AD-1026	• Certified • Good Faith Determination • COC Exemption.	• Not Filed • Awaiting Affiliate Certification • Affiliate Violation.	Yes	No
Adjusted Gross Income	AGI provisions do not apply to CRP contracts approved in 2002 and prior crop years.			
Foreign Person	• Yes • Not Applicable.	• No • Pending.	Yes	Yes
Actively Engaged	• Actively Engaged • Exempt.	• Not Filed • Awaiting Determination • Awaiting Revision • Not Actively Engaged.	Yes	No
Permitted Entity	Yes	No	Yes	Yes
Person Eligibility	COC Determination Completed	• Note Filed • Awaiting Determination • Awaiting Revision.	Yes	No

251   Payment Eligibility

B   Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	**Entities**
Crop Years 2003 through 2008				
Fraud, including FCIC Fraud	Compliant	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	• In Compliance • Partial Compliance • Reinstated.	• In Violation • Past Violation • No Association.	Yes	No
Controlled Substance	•*--Growing--* • No Violation.	* * * • Trafficking • Possession.	Yes	No
AD-1026	• Certified • Good Faith Determination • COC Exemption.	• Not Filed • Awaiting Affiliate Certification • Affiliate Violation.	Yes	No
Adjusted Gross Income	The AGI provisions applicable to the original CRP contract continue to apply for the life of the contract. See 2-CRP, paragraph 131 for additional information on AGI provisions for CRP contracts approved in crop years 2003 through 2008.			
Foreign Person	• Yes • Not Applicable.	• No • Pending.	Yes	Yes
Actively Engaged – 2002 Farm Bill	Actively Engaged	• Not Filed • Awaiting Determination • Awaiting Revision • Not Actively Engaged.	Yes	No
Permitted Entity – 2002 Farm Bill	Yes	No	Yes	Yes
Person Eligibility – 2002 Farm Bill	COC Determination Completed	• Not Filed • Awaiting Determination • Awaiting Revision.	Yes	No

251   Payment Eligibility (Continued)

    B   Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	**Entities**
Crop Years 2009 through 2013				
Fraud, including FCIC Fraud	Complaint	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	• In Compliance • Partial Compliance • Reinstated.	• In Violation • Past Violation • No Association.	Yes	No
Controlled Substance	•*--Growing--* • No Violation.	* * * • Trafficking • Possession.	Yes	No
AD-1026	• Certified • Good Faith Determination • COC Exemption.	• Not Filed • Awaiting Affiliate Certification • Affiliate Violation.	Yes	No
Adjusted Gross Income	The AGI provisions applicable to the original CRP contract continue to apply for the life of the contract. See 2-CRP, paragraph 131 for additional information on AGI provisions for CRP contracts approved in crop years 2009 through 2013.			
Foreign Person	• Yes • Not Applicable.	• No • Pending.	Yes	Yes

251 Payment Eligibility (Continued)

B Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	**Entities**
Crop Year 2014				
Fraud, including FCIC Fraud	Compliant	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	• In Compliance • Partial Compliance • Reinstated.	• In Violation • Past Violation • No Association.	Yes	No
Controlled Substance	•*--Growing--* • No Violation.	* * * • Trafficking • Possession.	Yes	No
AD-1026	• Certified • Good Faith Determination • COC Exemption/	• Not Filed • Awaiting Affiliate Certification • Affiliate Violation	Yes	No
Adjusted Gross Income	AGI provisions do not apply to CRP contacts approved in crop year 2014 (Sign-up 46).			
Foreign Person	• Yes • Not Applicable.	• No • Pending.	Yes	Yes

251   Payment Eligibility (Continued)

B   Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	Entities
Crop Years 2015 and Future				
Fraud, including FCIC Fraud	Compliant	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	• In Compliance • Partial Compliance • Reinstated.	• In Violation • Past Violation • No Association.	Yes	No
Controlled Substance	• *--Growing--* • No Violation	* * * • Trafficking • Possession.	Yes	No
AD-1026	• Certified • Good Faith Determination • COC Exemption/	• Not Filed • Awaiting Affiliate Certification • Affiliate Violation	Yes	No
Adjusted Gross Income	The AGI provisions applicable to the original CRP contract continue to apply for the life of the contract. See 2-CRP, paragraph 131 for additional information on AGI provisions for CRP contracts approved in crop years 2015 and future.			
Foreign Person	• Yes • Not Applicable	• No • Pending.	Yes	Yes

251 Payment Eligibility (Continued)

B Eligibility Values (Continued)

The following table provides additional rules that apply to this program.

Rule	Applicability
Crop Years 2002 and Prior	
Do "person" or attribution rules apply to the program?	"Person"
Do cash-rent tenant rules apply to the program?	Yes
Does substantive change rule apply?	*--No--*
Does the 3-member level rule apply?	No
Are Federal entities eligible?	No
Are State and Local Governments eligible?	Yes
Are Public Schools eligible?	Yes
Crop Years 2003 through 2008	
Do "person" or attribution rules apply to the program?	"Person"
Do cash-rent tenant rules apply to the program?	Yes
Does substantive change rule apply?	*--No--*
Does the 3-member level rule apply?	No
Are Federal entities eligible?	No
Are State and Local Governments eligible?	Yes
Are Public Schools eligible?	Yes
Crop Years 2009 through 2013	
Do "person" or attribution rules apply to the program?	Attribution
Do cash-rent tenant rules apply to the program?	No
Does substantive change rule apply?	Yes
Does the 3-member level rule apply?	Yes
Are Federal entities eligible?	No
Are State and Local Governments eligible?	No
Are Public Schools eligible?	No
Crop Year 2014	
Do "person" or attribution rules apply to the program?	Attribution
Do cash-rent tenant rules apply to the program?	No
Does substantive change rule apply?	Yes
Does the 3-member level rule apply?	Yes
Are Federal entities eligible?	No
Are State and Local Governments eligible?	No
Are Public Schools eligible?	No
Crop Years 2015 and Future	
Do "person" or attribution rules apply to the program?	Attribution
Do cash-rent tenant rules apply to the program?	No
Does substantive change rule apply?	Yes
Does the 3-member level rule apply?	Yes
Are Federal entities eligible?	No
Are State and Local Governments eligible?	No
Are Public Schools eligible?	No

251   Payment Eligibility (Continued)

B   Eligibility Conditions Priority

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report. The following table provides the priority of conditions.

Priority	Condition
1	FCIC Fraud
2	Conservation Compliance
3	Controlled Substance
4	Actively Engaged-2002 Farm Bill
5	AD-1026
6	Person Eligibility-2002 Farm Bill
* * *	* * *

252   Funds Control

A   eFunds Allotment

CRP operates at the national allotment level and does not require State or county allotments. All collection, obligation, and payment transactions update the national allotment. Only the National Office can update and view the national allotment.

253 CRP Refunds

A 2012 and prior year CRP refunds

All 2012 and prior year CRP refunds (annual and incentive) will be handled manually following instructions in 64-FI, Par. 21.

Exception: For CRP incentive payments that were issued using the OLP follow instructions in 1-FI, Par 65.

B CRP Refunds for full contract terminations

The county user must select the "Cancel NPS Payment" option in the Conservation Payments System to process CRP refunds (annual and incentive) due for full contract terminations for payment years 2013 and forward. See paragraph 307 for detailed instructions.

Any payment that was signed in NPS will appear on the Pending Overpayment Report in CPR the following day. The county user shall SELECT "Transfer Overpayment" from the report to immediately transfer the overpayment to NRRS. If no action is taken the overpayment will be transferred by the system to NRRS after 80 business days.

Note: Receivables are currently generated by the system for the producer that received the payment. Follow 64-FI, subparagraph 26 B to change a producer's name on a receivable when necessary.

C CRP Refunds for partial contract terminations

Manual receivables will be created in most cases by the county user, according to 64 FI, paragraph 21, when CRP annual rental refunds are due for partial contract terminations.

Incentive payment amounts should be adjusted in the "Make NPS Payment" option to trigger system generated receivables, according to paragraph 282.

Exception: For CRP incentive payments that were issued using OLP follow instructions in 1-FI, paragraph 65.

254   CRP Payments

A   Supporting Files for Integrated Payment Processing

The CRP payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly.

Type of Information	How Information Is Used for Payment Processing	Source
--CRP-1 and CRP-1R Data--	The information from CRP-1 is used to compute the CRP payment amount for the producer.	CCMS
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the applicable payment year.	Subsidiary Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS

Entity and Joint Operation Information	Used to determine the following for the applicable payment year.
	
	• member contribution value
	• substantive change value
	• members and member's share of the following:
	  • entities
	  • general partnerships
	  • joint ventures.
		Business File

Combined Producer Information	Used to determine whether CRP producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Cropland Reporting Indicator	Used to determine whether the producer has met Cropland Reporting provisions.	Compliance System
Financial Related Information	Used to: • calculate payment information is provided to NPS • determine overpayment amount, may be provided to NRRS.	NPS or NRRS

254   CRP Payments (Continued)

B   Prerequisites for Payments

Certain actions must be completed to ensure that the producer is eligible for payment. The following table provides the steps that must be completed to issue payments properly. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that CRP-1 has been approved and that the approval date has been recorded in the system.
2	Ensure that AD-1026 is on file for the applicable year for producers seeking benefits and the eligibility information is recorded in the Subsidiary Eligibility System.
3	Ensure that the applicable CCC-902 is on file and actively engaged determinations are completed according to 1-PL, 4-PL, or 5-PL for the applicable year for producers and members of joint operations seeking benefits.
4	Ensure that CCC-526, CCC-931, or CCC-941, as applicable is on file for the applicable year for producers seeking benefits and the certification information is recorded in the web-based eligibility system. See 1-PL, 4-PL, 5-PL.
5	Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 1-PL, 3-PL, 4-PL,5-PL.
6	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
7	Ensure that the member contribution and substantive change values are updated according to 1-PL, 3-PL, 4-PL, 5-PL.
8	Ensure that the combined producer files are updated correctly for the applicable year. See 1-PL, 3-PL, 4-PL, 5-PL
9	Ensure that all assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for CRP.

255 CRP Overpayments

A Introduction

The CRP payment process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include:

- Subsidiary Eligibility System which includes data about eligibility, combined producer, and Business File

- SCIMS.

If something changes in any of these systems for the applicable payment year, the CRP payment process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

B Determine Overpayments

For any overpayment amount calculated as $1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

Warning: Because the system is integrated with other systems, it is critical that County Offices do not make unnecessary changes to producer information that could cause an overpayment to be computed. County Offices are required to update the system properly but removing or deleting data to "trigger" the system to function could worsen the situation.

C Handling Debits Less Than $100

County Offices shall follow 58-FI for handling receivables less than $100.

D Charging Interest

Use the rate of interest CCC is required to pay for borrowing from the Department of the Treasury on the date payment was issued. See 50-FI.

Interest accrues from the date of disbursement to the earlier of the following:

- date of payment
- date of first delinquency letter.

256-269 (Reserved)

Part 5   Conservation Payments Automated System

270   General Information

A   Introduction

This part provides information and procedure for accessing and updating the web-based Conservation Payments System.

B   Purpose of the Conservation Payments System

The purpose of the Conservation Payments System is to allow:

- State Office users to:

    - view contract payments
    - view and print reports
    - update and load AGI information
    - manually obligate contracts
    - record reductions

- County Office users to:

    - make payments
    - cancel payments
    - view contract payments
    - view and print reports
    - record reductions.

Section 1   Accessing Conservation Payments

271   Access to the Conservation Payments Website

A   Accessing the Conservation Payments Website

Access the Conservation Payments Main Menu from the FSA Applications Intranet website at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "A-C". The FSA Intranet Screen will be redisplayed with applications with names starting with A to C. CLICK "Conservation - Payment Process".

Note: Internet Explorer shall be used when accessing the Conservation Payments software. The Conservation Payments Login Screen will be displayed. The options available will be dependent upon the user role whether State Office user or County Office user.

B   Login Screen

After users click "Conservation – Payments Process", users will be prompted to login through the USDA eAuthentication Login Screen. CLICK "Login with LincPass (PIV)" or enter user ID and password and CLICK "Login".

The following Conservation Payments Home Page will be displayed for County Office users. The left menu shows options available to the county user.
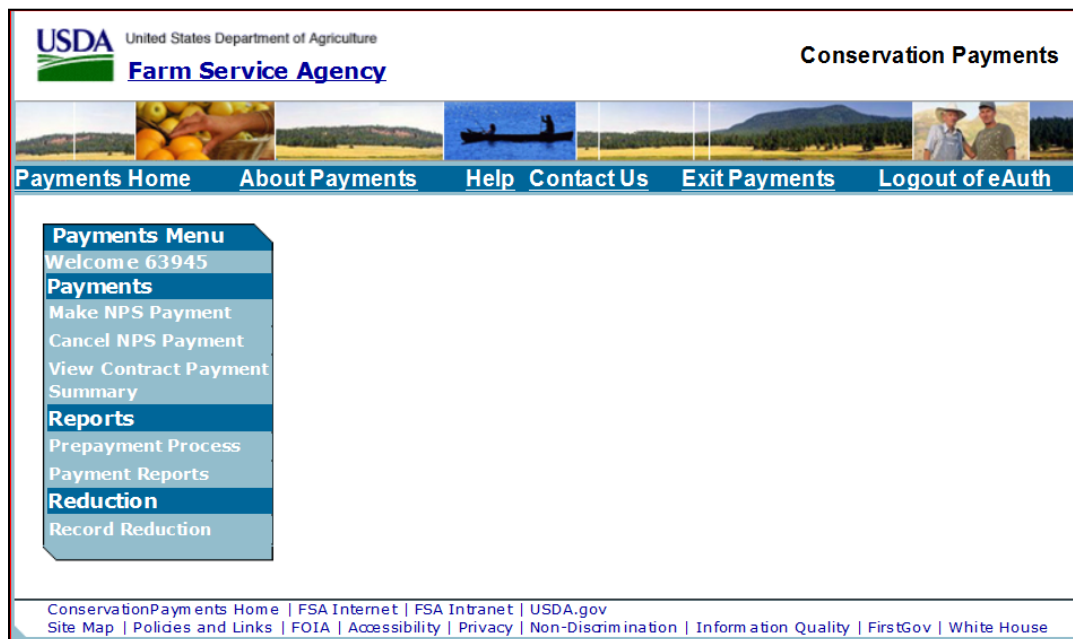
271   Access to the Conservation Payments Website (Continued)

    B   Login Screen (Continued)

The following Conservation Payments Home Page will be displayed for State Office users. The left menu shows options available to the State user.
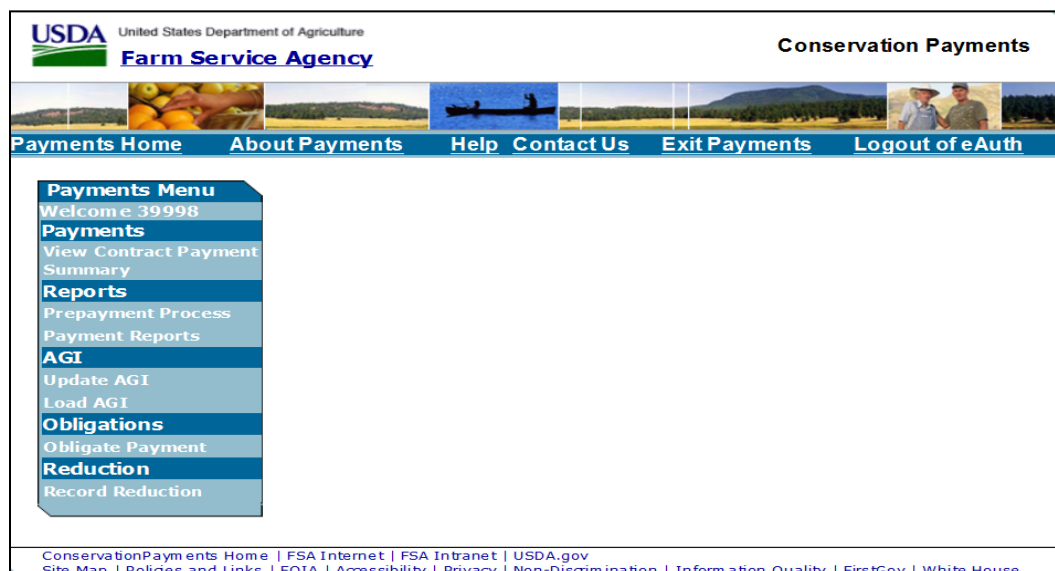
    C   Top Navigation Bar

The top navigation bar will be displayed on all screens within the Conservation Payments System. The following table provides the field descriptions on the top navigation bar.

Field/Button	Description
Payments Home	Conservation Payments Main Menu will be displayed.
About Payments	A page describing the purpose of Conservation Payments will be displayed.
Help	Conservation Home Page will be displayed for a selection of options that may provide additional assistance.
Contact Us	A page will be displayed with information about: • who to contact for help • what information to include in user's e-mail or voice mail message.
Exit Payments	FSA Intranet Page will be displayed.
Logout of eAuth	The window browser will close and a pop-up window will be displayed with the message, "for security reasons, your browser window will close automatically". On the pop-up window, when users click "OK", they will be logged off the USDA eAuthentication System.

271   Access to the Conservation Payments Website (Continued)

D   Left Navigation Bar

The left navigation bar will be displayed on all screens within the Conservation Payments System. The following table provides the field descriptions on the left navigation bar for County Office users.

Field/Button	Description
Make NPS Payment	Provides the ability for the user to manually stage a payment for overnight processing.
Cancel NPS Payment	Provides the ability for the user to manually stage a payment for cancellation for overnight processing.
View Contract Payment Summary	Provides the ability for the user to view 2012 and prior year payment information for individual CRP contracts and producers.
Prepayment Process	This option is not available for CRP payments.
Payment Reports	Provides the user with static/historical 2012 and prior year payment information for CRP contracts and producers.
Record Reduction	Provides the ability for the user to record payment reduction amounts that will be reduced from CRP annual rental payments.

The following table provides the field descriptions on the left navigation bar for State Office users.

Field/Button	Description
View Contract Payment Summary	Provides the ability for the user to view 2012 and prior year payment information for individual CRP contracts and producers.
Prepayment Process	This option is not available for CRP payments.
Payment Reports	Provides the user with Static/Historical 2012 and prior year payment information for CRP contracts and producers.
Update AGI	Provides the user with the ability to override the system stored AGI value.
Load AGI	Provides the user with the ability to bring in the most current producer information from the Business File.
Obligate Payment	Provides the user with the ability to manually obligate contracts that are not obligated automatically by Kansas City batch obligation processes.
Record Reduction	Provides the ability for the user to record payment reduction amounts that will be reduced from CRP annual rental payments.

272-281   (Reserved)

Section 2   Make NPS Payment Functions

282   Make NPS Payment

A   Overview

CRP is part of the Common Payment System. See 9-CM for more information on the Common Payment System.

--CRP annual rental and TIP payments are processed by a batch payment process run each year in early October. Annual rental and TIP payments that do not get processed during this-- batch can be processed by the user taking the Make NPS Payment option in Conservation Payments. CRP incentive payments must be processed by the user taking the Make NPS Payment option.

--The "Make NPS Payment" option for CRP is used to "stage" annual rental payments, TIP payments, and incentive payments. The "Make NPS Payment" option for CRP is a-- "trigger" for the common payment process. The payments will be available in NPS the following day to be certified and signed if all eligibility criteria have been met.

Staging a payment using the "Make NPS Payment" option in Conservation Payments will trigger a payment to process and re-compute that payment for any type of change including:

- contract changes

- payment reductions such as hay/graze reductions entered by the user in Conservation Payments

- changes in external systems including, but not limited to, SCIMS, Subsidiary, Combined Producer, Payment Limitation, Business File, and CARS

- changes to AGI compliance due to use of "Update AGI" option in Conservation Payments.

*--**Note: The following changes require the use of the "Make NPS payment" option to trigger the system to pick up changes that take place after the annual payment run:**

- contract changes

- addition or modification to payment reductions such as haying/grazing

- addition or modification to CRP acreage in CARS

- changes to AGI compliance due to the use of the "Update AGI" option in Conservation Payments.--*

282   Make NPS Payment (Continued)

B   General Incentive Information

The following table provides general information about CRP incentives.

Incentive Type	Available payment years in Conservation payments system	Earned	Payment year	Validation	Divided among producers	Available
CRP-SIP	2013 and forward	When CRP-1 is COC approved.	Shall always be the fiscal year the CRP-1 was approved.	The payment software will validate that the correct SIP payment year has been selected.	The SIP amount will always be divided automatically by the payments system according to the producer shares on the CRP-1.	All States
CRP-PIP	2013 and forward	When the technical agency and/or producer certifies performance FSA-848B.	Shall always be the fiscal year the producer or TSP certifies completion of the CRP practice.	NA	The PIP amount will automatically be displayed according to the shares on the CRP-1. The user can select the producer to receive payment and make downward adjustments in the payment amount if necessary.	All States
CRP-BIP	2015 and forward	When the enhancement for honey bee habitat is modified on the conservation plan and approved by COC.	Shall always be the fiscal year the conservation plan is modified and approved by COC.	N/A	The BIP amount will always be divided automatically by the payments system according to the producer shares on the CRP-1.	Michigan, Minnesota, North Dakota, South Dakota, and Wisconsin

282   Make NPS Payment (Continued)

B   General Incentive Information (Continued)

Incentive Type	Available payment years in Conservation payments system	Earned	Payment year	Validation	Divided among producers	Available
CRP-TTI	*--2016 and forward--*	When the technical agency and/or producer certifies performance.	Will always be the fiscal year the producer or TSP certifies completion of the CRP practice	N/A	The TTI amount will be automatically displayed according to the shares on the CRP-1. The user can select the producer to receive payment and make downward adjustments in the payment amount if necessary.	All states
CRP-CBIP	2016 and forward	When CRP-1 is COC approved	Will always be the fiscal year the CRP-1 was approved.	The payment software will validate that the correct CBIP payment year has been selected.	The CBIP amount will always be divided automatically by the payments system according to the producer shares on the CRP-1.	Virginia, West Virginia, Delaware, and New York

283   Make NPS Payment Screen

   A   Overview

   The Make NPS Payment option provides users the ability to stage CRP annual and incentive payments for overnight payment processing.

   B   Example of Make NPS Payment Screen

   The following in an example of the Make NPS Payment Screen.

   C   Fields and Actions

   The following table provides that fields and actions on the Make NPS Payment Screen.

Field/Button	Action
Program Name	Select "CRP".
Payment Year	Select the year the payment was earned. Payment years 2013 and future are available for CRP payments. Payment years 2012 and prior year payments annual rental and incentive payments are issued using the OLP according to 2-CRP, Exhibit 35.7.
State-County	Select correct State and county to stage the CRP annual rental payment. **Note:** Users will only see State and counties linked to their EAS profile.
Contract Number	Enter the CRP contract number that will receive payment. **Note:** This is an optional field for payment type annual rental, leaving this field blank will display all available contracts for the county.
Payment Type	*--Select "Annual", "TIP", or "Incentive".
Payment Status	"All".--*
Search	CLICK "Search" and Contract Selection Screen will be displayed.

284   Make NPS Payment – Contract Selection Screen

A   Overview

The Make NPS Payment – Contract Selection Screen allows the user to select the CRP
 --or TIP contract for payment.--

B   Example of Make NPS Payment – Contract Selection Screen

The following is an example of the Make NPS Payment – Contract Selection Screen for **CRP
annual rental payments**.

The following is an example of the Make NPS Payment – Contract Selection Screen for **CRP
incentive payments**.

284   Make NPS Payment – Contract Selection Screen

B   Example of Make NPS Payment – Contract Selection Screen (Continued)

*--The following is an example of the Make NPS Payment – Contract Selection Screen for **TIP payments**.

--*

C   Field Descriptions and Actions

The following table provides the field descriptions and actions on the Make NPS Payment – Contract Selection Screen.

Field/Button	Description	Action
Program	Program as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Payment Type	Payment type as selected.	
Payment Year	Payment year as selected.	
Contract Number	Contract number as selected.	Click the radio button of the desired contract number to select.
Contract Effective State Date	Date the selected * * * contract became effective.	
Farm Number	Farm number associated *--to the CRP or TIP contract.	
Tract Number	Tract number associated to the CRP or TIP--* contract.	
SIP/PIP/BIP/TTI Amount	Applicable to incentive payments only.	Enter the amount of the incentive payment as calculated outside the system. The amount must be in whole dollars with no decimals.
Continue	Takes user to the Producer Selection Screen.	**After** clicking the radio button for the applicable contract number, CLICK "Continue". Producer Selection Screen will be displayed.
Reset	Clears previously selected contract.	Click to clear the contract selected

285   Make NPS Payment – Producer Screen

A   Overview

The Make NPS Payment – Producer Screen displays the producer(s) associated with the CRP contract that will receive payment.

B   Example of Make NPS Payment –Producer Screen

The following is an example of the Make NPS Payment –Producer Screen for **CRP annual rental payments**.

The following is an example of the Make NPS Payment –Producer Screen for **CRP incentive payments**.

285 Make NPS Payment – Producer Screen (Continued)

B Example of Make NPS Payment –Producer Screen (Continued)

*--The following is an example of the Make NPS Payment – Producer Screen for **TIP payments.**

Payments Menu		Make NPS Payment	
County User		Program CRP	
Payments		State:Missouri - 29	County:Johnson - 101
Make NPS Payment		Payment Type:TIP	Payment Year:2020
Cancel NPS Payment			
View Contract Payment Summary		Contract Number:	10002ATIP
Reports		Start Date:	2019-10-01
Prepayment Process		Program Year:	2009
Payment Reports		Farm Number:	0008105
Reduction		Tract Number:	2115
Record Reduction		Payment Amount:	$ 479

Selected Producers	Customer Name	Shared Amount
✔		$ 479

Send Payment   Return to List

PaymentsSendPaymentCPFDetail01

--*

285   Make NPS Payment – Producer Screen (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions on the Make NPS Payment – Producer Screen.

Field/Button	Description	Action
Contract Number	Contract Number as entered.	
Start Date	Start Date of the contract.	
Program Year	Program Year of the contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Payment Amount	Annual rental or incentive payment amount for the contract.	
Customer Name	*--Producers on the CRP-1 or CRP-1R--* with shares greater than zero will be displayed.	
Shared Amount	Producer share amount based on producer(s) shares on the CRP-1 *--or CRP-1R.--*	
Send Payment	User will stage the payment for overnight processing.	CLICK "Send Payment"
Return to List	User will be taken to the previous payment screen and no payment will be sent.	CLICK "Return to List".

286   Make NPS Payment – Confirmation Screen

A   Overview

The Make NPS Payment – Confirmation Screen provides confirmation of a payment successfully staged for overnight processing.

Payments will be available in NPS the following day for certifying and signing if no conditions preventing payment are present for the producer being paid. The user can identify payment reduction reasons using the Nonpayment/Reduction Report found in CPR. See 9-CM for information on the CPR.

B   Example of Make NPS Payment – Confirmation Screen

The following is an example of the Make NPS Payment –Confirmation Screen displaying the message "Contract payments have been successfully queued for the nightly batch process".

*--287 Make NPS Payment – PIP Exception Screens

A Overview

The Make NPS Payment PIP Exception Screens will display error messages when a PIP payment is attempted on a contract that is not eligible to receive PIP, or a PIP payment is attempted that must be issued from the Cost Share System.

B Example of Make NPS Payment – PIP Exception Screen when PIP must be issued from the Cost Share System

The following is an example the Make NPS Payment – PIP Exception Screen displaying the message "PIP must be issued from Cost Share System".

—--*

*--287 Make NPS Payment – PIP Exception Screens (Continued)

C **Example of Make NPS Payment – PIP Exception Screen when a contract is not eligible to receive a PIP Payment**

The following is an example of the Make NPS Payment – PIP Exception Screen when a contract is not eligible to receive a PIP Payment.

--*

288-296   (Reserved)

Section 3   Modifying CRP Incentive Data

297   Modifying Previously Recorded CRP Incentive Payment Data

A   Overview

Previously entered CRP incentive payment amounts can be modified by selecting the "Make NPS Payment" option and selecting the Contract and payment year for the previously recorded incentive payment.

Note: This section only applies to CRP incentive payments.

B   Effect on Previously Processed Payments

Modifying previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table describes how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN the…
reduced	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report. See 9-CM.
		either not certified or certified, but not signed	• original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS signature, provided all eligibility requirements are met
increased	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the underpayment amount for the producer. A transaction will be sent to NPS.
		either not certified or certified, but not signed	• original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for signature, provided all eligibility requirements are met.

297 Modifying Previously Recorded CRP Incentive Payment Data (Continued)

    C Modification Examples for CRP Incentives

        The following is an example of a CRP incentive overpayment.

        Example: Contract 100 is issued an incentive payment of $1000 on 1/01/2016 for payment year 2016. The user realized Contract 100 should only receive $500. The user will access the "Make NPS Payment" option in Conservation Payments and select contract 100 and payment year 2016. The user would enter the correct amount of $500 and 'click' the send payment option. The system will see the contract was paid $1000 on 1/1/2016 and if the payment was signed in NPS, now send a $500 overpayment amount to the Pending Overpayment Report in CPR (See 9-CM). If the payment was not signed in NPS, the incorrect $ 1,000 payment request will be removed from NPS and the correct amount of $500 will be sent to NPS for certifying and signing.

        The following is an example of a CRP underpayment.

        Example: For contract 100, the user realized that the incentive should have been $1500 rather than $1000. The user will access the "Make NPS Payment" option in conservation payments and select contract 100 for payment year 2016 and enter the correct amount of $1500 and click the "Send Payment" option. The system will see the $1000 payment that was issued 1/1/2016 and send the additional $500 to NPS.

        The following is an example of a CRP incentive payment modification for the same contract and payment year.

        Example: An initial incentive payment for PIP is issued at practice completion for contract 200, for payment year 2016 in the amount of $1000.

               A second PIP for $500 is due upon completion of the second practice for contract 200, for payment year 2016. The user would access the "Make NPS Payment" option in conservation payments again choosing contract 200 and payment year 2016 and enter $1,500 as the payment amount and click the "Send Payment" option. The system will see that $1000 was initially paid and issue the additional $500 PIP payment to NPS.

298-306 (Reserved)

Section 4   Cancel NPS Payment

307   Introduction

A Overview

 --The Cancel NPS Payment option for CRP annual rental, incentives, and TIP is a "trigger"--
for the common payment process. When the user cancels a payment, the cancellation is
"staged" for overnight processing. I f the contract payment was signed in NPS, the contract
payment will process overnight to the CPR system and appear on the Pending Overpayment
Report. If the contract payment was **not** signed, the payment request is simply cancelled in
NPS and will not appear on the Pending Overpayment Report. See 9-CM for more
information on the Pending Overpayment Report. Once pending overpayments are
transferred to NRRS through the CPR, users must then follow 64-FI, subparagraph 23 B to
adjust the automated receivable created in NRRS.

The Cancel NPS Payment option:

- is only available to County Office users

- *--will be used when CRP and TIP contracts are terminated, and refunds are due--*

- will be used when the parent CRP contract is placed in a terminated status due to
revisions or division and previously issued payments are affected the for the year(s) the
revision or division is effective.

308 Cancel Payment

A Overview

The Cancel Payment Screen provides the user with the ability to select a payment for cancellation.

B Example of the Cancel Payment Screen

The following is an example of the Cancel Payment Screen.

308   Cancel Payment (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cancel Payment Screen.

Field/Button	Description	Action
Program Name	Program name as selected.	Select "CRP".
Payment Year	Year the payment was issued.	Select the correct payment year. **Note:** Only 2013 and future years are available for CRP payment cancellation. Manual receivables must be created for refunds according to 64-FI, paragraph 21 for prior payment years not available in Conservation payments. **Exception:** For CRP incentive payments that were issued using the OLP follow instructions in 1-FI, paragraph 65.
State	State from which payment was issued.	Select the correct state. **Note:** Users will only see States linked to their EAS profile.
County	County from which payment was issued.	Select the correct county. **Note:** Users will only see counties linked to their EAS profile.
Contract Number	Contract number for which payment is to be cancelled.	*--Enter the CRP or TIP contract number. **Notes:** This is an optional field for annual rental and TIP--* payments, leaving this field blank will display all contracts for the county that have annual rental payments available for cancellation for that payment year. The contract number must be entered when cancelling a CRP incentive payment.
Payment Type	Payment type as selected.	Select "Annual" or "Incentive".
Search	Contract Selection Screen will be displayed.	CLICK "Search".

309 Cancel Payment – Contract Selection

A Overview

The Cancel Payment – Contract Selection Screen provides the user with the ability to select a contract for payment cancellation.

B Example of Cancel Payment - Contract Selection Screen

The following is an example of the Cancel Payment - Contract Selection Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cancel Payment – Contract Selection Screen.

Field/Button	Description	Action
Program	Program as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Payment Type	Payment Type as selected.	
Payment Year	Payment Year as selected.	
Contract Number	Contract Number as selected.	
Effective Date	Effective date of the selected contract.	
Farm Number	Farm number associated to the contract.	
Tract Number	Tract number associated to the contract.	
Continue	Will display the Producer Selection Screen.	**After** clicking the radio button for the applicable contract number, CLICK "Continue".
Reset	Will clear the selected contract.	CLICK "Reset".

310   Cancel Payment – Producer Selection

A   Overview

The Cancel Payment – Producer Selectin Screen provides the user with the ability to select a contract producer for payment cancellation.

B   Example of Cancel NPS Payment - Producer Selection Screen

The following is an example of the Cancel Payment - Producer Selection Screen.

310   Cancel Payment – Producer Selection (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cancel Payment – Producer Selection Screen.

Field/Button	Description	Action
Contract Number	Contract Number as entered.	
Start Date	Start Date of the contract.	
Program Year	Program Year of the contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Payment Amount	Payment amount that was issued on the contract.	
Customer Name	Customer receiving payment cancellation.	Check (✓) the box to select customer(s) for payment cancellation. **Note:** In cases of multiple producers, the user must select each individual producer for payment cancellation.
Estimated Amount	Producer share payment amount that will be cancelled.	
Cancel Payment	Stages the payment cancellation.	CLICK "Cancel Payment".
Return to List	User will be taken to the previous payment screen and no payment will be sent.	CLICK "Return to List".

311   Cancel Payment – Confirmation

A   Overview

The Cancel Payment – Confirmation Screen provides confirmation of a payment successfully staged for cancelled for overnight processing.

A payment that was signed in NPS will appear on the Pending Overpayment Report in CPR the following day. Information on the Pending Overpayment Report can be found in 9-CM. A payment that has not been signed will simply be removed from NPS.

B   Example of Cancel Payment Confirmation Screen

The following is an example of the Cancel Payment - Confirmation Screen.

312-321   (Reserved)

Section 5 View Contract Payment Summary Functions

322 View Contact Payment Summary

A Overview

The View Contract Payment Summary option provides the user with information on payments for individual contracts.

- View Contract Payment Summary for CRP is only available for payments issued from the web-based Conservation Payments system prior to 2013. For payment years 2013 forward please refer to the Common Payment Reports according to 9-CM.

- CRP payments for prior years that were issued from S/36 must be researched using the FWADM reports. See 1-FI, Part 8 for FWADM reports available for these payments.

- SIP and PIP Payments for prior years that were issued manually through OLP must be researched using the FWADM reports found on the FSA Applications Intranet website at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under "FSA Applications", "Applications Directory", CLICK "D-F". CLICK "Data Marts".

Note: The View Contract Payment Summary option is available to State and County users.

323 View Payment

A Overview

The View Payment Screen provides the ability to select specific payment years to view contract payments.

B Example of View Payment Screen

The following is an example of the View Payment Screen.

323   View Payment (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the View Payment Screen.

Field/Button	Description	Action
Program Name	Program name as selected.	Select "CRP".
Payment Year	Payment year as selected.	
State	State as selected.	Select State. **Note:** Users will only see States linked to their EAS profile.
County	County as selected.	Select county. **Note:** Users will only see counties linked to their EAS profile.
Contract Number	Contract number as selected.	Enter the CRP contract number. **Notes:** This is an optional field for annual rental payments, leaving this field blank will display all contracts for the county that have annual rental payments available for cancellation for that payment year. The Contract number must be entered for a CRP incentive payment.
Payment Type	Payment type as selected.	Select "Annual", "SIP", or "PIP".
Search	Contract Selection Screen will be displayed.	CLICK "Search".

324   View Payment – Contract Selection

A **Overview**
The View Payment – Contract Selection Screen provides the user the ability to select a contact to view payments.

B **Example of View Payment - Contract Selection Screen**

The following is an example of the View Payment - Contract Selection Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the View Payment – Contract Selection Screen.

Field/Button	Description	Action
Program	Program as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Payment Type	Payment Type as selected.	
Payment Year	Payment Year as selected.	
Contract Number	Contract Number as selected.	
Contract Effective Date	Effective date of the selected contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Continue	Displays the View Payment Producer Screen.	**After** clicking the radio button for the applicable contract number, CLICK "Continue". .
Reset	Clears selected contract.	CLICK "Reset".

325 View Payment – Producer

A Overview

The View Payment – Producer Screen provides the user payment information for the selected contract and producer.

B Example of View Payment - Producer Screen

The following is an example of the View Payment - Producer Screen.

Payments Menu	View Payment				
Welcome 15030					
Payments					
Make NPS Payment	Program:CRP				
Cancel NPS Payment	State:Missouri - 29	County:Johnson - 101			
View Contract Payment Summary	Payment Type:AN	Payment Year:2012			
Reports					
Prepayment Process	Contract Number:	679C			
Payment Reports	Start Date:	06/21/2006			
Reduction	Program Year:	1998			
Record Reduction	Farm Number:	00			
	Tract Number:	N/A			
	Payment Amount:	$ 1,160			

Customer Name	Paid Date	Estimated Amount	Paid Amount	Payment Code	Confirmation Number
	10/01/2012	$ 1,160	$ 1,160	P	30739641

Payment Code: P=Payment, O=Overpayment, U=Underpayment, C=Cancel, E=Error

Return to List

325   View Payment – Producer (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the View Payment – Producer Screen.

Field/Button	Description	Action
Contract Number	Contract number as entered.	
Start Date	Start date of the contract.	
Program Year	Program Year of the contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract Number associated with the contract.	
Payment Amount	Payment amount that was issued on the contract.	
Customer Name	Producer for which payment is being viewed.	
Paid Date	Date the payment was issued.	
Estimated/Paid Amount	Producer share payment amount that will be cancelled.	
Payment Code	Status of payment being viewed.	
Confirmation Number	Payable ID number associated with the payment.	
Return to List	Returns user to previous screen.	CLICK "Return to List".

326   View Payment – No Payment Information Available

A   Overview

The View Payment – No Payment Information Available Screen provides a message to indicate no payment information is available for the selected year and contract.

B   Example of the View Payment – No Payment Information Available Screen

The following is an example of the View Payment – No Payment Information Available Screen.

Important: If no payment information is found for the selected contract criteria the message "No payment information available for payment year XXXX" will be displayed.

327-336   (Reserved)

Section 6   Reports

337   Payment Reports

A   Overview

Payment Reports for CRP are only available for payments issued from the web based Conservation Payments system prior to 2013. See 9-CM for information on reports for CRP for 2013 and future year payments.

[need lead in for bullets or make paragraphs]

- Payment reports for CRP are static and for historical information only.

- CRP payments issued from S/36 and OLP will not be available. See 1-FI, Part 8 for FWADM reports available for these payments.

- Payment reports are available for State and County users.

- The five payment reports available are:

  - Prepayment with Exceptions
  - Prepayment without Exceptions
  - NPS Payment with Exceptions
  - NPS Payment without Exceptions
  - NPS Partial Payments with Exceptions.

B   Example of Payment Report Screen

The following is an example of the Payment Report Screen

C **Field Descriptions and Actions**

The following table provides the field descriptions and actions for the Payment Report
Screen.

Field/Button	Description	Action
Program Name	Program name as selected.	Select "CRP".
Payment Year	Payment year as selected.	
State-County	State and county as selected.	Select the correct State and county. **Note:** Users will only see State and counties linked to their EAS profile.
Contract Number	Contract number as selected.	Enter the CRP contract number. **Notes:** This is an optional field for annual rental payments, leaving this field blank will display all contracts available for the payment report type selected. The Contract number must be entered for a CRP SIP or PIP payment.
Contract Number Range	Date range as entered.	Enter a date range. The system will display all contracts available based on the date rate entered and the payment report type selected
Payment Type	Payment type as selected.	Select "Annual", "SIP", or "PIP".
Payment	Allows the user to select from the five available report types.	Select report type from the drop-down menu.
Report Type	Details or Summary level is available for each type of report.	Select details or summary.
Search	Search Selection Screen will be displayed.	CLICK "Search".

338   Prepayment with Exceptions Report

A Overview

The Prepayment with Exceptions Report will provide a list of contracts and producers for the county that had a reduction issue before payment was attempted that would prevent payment or cause a payment reduction.

B Example of Prepayment with Exceptions Detail Report

The following is an example of the Prepayment with Exceptions Detail Report.

338   Prepayment with Exceptions Report (Continued)

C   Field Descriptions

This report includes information for eligibility nonpayment conditions for the payment entity and/or any ineligible member

The following table provides the field descriptions for the Prepayment with Exceptions Detail Report.

Field	Description
Program	Program as selected.
Payment Year	Payment year as selected.
State	State as selected.
County	County as selected.
Date	Date the report was run.
Payment Type	Payment type as selected.
Report Type	Report type as selected/
Contract Number	Contract number as selected.
Start Date	Effective date of the selected contract.
Name	Producer(s) associated to the contract with shares greater than zero. **Note:** Entity members will be also be displayed when applicable reductions exist.
Share Amount	Producer payment share amount.
Amount Payable	Net payment amount after reductions.
Reduction Reason	Reason the payment is not processed or reduced.

339 Prepayment without Exceptions Report

A Overview

The 'Prepayment without exceptions' report provided a list of all contracts and producers for the county with no reductions issues.

B Example of Prepayment without Exceptions Report

The following is an example of the Prepayments without Exceptions Detail Report.

Conservation Prepayment without Exceptions Detail Report

Program: CRP	Payment Year: 2012	State:	County:	April 07, 2016
Payment Type: Annual	Report Type: Payment		

Contract Number: 175   Total Contract Amount: $ 2,058

Name	Share Amount	Amount Payable	Reduction Reason
	$ 2,058	$ 2,058	

Contract Number: 177B   Total Contract Amount: $ 4,614

Name	Share Amount	Amount Payable	Reduction Reason
	$ 2,307	$ 2,307	

Contract Number: 177B   Total Contract Amount: $ 4,614

Name	Share Amount	Amount Payable	Reduction Reason
	$ 2,307	$ 2,308	

339   Prepayment without Exceptions Report (Continued)

  C Field Descriptions

This report includes information for eligibility nonpayment conditions for the payment entity and/or any ineligible member.

The following table provides the field descriptions for the Prepayment without Exceptions Detail Report.

Field	Description
Program	Program as selected.
Payment Year	Payment Year as selected.
State	State as selected.
County	County as selected.
Date	Date the report was run.
Payment Type	Payment type as selected.
Report Type	Report type as selected.
Contract Number	Contract Number as selected.
Start Date	Effective date of the selected contract.
Name	Producer(s) associated to the contract with shares greater than zero. **Note:** Entity members will be also be displayed when applicable reductions exist.
Share Amount	Producer payment share amount.
Amount Payable	Net payment amount after reductions.
Reduction Reason	Will be blank.

340   NPS Payment with Exceptions Report

A   Overview

The NPS Payment with Exceptions Report provides information on contracts and producers after payment was attempted either through a batch payment process initiated by Kansas City or by the user selecting the 'Make NPS Payment' option. The report provides a list of contracts and producers for the county that have a reduction issue. These reduction messages will be the same reductions listed on the Prepayment with Exceptions Report unless the reduction issues were resolved before payment was processed. The reductions message could also reflect issues such as insufficient eFunds or payment limitation. The NPS Payments with exceptions displays all payments with nonpayment reasons including payments that are zero.

B   Example of NPS Payment with Exceptions Report

The following is an example of the NPS Payment with Exceptions Report.

340   NPS Payment with Exceptions Report (Continued)

C   Field Descriptions

This report includes information for eligibility nonpayment conditions for the payment entity and/or any ineligible member.

The following table provides the field descriptions for the Prepayment with Exceptions Detail Report.

Field	Description
Program	Program as selected.
Payment Year	Payment Year as selected.
State	State as selected.
County	County as selected.
Date	Date the report was run.
Payment Type	Payment type as selected.
Report Type	Report type as selected.
Contract Number	Contract number as selected.
Start Date	Effective date of the selected contract.
Name	Producer(s) associated to the contract with shares greater than zero. **Note:** Entity members will be also be displayed when applicable reductions exist.
Share Amount	Producer payment share amount.
Amount Payable	Net payment amount after reductions.
Reduction Reason	Reason the payment is not processed or reduced.

341   NPS Payment without Exceptions Report

A Overview

The NPS Payment without Exceptions Report provides information on contracts and producers after payment was attempted either through a batch payment process initiated by Kansas City or by the user selecting the Make NPS Payment option. The report provides a list of contracts and producers for the county with no reduction issues and payment has successfully been sent to NPS. The contracts on this report have received a full payment.

B Example of NPS Payment without Exceptions Report

The following is an example of the NPS Payment without Exceptions Report.

Conservation NPS Payment without Exceptions Detail Report

Program: CRP	Payment Year: 2012	State	County:	April 07, 2016
Payment Type: Annual	Report Type: Payment			

Contract Number: 570B — Total Contract Amount: $ 1,022

Name	Share Amount	Amount Payable	Reduction Reason
	$ 1,022	$ 1,022	

Contract Number: 571A — Total Contract Amount: $ 3,983

Name	Share Amount	Amount Payable	Reduction Reason
	$ 3,983	$ 3,983	

Contract Number: 572A — Total Contract Amount: $ 630

Name	Share Amount	Amount Payable	Reduction Reason
	$ 630	$ 630	

341   NPS Payment without Exceptions Report (Continued)

C Field Descriptions

The following table provides the field descriptions for the NPS Payment without Exceptions Report.

Field	Description
Program	Program as selected.
Payment Year	Payment Year as selected.
State	State as selected.
County	County as selected.
Date	Date the report was run.
Payment Type	Payment Type as selected.
Report Type	Report type as selected.
Contract Number	Contract Number as selected.
Start Date	Effective date of the selected contract.
Name	Producer(s) associated to the contract with shares greater than zero. **Note:** Entity members will be also be displayed when applicable reductions exist.
Share Amount	Producer payment share amount.
Amount Payable	Net payment amount after reductions.
Reduction Reason	Will be blank.

342   NPS Partial Payment with Exceptions Report

A   Overview

The NPS Partial Payment with Exceptions Report provides information on contracts and producers with payment amounts greater than zero that have been issued with reductions with nonpayment reasons displayed.

B   Example of NPS Partial Payment with Exceptions Report

The following is an example of the NPS Partial Payment with Exceptions Report.

Conservation NPS Partial Payment with Exceptions Detail Report

Program: CRP	Payment Year: 2012	State		County:	April 07, 2016
Payment Type: Annual	Report Type: Payment				

Contract Number: 623B   Total Contract Amount: $ 3,076

Name	Share Amount	Amount Payable	Reduction Reason
	$ 3,076	$ 2,592	Producer Reduction Message: Managed Haying/Grazing reduction is $484	

Details:

Member Name	Share Amount	Amount Payable	Reduction Reason
	$ 3,076	$ 2,592	

Contract Number: 658B   Total Contract Amount: $ 4,024

Name	Share Amount	Amount Payable	Reduction Reason
	$ 4,024	$ 3,558	Producer Reduction Message: Managed Haying/Grazing reduction is $467	

Details:

Member Name	Share Amount	Amount Payable	Reduction Reason
	$ 4,024	$ 1,779	
	$ 4,024	$ 1,779	

Contract Number: 666B   Total Contract Amount: $ 731

Name	Share Amount	Amount Payable	Reduction Reason

342   NPS Partial Payment with Exceptions Report (Continued)

C   Field Descriptions

This report includes information for eligibility nonpayment conditions for the payment entity and/or any ineligible member.

The following table provides the field descriptions for the NPS Partial Payment with Exceptions Report.

Field	Description
Program	Program as selected.
Payment Year	Payment Year as selected.
State	State as selected.
County	County as selected.
Date	Date the report was run.
Payment Type	Payment type as selected.
Report Type	Report type as selected.
Contract Number	Contract number as selected.
Start Date	Effective date of the selected contract.
Name	Producer(s) associated to the contract with shares greater than zero. **Note:** Entity members will be also be displayed when applicable reductions exist.
Share Amount	Producer payment share amount.
Amount Payable	Net payment amount after reductions.
Reduction Reason	Reason the payment was reduced.

343-352   (Reserved)

Section 7   Common Payment Report

353   Common Payment Report in CRP

A   Displaying or Printing CRP Payment Reports

CRP Payment Reports are available to provide information about each payment or
nonpayment. Most of the payment reports have information that is common between
program areas; therefore, information about these reports is in 9-CM. The CRP Payment
History Report – Detail has program-specific data; therefore, information for this report is in
this handbook.

The following table provides CRP Payment Report information.

Report Name	Type of Data	Reference
Prepayment Report	Live	9-CM, paragraph 71
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report **Note:** The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.	Live	9-CM, paragraph 65
Nonpayment/Reduction Report	Report Database	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	9-CM, paragraph 70

Note: See 9-CM, paragraph 52 for complete instructions on accessing the Common
Payment Report System.

354   Payment History Report - Detail

A Background

The Payment History Report – Detail provides detailed information about a CRP payment.

B Field Descriptions

The following table provides the field descriptions for the Payment History Report – Detail.

Field	Description
Program Year	Program year selected by the user.
Program Name	Conservation Reserve Program.
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name	Name from SCIMS as follows: • for individuals: last name, middle name, first name, and suffix • for businesses: business name.
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	Will provide payment entity or member name information if the CRP Payment History Report – Detail is generated for: • an entity or joint operation where amounts were attributed to members • a member to show the payment entity through whom the amount was attributed.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Type of Transaction	One of the following transaction types will be displayed: • Payment • Receivable • Canceled Payment • Canceled Receivable.
Member Level Reduction Amount	Reduction amount because of a member level reduction.
Reduction Amount	Reduction amount because of a subsidiary eligibility value, AGI, or compliance.
Net Payment Amount	Net payment amount for the producer after all reductions have been applied.

354   Payment History Report – Detail (Continued)

   C   Example of Payment History Report – Detail

   The following is an example of the Payment History Report – Detail for CRP annual rental.

   D   Report Options

   The following table provides the options and descriptions for the Payment History Report – Detail.

Option	Description
Previous	The previous Payment History Report – Detail will be displayed. **Note:** If a single producer was selected for processing, this button will **not** be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed. **Note:** If a single producer was selected for processing, this button will **not** be available.

355-364   (Reserved)

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Section 8   Recording Reductions

365   Reduction – Record Reduction

A   Background

The Record Reduction option allows State or county users to record reduction amounts that will be deducted from a producer's CRP annual rental payment.

Notes: The Add Reduction option can be used multiple times if more than one reduction reason applies to a single contract or producer.

If more than one producer is associated to the contract the user can select one or more producers to record a reduction.

If the recorded reduction amount is entered before the annual rental payment is issued (signed in NPS), the reduction amount will be deducted from the applicable CRP contract/producer annual rental payment for the selected payment year.

If a reduction amount is entered for the current year or previous years after the annual rental payment is issued (signed in NPS) an overpayment will appear on the pending overpayment report. Please refer to Handbook 9-CM for information on the pending overpayment report.

Adjustments to reduction amounts after annual rental payments have been signed will result in under or over payments.

Total reduction amounts for a contract can never be greater than the contract payment.

366   Record Reduction Screen

   A   Overview

   The Record Reduction Screen provides the ability for a user to select a contract to record a reduction.

   B   Example of Record Reduction Screen

   The following is an example of the Record Reduction Screen.

C   **Field Descriptions and Actions**

The following table provides the field descriptions and actions for the Record Reduction Screen.

Field/Button	Description	Action
Program Name	Program as selected.	Select "CRP".
Payment Year	Payment year as selected.	
State	State as selected.	Use the drop-down to select the correct State. **Note:** Users will only see States linked to their EAS profile.
County	County as selected.	Use the drop-down to select the correct county. **Note:** Users will only see counties linked to their EAS profile.
Contract Number	Contract number as selected.	Enter the CRP contract number. **Note:** This is an optional field. Leaving this field blank will display all contracts available for the county.
Payment Type	Payment type as selected.	Select "Annual".
Producer Name/ SCIMS Search	The SCIMS search button can be used to select a producer and display all contracts associated to that producer.	CLICK "SCIMS Search".
Clear	The clear button will clear the producer name field.	CLICK "Clear".
Search	Contract Selection Screen will be displayed.	CLICK "Search".

367   Record Reduction – Contract Selection Screen

A   Overview

The Record Reduction – Contract Selection Screen provides the ability for the user to confirm contract selection to record a reduction.

B   Example of Record Reduction - Contract Selection Screen

The following is an example of the Record Reduction – Contract Selection Screen.

Payments Menu	Record Reduction		
Welcome 63945			
Payments			
Make NPS Payment	**Program:**CRP		
Cancel NPS Payment	**State:**Mississippi - 28		**County:**Clarke - 023
View Contract Payment Summary	**Payment Type:**AN		**Payment Year:**2016
Reports	One Contract found.		
Prepayment Process	1		
Payment Reports			
Reduction	Contract Number / Contract Effective Date / Farm Number / Tract Number		
Record Reduction	⦿ 113A 2008-10-01		
	Continue ←		

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Record Reduction – Contract Selection Screen.

Field/Button	Description	Action
Program	Program as selected.	
State	State and State code as selected.	
County	County and county code as selected	
Payment Type	Payment type as selected.	
Payment Year	Payment year as selected.	
Contract Number	Contract number as selected.	
Contract Effective Date	Effective date of the selected contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Continue	Displays the Record Reduction Producer Screen.	**After** clicking the radio button for the applicable contract number, CLICK "Continue".

368 Record Reduction – Producer Selection Screen

A Overview

The Record Reduction – Producer Selection Screen provides the ability for the user to select the producer to record a reduction.

B Example of Record Reduction – Producer Selection Screen

The following is an example of the Record Reduction – Producer Selection Screen.

368   Record Reduction – Producer Selection Screen

    C   Field Descriptions and Actions

       The following table provides the field descriptions and actions for the Record Reduction – Producer Selection Screen.

Field/Button	Description	Action
Contract Number	Contract number as selected.	
Start Date	Start date of the contract.	
Program Year	Program year of contract	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Payment Amount	Producer payment amount.	
Producer Name	Producer for which reduction is being recorded.	
Reduction Amount	Current reduction amount.	
Add	Add Reduction Screen is displayed.	Select "Add Reduction" if an additional reduction is needed.
Return to List	Returns user to the previous page.	CLICK "Return to List".

369   Record Reduction – Add Reduction Screen

A   Overview

The Record Reduction – Add Reduction Screen provides the ability for the user to add a reduction for the selected contract and producer.

B   Example of Record Reduction – Add Reduction Screen

The following is an example of the Record Reduction – Add Reduction Screen.

Payments Menu	Record Reduction	
Welcome 63945		
Payments		
Make NPS Payment		
Cancel NPS Payment	Contract Number:	113A
View Contract Payment Summary	Start Date:	2008-10-01
	Program Year:	2009
Reports	Farm Number:	0000531
Prepayment Process	Tract Number:	2166
Payment Reports	Payment Amount:	$ 1,158
Reduction		
Record Reduction		

Contract Number 113A
Producer Name ▮▮▮▮▮▮▮

[Add Reduction] [Back] ⬅

"Note: reduction amounts entered should be in whole dollars"

369   Record Reduction – Add Reduction Screen (Continued)

   C   Field Descriptions and Actions

   The following table provides the field descriptions and actions for the Record Reduction –
   Add Reduction Screen.

Field/Button	Description	Action
Contract Number	Contract number as selected.	
Start Date	Start date of the contract.	
Program Year	Program year of contract	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Payment Amount	Producer payment amount.	
Producer Name	Producer for which reduction is being recorded.	
Add Reduction	Add Reduction Amount Screen is displayed.	CLICK "Add Reduction".
Back	Returns user to the previous screen.	CLICK "Back".

370   Record Reduction – Add Reduction Amount Screen

A   Overview

The Record Reduction – Add Reduction Amount Screen provides the ability for the user to add a reduction amount and choose the reason for the reduction.

B   Example of Record Reduction – Add Reduction Amount Screen

The following is an example of the Record Reduction – Add Reduction Amount Screen.

370   Record Reduction – Add Reduction Amount Screen (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Record Reduction – Add Reduction Amount Screen.

Field/Button	Description	Action
Contract Number	Contract number as selected.	
Start Date	Start date of the contract.	
Program Year	Program year of contract	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Payment Amount	CRP annual rental payment amount.	
Contract Number	CRP contract number.	
Producer Name	Producer for which reduction is being recorded.	
Add Reduction	Add a reduction.	CLICK "Add Reduction"
Back	Displays the Search Selection Screen for the producer and contract.	CLICK "Back".
Reduction Description	Reason for reduction.	Select the correct reason for the payment reduction from the drop-down.
Amount	Reduction amount.	Enter the reduction amount in whole dollars. Amount can never be greater than the contract payment amount.
Add	Allows reduction, description, and amount to be updated.	CLICK "Add".
Delete	Deletes reduction.	CLICK "Delete".

371   Record Reduction – Edit Reduction Amount Screen

A   Overview

The Record Reduction – Edit Reduction Amount Screen provides ability for the user to edit the recorded reduction information for a producer.

B   Example of Record Reduction – Edit Reduction Amount Screen

The following is an example of the Record Reduction – Edit Reduction Amount Screen.

371   Record Reduction – Edit Reduction Amount Screen (Continued)

   C Field Descriptions and Actions

   The following table provides the field descriptions and actions for the Record Reduction – Edit Reduction Amount Screen.

Field/Button	Description	Action
Contract Number	Contract number as entered.	
Start Date	Start date of the contract.	
Program Year	Program year of contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Producer Name	Producer for which reduction was recorded.	
Payment Amount	Producer payment amount.	
Reduction Amount	Reduction amount entered. **Note:** This amount will be deducted from the annual rental payment.	
Edit	Add Reduction Amount Screen is displayed for updating or deleting the reduction amount.	CLICK "Edit".
Return to List	Search Selection Screen is displayed for the producer and contract.	CLICK "Return to List".

372-381   (Reserved)

Section 9   Modifying Recorded Reduction Data

382   Modifying or Deleting Previously Recorded Reduction Data

A   Overview

Previously entered payment amounts can be modified or deleted from the Record Reduction Menu using the "Update, Edit, or Delete" options.

B   Effect on Previously Processed Payments

Modifying or deleting previously recorded payment amounts impacts previously processed payments in different ways depending on whether the original payment was sent to NPS and certified and signed. This table provides how a previously recorded payment is affected when the amounts are modified or deleted.

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN the…
modified	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid. A transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either **not certified** or certified, but **not** signed	• original amount in NPS will be canceled and the system will retrigger the payment to reprocess • new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

382   Modifying or Deleting Previously Recorded Reduction Data (Continued)

   B   Effect on Previously Processed Payments (Continued)

IF previously recorded payment amounts are…	AND previously recorded payment amounts were…	AND the payment in NPS was…	THEN the…
deleted	sent to NPS	certified and signed	system will retrigger the payment to reprocess to determine the overpayment amount for the producer. A transaction will be sent to the Pending Overpayment Report.
		either **not** certified or certified, but **not** signed	original amount in NPS will be canceled.

383-392   (Reserved)

393   Update AGI

A   Overview

For program year 2012 and prior program year CRP contracts, at initial COC approval in COLS and at COC revision approval in CCMS (for newly added producers), the AGI value recorded in Subsidiary for the producer(s) on the CRP contract, is stored by the Conservation Payments system. This value, compliant or non-compliant remains for the life of the CRP contract. The Update AGI Option in Conservation Payments is available to the State Office user. This option is available to override the stored AGI value. State Office specialists must not use the "Update AGI" option to modify AGI that was correctly recorded. After verifying the producer's correct AGI at contract approval, the State Office will select the "Update AGI" option to correct stored AGI data.

 --For program year 2013 and greater CRP and TIP contracts, AGI determinations are not-- stored by the Conservation Payments system, but the values are obtained from the Subsidiary Eligibility system in real time. The AGI obtained is based on the producer subsidiary year and AGI threshold displayed on the CRP contract in the Conservation Contract Maintenance System (CCMS).

Note: The Update AGI process:

- does not impact the eligibility files in the subsidiary
- is available for State and National users
- is only available for program year 2012 and prior program year contracts.

B   Example of Update AGI Screen

The following is an example of the Update AGI Screen.

393   Update AGI (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Update AGI Screen.

Field/Button	Description	Action
Program Name	Program name as selected.	Select "CRP."
State	State as selected. **Note:** Users will only see States linked to their EAS profile.	
County	County as selected. **Note:** Users will only see counties linked to their EAS profile.	
Contract Number	*--CRP or TIP contract--* number as entered. * * *	
Searc	Contract Selection Screen will be displayed.	CLICK "Search".

394   Update AGI – Contract Selection Screen

   A   Overview

   The Update AGI – Contract Selection Screen provides the ability for the State Office user to select a contract to modify the AGI value.

   B   Example of the Update AGI – Contract Selection Screen

   The following is an example of the Update AGI – Contract Selection Screen.

   C   Field Descriptions

   The following table provides the field descriptions for the Update AGI – Contract Selection Screen.

Field/Button	Description
Program	Program as selected.
State	State and State code.
County	County and county code.
Contract Number	Contract number as selected.
Contract Effective Date	Effective date of the selected contract.
Farm Number	Farm number associated with the contract.
Tract Number	Tract number associated with the contract.
Modify AGI Information	Update AGI Producer Selection Screen will be displayed

395 Update AGI – Producer Selection Screen

A Overview

The Update AGI – Producer Selection Screen allows the user to choose the contract producer to update the AGI.

B Example of Update AGI-Producer Selection Screen

The following is an example of the Update AGI – Producer Selection Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Update AGI – Producer Screen.

Field/Button	Description	Action
State	State Name.	
County	County Name.	
Contract Number	Contract Number as selected.	
Producer/Member	All producers/members associated to the contract will be displayed. .	Click the producer or member name to update the system stored AGI value.
Open All or '+'	Displays members of entities	
Close All or '-'	Hides members of entities	

396   Update AGI – Compliance Indicator Screen

A   Overview

The Update AGI-Compliance Indicator Screen provides the user with the ability to update the AGI to compliant or non-compliant.

B   Example of Update AGI – Compliance Indicator Screen

The following is an example of the Update AGI – Compliance Indicator Screen.

396   Update AGI – Compliance Indicator Screen (Continued)

   C   Field Descriptions and Actions

   The following table provides the field descriptions and actions for the Update AGI –
   Compliance Indicator Screen.

Field/Button	Description	Action
State	State Name.	
County	County Name.	
Contract Number	Contract Number as selected.	
Producer/Member	All producers/members associated to the contract will be displayed. .	Click the producer or member name to update the system stored AGI value.
Open All or '+'	Displays members of entities	
Close All or '-'	Hides members of entities	
Customer Name	Producer selected.	
Check if AGI Compliant	The check (✓) in the box indicates the producer is AGI compliant. An empty box indicates the producer is not AGI compliant. The State Office user has the option to enter the check for compliant or remove the check for non-compliance. **Note:** Because AGI is at contract approval, when updating an AGI for a producer, the AGI must be updated back to the first contract in the family to which the producer was added. In subparagraph B contract 205A was updated. If the producer was originally added to contract 205, the AGI will need to be updated for 205 and 205A .	Enter check (✓) for compliant or remove the check (✓) for non-compliant.
Submit	Submits AGI update.	CLICK "Submit".
Cancel	Previous Update AGI Screen is displayed.	CLICK "Cancel".

397   Update AGI – Confirmation Screen

A   Overview

The Update AGI – Confirmation Screen displays the message "AGI Information Updated Successfully for XXXX". The CCID is also displayed for the producer.

B   Example of the Update AGI – Confirmation Screen

The following is an example of the Update AGI – Confirmation Screen.

398   Update AGI – Option Not Available Screen

A   Overview

The Update AGI – Option Not Available Screen displays the message "This option is not
*--available for CRP or TIP contracts with a program year greater than 2012". This message
will be displayed when a program year 2013 or greater program year CRP or TIP contract is
selected. AGI for program year 2013 and subsequent program year CRP and TIP contracts
are not stored by conservation payments but is obtained from subsidiary eligibility system--*
in real time.

B   Example of AGI Update – Option Not Available Screen

The following is an example of the AGI Update – Option Not Available Screen.

399-408   (Reserved)

409   Load AGI

A   Overview

The Load AGI process is available to **State Office users**. The State Office must select the "Load AGI" option for instances where the AGI structure is not correct under the "Update AGI" option. The Conservation Payments System will call the AGI service to obtain the data that was entered in the Business File for the producer for the year selected.

Notes: Load AGI is only available for program year 2012 and prior program year contracts.

For program year 2013 and subsequent program year contracts the AGI structure is
--obtained from the producer information provided on the CRP or TIP contract in--
CCMS.

B   Example of Load AGI Screen

The following is an example of the Load AGI Screen.

409   Load AGI (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Loan AGI Screen.

Field/Button	Description	Action
Program Name	Program name as selected.	Select "CRP".
State	State as selected.	Use the drop-down to select the appropriate State. **Note:** Users will only see States linked to their EAS profile.
County	County as selected.	Use the drop-down to select the appropriate county. **Note:** Users will only see counties linked to their EAS profile.
Payment year	Payment year as selected.	Use the drop-down to select the appropriate payment year.
Contract Number	Producer's * * * contract number.	Manually enter the * * * contract number.
Submit Query	Load AGI Confirmation Screen is displayed.	CLICK "Submit Query".

410   Load AGI – Confirmation Screen

    A   Overview

        The Lad AGI – Confirmation Screen will display the producer's CCID and the message "AGI loaded successfully for fiscal year XXXX".

    B   Example of Load AGI – Confirmation Screen

        The following is an example of the Load AGI – Confirmation Screen.

Payments Menu	Load AGI	
Welcome 39998	**Program:** CRP	
Payments	**State:** South Carolina - 45	**County:** Marion - 067
View Contract Payment Summary	**Payment Year:** 2016	
Reports		
Prepayment Process	Status: Contract Number 205A	
Payment Reports		
AGI	Customer Id 1935020	
Update AGI	AGI loaded successful for fiscal year 2016	
Load AGI		
Obligations		
Obligate Payment		
Reduction		
Record Reduction		

411 Load AGI – Option Not Available Screen

A Overview

The Load AGI – Option Not Available Screen will display the message "This option is not
--available for CRP or TIP contracts with a program year greater than 2012". This message--
will be displayed when a 2013 or subsequent program year contract is selected.

For program year 2013 and subsequent program year contracts the AGI structure is obtained
from the producer information provided on the CRP contract in CCMS)

B Example of Load AGI-Option Not Available Screen

The following is an example of the Load-AGI – Option Not Available Screen.

412-421 (Reserved)

Section 12   Obligations – State Office User Functionality

422   Obligate Payment

A   Overview

 --CRP and TIP contract payments are obligated by batch runs processed by Kansas City on--
a periodic basis. "The 'Obligate Payment" option is needed on occasion to manually obligate
any contract that may not get obligated by the KC batch process. This can occur if a contact
is not in an approved status when the batch obligation process is run. It can also occur when
a contract start date is changed to a prior program year. In such cases the **Obligate Payment
option is available for State Office users** to manually obligate the contact.

B   Example of the Obligate Payment Screen

The following is an example of the Obligate Payment Screen.

422   Obligate Payment (Continued)

C   Field Descriptions and Actions

The following table provides the field descriptions and actions for the Obligate Payment Screen.

Field/Button	Description	Action
Program Name	Program name as selected.	Select "CRP".
Payment year	Payment year as selected.	Use the drop-down to select the appropriate payment year.
State	State as selected.	Use the drop-down to select the appropriate State. **Note:** Users will only see States linked to their EAS profile.
County	County as selected.	Use the drop-down to select the appropriate county. **Note:** Users will only see counties linked to their EAS profile.
Contract Number	*--Producer's CRP or TIP contract number. **Note:** This is an optional field. Leaving this field blank will display all the contract available for the county.	Manually enter the CRP or TIP contract number.--*
Payment Type	Payment type as selected.	Select "Annual" or *--"TIP".--*
Search	Contract Selection Screen will be displayed.	CLICK "Search".

423   Obligate Payment – Contract Selection Screen

A   Overview

The Obligate Payment – Contract Selection Screen provides users the ability to select the contract for manual obligation.

B   Example of Obligate Payment - Contract Selection Screen

The following is an example of the Obligate Payment - Contract Selection Screen.

423   Obligate Payment – Contract Selection Screen (Continued)

   C   Field Descriptions and Actions (Continued)

   The following table provides field descriptions and actions for the Obligate Payment –
   Contract Selection Screen.

Field/Button	Description	Action
Program	Program as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Payment Type	Payment Type as selected.	
Payment Year	Payment Year as selected.	
Contract Number	* * * Contract number.	Click radio button of desired contract number to select.
Continue	The Obligated Amount Screen will be displayed.	After clicking the radio button for the applicable contract number, CLICK "Continue".
Reset	Clears the selected * * * contract.	CLICK "Reset".

424   Obligate Payment – Submit for Obligation Screen

   A   Overview

   The Obligate Payment – Submit for Obligation Screen provides users with the ability to submit the contract to be obligated.

   B   Example of Obligate Payment - Submit for Obligation Screen

   The following is an example of an Obligate Payment Submit for Obligation Screen.

C   **Field Descriptions and Actions**

The following table provides the field descriptions and actions for the Obligate Payment – Submit for Obligation Screen.

Field/Button	Description	Action
Contract Number	Contract Number as entered.	
Start Date	Start date of the contract.	
Program Year	Program year of the contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Payment Amount	Annual rental payment amount for the contract.	
Obligated Program Year	Obligated program year will normally default to 'N/A' when the payment is not obligated.	
Obligated Amount	Obligated amount will normally default to '0' when the payment is not obligated.	
Obligation Adjustment Amount	Obligation adjustment amount will normally equal the payment amount.	
Submit	The Obligation Confirmation Screen will be displayed.	CLICK "Submit" to obligate the payment.
Return to List	Returns to the previous screen and will not obligate the payment.	CLICK "Return to List".

425   Obligate Payment – Confirmation Screen

A   Overview

The Obligate Payment – Confirmation Screen will display the message "Obligated successfully" . The Obligated Program Year now displays the year and the Obligated Amount and Obligated Adjustment Amount have both been updated.

B   Example of Obligate Payment - Confirmation Screen

The following is an example of the Obligate Payment - Confirmation Screen.

426   Obligate Payment – Failure Screen

A   Overview

The Obligate Payment - Failure Screen provides the message "Contract obligation has failed. Reason: Duplicated obligation request. No obligation to be established" indicting that contract is already obligated. The obligation is already reflecting the correct Obligated Amount.

B   Example of Obligate Payment - Failure Screen

The following is an example of the Obligate Payment - Failure Screen.

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

The following lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		250, 251, 254
CCC-36	Assignment of Payment		254
CCC-37	Joint Payment Authorization		254
CCC-505	Voluntary Permanent Base Acres Reduction		28, 39
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		250, 254
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Payment Years		250, 254
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information.		250, 254
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		250, 254
CRP-1	Conservation Reserve Program Contract		Text
CRP-1R	Conservation Reserve Program Transition Incentives Program Contract		151, 152, 155
CRP-41	Conservation Reserve Program Early Termination Contract		10, 65, 68
FSA-13-A	System Access Request Form		126
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent.		250
FSA-848B	Cost Share Performance Certification and Payment (Includes FSA-848B-1, Continuation of FSA-848B)		282

Abbreviations Not Listed in 1-CM

The following lists approved abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
BIP	Honey Bee Incentive Payment	282
CBIP	Chesapeake Bay Incentive Payment	282
CCID	Core Customer ID	397, 410
COLS	Conservation Online System	Text
CCMS	Conservation Contract Maintenance System	Text
CPR	Common Payment Reports	253, 297, 307, 311, 422
EAS	Extensible Authorization System	Text
FCI	Federal Crop Insurance	251
FRS	Farm Records System	Text
FWADM	Financial Web Application Data Mart	322, 337
FWP	Farmable Wetlands Pilot Program	30, 31, 84, 85
PIP	Practice Incentive Payment	282, 284, 297, 322, 323, 337
SIP	Signup Incentive Payment	6, 282, 284, 322, 323, 337
TIP	Transition Incentive Payment	Text
TTI	Tree Thinning Incentive	282, 284
TERRA	Tool for Environmental Resource Results Assessment	Text

Redelegations of Authority

None

Exhibit 2

Definitions of Terms Used in This Handbook

Approved Status

Approved status means the CRP contract is active in CCMS and the current date is between effective start date and contract end date as recorded on CCMS.

*--Beginning Farmer or Rancher

A beginning farmer or rancher is, as determined by CCC, a person or entity who:

- has not been a farm or ranch operator or owner for more than 10 consecutive years

- materially and substantially participates in the operation of the farm or ranch involved in the CRP contract modification

- if an entity, is an entity in which 50 percent of the members or stockholders of the entity meets the first 2 requirement of this definition.**--***

CRP Contract or CRP-1

CRP contract or CRP-1 means the approved agreement, including the approved conservation plan, that:

- is entered into, in writing, between COC and the participant
- sets forth the terms and conditions for participation in CRP.

*--SDA Farmer or Rancher

An SDA farmer or rancher means a farmer or rancher who is a member of an SDA group whose members have been subjected to racial or ethnic prejudice because of their identity as members or a group without regard to their individual qualities. **Gender is not included as a covered group**. SDA groups include the following and no others unless approved in writing by the Deputy Administrator, Farm Programs:

- American Indians or Alaskan Natives
- Asians or Asian-Americans
- Blacks or African Americans
- Hispanics
- Native Hawaiians or other Pacific Islanders.**--***

User

User means county FSA employees with level II eAauthentication access and State Office administrative users, except where specifically noted.

Exhibit 3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Exhibit 3

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
	Modify Producers Screen	29, 83, 154
	Modify Farm and Tract Screen	27, 81
	Modify the Notification sent date Screen	64
	One-Year Extension Screen	65
	Obligate Payment Screen	422
	Obligate Payment – Confirmation Screen	425
	Obligate Payment – Contract Selection Screen	423
	Obligate Payment – Failure Screen	426
	Obligate Payment – Submit for Obligation Screen	424
	Payment Report Screen	337
	Predecessor – Successor Division(s) of Payment Agreement Screen	37
	Propose Early Out Screen	67
	Record Reduction Screen	366
	Record Reduction – Add Reduction Screen	369
	Record Reduction – Add Reduction Amount Screen	370
	Record Reduction – Contract Selection Screen	367
	Record Reduction – Edit Reduction Amount Screen	371
	Record Reduction – Producer Selection Screen	368
	Reinstate Contract Screen	39
	Revise Acreage CLU Screen	12
	Revise Practice CLU Screen	13
	Revise Rates Screen	36
	Review Correct Original End Date Screen	128
	Search Contract Screen	8
	Select Contract Screen	9
	Start Contract Revision Screen	26
	Start Rates Revision Screen	35
	Terminate Contract Screen	30
	TIP COC Approve	157
	TIP Initiate Enrollment	152
	TIP Modify Acreage	153
	TIP Modify Producer	154
	Transfer Contract Screen	38
	Update AGI Screen	393
	Update AGI – Confirmation Screen	397
	Update AGI – Compliance Indicator Screen	396
	Update AGI – Contract Selection Screen	394
	Update AGI – Producer Selection Screen	395
	Update AGI – Option Not Available Screen	398

Exhibit 3
Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
	View Contract Screen	10
	View Payment Screen	323
	View Payment – Producer Screen	325
	View Payment – Contract Selection Screen	324
	View Payment – No Payment Information Available Screen	326