

Conservation Contract Maintenance System and Conservation Payment Application



UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

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		
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3, 4	2-529	page 3 (add)
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Exhibits

- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
- 2 Definitions of Terms Used in This Handbook
- 3 Menu and Screen Index

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	1-CM.
and address file common provisions	
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.

United States Department of Agriculture Farm Service Agency		Conservation Reserve Program (CRP)			
Home	About FSA	Help	Contact Us	Exit CRP	Logout of eAuth
Conservatio Offer Proces New Offer New GIS Offer Upload GML I Edit Offer	er The	e offer is cor ntract Numb		ct in Contract Ma	aintenance System.

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.

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)



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.

CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Search Contr	act			
Search Contract	Admin State: *	Mississippi (28) 🔻			
Generate Reports	Admin County: *	Marion (091) 👻			
	Program Type: *	CRP 👻			
	Signup:	All	-		
	Contract Number:				
	Contract Status:	All	•	•	
	Program Year:	All 👻			
	Producer Name:		Find Producer		
	Farm Number:				
	Tract Number:				
			Search Reset		
	All fields having a red aste	erisk (*) are required and	must be completed		
Screen ID: CCMSWeb02 Last Modified: 12/04/2013	Back to Top ^				

8 Search Contract Screen (Continued)

C Search Contract Options

The following options are available on the Search Contract Screen.

F: 110 //		Required
Field/Button	Description/Action	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.

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.

USDA United States	Department of A	griculture		Соп	servation Contra	ct Maintena	nce System	
Farm Servi	œ Agency					Welcome		,County User
		-		0			PLY2	
CCMS Home	About CC	:мs	Help		Contact Us	Exit CCMS	Logout	of eAuth
CCMS Menu	Select	Contrac	t					
Search Contract	Admin Stat	te:	Iowa	(19)	Admin County:	Gut	hrie (077)	
County Reports	Contract Number	Farm Number	Tract Number	Contract Acres	Status	Contract Description	Signup Name	Program Year
	11003	6311	11976	6.18	Terminated (Pending Finalization and Approval)	TERRA_IA077	Continuous SU46	2015
	11003A	6311	11976	6.18	Revision in Process	TERRA_IA077	Continuous SU46	2015
	11004	5631	1294	2.00	Approved	TERRA_IA077	Continuous SU46	2015
	11005	4600	438	3.25	Approved	TERRA_IA077	Continuous SU46	2015
	11006	4600	10908	1.02	Approved	TERRA_IA077	Continuous SU46	2015
	11007	4655	10927	1.59	Approved	TERRA_IA077	Continuous SU46	2015
	11008	6256	10978	0.67	Terminated (Pending Finalization and Approval)	TERRA_IA077	Continuous SU46	2015
	11008A	6256	10978	0.67	Revision in Process	TERRA_IA077	Continuous SU46	2015
	11008B	6256	10978	0.67	Revision in Process	TERRA_IA077	Continuous SU46	2015
	11009	4531	63	7.45	Approved	TERRA_IA077	Continuous SU46	2015
	61 contracts fo	1 2 3 4 5 ound - Page 1/						
				Мо	odify Search	Back		

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.

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.

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_IA	077_F3302_T9	424_S1-10	Subcategory Type:	Regular
Parent Contract: Guthri Approval Date:	e, IA 11012		Original Co	ntract Start Date:	10/01/2014
Revised Contract Start	Date:	11/01/2014	Contract En	ıd Date:	09/30/2024
Contract Acres:		10.40	Re-enrolled	Acres:	10.40
concrace Acres		10.40	Marginal Pa	stureland Acres:	0.00
		10.40	-		
Cropland Acres:		0.00	HUC Code:		071000070402
Cropland Acres: Non-Cropland Acres: Extended:			HUC Code:	or Early Out:	071000070402 No

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

B Example of View Contract Screen (Continued)

		nd Date Re	ntal Rate n	er Acre An	nnual Contract	Payment	PL Ru	e A	GI Th	reshold
	09/30/2021		78.74		,948		4-PL	_	1,000,0	
	Information	n							-	
Farm Nu	mber	11	Tract	Number		LU	C		Acres	10.90
			-							10.50
ormation	n									
er Name		Address			City	State	Zip		Sh	are
JCER	PO BO	X ZZ		SAN DIEGO		CA	92169			0.00 %
JCER	1725 H	HIGHWAY 25		GUTHRIE CE	ENTER	IA	50115		5	0.00 %
		obino Ekolore	Depend	ico Actor	E-t-	ad Cost 6			Depetie	
		cuce Status	Pract			ted Cost S	nare p	er	ractio	\$2,568
	,			10.90	0					\$2,500
Acres In	formation									
		her Exr	pired Signu	n Name	Expired Prac	tice Code	Re	-en	rolled	Acres
A CONTRACTOR OF	are ever menn		A construction of the later of the	PHONE	the second se	uce cour	Contraction of the second second		Torreg	
Predece L supers	edes payn	ient calcul	ion of Pay	ment agr	eement in pla s scheduled fo	ice for fis or FY 201	ical ye 8 as f	ollo	2018. ows:	This
Predece L supers hedule f	edes payn	essor Divis ient calcul	ion of Pay aled by da	ment agr ates and is Days	S Scheduled fo	FY 201	.8 as f	ar	DW5:	018
Predece L supers	edes payn	essor Divis ient calcul	ion of Pay	ment agr ates and is Days	s scheduled fo	or FY 201	.8 as f	ollo	2018. JWS: Estim Payn	018 ated
Predece L supers nedule f Annual Contract ayment	essor-Suco edes payn or FY 2018 Start of Period	essor Divis ient calcul	Days Actor in FY 201	Days	Calculated	FY 201 FY 20 Payme Ratio	.8 as f	ar ollo \$	FY 20 Estim	018 ated
Predece L supers thedule f Annual Ontract ayment \$1,948	of FY 2018 Start of Period	End of Period	ion of Pay ated by da Days Actn in FY 201	Days B B B B C C C C C C C C C C C C C C C	Calculated Estimated Payment by Dates	FY 201 FY 20 Payme Ratio	18 as f 18 2nt 0	olle	FY 20 Estim	018 ated ient
Predece L supers thedule f Annual Ontract ayment \$1,948	of FY 2018 Start of Period	End of Period 10/01/2017	ion of Pay ated by da Days Actn in FY 201	Days B B B B C C C C C C C C C C C C C C C	Calculated Estimated Payment by Dates \$5	FY 201 FY 20 Payme Rate	18 as f 18 2nt 0	s	FY 20 Estim	018 ated ient 0 1948
Predece l supers chedule f Annual contract 'ayment \$1,948 \$1,948	Start of Period 10/01/2017	End of Period 10/01/2017	ion of Pay ated by da Days Actn in FY 201	Vec Days III 8 PY 2018 365 365	Calculated Estimated Payment by Dates \$5 \$1,943	FY 201 FY 20 Payme Rate	18 as f 18 2nt 0	s	FY 20 Estim	018 ated ient 0 1948
Predece L supers thedule f Annual Ontract ayment \$1,948	Start of Period 10/01/2017	End of Period 10/01/2017 09/30/2018	Days Actr in FY 201 1 364	Vec Days III 8 PY 2018 365 365	Calculated Estimated Payment by Dates \$5 \$1,943	FY 201 FY 20 Payme Rate	18 as f 18 2nt 0	s	FY 20 Estim	018 ated ient 0 1948
Predece l supers chedule f Annual contract 'ayment \$1,948 \$1,948	Start of Period 10/01/2017	End of Period 10/01/2017	Days Actr in FY 201 1 364	ve Days III 8 PY 2018 365 365 Total:	s scheduled fo Calculated Estimated Payment by Dates \$5 \$1,943 \$1,948	FY 201 FY 20 Payme Rate	18 ds f	s \$	FY 20 Estim	018 ated ient
	ormation JCER JCER ICER ICER ICER ICER ICER ICER ICER I	ormation er Name PO BO JCER PO BO JCER 1725 H ormation Code CLU Pray 6 Acres Information pired Contract Num	11 ¹ ormation er Name Address JCER PO BOX ZZ JCER 1725 HIGHWAY 25 JCER 1725 HIGHWAY 25 ormation Code Code CLU Practice Status 6	11: ormation er Name Address JCER PO BOX ZZ JCER 1725 HIGHWAY 25 JCER 1725 HIGHWAY 25 ormation Code CLU Fractice Status Practice 6 Practice Status Acres Information pired Contract Number Expired Signut	11 ormation er Name Address JCER PO BOX ZZ JCER 1725 HIGHWAY 25 GUTHRIE CI ormation Code CLU Fractice Status Practice Acres 6 10.9 Acres Information pired Contract Number Expired Signup Name	11 6 ormation er Name Address City JCER PO BOX ZZ SAN DIEGO JCER 1725 HIGHWAY 25 GUTHRIE CENTER ormation Code CLU Practice Status Practice Acres Estimate 6 10.90 10.90 Acres Information pired Contract Number Expired Signup Name Expired Practice	11 6 ormation address City State JCER PO BOX ZZ SAN DIEGO CA JCER 1725 HIGHWAY 25 GUTHRIE CENTER IA ormation Code CLU Practice Status Practice Acres Estimated Cost S 6 10.90	11: 6 ormation er Name Address City State Zip JCER PO BOX ZZ SAN DIEGO CA 92169 JCER 1725 HIGHWAY 25 GUTHRIE CENTER IA 50115 rmation Code CLU Practice Status Practice Acres Estimated Cost Share p 6 10.90 Acres Information Expired Signup Name Expired Practice Code Reference Code	II: 6 ormation er Name Address City State Zip JCER PO BOX ZZ SAN DIEGO CA 92169 JCER 1725 HIGHWAY 25 GUTHRIE CENTER IA 50115 rmation Code CLU Practice Status Practice Acres Estimated Cost Share per 10.90 Code CLU Practice Status Practice Acres Estimated Cost Share per 10.90	II 6 ormation er Name Address City State Zip Sh JCER PO BOX ZZ SAN DIEGO CA 92169 5 JCER 1725 HIGHWAY 25 GUTHRIE CENTER IA 50115 5 ormation Code CLU Practice Status Practice Acres Estimated Cost Share per Practice 6 10.90 10.90 10.90 10.90

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	This field will display the original contract start date for the
Start Date	contract family.
Revised Contract	Will display the start date of the revised contract. If the
Start Date	contract has never been revised the field will display a N/A.

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	Number of marginal pastureland acres in hundredths on the
Acres	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	Yes or No. indicates if the contract was approved for an early
Out	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	The potential full year value the contract will earn based on the
Payment	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.

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					
	display if a contract extension has been recorded on the contract.					
Contract Extension	The name of the contract extension will be displayed.					
Туре						
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.					
Predece	essor – Successor Division(s) of Payment Agreement					
	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	The potential full year value the contract will earn based on the					
Payment	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	Annual contract payment divided by days in the FY multiplied by					
Payment by Dates	the number of active days in the FY.					
FY 20XX Payment	This value will default as a percentage of the dollar value earned					
Ratio	based on active days. Users can enter a value between 0-100. The					
	total of all percentages must equal 100 percent.					
FY 20XX Estimated	This value will default as the dollar value earned based on active					
Payment	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 o	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.					
Туре	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	The reason entered by the user during reinstatement.					
Reinstatement						
Date of Termination	The reinstatement date entered during reinstatement.					
Reason for	The reason code selected during termination.					
Termination						
	*Re-Enrolled Acres Information					
•	splay 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	The contract number from the expired contract that was					
Number	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	The user must click on CRP-1 or, if applicable, CRP-41 to display the
view	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)

D Actions (Continued)

Field	Action
Select an Action to	•*Initiate > TIP Enrollment (paragraph 152)
Perform	• Initiate > Terminate (paragraph 38)
(Continued)	• 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	The tract number is either	If the tract number is "unknown"
found in farm records,	"unknown" or not active	and the farm number is current,
correct tract number."	in FRS for the current	users can take the correct tract/CLU
	FY.	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	The CLU number is	If the CLU number is "unknown"
number is not valid.	listed as "unknown".	and the farm number is current,
Please correct the CLU		users can take the correct tract/CLU
number."		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.

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.

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.

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.

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			

__*

*--10.5View 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	The per acre dollar value of the rental rate applicable to	
Per Acre	non SDA/LR/BF/V producers.	
SDA/LR/BF/V Rental	The per acre dollar value of the rental rate applicable to	
Rate per Acre	SDA/LR/BF/V producers.	
Annual Contract	The potential full year value the contract will earn based on the	
Payment	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

USDA United States	Department of Agriculture		Conservation Contrac	ct Maintenance System
Farm Servi	ce Agency		Welcome	,County User
CCMS Home	About CCMS	Help Cont	tact Us Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Correct Tract/CLU	J		
County Reports	Contract Status:	Approved	Activity Type:	No Activity
County Reports	Admin State:	Iowa (19)	Admin County:	Guthrie (077)
	Physical State:	Iowa (19)	Physical County:	Guthrie (077)
	Contract Number:	1355	Signup Number:	23
	Program Type:	CRP	Signup Name:	23 FWP
	Program Year:	2002	Signup Type:	Continuous
	Contract Description:	N/A	Subcategory Type:	FWP
	Approval Date:	10/17/2001	Original Contract Start Date:	11/01/2001
	Revised Contract Start Date	• N/A	Contract End Date:	09/30/2016
	Contract Acres:	11.20	Re-enrolled Acres:	0.00
	Cropland Acres:	11.20	Marginal Pastureland Acres:	0.00
	HUC Code:	07100007050	Extended:	No
	Approved For Early Out:	No		
	Fa	rm Number: 1943		
	* Tra	act Number:		
		Back	lext	
Screen ID: CCMSWeb05		Back	IEAL	Back to Top ^

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

11 Correct Farm/Tract and CLU Information (Continued)

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	The contract description entered in the	
Description	TERRA/COLS process.	
	Note: Will be blank for S36 migrated	
	contracts.	
Subcategory Type	The applicable CRP subcategory recorded	
A	for this contract.	
Approval Date	The COC approval date entered for this	
	contract.	
Original Contract	The original contract start date for the	
Start Date	contract family. The start date of the revised contract.	
Revised Contract Start Date	The start date of the revised contract.	
Stall Date	Note: If the contract has never been	
	revised the field will display a	
	N/A.	
	1N/Ω.	

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.	
	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.

USDA United States	Department of Agriculture			Conservatio	on Contract Maintena	nce System
Farm Serv	vice Agency			We	elcome	,County Use
			and the second s	-		
Charles and	and a state of the	and the second	0			The state of
CCMS Home	About CCMS	Help		ontact Us Exit	CCMS Logout	ofeAuth
	About CCMS	neip				oreAuth
CCMS Menu	Revise Acreac	e CLU				
Search Contract						
County Reports	Contract Status:		Approved	Activity Type:	No Activity	
	Admin State:		Iowa (19)	Admin County:	Guthrie (07	
	Physical State:		Iowa (19)	Physical County:	Guthrie (07	(7)
	Contract Number:		1355	Signup Number:	23	
	Program Type:		CRP	Signup Name:	23 FWP	
	Program Year: Contract Description:		2002 N/A	Signup Type: Subcategory Type:	Continuous FWP	,
	Contract Description:	•	N/A	Subcategory Type:	EVVE	
	Farm Numb	per	Tract	Number	Contract Acres	
					Cropland:	11.20
	1943		1079		MPL:	0.00
					wellhead:	0
	Farm Number			ciu	CLU Acres	
			lumber			
	1943	1079		* 1	* 1.2	Delete
	1943	1079		* 2	* 10.00	Delete
	Add New CLU Informa	ation:				
	1943 🗸	1079 🗸		•	•	Add
	Total				11.20	
	Re-enrolled Acres: 0,0	0				

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.	

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	Enter the applicable CLU
	the Contract.	number.
CLU Acres	The acres associated with the	Enter the acreage in hundredths
	CLU entered above.	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	This will be used to record all	Enter the CLU number and
Information	CLU associated with the contract.	CLU acres and CLICK "Add".
		Repeat as needed until all CLU's are added to the
Do annollad Aanaa	Displays the number of series on	Contract.
Re-enrolled Acres	Displays the number of acres on the contract that were a result of	
	reenrollment.	
Back	Correct Tract/CLU Screen will	CLICK "Back".
Dack	display. Data will not be saved.	CLICK DACK .
Cancel	View Contract Screen will	CLICK "Cancel".
	display. Data will not be saved.	
Next	Revise Practice CLU Screen will	CLICK "Next".
	display. Data will be saved.	chieft front.
	5-CRP Amend 1	Page 2.

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

D Error Messages (Continued)

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

USDA United States	s Department of Agriculture		Сог	nservation Cont	ract Maintenance Sys	stem
Farm Serv	vice Agency			Welcome	"Count	y Use
				E-H DOLLS		
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAut	th
CCMS Menu	Revise Practice	e CLU				
Search Contract						
County Reports	Contract Status:	Approv			No Activity	
	Admin State:	Iowa (1		-	Guthrie (077)	
	Physical State:	Iowa (1	•	•	Guthrie (077)	
	Contract Number: Program Type:	1355 CRP	Signup Nun Signup Nan		23 23 FWP	
	Program Year:	2002	Signup Type		Continuous	
	Contract Description:	2002 N/A	Subcategor		FWP	
	Contract Acres:	11.2	2		11.20	
	MPL Acres:	N/A	Wellhead Ac		0.00	
	Payable Acres:	11.2	0			
	Assigned Practices					
	Farm Number: 1943 Tra	oct Number: 1079				
	CLU Code	Practice Acres	Acreage	Estimated Cost Share Per Acre	Estimated Cost Share for Practice	
	2(4.10) ∨ CP27	4.10	Cropland 4.1	⁰ \$ 448.29	\$ 1838 Delet	e
	1(7.10) V CP28	7.10	Cropland 7.1	⁰ \$ 153.94	\$ 1093 Delet	e
	Totals					
	Practice Acres	MPL Croplan Acres Acres	nd Wellhead Acres	Total Est	imated Cost Share	
	11.20	0.00 1	1.20 0.00		\$ 2	931
		Add New P	ractice Back Car	ncel Save		
	All Galda basing a red actor					
	All fields having a red aster	isk (*) are required and	must be completed			

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	
California T	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.	

C Field Descriptions and Actions (Continued)

Field/ButtonDescriptionCropland AcresThe number of MPL acresMPL Acresassociated with the contract
displayed in hundredths.Wellhead AcresThe number of Wellhead acres
associated with the contract
displayed in hundredths.Wellhead AcresThe number of Wellhead acres
associated with the contract
displayed in hundredths.Payable AcresThe number of payable acres

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".

Action

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.				

C Field Descriptions and Actions (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	CP12 practice cannot have a cost share value above 0.	Remove entered cost share value for the CP12 practice.
Acreage value greater than 0.00."	cost share value above 0.	value for the CF12 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.

D Error Messages (Continued)

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

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.

USDA United States	Department of Agriculture		Conservation C	Contract Maintenance System
Farm Serv	ice Agency		Welcor	me .,County User
CCMS Home	About CCMS	Help	Contact Us Exit CC	MS Logout of eAuth
CCMS Menu	Add Practice CLU			
Search Contract	Contract Status:	Approved	Activity Type:	No Activity
County Reports	Admin State:	Iowa (19)	Admin County:	Guthrie (077)
	Physical State:	Iowa (19)	Physical County:	Guthrie (077)
	Contract Number:	1355	Signup Number:	23
	Program Type:	CRP	Signup Name:	23 FWP
	Program Year:	2002	Signup Type:	Continuous
	Contract Description:	N/A	Subcategory Type:	FWP
	Tra Pra Croj	act Number: 107 CLU: 1(1 Code: CP2 Status: Enf actice Acres: 0.00 MPL Acres: pland Acres: lhead Acres:	0.00 0.00 0.00 448.29	

14 Add Practice CLU (Continued)

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	This field will display the contract	
Description	description entered in the	
	TERRA/COLS process.	
	Note: Will be blank for S36	
Carla a sta a	migrated contracts.	
Subcategory	The applicable CRP subcategory	
Туре	recorded for this contract.	

14 Add Practice CLU (Continued)

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

C Field Descriptions and Actions (Continued)

14 Add Practice CLU (Continued)

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

C Field Descriptions and Actions (Continued)

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.

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

Conservation Contract Maintenance System USDA United States Department of Agriculture Farm Service Agency Welcome County Use 0 About CCMS Contact Us CCMS Home Help Exit CCMS Logout of eAuth CCMS Menu Contract Farm Number by Year Search Contract Approved Contract Status: No Activity Activity Type: County Reports Admin State: Illinois (17) Admin County: Sangamon (167) Illinois (17) Sangamon (167) Physical State: Physical County: 28 Contract Number: Signup Number: CRP 28 Continuous Program Type: Signup Name: Program Year: 2005 Signup Type: Continuous REGULAR Contract Description: N/A Subcategory Type: Contract Farm Number by Year for Tract 1049 Fiscal Year 2005 5577 2006 5577 2007 5577 2008 5577 5577 2009 2010 5577 2011 5577 2012 5577 2013 5577 2014 5577 2015 5577 2016 5577 2017 5577 2018 5577 2019 5577 Back

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.

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	I PL Rule				
Effective Start Date	Effective End Date	Rental Rate per Acre	Annual Contract Payment	PL Rule	AGI Thresh
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 V		
\$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	

D Example of Contract Family Producer Subsidiary Year Screen

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

USDA Unite State	s Department of Agriculture		Conservation	Contract Maintenance System
	vice Agency		v	Velcome County Us
hutilit 🔽				
CCMS Home	About CCMS	Help C	Contact Us Exit C	CMS Logout of eAuth
CCMS Menu	Contract Family	Droducor Cubo	idiam Voar	
Search Contract	Contract Family	Producer Subs	iulary tear	
County Reports	Contract Status:	Approved	Activity Type:	No Activity
ounty Reports	Admin State:	Illinois (17)	Admin County:	Sangamon (167)
	Physical State:	Illinois (17)	Physical County:	Sangamon (167)
	Contract Number:		Signup Number:	28
	Program Type:	CRP	Signup Name:	28 Continuous
	Program Year:	2005	Signup Type:	Continuous
	Contract Description:	N/A	Subcategory Type:	REGULAR
	Program Year:	2005	Signup Type:	Continuous
	Producer Name	Subsidiary	Error Code Error Year	Income AGI AGI
	rioudor Halli	e year	Endreduce Endrifean	Filed? Indicator Waiver
	WILLIAM	2004	N	Y

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.	

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

E Fields and Descriptions (Continued)

Field/Button	Description	Action
Contract	The contract number that was selected on the Select	
Number	Contract Screen.	
Signup	The applicable signup number recorded for this	
Number	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	The producer listed on any CRP-1 for this contract	
Name	family.	
Subsidiary	The value determined to be the earliest year of	
Year	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".

*--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	See 9-CM,
	business type in Business Partner.	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	A producer with an AGI error will be
following producer(s)(year) (See Producer	displayed along with the year of the error.
Subsidiary Year page for more information):	Users shall return to the Contract Family
(followed by the name of the producer and	Producer Subsidiary Year Screen and refer
year with AGI error)	to the error messages in subparagraph F.
If Eligibility not filed: Message->	The applicable AGI certification is not
Corresponding Eligibility data are not filed	recorded in the Subsidiary Eligibility
for producer (year): (followed by the name	record for the year indicated.
of the producer and year with non-compliant	
eligibility)	
The subsidiary year of the following	A producer with an AGI error will be
producer(s) is estimated, due to historical	displayed along with the year of the error.
AGI problems on the contract family (See	Users shall return to the Contract Family
Producer Subsidiary Year page for more	Producer Subsidiary Year Screen and refer
information): (followed by the name of the	to the error messages in subparagraph F.
producer)	

*--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.

USDA United States	Department of Agriculture		Conservation	Contract Maintenance System	
Farm Servi	ice Agency		v	/elcome ,County User	
			-paired		
CCMS Home	About CCMS	Help Co	ntact Us Exit C	CMS Logout of eAuth	
CCMS Menu Search Contract	Adjust Re-enroll	ed Acreage			
County Reports	Contract Status:	Revision in Process	Activity Type:	Revise	
county reports	Admin State:	Illinois (17)	Admin County:	Sangamon (167)	
	Physical State:	Kansas (20)	Physical County:	Johnson (091)	
	Contract Number:	1	Signup Number:	41	
	Program Type:	CRP	Signup Name:	General CRP Signup 41	
	Program Year:	2012	Signup Type:	General	
	Contract Description:	CSWEB_320_10	Subcategory Type:	REGULAR	
				~~~~	
	Farm Number	3	ct Number C	LU CLU Acres 10.00	
	6	3	21	5.00	
	Re-enrolled Acres			15.00	
	Re-enrolled Acres: 1.00				
		Contract Expired Signu	p Name Expired Pract Code	ice Re-enrolled Action Acres	
	Add New Re-enrolled Acre * 21 V Expired Co Total		State and County (S	ST/CTY): 15 Add	
	TOLOI	Save	Back	U	

# *--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. <b>Note:</b> Will be blank for S36 migrated contracts.	
Subcategory	The applicable CRP subcategory recorded for	
Type	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.	

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

Field/Button	Description	Action
Re-Enrolled	Displays the number of acres on the contract that	
Acres	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	The contract number of the contract that expired	Enter the applicable
Contract	before the current acres being re-enrolled to this	expired contract
Number	contract.	number.
Expired Signup Name	The expired signup name from the contract that expired before the current acres being re-enrolled to this contract.	
	<b>Note:</b> 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.	
	<b>Note:</b> This value will be populated from the expired contract number that was entered.	
Re-Enrolled	Displays the number of acres on the contract that	Enter the number
Acres	was a result of re-enrollment.	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".

# C Fields and Descriptions (Continued)

#### *--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.	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.

#### **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.		
	<b>Example:</b> Contract 1459 would show the original approval date and contract 1459A will show the approval date COC approved the revision.		
Effective Contract	The date the contract or contract revision becomes effective.		
Start Date	CCMS uses this date to determine active days in FY for payment.		
Original Contract Start	The original start date of the contract without regard to revision.		
Date	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	The last day the CRP contract is active. This date will change on		
Date	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.		
	<b>Example</b> : 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.

#### **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.

		Effective Contract	
Reason for Change	User Action in CCMS	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	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.	in 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.

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

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

# **D** Effective Contract Start Dates for Contract Successions (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.

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. <b>Note:</b> 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.

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 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. <b>Note:</b> 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	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. <b>Note:</b> 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 will need to be created for the 5 acres that are terminated for each of the prior years a payment was received.
	immediately.		

# **E** Effective Contract Start Dates for Farm Maintenance Changes
#### 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.

USDA United States	Department of Agriculture			Conservation Contract	Maintenance System
Farm Serv	ice Agency			Welcome	"County User
		0			
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Start Contract I	Revision			
County Reports	Contract Status:	Approved		Activity Type:	No Activity
County Reports	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:			Subcategory Type:	Regular
		ract Start Date: Itract End Date:	11/01/2014 09/30/2024		
		n Effective Date (mm/dd/yyyy):	03/18/2016		
	* Reas	on for Revision:	Change of participation	ants	$\checkmark$
			Save Back		

# 26 Start Contract Revision Screen (Continued)

### **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. <b>Note:</b> 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.	

### 26 Start Contract Revision Screen (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.	Select reason from the drop- down menu.
	Note: If the revision is to increase acreage, by policy the only reason for an increase is because of new aerial imagery.	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.	CLICK "Save" then "OK" or "Cancel".
	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.	
Back	The View Contract Screen will be displayed, no data will be saved and the revision will be canceled.	CLICK "Back".

# C Field Descriptions and Actions (Continued)

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

#### 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.

	Department of Agriculture ice Agency			Conservation Contract Welcome	Maintenance System ,County User
		0			
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Modify Farm a	nd Tract			
	Contract Status:	Revision in Proce	ess	Activity Type:	Revise
County Reports	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
	Farm/Tract and CLU In	formation			
	Farm Num	ber	Tract Number	CLU	CLU Acres
	3302	9424		4	3.90
	3302 3302	9424		6	4.20 2.30
	3302	9424		/	2.30
		Search for new fai	rm and tract		
		Farm Number:			
		Tract Number:			
		Producer Name:		Find Producer	]
			Search Back	Reset	

### 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 Tu	ract
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.

Farm Number	Tract Number	Tract Description	Farmland Acres	Cropland Acres	CRP Cropland Acres	CRP MP Acres	
0 5234	10635	N6 SE1/4NW1/4 SEC 27 N CASS	39.80	25.26	0.00	0.0	
0 5234	1864	N4 PARTS OF SEC35RICHLAND PARTS OF SEC2N&3N N CASS	323.88	300.54	39.90	0.0	
0 5234	11769	SE1/4 SEC 28 N CASS	155.42	138.37	0.00	0.0	
0 5234	9976	N6 SW1/4NW1/4,NW1/4SW1/4 SEC 27 N CASS	79.42	52.54	0.00	0.0	
4 tract(s) found - Page 1/1							

### 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.	CLICK "Save" then "OK" or "Cancel".
	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.	
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	<b>Corrective Action</b>
"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.

# **B** Example of Adjust Acreage Screen

The following is an example of the Adjust Acreage Screen.

USDA United States D	Department of Agriculture			C	Conserv	ation Contract I	Maintenai	nce System
Farm Service	ce Agency					Welcome		County Use
CCMS Home CCMS Menu	About CCMS	Help		ontact Us		Exit CCMS	Logout	of eAuth
Search Contract	Contract Status:	Revision i	n Process		Activ	vity Type:	Revise	
County Reports	Admin State:	Iowa (19)				in County:	Guthrie (	(077)
	Physical State:	Iowa (19)				ical County:	Guthrie (	• •
	Contract Number:	11012B			Sign	up Number:	46	
	Program Type:	CRP			Sign	up Name:	Continuo	ous SU46
	Program Year:	2015			Sign	ир Туре:	Continuo	ous
	Contract Description	on: 1			Subo	ategory Type:	Regular	
	3302 9	1424	Non-Cro	Cropland = pland & MPL		MPI Non-Cropland Wellhead	<b>i</b> :	0.00 0.00 0.00
	Farm Number	Tract Nu	mber	CLU		CLU Acres		
	3302	9424		* 4		*	3.90	Delete
	3302	9424		* 6		*	4.20	Delete
	3302	9424		* 7		*	2.30	Delete
	Add New CLU Infor	mation:						_
	3302 V	9424 🗸		*		*		Add
	Total	Re-enrolled Ac		Back			10.40	

# 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.	Adjust the acres value in hundredths as needed.
	<b>Note:</b> 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.	

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	CLICK "Save" then "OK" or "Cancel".
	will return the user to the Adjust Acreage Screen without saving data.	
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

# C Field Descriptions and Actions (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.

# **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.

# **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.

# **D** Error Messages (Continued)

Error Message	Description	Corrective Action
"The total CLU acres	All acreage entries must be entered	Enter acreage values
cannot exceed more than	in hundredths.	in hundredths.
two decimals."		
"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.

USDA United States Department of Agriculture			Conservation Contract Maintenance System		
Farm Ser	vice Agency			Welcome	,County User
		<u> </u>	- paire		
CCMS Home	About CCMS	Help Co	ntact Us Exit	CCMS Log	out of eAuth
CCMS Menu	Adjust Re-enro	lled Acreage			
Search Contract		ilea Acreage			
County Reports	Contract Status:	Revision in Process	Activity Type:	Revise	
	Admin State:	Illinois (17)	Admin County:	Sangamon (1	67)
	Physical State:	Kansas (20)	Physical County:	Johnson (091	)
	Contract Number:	1	Signup Number:	41	
	Program Type:	CRP	Signup Name:	General CRP S	Signup 41
	Program Year:	2012	Signup Type:	General	
	Contract Description:	CSWEB_320_10	Subcategory Type:	REGULAR	
	Farm Number				U Acres
	6	3	22	10.00	
	6. Re-enrolled Acres	3	21	5.00	15.00
	Re cirolica Acres	_			15.00
		Re-enro	olled Acres: 1.00		
	CLU Expired	d Contract Expired Signu	p Name Expired Pra	ctice Re-en Acr	
			Code	AC	es
	Add New Re-enrolled Ac			· · ·	
	* 21 V Expired C	Contract: 1234	State and County	(\$1/CTY):	15 Add
	Total				0
		Save	Back		
-					

--*

# *--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. <b>Note:</b> Will be blank for S36 migrated contracts.	
Subcategory	The applicable CRP subcategory recorded for this	
Туре	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.	

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

# **C** Fields and Descriptions (Continued)

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

--*

### 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

USDA Conservation Contract Maintenance System United States Department of Agriculture Farm Service Agency Welcome "County User 0 **CCMS** Home About CCMS Help Contact Us Exit CCMS Logout of eAuth CCMS Menu Modify Producers Search Contract Contract Status: Revision in Process Activity Type: Revise County Reports 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 Assigned Producers Producer Nam Share Primary 100.00 % ANY2 PRODUCER Remove Owner ✓ Available Producers Producer Name Type Add ANY PRODUCER Operator Save Back

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	<ul> <li>This field will display the contract description entered in the TERRA/COLS process.</li> <li>Note: Will be blank for S36 migrated contracts.</li> </ul>	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

#### 29 Modify Producer (Continued)

#### **Field/Button** Description Action **Assigned Producers** CLICK "Remove". Remove Will remove the producer from the list of Assigned Producers and the producer will not display on the revised CRP-1. 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 Enter the percentage value in the CRP-1. between 0 and 100 percent in hundredths. Designates the primary point of contact for Enter a check ( $\checkmark$ ) in the box Primary the CRP contract. of the producer that is the primary point of contact. **Available Producers** CLICK "Add". 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. 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.

#### **C** Fields Descriptions and Actions (Continued)

# 29 Modify Producer (Continued)

Field/Button	Description	Action
Туре	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".

# C Fields Descriptions and Actions (Continued)

# 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	<b>Corrective Action</b>
"All owners on the contract	All producers on the contract	Enter share percentage
shall have shares, even if	must have shares, even if	between 0 and 100 percent
zero."	zero.	for each producer on the
		contract.
"The Farm number (XXX)	Farm on Contract must be in	Correct farm and tract
currently on this contract is	FRS.	number.
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 total of share	The sum of the producer	Enter share percentage
percentages shall equal 100."	share percentages must equal	between 0 and 100 percent
	100.	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

USDA United States Department of Agriculture Co			nservation Contract	Maintenance System		
Farm Servi	ice Agency				Welcome	,County User
CCMS Home	About CCMS	Help		Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Modify Practice	S				
County Reports	Contract Status:	Revision in P	rocess		Activity Type:	Revise
county reports	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:	1	0.40	Cropland Acres:		10.40
	MPL Acres:	N	I/A	Non-Cropland A	cres:	N/A
	Wellhead Acres:	0	.00	Payable Acres:		10.40
	Assigned Practices					
	Farm: 3302 Tract: 9424					
	CLU Code I	Practice Acres	P	kcreage -	Estimated Cost : per Acre f	Share or Practice
	4(3.90) ✔ CP15A 3.	90	Cropland	3.90	\$ 0.00	\$ 0 Delete
	6(4.20) ✔ CP15A 4.	20	Cropland	4.20	\$ 0.00	\$ 0 Delete
	7(2.30) ✔ CP15A 2.	30	Cropland	2.30	\$ 0.00	\$ 0 Delete
				Totals:		
	Practice Acres MP	•	Acreage Non-Cr	opland Wellh	lead	nated Cost Share
	10.40	0 10.4	0	0.00	0	\$ 0
			Add New F	Practice Save	Back	

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. <b>Note:</b> 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	Displays the number of Non-Cropland	
Acres	acres on the contract. Displays as N/A if	
XX7 111 1 A	the contract is not non-cropland eligible.	
Wellhead Acres	Displays the number of Wellhead acres on	
	the contract. Display as N/A if the	
Develate A area	contract is not wellhead eligible.	If appliable appendix the
Payable Acres	Display the number of acres payable for the contract. This field can only be edited	If applicable, enter the
	the contract. This field can only be edited on FWP contracts.	number of payable acres in hundredths.
	Assigned Practices	nundreattis.
Earra	Farm number associated with the contract.	
Farm		
Tract	Tract number associated with the contract.	
CLU	Displays CLU number and, in	Select CLU for the practice
	parentheses, the number of acres	being adding from the
	associated with CLU in hundredths.	drop-down list.
	There can be multiple CLU's on the	
	contracts and the drop-down list will	
	include all CLU's associated with the	
~ .	contract.	
Code	Displays the practice code. Drop-down	
	list will display the practice codes	
	configured for the signup for which the	
Practice Acres	contract was approved.	
Practice Acres	Practice acres are automatically calculated	
	as users enter the acreage values in the	
Acreage	acreage field. The number of acres on the CLU for the	Enter acreage value in
Acreage	corresponding practice. This value should	hundredths.
	equal the CLU acres.	nundreattis.
Estimated Cost	Allows the user to enter the estimated cost	Enter estimated cost share
Share per acre	share amount per acre and will display the	per acre.
for the Practice	total by practice.	r
Delete	Will remove the CLU row that Delete was	CLICK "Delete" then
	selected. A pop-up window will be	"OK" or "No".
	displayed to confirm the deletion of the	
	CLU. Selecting "No" will return the user	
	to the Modify Practice Screen without	
	deleting the CLU.	

# 30 Modify Practices (Continued)

<b>Field/Button</b>	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".			

# C Field Descriptions and Actions (Continued)

#### 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.

United States Department of Agriculture Farm Service Agency		Conservation Contract Mainten Welcome .National User,		ct Maintenance System ational User/National Admin	
	Madinal de Caracteria de Carac			all a diffe	
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Add Practice				
County Reports State Reports National Reports Reprocess Acres	Admin State:IoPhysical State:IoContract Number:11Program Type:CF	evision in Proces wa (19) wa (19) 1012A RP 015	35	Activity Type: Admin County: Physical County: Signup Number: Signup Name: Signup Type: Subcategory Type	Revise Guthrie (077) Guthrie (077) 46 Continuous SU46 Continuous E: REGULAR
	Farr	m Number:	~		
	Trac	ct Number: [	~		
		כנט: [	4(3.90) 🗸		
			CP1 🗸		
		100 million 100 million	N/A Y		
		tice Acres:	0.00		
		land Acres:	0.00		
		land Acres:	0.00		
		head Acres:	0.00		
	Estimated Cost Shar		0.00		
	Listing to Cost Supr		Save Back		

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# 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	
Activity Type	contract. 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.	
	<b>Note:</b> Will be blank for S36 migrated contracts.	
Subcategory	The applicable CRP subcategory	
Туре	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)

Field/Button	Description	Action
Estimated Cost Share Per Acre: \$	Displays dollar value of estimated cost share per acre recorded on the contract.	
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".

# C Field Descriptions and Actions (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 error messages may be displayed.

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

Ennon Maggaga	Description	Compating Astion
Error Message	Description	Corrective Action
"FWP Payable	FWP payable acres are for FWP	Reduce FWP payable acres to be
Acres > FWP	contracts written under the 2008	less than or equal to the FWP
Practice Acres."	Farm Bill. The 2008 Farm Bill	practice acres.
	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.	
"Sum of MPL	If the sum of the MPL practice acres	Correct either the MPL practice
Practice Acres =	is not equal to the contract MPL	acreage or the MPL contract
Contract MPL	acres, a warning message will be	acreage. This must be complete
Acres."	displayed.	before the contract is finalized.
"Sum of	If the sum of the cropland practice	Correct either the cropland
Cropland	acres is not equal to the contract	practice acreage or the contract
Practice Acres =	cropland acres, a warning message	cropland acreage. This must be
Contract	will be displayed.	complete <b>before</b> the contract is
Cropland Acres."		finalized.
"FS Technical	CCMS will determine whether any	User must verify the technical
Responsibilities	FS practices are present on the	responsibilities have been
completed for	contract. If yes, CCMS will verify	completed (manually) and then
any Forestry	that the user has indicated the FS	check $(\checkmark)$ the box indicating that
practices."	technical responsibilities have been	FS technical responsibilities have
	completed.	been completed. It is a <b>required</b>
	_	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.

USDA United States	Department of Agriculture			Conservation Contract	Maintenance System
Farm Servi	ice Agency			Welcome	,County User
		<b>6</b>			EX main
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Finalize				
County Reports	Contract Status:	Revision in Proc	ess	Activity Type:	Revise
county reports	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
	Contr	act Description:	TERRA_IA077_F3	302_T9424_S1-10	
	Parent Cont	tract Start Date:	11/01/2014		
	Cor	ntract End Date:	09/30/2024		
	Revision	Effective Date:	03/18/2015		
	Reas	on for Revision:	Change in producers	shares	
	* Check box to indic	cate CPO Update Received:			
		cer Signed Date (mm/dd/yyyy):			
			Finalize Back		
	All fields having a red asterio	ck (* ) are required a	and must be completed		

# **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 blest for \$26	
	Note: Will be blank for S36	
Cultante no ma Tama	migrated contracts.	
Subcategory Type	The applicable CRP subcategory	
	recorded for this contract.	

# **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.	Check ( $\checkmark$ ), if CPO update has been received.
	Note: This field will only be displayed if an updated CPO is needed.	
FS Technical Responsibilities Completed?	Indicator to allow the user to record that the FS technical responsibilities have been received.	Check (✓), if FS technical responsibilities documentation has been completed.
	<b>Note:</b> This field will only be displayed if updated FS Technical Responsibilities are needed for the practices on the contract.	
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".

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

Error Message	Description	Corrective Action
"Non-Cropland acreage	If the parent contract does not have	Correct CLU or
cannot be added to a	non-cropland acres but a practice on	Contract acre type
contract which does not	the child contract has non-cropland	according to paragraph
already have Non-Cropland	acreage (likely due to System 36	28.
acreage."	migrated data), this warning occurs.	
"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	There cannot be more than one	Correct producer
Producer may be assigned to the contract."	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.	according to paragraph 29.
"Pivot corner response	If the available practice is not pivot	Correct Pivot Corner
shall be 'N/A' for practice (XXX)."	corner eligible, that practice cannot have pivot corners.	response under modify practices according to paragraph 30.
"Pivot corner response shall be 'Yes' or 'No' for	If the available practice is pivot corner eligible, the user must respond	Correct Pivot Corner response under modify
practice (XXX)."	to the question of whether or not there is a pivot corner practice on this contract.	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	If the practice is not cropland eligible,	Correct practice
have cropland Acres."	it cannot have cropland acres.	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	If the practice is not wellhead	Correct practice
have Wellhead Acres."	eligible, it cannot have wellhead acres.	acreage type according to paragraph 30.

Error Message	Description	<b>Corrective Action</b>
"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 acres (XXX) entered for the tract (XXX) entered for the tract (XXX) exceed available acres (XXX) for Fiscal Year (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."	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. 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. Correct CLU acres to not exceed tract acres according to paragraph 28.

Error Message	Description	<b>Corrective Action</b>
"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." "The date you have entered for the CRP-1 Producer Signature(s) precedes the original contract start date. Please correct the date."	Producer signatures cannot be future dated. 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 is not in the future. 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)." "The effective date (XXX) cannot be after the end date (XXX)."	A new child contract (not yet approved) cannot be future dated unless its parent is also future dated. The date of the activity cannot begin after the contract ends.	Enter a date in the mm/dd/yyyy format that is not in the future. Enter a date in the mm/dd/yyyy format that is prior to the
"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.	contracts end date. 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.

Error Message	Description	<b>Corrective Action</b>
"The following producer(s) are not associated with the Farm for Fiscal year (XXX). Please remove the invalid producer(s) from	The producers on the contract must be in FRS.	Correct producer according to paragraph 29.
the contract. (XXX)." "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.

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

United States Department of Agriculture Conservation Contract Maintenance System				Maintenance System	
Farm Serv	vice Agency			Welcome	,County Use
					ET MAN
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Cancel Revisio	n Confirmati			
Search Contract		II Comman			
County Reports	Contract Status:	Revision Finalized		Activity Type:	Revise
county reports	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
	Are you sure that you wa	ant to Cancel Revisio	n at this time?		
		[	OK Back		

## 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.	
	<b>Note:</b> Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
	you sure that you want to Cancel Revision at this	time?
ОК	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

USDA United States D	epartment of	Agriculture					Conservation	i Contract Ma	intenan	ice System
Farm Service	e Agency						Wel	come ]		,County Use
				0			ait and		12	<b>With</b>
CCMS Home	About (	CCMS	<u> </u> H	elp	Conta	ct Us	Exit (	CMS I	Logout	ofeAuth
CCMS Menu Search Contract	COC A	pprov	al							
County Reports	Contract	Status:	Rev	ision Finalize	ed .		Activity T	ype:	Revise	
	Admin St	ate:	Iow	a (19)			Admin Co	unty: (	Guthrie (	077)
	Physical	State:	Iow	a (19)			Physical (	County: (	Guthrie (	077)
		Number:	110	12B			Signup N	umber:	16	
	Program	туре:	CRP				Signup N	ame: (	Continuo	us SU46
	Program	Year:	201	5			Signup Ty	/pe: (	Continuo	us
	Contract	Descriptio	on:				Subcateg	ory Type:	Regular	
	There is agreeme	a Predece nt supers	oval (mm/o essor-Succ sedes payn for FY 2015	essor Divis	ion of Paymated by date	ent agi s and i	eement in pla s scheduled fo	ce for fiscal y or FY 2015 as	ear 201 follows	5. This :
		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	Est	2015 Imated yment
	Guthrie, IA 11012	\$2,627	10/01/2014	10/31/2014	31	365	\$223	10.01 %	\$	263
	Guthrie, IA 11012A	\$2,627	11/01/2014	03/28/2015	148	365	\$1,065	89.99 %	\$	2364
	Guthrie, IA 11012B	\$2,627	03/29/2015	09/30/2015	186	365	\$1,339	0.00 %	\$	0
						Total:	\$2,627			\$2,627
				[	Approve	Reject	Back			

The following is an example of the COC Approval Screen.

## 34 COC Approval (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.

## 34 COC Approval (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. <b>Note:</b> The table will be populated based on active	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.	CLICK "Approve" and "OK".
	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.	
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".

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

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

### 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.

USDA United States	s Department of Agriculture			Conservation Contract	Maintenance System
Farm Serv	vice Agency			Welcome	"County Use
		0			TT MAK
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Chart Dates De	delen			^
Search Contract	Start Rates Rev	/ISION			
County Reports	Contract Status:	Approved		Activity Type:	No Activity
County Reports	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
	Are you sure that you wa	ant to revise the co	ontract? Save Back		

## **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.	
	<b>Note:</b> 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	t?
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.

USDA United States	Department of Agriculture		C	onservation Contract	Maintenance System
Farm Serv	ice Agency			Welcome	,County User
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	<b>Revise Rates</b>				
Search Contract					
County Reports	Contract Status:	Revision in Proce	ess	Activity Type:	Revise Rates
	Admin State:	Iowa (19)		Admin County:	Guthrie (077)
	Physical State:	Iowa (19)		Physical County:	Guthrie (077)
	Contract Number:	11012C		Signup Number:	46
	Program Type:	CRP		Signup Name:	Continuous SU46
	Program Year:	2015		Signup Type:	Continuous
	Contract Description:			Subcategory Type:	Regular
	Enter the correct informa Existing Annual Renta		second states and second states states and second states states and second states an		
		eighted Average e Rate Per Acre:	\$ 0.00		
	* Annual Renta	I Rate Per Acre:	\$ 252.59		
	* Weighted Avera	ge Maintenance Rate Per Acre:	\$ 0.00		
			Revise Rate Bac	k	

## **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.	
	<b>Note:</b> 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	The maintenance rate on the	Correct the maintenance
exceeds the National	contract cannot exceed the	rate.
Maintenance Rate for this	national maintenance rate	
signup. Please correct the	(the maximum maintenance	
Maintenance Rate on this	rate for the signup).	
contract."		

### 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.

United States	Department of Agriculture					Conservation	Contract Ma	intenance Syster
Farm Serv	ice Agency					Weld	come	,County Us
						all de d		T. With
CCMS Home	About CCMS	н	lelp	Conta	ct Us	Exit C	CMS	Logout of eAuth
CCMS Menu	Predecesso	r-Succe	ssor Div	vision(s)	of P	avment a	areemen	nt
Search Contract						•	<u> </u>	
County Reports	Contract Status:		roved			Activity T		No Activity
	Admin State:		a (19)			Admin Co	•	Guthrie (077)
	Physical State:	Iow	a (19)			Physical C	County:	Guthrie (077)
	Contract Number:	110	12B			Signup Nu	ımber: 4	46
	Program Type:	CRP	•			Signup Na	ame: (	Continuous SU46
	Program Year:	201	5			Signup Ty	vpe: (	Continuous
	Contract Descripti		contracts ir	n fiscal year:	2015	Subcatego	ory Type:	Regular
		nyments for	essor Divis	ion of Pavm	ent agr	eement in pla	ce for fiscal v	vear 2015. This
	View estimated pa	nyments for sessor-Succ sedes payn	essor Divis nent calcul	ion of Pavm	ent agr s and i	eement in places scheduled fo	ce for fiscal v	vear 2015. This
	View estimated pa There is a Predec agreement super	essor-Succ sedes payn for FY 2015 Start of Deriod	essor Divis nent calcul	ion of Pavm	ent agr	eement in pla	ce for fiscal v	vear 2015. This
	View estimated pa There is a Predec agreement super Payment Schedule Contract Contract Annual Contract Payment Guthrie,	essor-Succ sedes payn for FY 2015 Start of Deriod	essor Divis nent calcul End of Period	ion of Paymated by date	ent agr s and i Days in FY	eement in pla s scheduled fo Calculated Estimated Payment	ce for fiscal y r FY 2015 as FY 2015 Payment	rear 2015. This follows: FY 2015 Estimated
	View estimated particular There is a Predect agreement super Payment Schedule Contract Annual Contract Contract Payment Guthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthri Suthrie, Suthrie, Suthrie, Suthrie, Suthrie, Suthrie,	ayments for essor-Succ sedes payn for FY 2015 Start of Period	End of Period 10/31/2014	ion of Paym ated by date Days Active in FY 2015	ent agr s and i Days in FY 2015	eement in places scheduled fo Calculated Estimated Payment by Dates	ce for fiscal y r FY 2015 as FY 2015 Payment Ratio	rear 2015. This follows: FY 2015 Estimated Payment
	View estimated particular There is a Predec agreement super Payment Schedule Contract Annual Contract Contract Payment Guthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie, IA Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthrie Suthri Suthrie Suthrie Suthrie Suthrie Suth	nyments for essor-Succ sedes payn for FY 2015 Start of Period	End of Period 10/31/2014 03/28/2015	Days Active in FY 2015	Days in FY 2015	eement in places s scheduled for Calculated Estimated Payment by Dates \$223	ce for fiscal y r FY 2015 as FY 2015 Payment Ratio	rear 2015. This follows: FY 2015 Estimated Payment \$ 263
	View estimated part There is a Predec agreement super Payment Schedule Contract Annual Contract Annual Contract Annual Contract Annual Contract Annual Contract Schedule Contract Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Schedule Sch	nyments for essor-Succ sedes payn for FY 2015 Start of Period 10/01/2014	End of Period 10/31/2014 03/28/2015	Days Active in FY 2015 31	ent agr s and is in FY 2015 365 365	eement in places s scheduled for Calculated Payment by Dates \$223 \$1,065	ce for fiscal y r FY 2015 as FY 2015 Payment Ratio 10.01 % 89.99 %	rear 2015. This follows: FY 2015 Estimated Payment \$ 263 \$ 2364

## **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.	
	<b>Note:</b> 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.

# 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 and100 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.

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

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

**Conservation Contract Maintenance System** USDA United States Department of Agriculture Farm Service Agency Welcome "County User **CCMS Home** About CCMS Help Contact Us Exit CCMS Logout of eAuth **CCMS Menu Terminate Contract** Search Contract Contract Status: Approved Activity Type: No Activity **County Reports** Admin State: Iowa (19) Admin County: Guthrie (077) Physical State: **Physical County:** Guthrie (077) Iowa (19) Contract Number: Signup Number: 46 Program Type: CRP Signup Name: Continuous SU46 **Program Year:** 2015 Signup Type: Continuous Contract Description: TERRA Subcategory Type: Regular Assigned Producers Producer Name Share ANY2 PRODUCER 100.00 % NOTE: Incomplete practices must be cancelled in the Cost Share Application and payments must be manually cancelled in Conservation Payments **before** terminating a contract. Effective Contract Start Date: 03/29/2015 * Last Day that Contract is in Effect ..... (mm/dd/yyyy): -SELECT----**Reason for Termination:** V --SELECT----* Termination Criteria: V Terminate Contract Back Corpor ID: COMOWabOE Dack to Top A

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.	
	<b>Note:</b> 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.	

# 38 Terminations (Continued)

С	Field Descriptions a	and Actions	(Continued)
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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: <b>No Refund Required</b> , no additional payments will be	Select "Termination Criteria" from the drop-down list.
	made to the producer and no funds will be collected back from the producer. <b>Prorated Payment</b> , producers will be paid through the	
Terminate	contract termination date on the next payment date. <b>Refunds Required</b> , 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. Contract will be terminated and the end date will be	CLICK
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.	"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	<b>Corrective Action</b>
"A future termination date is	The Last Day that Contract	Insure the correct contract is
only possible for continuous	is in Effect that was entered	being terminated and enter a
contracts with a deferred	is after today's date and the	Last Day that Contract is in
start date."	contract is not during the	Effect that is not a future
	deferred start date period.	date.
"Termination date cannot be	The Last Day that Contract	Insure the correct contract is
earlier than effective	is in Effect that was entered	being terminated and enter a
contract start date."	is before the contract	Last Day that Contract is in
	started.	Effect that is after the
		contract started.
"Termination date shall not	The Last Day that Contract	Insure the correct contract is
be later than the contract	is in Effect that was entered	being terminated and enter a
end date."	is after the end date of the	Last Day that Contract is in
	contract.	Effect that is before the end
		date of the contract.
The following errors can on	ly be displayed if the division	of payment table is present.
"All payments shall be at	The "FY 20XX Estimated	Enter a dollar value or zero
least zero dollars. The	Payment" column must	for each contract.
payment on contract (XXX)	have a value between 0 and	
was \$(XXX). Please edit the	100 for every contract.	
submitted payments."		
"No payment may be	The values entered in the	Adjust payment values or
greater than that contract's	"FY 20XX Estimated	percentages to equal
annual payment value. The	Payment" column does not	calculated estimated
payment on contract (XXX)	equal the calculated	payment by dates.
was \$(XXX), but its annual	estimated payment by dates.	
payment value is \$(XXX).		
Please edit the submitted		
payments."		
"The amount available for	The values entered in the	Adjust payment values or
negotiation is \$(XXX), but	"FY 20XX Estimated	percentages to equal
the payments submitted add	Payment" column does not	calculated estimated
up to $(XXX)$ . Please edit	equal the calculated	payment by dates.
the submitted payments."	estimated payment by dates.	· · ·
"The payment ratio and	The "FY 20XX Payment	Adjust payment values or
estimated payment values	Ratio" column must have a	percentages to equal
cannot be null."	value between 0 and 100 for	calculated estimated
	every contract.	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

USDA United States	s Department of Agriculture		Conse	rvation Contract M	laintenance System
Farm Serv	vice Agency			Welcome	,County User
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Reinstate Contra	t			
Search Contract	Kemstate Contra				
County Reports	Contract Status:	Terminated	Activity Type:	Terminate	
	Admin State:	Iowa (19)	Admin County:	Guthrie (07)	7)
	Physical State:	Iowa (19)	Physical County:	Guthrie (07)	7)
	Contract Number:	10041H	Signup Number:	43	
	Program Type:	CRP	Signup Name:	General CR	Signup 43
	Program Year:	2013	Signup Type:	General	
	Contract Description:	10041f	Subcategory Type:	Regular	
	<ul> <li>* Reason for R</li> <li>* DAFP Approval Date (r</li> </ul>	einstatement:			
Screen ID: CCMSWeb10			einstate Back		Back to Top ^

The following is an example of the Reinstate Contract Screen.

### **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.	
	<b>Note:</b> 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".
	Gata will be saved.	Dago 2 127

## **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)." "No Existing Practices Found."	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. 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. 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.

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.

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

#### **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.

USDA United States Department of Agriculture Conservation Contract Maintenance System					Maintenance System
Farm Service	ce Agency			Welcome ⁻	१,County User
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Transfer Contra	act			
County Reports	Contract Status:	Approved		Activity Type:	No Activity
	Admin State:	Iowa (19	)	Admin County:	Guthrie (077)
	Physical State:	Iowa (19	)	Physical County:	Guthrie (077)
	Contract Number:	11067		Signup Number:	46
	Program Type:	CRP		Signup Name:	Continuous SU46
	Program Year:	2015		Signup Type:	Continuous
	Contract Description:			Subcategory Type:	Regular
	Please select the target s	state and co			
	* Adı	min State:	Alabama (01)	~	
	* Admi	in County:	Autauga (001) 🗸		
	Transfer Effect	tive Date:	10/01/2015		
	* Reasons for	Transfer:	Change has occurred to the Change in operation of la Combination with other fat County Office Closure Use Shift or Ctrl to make multiple of the Ctrl to make mult	nd arms operated by same	^
	• •	dd/yyyy):			
	Far *	m Number		Tract Numbe	er
			Transfer Contract	Back	

## 50 Transfer Contract – Transferring County (Continued)

## **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.	
Subcategory Type	Note: Will be blank for S36 migrated contracts. 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.

USDA United States Department of Agriculture		Conservation Contract	Maintenance System		
Farm Service Agency		Welcome	,County User		
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Finalize				
County Reports	Contract Status:	Revision in Proces	SS	Activity Type:	Transfer
County Reports	Admin State:	Mississippi (28)		Admin County:	Coahoma (027)
	Physical State:	Iowa (19)		Physical County:	Guthrie (077)
	Contract Number:	11015		Signup Number:	46
	Program Type:	CRP		Signup Name:	Continuous SU46
	Program Year:	2015		Signup Type:	Continuous
	Contract Description:			Subcategory Type:	Regular
Contract End Date: 09/30/2029 Transfer Effective Date: 10/01/2015 Reasons for transfer: • Combination with other farms operated by same person * CRP-1 Producer Signed Date (mm/dd/yyyy):					
			Finalize Back		

## **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. <b>Note:</b> Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	

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	CLICK "Finalize" and "OK".
	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.	
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

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

## **D** Error Messages (Continued)

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

USDA United States Department of Agriculture				Conservation Contract Maintenance System		
Farm Serv	ice Agency			Welcom	(	County User
				alland		
CCMS Home	About CCMS	Help	Contact U	s Exit C	смя	Logout of eAuth
CCMS Menu	Concel Tronef	or Confirmatio				
Search Contract	Cancel Transfe	er Confirmatio	n			
County Reports	Contract Status:	Revision in Process	ļ	Activity Type:	Transfer	
County Reports	Admin State:	Mississippi (28)	1	Admin County:	Coahoma (0	27)
	Physical State:	Iowa (19)	F	Physical County:	Guthrie (077	7)
	Contract Number:	11016	9	ignup Number:	46	
	Program Type:	CRP	5	Signup Name:	SU46 IA Phe SAFE	easant Recovery
	Program Year:	2015	5	Signup Type:	Continuous	
	Contract Description:		5	Subcategory Type:	SAFE	
	Are you sure that you v	want to Cancel Transfe	er at this time?			
			OK Back			

## 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.	
	<b>Note:</b> Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
ОК	Contract transfer is canceled, the Success Screen will display, CLICK "OK" to be returned to the View Contract Screen.	CLICK "OK".
	<b>Note:</b> The transferred contract will return to an approved status in the transferring county.	
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

**Conservation Contract Maintenance System** United States Department of Agriculture Farm Service Agency Welcome ,County Use CCMS Home About CCMS Exit CCMS Help Contact Us Logout of eAuth CCMS Menu Modify the Notification sent date Search Contract Contract Status: Revision in Process Activity Type: Revise **County Reports** Admin State: Iowa (19) Admin County: Guthrie (077) **Physical State:** Iowa (19) Physical County: Guthrie (077) Contract Number: 11066B Signup Number: 46 Signup Name: **Program Type:** CRP Continuous SU46 Program Year: 2015 Signup Type: Continuous Contract Description: Subcategory Type: Regular * Modify the Notification sent date 04/05/2016 (mm/dd/yyyy): Save Back

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. <b>Note:</b> 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.	CLICK "Save" then "OK" or "Cancel".
	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.	
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" dropdown 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

**Conservation Contract Maintenance System** United States Department of Agriculture Farm Service Agency Welcome ,County User About CCMS CCMS Home Help Contact Us Exit CCMS Logout of eAuth CCMS Menu One-Year Extension Search Contract Contract Status: Expired Activity Type: No Activity **County Reports** Admin State: Iowa (19) Admin County: Guthrie (077) **Physical State: Physical County:** Iowa (19) Guthrie (077) **Contract Number:** Signup Number: 1789 29 Program Type: CRP Signup Name: General CRP Signup 29 **Program Year:** 2006 Signup Type: General **Contract Description:** N/A Subcategory Type: Regular After extending the contract, the user shall: · Ensure all owners are assigned to the contract and producer information is correct for last annual payment cycle Ensure CRP acreage is available through extension date (9-30-2016) Ensure Farm is Active After the contract is extended, these changes and others (if applicable) shall be made through the REVISE process. Extend the General CRP Signup Contract for One Year? Extend Back

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.	CLICK "Extend".
	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.	
Back	User is returned to the View Contract Screen no data is saved.	CLICK "Back".
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#### 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.

#### 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

Contract Status:	Approved	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 General CRP Signup 33
Program Type:	CRP	Signup Name:	
Program Year:	2007	Signup Type:	General
Contract Description:	N/A	Cubanhanana Tuman	Describer
<ul> <li>payment cycle (pro</li> <li>Ensure CRP acreage</li> <li>Ensure the Farm is</li> </ul>	Out 2014/2015 - Id/yyyy 05/31/201 re assigned to the or rated payment) is available through active in Farm Reco	5 m contract and producer inform h the Early Out Date rds	Regular mation is correct for the last annua
Early Out Date: (mm/c Informational Statements Ensure all owners a payment cycle (pro Ensure CRP acreage Ensure the Farm is After the contract through the REVIS The 60-Day Rule sh	Out 2014/2015 - Id/yyyy 05/31/201 re assigned to the or rated payment) is available through active in Farm Reco is chosen for Early Of process all not apply	5 contract and producer inform the Early Out Date rds	mation is correct for the last annua ers (if applicable) shall be made
Early Out Date: (mm/c Informational Statements Ensure all owners a payment cycle (pro Ensure CRP acreage Ensure the Farm is After the contract through the REVIS The 60-Day Rule sh	Out 2014/2015 - Id/yyyy 05/31/201 re assigned to the or rated payment) is available through active in Farm Reco is chosen for Early ( E process all not apply is of Payment must Criteria	5 m contract and producer inform h the Early Out Date rds Dut, these changes and oth	mation is correct for the last annua ers (if applicable) shall be made

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	<b>Corrective Action</b>
"(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 Date is greater than the Contract End Date (XXX)."	Early Out signup is a required field. The proposed date for the Early Out cannot go beyond the contract end date	Selected applicable early out. 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.
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### 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 Ou	t		
Contract Status:	Early Out In Process	Activity Type:	No Activity
Admin State:	Iowa (19)	Admin County:	Guthrie (077)
	Iowa (19)		Guthrie (077)
Physical State:	10wa (19)	Physical County:	33
Contract Number:	600	Signup Number:	
Program Type:	CRP	Signup Name:	General CRP Signup 33
Program Year:	2007	Signup Type:	General
Contract Description:	N/A	Subcategory Type:	Regular
Informational Statement	s		
<ul> <li>Ensure all owner</li> </ul>	s are assigned to the contr	act and producer informat	ion is correct for the last annual
	prorated payment) age is available through the	Farly Out Date	
	is active in Farm Records	Lany out bate	
<ul> <li>After the contra</li> </ul>	ct is chosen for Early Out, t	these changes and others	(if applicable) shall be made
<ul> <li>through the REV</li> <li>The 60-Day Rule</li> </ul>			
	ions of Payment must be r	e-balanced when the Early	y Out is approved
User Confirmed Eligibility	Criteria		
EI Value less that			
<ul> <li>Not adjacent to</li> </ul>			
Date Eligibility Was Confir	med (mm/dd/yyyy) 0	1/09/2015	,
Date All Producers Signed	(mm/dd/yyyy) 0	1/09/2015	
			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. <b>Note:</b> 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. <b>Example</b> : EBI ratings.	Enter the date in mm/dd/yyyy format or select date from the calendar icon.
	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.	

## 68 Finalize Early Out (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.	CLICK "Finalize".
	If all validations pass the Success Screen will be displayed. CLICK "OK" to be returned to the View Contract Screen.	
Back	User is returned to the View Contract Screen no data is saved.	CLICK "Back".

# C Field Descriptions and Actions (Continued)

## 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.

Contract Status:	Early Out Finalized	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
Early Out COC Approval D	ate: (mm/dd/yyyy	): 03/09/2015	

## 69 COC Approve Early Out (Continued)

## **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)

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.	CLICK "Approve".
	If all validations pass the Success Screen will be displayed. CLICK "OK" to be returned to the View Contract Screen.	
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".

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

#### **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".

# **B** Example of the Divide Contract Screen

The following is an example of the Divide Contract Screen.

USDA United States Department of Agriculture			(	Conservation Contract Maintenance System		
Farm Service Agency			Welcome	:,County User		
		<b>6</b>				
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth	
CCMS Menu	Divide Contract					
Search Contract		•				
County Reports	Contract Status:	Approved		Activity Type:	No Activity	
	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	
	Enter the number of Con	tract Divisions:	2			
Parent Contract Start Date:			03/29/2015			
	Contract End Date:		09/30/2024			
		e Effective Date (mm/dd/yyyy):	12/01/2014			
	* Reas	on for Division:	Reconstitution (CR	P Acreage will be divide	ed) 🗸	
			Save Back			

## **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. <b>Note:</b> 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	The user shall enter the number of	Enter a whole number greater
Contract Division	resulting contracts.	than one.
Parent Contract Start	The Effective Start Date of the	
Date	Parent contract.	
Contract End Date	The last day the contract will be in effect.	
Divide Effective	The date the divided contracts	Enter the date in the
Date	will become effective.	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.	CLICK "Save" then "OK" or "Cancel".
	Selecting "Cancel" on the pop-up window will return the user to the Start Contract Revision Screen without saving data.	
Back	The View Contract Screen will be displayed, no data will be saved, and the division will be canceled.	CLICK "Back".

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

United States Department of Agriculture Farm Service Agency		Conservation Contract Maintenance System Welcome Welcome County User			
	<b>-</b>				
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Modify Farm a	nd Tract			
County Reports	Contract Status:	Revision in Proce	ess	Activity Type:	Revise
County Reports	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
	Farm/Tract and CLU In	formation			
	Farm Numb		Tract Number	CLU	CLU Acres
	3302	9424		4	3.90
	3302	9424		6	4.20
	3302	9424		7	2.30
		Search for new fai	rm and tract		
		Farm Number:			
		Tract Number:			
		Producer Name:		Find Producer	
			Search Back	Reset	
## 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.	
	<b>Note:</b> 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)

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

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

#### 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.

Farm Number	Tract Number	Tract Description	Farmland Acres	Cropland Acres	CRP Cropland Acres	CRP MP Acres
0 5234	10635	N6 SE1/4NW1/4 SEC 27 N CASS	39.80	25.26	0.00	0.0
0 5234	1864	N4 PARTS OF SEC35RICHLAND PARTS OF SEC2N&3N N CASS	323.88	300.54	39.90	0.0
0 5234	11769	SE1/4 SEC 28 N CASS	155.42	138.37	0.00	0.0
0 5234	9976	N6 SW1/4NW1/4,NW1/4SW1/4 SEC 27 N CASS	79.42	52.54	0.00	0.0
tract(s) found - Page 1/1						

## 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	The CRP cropland acres for the corresponding	
Acres	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	CLICK "Modify
~	to subparagraph C will be displayed.	Search".
Save	After the user selects the radio button for the	CLICK "Save"
	"Farm/Tract Number" they wish to add to the	then "OK" or
	contract and then click "Save" a pop-up	"Cancel".
	window will be displayed confirming the save.	
	Selecting "OK" will save all data.	
	The Success Senser will be displayed if all room	
	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.	
Back	Will return the user to the View Contract	CLICK "Back".
Luch	Screen and no data will be saved.	CLICIX DUCK .

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

#### 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.

## **B** Example of Adjust Acreage Screen

The following is an example of the Adjust Acreage Screen.

USDA United States	Department of Agriculture	9			Conser	vation Contract N	1aintenai	nce System
Farm Servi	ce Agency					Welcome		County Use
			0		aina		172	
CCMS Home	About CCMS	Help		Contact Us		Exit CCMS	Logout	of eAuth
CCMS Menu Search Contract	Adjust Acre	age						
County Reports	Contract Status:	Revision i	in Process		Acti	vity Type:	Revise	
	Admin State:	Iowa (19	)		Adn	nin County:	Guthrie (	(077)
	Physical State:	Iowa (19	)		Phy	sical County:	Guthrie (	(077)
	Contract Number:	11012B			Sigi	nup Number:	46	
	Program Type:	CRP			-	nup Name:		ous SU46
	Program Year:	2015				пир Туре:	Continuo	ous
	Contract Descripti	ion: 1			Sub	category Type:	Regular	
	3302	9424	No	Croplan n-Cropland & Mi	d = 29.28 PL = 8.79	Cropland MPL Non-Cropland Wellhead	:	10.40 0.00 0.00
	Farm Number	Tract Nu	mber	CLU		CLU Acres		
	3302	9424		* 4		*	3.90	Delete
	3302	9424		* 6		*	4.20	Delete
	3302	9424		* 7		*	2.30	Delete
	Add New CLU Info	rmation:						
	3302 🗸	9424 🗸		*		*		Add
	Total						10.40	
		Re-enrolled A		.40 ve Back				

## **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	
Cianun Numhan	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		
Flografii Teat	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	
Carls and a sume Train a	contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Farm Number	The Farm number associated with the	
Falli Nullibei	contract.	
Tract Number	The Tract number associated with the	
	contract.	
Available Cropland	Displays the available cropland and/or	
Acres	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 to show the acres on each new contract. Acres must be entered to the
Farm Number	The farm number associated with the contract.	hundredths precision.
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.	Adjust the acres value in hundredths as needed.
	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.	

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.	CLICK "Save" then "OK" or "Cancel".
	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.	
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

## **C** Field Descriptions and Actions (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	A contract that does not have	Correct acreage type on
added to a contract which	Cropland acres cannot be	the CLU to match the
does not already have	revised to have Cropland	acres type of the contract.
Cropland acreage."	acres.	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	Total CLU acres must add up	Correct CLU acres to not
Acres + MPL Acres) do not	to acres on the farm tract	exceed tract acres.
match Total CLU Acres.	(farm-level validation).	
Farm Number = $(XXX)$ Tract		
Number = $(XXX)$ Farm Tract		
Acres = (XXX) Total CLU		
$Acres = \{3\}."$		
"Farm Tract Acres (Cropland	Total CLU acres must add up	Correct CLU or contract
Acres + Non-Cropland Acres	to acres on the farm tract.	acres.
+ MPL Acres) do not match		
Total CLU Acres. Farm		
Number = $(XXX)$ Tract		
Number = $(XXX)$ Farm Tract		
Acres = $(XXX)$ Total CLU		
Acres = {3}."		
"Field/CLU Number (XXX)	CLU cannot have null value	Enter the acreage value
is missing acres information."	for acreage amount.	for the CLU.
"Field/CLU Numbers are	CLU number must be valid	Enter a valid CLU
required. Please enter the	(cannot be null/missing,	number.
Field/CLU Numbers before	blank, or -99).	
proceeding."		

## **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.

## Par. 82

## 82 Adjust Acreage – Division (Continued)

## **D** Error Messages (Continued)

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

5-15-19

## **D** Error Messages (Continued)

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

USDA United States	s Department of Agriculture		Conservation	Contract Maint	enance System
Farm Serv	rice Agency		١	Welcome	,County User
CCMS Home	About CCMS	Help Co	ntact Us Exit C	CMS Log	out of eAuth
CCMS Menu	Adjust Re-enrol	led Acreage			
Search Contract					
County Reports	Contract Status:	Revision in Process	Activity Type:	Revise	
	Admin State:	Illinois (17)	Admin County:	Sangamon (10	57)
	Physical State:	Kansas (20)	Physical County:	Johnson (091)	)
	Contract Number:	1	Signup Number:	41	
	Program Type:	CRP	Signup Name:	General CRP S	Signup 41
	Program Year:	2012	Signup Type:	General	
	Contract Description:	CSWEB_320_10	Subcategory Type:	REGULAR	
	Farm Number				U Acres
	6.	3	22	10.00	
	6 Re-enrolled Acres	3	21	5.00	15.00
	ne enoned heres	_			10100
		Re-enro	lled Acres: 1.00		
	CLU Expired	Contract Expired Signu	p Name Expired Prac	tice Re-en Acr	olled Action
			Code	ACI	
	Add New Re-enrolled Acr				
	* 21 ✓ Expired C	ontract: 1234	State and County (		15 Add
	Total				0
		Save	Back		

--*

### *--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. <b>Note:</b> Will be blank for S36 migrated contracts.	
Subcategory	The applicable CRP subcategory recorded for this	
Туре	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.	

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

## **C** Fields and Descriptions (Continued)

Field/Button	Description	Action
Re-Enrolled	Displays the number of acres on the contract that	
Acres	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.	
	<b>Note:</b> 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.	
	<b>Note:</b> This value will be populated from the expired contract number that was entered.	
Re-Enrolled	Displays the number of acres on the contract that	Enter the number of
Acres	was a result of re-enrollment.	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".

--*

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

--*

#### 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

USDA United States Department of Agriculture Conservation Contract Maintenance System Farm Service Agency Welcome "County User 0 CCMS Home About CCMS Help Contact Us Exit CCMS Logout of eAuth CCMS Menu Modify Producers Search Contract Contract Status: Revision in Process Activity Type: Revise County Reports 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 Assigned Producers Producer Nan Share Primary 100.00 % ANY2 PRODUCER Remove Owner ✓ Available Producers Producer Name Type Add ANY PRODUCER Operator Save Back

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.	
	<b>Note:</b> 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.			
Туре	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 and 100 percent in hundredths.		
Primary	Designates the primary point of contract for the CRP contract	Enter a check $(\checkmark)$ 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)

Field/Button	Description	Action
Туре	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".

#### **C** Field Descriptions and Actions (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 must	All producers on the	Enter share between 0 and		
have shares, even if zero."	contract must have shares,	100 for each producer on		
	even if zero.	the contract.		
"The Farm number (XXX)	Farm on the Contract must	Correct farm and tract		
currently on this contract is no	be in FRS.	number.		
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 total of share percentages	The sum of the producer	Enter share between 0 and		
shall equal 100."	share percentages must	100 for each producer on		
	equal 100.	the contract not to exceed a		
		total of 100 percent.		
5 CDD Amond 1 Dogo 2 291				

#### 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

USDA United States	Department of Agriculture		Co	onservation Contract	Maintenance System
Farm Servi	ce Agency			Welcome	,County User
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Modify Practice	S			
County Reports	Contract Status:	Revision in Process		Activity Type:	Revise
County Reports	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	Cropland Acres		10.40
	MPL Acres:	N/A	Non-Cropland A	cres	N/A
	Wellhead Acres:	0.00	Payable Acres:		10.40
	Assigned Practices				
	Farm: 3302 Tract: 9424				
	CLU Code I	Practice Acres	Acreage	Estimated Cost per Acre	Share for Practice
	4(3.90) ✔ CP15A 3.	90 Cropla	nd 3.90	\$ 0.00	\$ 0 Delete
	6(4.20) ✔ CP15A 4.	20 Cropla	nd 4.20	\$ 0.00	\$ 0 Delete
	7(2.30) ✔ CP15A 2.	30 Cropla	nd 2.30	\$ 0.00	\$ 0 Delete
	L				
			Totals:		
	Practice Acres MP	Acre L Cropland Non	-	head Total Estin	nated Cost Share
	10.40	0 10.40	0.00	0	\$ 0
		Add Ne	w Practice Save	Back	

The following is an example of the Modify Practices Screen.

### **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.	
	<b>Note:</b> Will be blank for S36 migrated	
<u> </u>	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.	

## 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	If applicable, enter the
	for the contract. This field can only be	number of payable
	edited on FWP contracts.	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	Select CLU for the
	number of acres associated with CLU.	practice being adding
	There can be multiple CLU's on the	from the drop-down
	contracts and the drop-down list will	list.
	include all CLU's associated with the	
	contract.	
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	Enter acreage value in
0	corresponding Practice. This value	hundredths.
	should equal the CLU acres	
Estimated Cost Share	Allows the user to enter the estimated	Enter estimated cost
	cost share amount per acre and will	share per acre.
	display the total by practice.	-
Delete	Will remove the CLU row that delete	CLICK "Delete" then
	was selected. The user will receive a	"OK" or "No."
	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.	

## 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".

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

## **D** Error Messages (Continued)

Error Message	Description	Corrective Action
"FWP Payable	FWP payable acres are for FWP	Reduce FWP payable acres to be
Acres > FWP	contracts written under the 642 Farm	less than or equal to the FWP
Practice	Bill. The 642 Farm Bill stipulated that	practice acres.
Acres?"	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.	
"Sum of MPL	If the sum of the MPL practice acres is	Correct either the MPL practice
Practice Acres	not equal to the contract MPL acres, a	acreage or the MPL contract
= Contract	warning message will be displayed.	acreage. This must be complete
MPL Acres?"		before the contract is finalized.
"Sum of	If the sum of the cropland practice	Correct either the cropland
Cropland	acres is not equal to the contract	practice acreage or the contract
Practice Acres	cropland acres, a warning message	cropland acreage. This must be
= Contract	will be displayed.	complete before the contract is
Cropland		finalized.
Acres?"		
"FS Technical	CCMS will determine whether any FS	User must verify the technical
Responsibilities	practices are present on the contract.	responsibilities have been
completed for	If yes, CCMS will verify that the user	completed (manually) and then
any Forestry	has indicated the FS technical	check $(\checkmark)$ the box indicating that
practices?"	responsibilities have been completed.	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.

United States Farm Servi	Department of Agriculture ice Agency			Conservation Contract	Maintenance System IA GANZER,County Use
		<u> </u>			
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Add Practice				
County Reports	Contract Status:	Revision in Proc	ess	Activity Type:	Revise
County Reports	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
		Farm Number: Tract Number: CLU: Code: Status: Practice Acres: MPL Acres: Cropland Acres: Cropland Acres: Wellhead Acres: St Share per Acre: \$	3302 ∨         9424 ∨         4(3.90) ∨         CP1 ∨         N/A ∨         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00		

## **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.	
	<b>Note:</b> Will be blank for S36	
	migrated contracts.	
Subcategory Type	The applicable CRP	
	subcategory recorded for this	
	contract.	

## C Field Descriptions and Actions (Continued)

<b>Field/Button</b>	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.
	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.

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

## C Field Descriptions and Actions (Continued)

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

## **D** Error Messages (Continued)

Error Message	Description	Corrective Action
"FWP practices	If the contract is for FWP, CCMS will	The buffer area practice (CP31)
requiring buffer	determine whether buffer area acres	must be assigned to the contract.
area present?"	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.	
"FWP Payable	FWP payable acres are for FWP	Reduce FWP payable acres to be
Acres > FWP	contracts written under the 2008 Farm	less than or equal to the FWP
Practice	Bill. The 2008 Farm Bill stipulated	practice acres.
Acres?"	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.	
"Sum of MPL	If the sum of the MPL practice acres is	Correct either the MPL practice
Practice Acres	not equal to the contract MPL acres, a	acreage or the MPL contract
= Contract	warning message will be displayed.	acreage. This must be complete
MPL Acres?"		before the contract is finalized.
"Sum of	If the sum of the cropland practice	Correct either the cropland
Cropland	acres is not equal to the contract	practice acreage or the contract
Practice Acres	cropland acres, a warning message	cropland acreage. This must be
= Contract	will be displayed.	complete before the contract is
Cropland		finalized.
Acres?"		
"FS Technical	CCMS will determine whether any FS	User must verify the technical
Responsibilities	practices are present on the contract.	responsibilities have been
completed for	If yes, CCMS will verify that the user	completed (manually) and then
any Forestry	has indicated the FS technical	check ( $\checkmark$ ) the box indicating that
practices?"	responsibilities have been completed.	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 Child" and CLICK "Go".

#### **B** Example of the Finalize Child Contract Screen

USDA United States I	Department of Agriculture		(	Conservation Contract I	Maintenance System
Farm Servio	ce Agency			Welcome	L,County User
		<b>1</b> 0			
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Finalize Child	Contract			
Search Contract		contract			
County Reports	Contract Status:	Revision in Proc	ess	Activity Type:	Divide
	Admin State:	Iowa (19)		Admin County:	Guthrie (077)
	Physical State:	Iowa (19)		Physical County:	Guthrie (077)
	Contract Number:	11012C		Signup Number:	46
	Program Type:	CRP		Signup Name:	Continuous SU46
	Program Year:	2015		Signup Type:	Continuous
	Contract Description:			Subcategory Type:	Regular
	* Con	tract Description:	1	_T	
	Parent Co	ntract Start Date:	03/29/2015		
	C	ontract End Date:	09/30/2024		
	Divi	de Effective Date:	07/01/2015		
		ason for Division:	Reconstitution (CRP A	creage will be divided)	
	* Check box to ind	licate CP0 Update Received:			
	This contract will	be a placeholder:			
	* CRP-1 Prod	lucer Signed Date (mm/dd/yyyy):			
			Finalize Child Con	tract Back	

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	
Reason for Division	in paragraph 80.	
Reason for Division	The reason the user selected on the Divide Contract Screen.	
Check box to indicate	Indicator to allow the user to record	Check ( $\checkmark$ ), if CPO update has
CPO Update Received	that the CPO has been received.	been received.
er o opulio Robertou		
	<b>Note:</b> This field will only be displayed	
	if an updated CPO is needed.	
FS Technical	Indicator to allow the user to record	Check ( $\checkmark$ ), if FS technical
Responsibilities	that the FS Technical Responsibilities	responsibilities documentation
Completed?	have been received.	has been completed.
	Note: This field will only be	
	displayed if updated FS	
	technical responsibilities are	
	needed for the practices on the	
	contract.	
This Contract Will be	Indicator to allow the user to record	Check ( $\checkmark$ ), if this contract should
a Placeholder	that this contract will be placed in a	be placed in a placeholder status.
	placeholder status according to	
	paragraph 87. If this indicator is	
	checked the CRP-1 producer signed date will be removed.	
CRP-1 Producer	The date the last producer on the	Enter the date in the mm/dd/yyyy
Signed Date	CRP-1 signed the CRP-1.	format or select the date from the
Signed Dute		calendar icon.
Finalize Child	After the user selects "Save" a pop-up	CLICK "Finalize Child Contract"
Contract	window will be displayed to confirm	and "OK".
	they wish to save. Selecting "OK"	
	will save all data.	
	CCMC will an arts a series of	
	CCMS will execute a series of validations. If any validations fail,	
	error messages will be displayed	
	according to subparagraph F.	
	6	
	If all validations pass the user will see	
	the Success Screen. CLICK "OK" to	
	be returned to the View Contract	
	Screen.	
Back	Will return the user to the View	CLICK "Back".
	Contract Screen and no data will be saved.	
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### 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.

United States Department of Agriculture Farm Service Agency			Со	Conservation Contract Maintenance System	
				Welcome	t,County Use
		<u> </u>			
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS L	_ogout of eAuth
CCMS Menu	Finalize				
Search Contract	Contract Status:	Terminated (Pendir	ng Finalization and Approv	val) Activity Type:	Divide
County Reports	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: Contract End Date:		03/29/2015		
			09/30/2024		
Divide E		le Effective Date:	07/01/2015		
	R	eason for Divide:	Reconstitution (CRP Acr	reage will be divided)	
	This contract will be terminated and replaced by the following contracts:				
	Contract Number		Contract Descriptio		Contract Acres
	11012C 11012D	1		0.40	
	110120			10.00	
	Finalize         Back           All fields having a red asterisk (* ) are required and must be completed				
## 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." "All owners associated with the tract in Farm Records for Fiscal year	The producer involvement on the contract must match the producer involvement in FRS. All owners must be on the contract, including those with	Correct producer according to paragraph 83. Correct producer according to
(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."	zero percent interest on the contract.	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.

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.

"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. 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 (XXX) on the tract (XXX) are more than available acres (XXX) for Fiscal Year (XXX)."There cannot be recoreal acres and hon-Cropland acres and hon-Cropland acres and hon-Cropland acres ad Non-Cropland acres (XXX) for Fiscal Year (XXX)."There cannot be recoreal acres and haded to parent acres."Correct practice acreage type according to this paragraph."The Cropland acreage on this contract must be compland acres (including base acres."If the parent contract has cropland acres (including base acres). If current year, shown as warning.Enter CLU cropland acres values in hundredths according to paragraph 82."The cropland acres (XXX) entered for the tract (XXX	Error Message	Description	<b>Corrective Action</b>
reforestation practice that needs to have its technical responsibility completed." Primary Producer Not Assigned." Selection is required." Selection is required." Form validation. CPO must be received for a child or a rate revision. Selection is required." Form validation. If a forestry practice exists on the contract, it must be completed before finalizing a revision or child. The combination of MPL acres (XXX) on the tract fiscal Year (XXX)." The cropland acres on the reduced to zero." The cropland acres (XXX) entered for the tract (XXX) entered	0	•	
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can only be processed for this contract if there is an overall increase in available		(meruanig base deres).	
this contract if there is an overall increase in available			
overall increase in available			
crobiand acres.	cropland acres."		

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)." "The date of the CRP-1 Producer Signature(s) cannot be later than today.	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. Producer signatures cannot be future dated.	This is a warning message only, after the contract is approved reduce base according to 10-CM.
"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.

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.

Error Massaga	Description	Corrective Action
Error Message		
"The Tract and/or CLU	All tracts and CLUs on the	Update Tract and CLU
Number on this contract	contract cannot be unknown.	numbers according to
were unavailable when this		paragraph 81 or 82.
contract was migrated. They		
shall be updated in order to		
complete this transaction."		
"The tract number (XXX) is	The tract number(s) cannot be	Add Tract number to the
not valid for this county for	missing.	contract according to
Fiscal Year (XXX). Please		paragraph 81.
establish the tract number for		
this county."		
"The Wellhead Acres (XXX)	The wellhead acres must not	Enter acreage values in
shall not exceed the	exceed the cropland acres.	hundredths according to
Cropland Acres (XXX)."	·····	paragraph 82.
"Total practice acres not	The total acres for the contract	Correct CLU or contract
equal to contract acres."	must equal the total acres for	acres according to
	the practices.	paragraph 82.
"Total Wellhead acres	The sum of the wellhead	Correct CLU or contract
(XXX) not equal to	practice acreage must equal	acres according to
approved Wellhead acres	the wellhead protection acres	paragraph 82.
(XXX)."	on the contract.	purugruph 02.
"Tract (XXX) shall have	The tract must have at least	Correct CLU or contract
· · · · · ·		
Cropland or MPL acres."	one valid acreage type.	acres according to
		paragraph 82.

### 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

JSDA United States	Department of	Agriculture					Conservation	I CONTRACT MA	aintenance Syste
Farm Serv	ice Agency						Weld	come	:,County L
	$\sim$	-							Y.
CCMS Home	About C	CMS	Н	elp	Conta	ct Us	Exit C	CMS	Logout of eAuth
CCMS Menu earch Contract	COC A	pprova	al						
	Contract	Status:	Revisi	on Pending	COC Approval	(Finaliz	ed) Activity	у Туре:	Divide
ounty Reports	Admin St	ate:	Iowa	(19)			Admin	County:	Guthrie (077)
	Physical 9	State:	Iowa	(19)			Physica	al County:	Guthrie (077)
	Contract	Number:	11012	2B			Signup	Number:	46
	Program	Туре:	CRP				Signup	Name:	Continuous SU46
	Program	Year:	2015				Signup	Туре:	Continuous
	Contract	Descriptio	n:				Subcat	egory Type:	Regular
	* There is a agreeme	COC Appr a Predece nt supers	oval (mm/o essor-Succ edes payn	essor Divis	ion of Payme ated by date	ent agr s and i	eement in pla s scheduled fo	ce for fiscal y r FY 2015 as	year 2015. This s follows:
	* There is a agreeme Payment S	COC Appr a Predece nt supers Schedule f Annual	oval (mm/d essor-Succ edes payn or FY 2015 Start of	essor Divis nent calcula End of	ated by date	ent agr s and i Days in	s scheduled fo Calculated Estimated	or FY 2015 as FY 2015	follows: FY 2015
	* There is a agreeme Payment S	COC Appr a Predece nt supers Schedule f	oval (mm/d essor-Succ eedes payn or FY 2015	essor Divis nent calcula	ated by date	ent agr s and i	s scheduled fo Calculated	or FY 2015 as	follows:
	* There is a agreeme Payment S	COC Appr a Predece nt supers chedule f Annual Contract Payment	oval (mm/d essor-Succ edes payn or FY 2015 Start of	essor Divis nent calcula End of Period	ated by date	ent agr s and is Days in FY	s scheduled fo Calculated Estimated Payment	FY 2015 as FY 2015 Payment	FY 2015 Estimated Payment
	* There is a agreeme Payment S Contract Guthrie, IA	COC Appr a Predecent supers ichedule f Annual Contract Payment \$2,627	oval (mm/d essor-Succ edes payn or FY 2015 Start of Period 10/01/2014	essor Divis nent calcula End of Period	ated by date Days Active in FY 2015	Days in FY 2015	s scheduled fo Calculated Estimated Payment by Dates	FY 2015 as FY 2015 Payment Ratio	FY 2015 Estimated Payment \$ 2627
	* There is a agreeme Payment S Contract Guthrie, IA Guthrie, IA	COC Appr a Predecent supers Schedule f Annual Contract Payment \$2,627 \$2,627	oval (mm/d essor-Succ redes payn or FY 2015 Start of Period 10/01/2014 11/01/2014	End of Period 10/31/2014	ated by date Days Active in FY 2015 31	Days in FY 2015 365	s scheduled fo Calculated Estimated Payment by Dates \$223	FY 2015 as FY 2015 Payment Ratio	FY 2015 Estimated Payment \$ 2627 \$ 0
	* There is a agreeme Payment S Contract Guthrie, IA 11012 Guthrie, IA 11012A Guthrie, IA 11012A	COC Appr a Predecent supers schedule f Annual Contract Payment \$2,627 \$2,627 \$2,627	oval (mm/d essor-Succ sedes payn or FY 2015 Start of Period 10/01/2014 11/01/2014 03/29/2015	End of Period 10/31/2014 03/28/2015	Days Active in FY 2015 31 148	Days in FY 2015 365	s scheduled fo Calculated Estimated Payment by Dates \$223 \$1,065	FY 2015 as FY 2015 Payment Ratio 0.00 %	FY 2015 Estimated Payment \$ 2627 \$ 0
	* Guthrie, IA I1012A Guthrie, IA I1012A Guthrie, IA I1012A Guthrie, IA Guthrie, IA I1012B Guthrie, IA	COC Appr a Predece nt supers Schedule f Annual Contract Payment \$2,627 \$2,627 \$2,627 \$2,627 \$2,627 \$101	oval (mm/d essor-Succ edes payn or FY 2015 Start of Period 10/01/2014 11/01/2014 03/29/2015 07/01/2015	essor Divisment calculation End of Period 10/31/2014 03/28/2015 06/30/2015	Days Active in FY 2015 31 148 94	Days in FY 2015 365 365 365	s scheduled for Calculated Estimated Payment by Dates \$223 \$1,065 \$677	rFY 2015 as FY 2015 Payment Ratio 0.00 %	FY 2015         Estimated         Payment         \$ 2627         \$ 0         \$ 0         \$ 0         \$ 0
	* Guthrie, IA I 1012 Guthrie, IA 11012 Guthrie, IA 11012A Guthrie, IA 11012B Guthrie, IA 11012C Guthrie, IA	COC Appr a Predece nt supers Schedule f Annual Contract Payment \$2,627 \$2,627 \$2,627 \$2,627 \$2,627 \$101	oval (mm/d essor-Succ edes payn or FY 2015 Start of Period 10/01/2014 11/01/2014 03/29/2015 07/01/2015	essor Divisment calculation of Period 10/31/2014 03/28/2015 06/30/2015 09/30/2015	Days Active in FY 2015 31 148 94 92	Days in FY 2015 365 365 365 365	s scheduled for Calculated Estimated Payment by Dates \$223 \$1,065 \$677 \$25	FY 2015 as FY 2015 Payment Ratio 0.00 % 0.00 %	FY 2015         Estimated         Payment         \$       2627         \$       0         \$       0         \$       0         \$       0

The following is an example of the COC Approval Screen.

## 88 COC Approval – Division (Continued)

# **C** Field Descriptions and Actions

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

<b>Field/Button</b>	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	The contract numbers that was selected on the	
Number	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	
a: E	month the contract was effective.	
Signup Type	The applicable signup type recorded for this	
	contract.	
Contract	This field will display the contract description	
Description	entered in the TERRA/COLS process.	
	Note: Will be blank for \$26 migrated	
	<b>Note:</b> Will be blank for S36 migrated	
Subcategory	contracts.         The applicable CRP subcategory recorded for	
Туре	this contract.	
COC Approval	Allows the user to enter the date the COC	Enter the date in the
(mm/dd/yyyy)	approved the contract revision.	mm/dd/yyyy format
(IIIII) (dd/ yyyy)		or select the date
		from the calendar
		icon.
		10011.

### 88 COC Approval – Division (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.	As applicable adjust the percentage or dollar value to be paid to each contract.
	<b>Note:</b> The table will be populated based on active days of each contract in the FY as a default.	
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	CLICK "Approve" and "OK".
Reject	returned to the View Contract Screen. 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".

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

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

USDA United States	SDA United States Department of Agriculture				aintenance System
Farm Serv	vice Agency			Welcome ⁻	:,County Use
		0			Y. MAN
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Cancel Divide	Confirmation			
Search Contract		Commination			
County Reports	Contract Status:	Terminated (Pendin	g Finalization and Approval)	Activity Type:	Divide
County Reports	Admin State:	Iowa (19)		Admin County:	Guthrie (077)
	Physical State:	Iowa (19)		Physical County:	Guthrie (077)
	Contract Number:	1361B		Signup Number:	23
	Program Type:	CRP		Signup Name:	23 Continuous
	Program Year:	2002		Signup Type:	Continuous
	Contract Description:	N/A		Subcategory Typ	e: Regular
	Are you sure that you w	ant to Cancel Divide	at this time?		
			OK Back		

## 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	This field will display the contract description	
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.	
	re you sure that you want to Cancel Division at this	
OK	Division will be canceled and the parent	CLICK "OK".
	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	
Back	Contract Screen. Will return the user to the View Contract Screen	CLICK "Back".
Баск	and no data will be saved.	CLICK DACK.
	anu no uata win de saveu.	

# **90-99** (Reserved)

Par. 89

### 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	Verify the addition or removal in FRS was correct.		
CRP-1 is removed from the	Modify the contract according to paragraph 27 or 29 to		
farm record	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	The tract number was not	Modify the contract
unknown. Correct the tract	available at time of	according to paragraph 19 to
number using Correct Tract	migration and is currently	correct the producer.
CLU prior to any changes."	listed as unknown.	
"The Farm/Tract number	The farm and/or tract	Modify the contract
(XXX) currently on this	number listed on the	according to paragraph 27.
contract is no longer in an	contract is no longer active	
active status for Fiscal	in farm records.	
Year(s) (XXX). Without a		
valid Farm/Tract number all		
other data validations will		
fail. Please correct the		
Farm/Tract Number."		
"Producer [Name] must be	A producer listed as an	Modify the contract
on the contract for fiscal	owner in FRS is not listed	according to paragraph 29 to
year(s) (XXX)."	as a producer in CCMS for	correct the producer.
	the year indicated.	
"Producer [Name] cannot be	A producer listed in CCMS	Modify the contract
on the contract for fiscal	is not linked to the farm	according to paragraph 29 to
year(s) (XXX)."	and/or tract in FRS for the	correct the producer.
	year indicated.	
"Producer [Name] on this	A producer listed in CCMS	Modify the contract
contract has been	is no longer active in	according to paragraph 29 to
deactivated in SCIMS."	SCIMS.	correct the producer.
"The producer [Name] is	The producer in CCMS is	Modify the contract
deceased and cannot be on	listed on the contract after	according to paragraph 29 to
the contract after his/her	the date of death.	correct the producer.
date of death (XXX)."		

#### **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

USDA United States Department of Agriculture				Conservation	n Contract M	aintenance System
Farm Service Agency			Velcome	,	State User/Ad	ministrative State User
				gall and		
CCMS Home	About CCMS	Help	Contact	Us Exit (	ссмя	Logout of eAuth
CCMS Menu	Correct Revised	Contract St	art Date			
Search Contract						
County Reports	Parent Contract	tro st(s)			Contract Info	
State Reports		tract(s)		(	Contract Info	
	Admin State: Admin County:			Contract Start Date:	10/01/2012	
	Contract Number:			Contract End Date:		
	Contract Status:	Terminated (Replace			10,01,2010	
	Child Contract(s)					
		tract(s)		(	Contract Info	
	Admin State:	Nebraska(31)				
	Admin County:		C	Contract Start Date:		
	Contract Number:			Contract End Date:	09/30/2016	
	Contract Status:	Approved				
	* New Revised	l Contract Start Da	ate: 10/01	/2014 ×		
			Next	Back		

## 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	Field/Button Description				
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.				
	<b>Child Contracts</b>				
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	Users will enter the corrected contract start	Enter date in the			
Contract Start Date	date.	mm/dd/yyyy			
		format.			
Next	The review Revised Contract Start Date	CLICK "Next".			
	Screen will be displayed.				
Back	User will be returned to the View Contract	CLICK "Back".			
	Screen and no changes will be saved.				

## D Example of Review Revised Contract Start Date Screen

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

United States Department of Agriculture Farm Service Agency			Co Welcome		Maintenance System
Tarm Serv	nee Agency		welcome	I,State User/	Administrative State User
		<u>c</u>			EX min
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Information:				
Search Contract County Reports	<ul><li>Notify the count</li><li>Prior year payment</li></ul>		the producer agreements on t ocessed	these contracts	
State Reports	<b>Review Revise</b>	ed Contrac	t Start Date		
	Parent Contract				
	Contract	(s)	New Contract Info	D Exist	ing Contract Info
	Admin State: N Admin County: A Contract Number: 11 Contract Status: 7 (F	dams(001)	Contract Start Date: 10/01 Contract End Date: 09/30		Start Date: 10/01/2013 End Date: 10/01/2013
	Child Contract(s)				
	Contra	ct(s)	New Contract In	nfo Existi	ing Contract Info
	Admin State: NA Admin County: Ad Contract Number: 12 Contract Status: Ap	dams(001) 1000A	Contract Start Date: 10 Contract End Date: 09		Start Date: 10/01/2013 End Date: 09/30/2016
			Save Back		

## 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	Field/Button Description					
	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	This field will display the contract start date for					
Date	the contract.					
Contract End	This field will display the corrected end date for					
Date	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	This field will display the corrected contract start					
Date	date for the contract. Date change will be					
	highlighted in blue text.					
Contract End	This field will display the contract end date for					
Date	the contract.					
Save	The date change will be saved and the user will	CLICK "Save".				
	receive the Success Screen. CLICK "OK" to					
	return to the View Contract Screen.					
Back	User will be returned to the View Contract Screen	CLICK "Back".				
	and no changes will be saved.					

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

USDA United States	Department of Agricultur	е			Conservation Contra	ct Maintenance System
Farm Service Agency			Wel	come	,State Use	er/Administrative State User
			0			
CCMS Home	About CCMS	Help		Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Correct Ori	ginal End D	ate			
County Reports	Admin State	Admin County	Contract	Status	Effective Start Date	Effective End Date
State Reports	Nebraska (31)	Adams (001)	11001	Approved	02/01/2015	09/30/2029
	ĸ	* New End Date:			Original End Date: 09/30/2	2029
				Next Ba	ick	

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".

#### **128** End Date Corrections (Continued)

#### **D** Example of Review Correct Original End Date Screen

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

United States Department of Agriculture Farm Service Agency Welcome				come	Conservation Contract Maintenance System e ,State User/Administrative State User		
	<b>~</b> ,~		0			TY MAK	
CCMS Home	About CCMS	Help		Contact Us	s Exit CCMS	Logout of eAuth	
CCMS Menu Search Contract	Review Co	rrect Origin	al End D	Date			
On the Damaster	Admin State	Admin County	Contract	Status	Effective Start Date	Effective End Date	
County Reports	Nebraska (31)	Adams (001)	11001	Approved	02/01/2015	09/30/2029	
State Reports							
		New End Date: 09/3	30/2029		Original End Date: 09	9/30/2028	
Save Back							

#### **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

**Conservation Contract Maintenance System** JSDA United States Department of Agriculture Farm Service Agency Welcome CATHERINE ANDERSON, State User/Administrative State User About CCMS Contact Us Exit CCMS **CCMS Home** Help Logout of eAuth **CCMS Menu Correct Termination Date** Search Contract Contract Status: Activity Type: Terminated No Activity County Reports Admin State: Nebraska (31) Admin County: Antelope (003) State Reports **Physical State:** Nebraska (31) **Physical County:** Antelope (003) Contract Number: Signup Number: 193 14 Program Type: CRP Signup Name: 14 Continuous Program Year: 1997 Signup Type: Continuous Contract Description: Subcategory Type: N/A Regular Original Contract Start Date: 05/01/1997 **Contract End Date Without** Termination: 09/30/2011 No Refunds Required Termination Type: Current Termination Date: 12/16/2003 **New Termination Date** (mm/dd/yyyy): Save Back

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.	
	<b>Note</b> : Will be blank for S36 migrated	
	contracts.	
Subcategory Type	The applicable CRP subcategory recorded	
	for this contract.	
Original Contract Start	This field will display the original contract	
Date	start date for the contract family.	
Contract End Date	Will display the contract's original end date	
Without Termination	before the contract was terminated.	
Termination Type	Will display the termination payment criteria	
	that was selected according to paragraph 38.	
Current Termination	Will display the termination date that was	
Date	selected according to paragraph 38.	

#### Par. 129

### **129** Correction Termination Date (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".

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

#### **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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#### 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	Select all of the	Report will display all contracts
Expire on Sept 30	following:	due to expire on September 30 of
		the fiscal year the user selected
	<ul><li> admin State</li><li> admin county</li><li> report</li></ul>	The report will include:
	• fiscal year.	• contract number
	-	• farm number
		• tract number
		<ul> <li>acres approved</li> </ul>
		• signup name
		• producer name.

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

Report	Action	Result
Contracts for a County	Select all of the following:	The report will display all contracts based
5	C C	on the filter and sort criteria selected for
	admin State	the county.
	• admin county	
	• report.	The report will include:
	<ul> <li>Sort by:</li> <li>contract number</li> <li>farm and tract number</li> <li>program year</li> <li>signup name.</li> <li>Filter by:</li> <li>farm number - enter farm number</li> <li>program year - select year(s)</li> <li>signup name - select names(s)</li> <li>signup type - select</li> </ul>	<ul> <li>physical state</li> <li>physical county</li> <li>program year</li> <li>contract number</li> <li>signup number</li> <li>signup type</li> <li>signup sub-type</li> <li>farm number</li> <li>tract number</li> <li>acres approved</li> <li>rental rate</li> <li>number of producers</li> <li>annual payment</li> <li>contract status</li> <li>original CRP-1 start date</li> <li>approval date</li> <li>producer name</li> </ul>
	type(s) Select contract status:	<ul> <li>producer share percent</li> <li>producer involvement</li> <li>primary producer indicator.</li> </ul>
	<ul><li> all</li><li> active.</li></ul>	
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

Report	Action	Result
Contracts that Expired on September 30.	<ul> <li>Select all of the of following:</li> <li>admin State</li> <li>admin county</li> <li>report</li> <li>fiscal year.</li> </ul>	The report will display all contracts that expired on Sept 30 th of the selected fiscal year. The report will include: contract number signup name farm number 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 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.

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

Report	Action	Result
Report Individual Contract	ActionSelect all of the following:• admin State• admin county• report• contract number.	ResultThe report will display the following data for the contract number selected.• contract number• contract number• contract status• signup name• physical State• physical county• original CRP-1 start date• original CRP-1 end date• effective start date• farm number• tract number• CLU number• CLU acres• program year• rental rate• acres approved• annual payment• approval date• Cropland acres• MPL acres
		<ul> <li>rental rate</li> <li>acres approved</li> <li>annual payment</li> <li>approval date</li> <li>cropland acres</li> <li>MPL acres</li> </ul>
		<ul> <li>non-cropland acres</li> <li>wellhead acres</li> <li>practice code</li> <li>CLU number</li> <li>proactive acres</li> <li>estimated cost share</li> <li>producer name</li> </ul>
		<ul> <li>producer mane</li> <li>producer share percent</li> <li>producer involvement</li> <li>primary</li> <li>extension type description</li> <li>extension rate</li> <li>effective start date</li> <li>effective end date.</li> </ul>
D	A -4°	D =14
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Report	Action	Result
Practices	Select all of the	The report will display the
	following:	following data by program year:
		practice acres
	• admin State	• estimate cost share
	• admin county	• farm number
	• report.	• tract number
		• signup name.
	Filter by:	
		The report will also provide totals
	• program year - select year(s)	for:
		• number of contracts
	• signup name – select	• number of farms
	names(s)	• practice acres
		• estimate cost share.
	• signup type - select	
	type(s)	
	• select practice(s).	

Report	Action	Result
Terminated/Revised/	Select all of the	The report will display the
Divided Contracts	following:	following data by contract number:
Summary	admin State	• contract number
	<ul><li> admin State</li><li> admin county</li></ul>	• contract number
	• report.	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
		<ul> <li>acres approved remaining on revised contracts</li> </ul>
		• difference between annual payments and total annual payments for the resulting contracts.

Report	Action	Result
Transferred Contracts	Select all of the following: • admin State • admin county • report.	<ul> <li>The report will include:</li> <li>transferring State/county</li> <li>receiving State/county</li> <li>signup type</li> <li>reason for transfer</li> <li>date of transfer</li> <li>old contract number</li> <li>new contract number</li> <li>acres approved</li> <li>COC approval transfer date.</li> <li>The report will also provide totals for the following:</li> <li>program subtype</li> <li>transfers in number of contracts</li> <li>transfers out number of contracts</li> <li>transfers out acres approved.</li> </ul>
578 Compliance Report	Select all of the following: admin State admin county report. Sort by: contract number farm number producer name.	<ul> <li>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:</li> <li>farm number</li> <li>contract number</li> <li>total CRP-1 acres</li> <li>total CRP acres certified</li> <li>difference in practice acres and certified acres</li> <li>primary producer name.</li> </ul>

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

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

# 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	<ul> <li>This report lists the number of contracts by county and age that have the validity indicator set to "invalid".</li> <li>The report will summarize totals by county for the following:</li> <li>total number of contracts invalid</li> </ul>
		<ul> <li>number of contracts invalid for 1 to 35 days</li> <li>number of contracts invalid for 36 to 59 days</li> <li>number of contracts invalid for 60 to 89 days</li> <li>number of contracts invalid for 90 days or more.</li> </ul>

# 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

USDA United States	Department of Agriculture		с	onservation Contract	Maintenance System
Farm Serv	ice Agency			Welcome	,County Use
					EX MAN
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Initiate TIP En	rollmont			
Search Contract					
County Reports	Contract Status:	Approved	Activity Ty	pe: No Ac	tivity
	Admin State:	Minnesota	(27) Admin Cou	nty: East C	Otter Tail (111)
	Physical State:	Minnesota	(27) Physical C	ounty: Otter	Tail (111)
	Contract Number:	3A	Signup Nu	mber: 28	
	Program Type:	CRP	Signup Na	me: 28 Co	ntinuous
	Program Year:	2004	Signup Typ	contir	nuous
	Contract Description:		Subcatego	ry Type: REGU	LAR
	CRP Cont	ract Start Date:	07/15/2018		
	CRP Cor	ntract End Date:	09/30/2018		
	TIF	PEffective Date:	10/01/2018		
		TIP End Date:	09/30/2020		
		Activity Reason:	Enrolling contract in T	IP	
			Next Back		
Screen ID: CCMSWeb0301 Last Modified: \${buildDate}	}				Back to Top ^

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

# *--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	This field will display the contract	
Description	description entered in the	
	TERRA/COLS process. Will be blank	
	for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory	
	recorded for this contract.	

### Par. 152

# *--152 Initiate TIP Enrollment Screen (Continued)

<b>Field/Button</b>	Description	Action
CRP Contract	This date will display the effective	
Start Date	start date of the CRP contract the TIP	
	will be applied to.	
CRP Contract End	This date will display 9/30 of the	
Date	final year of the CRP contract.	
TIP Effective	This date will be set as $10/1$ of the	
Date	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	Click "Save", then "OK" or
	continue the TIP enrollment process.	"Cancel".
	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.	
Back	The View Contract Screen will be	Click "Back".
	displayed, no data will be saved, and	
	the TIP initiation will be canceled.	

# C Initiate TIP Enrollment Screen Options (Continued)

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

### *--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.

Fauna Come	Department of Agriculture		501150	rvation Contract Maint	
Farm Servi	ce Agency			Welcome	_',County Us
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS Log	gout of eAuth
CMS Menu earch Contract	Adjust Acreag	je			
ounty Reports	Contract Status:	Revision in Process	Activity Type:	TIP Enrollment	
ounty reports	Admin State:	Minnesota (27)	Admin County:	East Otter Tail (11	1)
	Physical State:	Minnesota (27)	Physical County:	Otter Tail (111)	
	Contract Number:	93ATIP	Signup Number:		
	Program Type:	CRP	Signup Name:	Transition Incentiv	e Program
	Program Year:	2004	Signup Type:		
	Contract Description:		Subcategory Type	:	
	CRP-1 Total Acres: 1.4 Farm Number	40 Tract Number	CLU	CLU Acres	Action
			CLU * 1	<b>CLU Acres</b>	Delete
	Farm Number	Tract Number			Delete
	Farm Number 97	Tract Number			Delete
	Farm Number 197 Add New CLU Informa	Tract Number .79 ation: 	* 1	* 1.4	0 Delete
	Farm Number 197 Add New CLU Informa 17 V	Tract Number .79 ation: 	* [	* 1.4	0 Delete

# *--153 Modify TIP Acreage (Continued)

# 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	This field will display the contract description	
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.	

# *--153 Modify TIP Acreage (Continued)

<b>Field/Button</b>	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	Enter the CLU number
	contract.	from farm records.
CLU Acres	The acreage value that corresponds to	Enter the CLU acres value
	the CLU number that was entered.	in 100ths for the CLU
		number entered.
Delete	Removes the CLU record for the line	Click "Delete".
	item that "Delete" was selected.	
Add New CLU Int	formation	
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	Enter the CLU number.
	contract.	
CLU Acres	The acreage value that corresponds to	Enter the CLU acres value
	the CLU number to associate with the	in 100ths for the CLU
	contract.	number entered.
Add	Adds the data entered.	Click "Add".
Total	Total CLU acreage on the contract.	

# C Adjust Acreage Screen Options (Continued)

### *--153 Modify TIP Acreage (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.	Click "Save", then "OK" or "Cancel".
	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.	
Back	Will return the user to the View Contract Screen and no data will be saved.	Click "Back".

# C Adjust Acreage Screen Options (Continued)

# 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.

### 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.--*

# **B** Example of Modify Producers Screen

United States I	Department of Agriculture		Conse	rvation Contract M	laintenance System
Farm Servi	ce Agency			Welcome	',County Us
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Modify Produce	NC .			
earch Contract	Moully Produce	:15			
County Reports	Contract Status:	Revision in Process	Activity Type:	TIP Enrollmer	it
ounty reports	Admin State:	Minnesota (27)	Admin County:	East Otter Tai	l (111)
	Physical State:	Minnesota (27)	Physical County:	Otter Tail (11	1)
	Contract Number:	193ATIP	Signup Number:		
	Program Type:	CRP	Signup Name:	Transition Inc	entive Program
	Program Year:	2004	Signup Type:		
	Contract Description:		Subcategory Type	:	
	Assigned Producers				
		roducer Name	Туре	Share	Primary
	TEST AFORP3		Owner	100.00 %	۲
	And an Arrest March 1997 France	n / n	advantaged, or Vetera	an Producers	
					-6
	Action	Producer Name	Туре		sification
	Action Available Beginning Farm	Producer Name	Type advantaged, or Veter	Clas an Producers	
	Action Available Beginning Farm Action	Producer Name	advantaged, or Vetera	an Producers Type	sification Classification
	Action Available Beginning Farm	Producer Name	Type advantaged, or Veter	Clas an Producers	
	Action Available Beginning Farm Action	Producer Name her/Rancher, Socially Dis Producer Name	advantaged, or Vetera Operator	an Producers Type	
	Action Available Beginning Farm Action	Producer Name her/Rancher, Socially Dis Producer Name	advantaged, or Vetera	an Producers Type	
	Action Available Beginning Farm Action	Producer Name her/Rancher, Socially Dis Producer Name	advantaged, or Veter Operator Save Back	an Producers Type	Classification
Screen ID: CCMSWeb0303 Last Modified: \${buildDate}	Action Available Beginning Farm Action Add TEST AFORP2 All fields having a red asterio	Producer Name her/Rancher, Socially Dis Producer Name	advantaged, or Veter Operator Save Back	an Producers Type	

The following is an example of the Modify Producers Screen.

# 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.	

### Par. 154

# *--154 TIP Modify Producers Screen (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.	
Туре	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 Primary	The percent share interest the producer has in the CRP-1. Designates the primary point of	Enter the percentage value between 0.00 and 100.00 percent in 100ths. Enter a "check" in the box of
	contact for the CRP contract.	the producer that is the primary point of contact.
Assigned Beginnin	g Farmer/Rancher, Socially Disadvar	
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.	
Туре	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.	

# C Modify Producers Screen Options (Continued)

<b>Field/Button</b>	Description	Action		
Available Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Proc				
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.			
Туре	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.			

# C Modify Producers Screen Options (Continued)

<b>Field/Button</b>	Description	Action
Save	Will save the data entered on	Click "Save", then "OK" or
	the Modify Producers Screen.	"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	Click "Back".
	View Contract Screen and no	
	data will be saved.	

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

### *--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

	Department of Agriculture			Conserv	vation Contract Maintenance System
Farm Servi	ce Agency				Welcome,,County User
CCMS Home	About CCMS	Help	Co	ontact Us	Exit CCMS Logout of eAuth
CCMS Menu Search Contract	Finalize TIP Co	ntract			
County Reports	Contract Status:	Revision in Pr	ocess	Activity Type:	TIP Enrollment
county hopons	Admin State:	Minnesota (27	7)	Admin County:	East Otter Tail (111)
	Physical State:	Minnesota (27	7)	Physical County:	Otter Tail (111)
	Contract Number:	93ATIP		Signup Number:	
	Program Type:	CRP		Signup Name:	Transition Incentive Program
	Program Year:	2004		Signup Type:	
	Contract Description:			Subcategory Type:	
	Cont	ract Description:	TIP		
	CRP Con	tract Start Date:	07/15/2	2018	
	CRP Co	ntract End Date:	09/30/2	2018	
	TI	P Effective Date:	10/01/2	2018	
		TIP End Date:	09/30/2	2020	
		Activity Reason:	Enrollin	ig contract in TIP	
	* Check box to ind Conservation plan is a Improvements in the		✓		
		indicate All Land ia has been met:	<b>~</b>		
	* CRP-1R Produ	ıcer Signed Date (mm/dd/yyyy):	07/15/2	2018	
			Finaliz	ze Back	
Screen ID: CCMSTIPFINALI2 Last Modified: \${buildDate}		isk (* ) are required a	and must b	e completed	Back to Top ^

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

# 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	This field will display the contract description	
Description	entered in the TERRA/COLS process. Will	
	be blank for S36 migrated contracts.	
Subcategory	Will be blank.	
Туре		

# C Finalize TIP Contract Screen Options (Continued)

Field/Button	Description	Action
Contract Description	A free form optional field that the	Add contract descriptions as
	user can add contract descriptions	applicable. Do <b>not</b> load any PII
	based on revisions.	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	Indicator to allow the user to	Check $(\checkmark)$ , if CPO update has been received.
modified Conservation plan	record that the CPO has been	been received.
is approved for land Improvements in the last	updated if land improvements are taking place in the last year of the	
year of the CRP-1:	CRP-1.	
Check box to indicate all	Indicator to the user to record that	Check ( $\checkmark$ ), if review has been
Land Eligibility Criteria has	all land eligibility has been	completed.
been met:	reviewed and criteria has been	completed.
been met.	reached.	
CRP-1 Producer Signed Date	The date the last producer on the	Enter the date in the
	CRP-1R signed the CRP-1.	mm/dd/yyyy format or select
		the date from the calendar
		popup.
Finalize	Will save the data entered on the	Click "Finalize" and "Ok".
	Finalize Screen and create the	
	new child contract.	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	Click "Back".
	Contract Screen and no data will	
	be saved.	

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

Error Message	Description	Corrective Action
User must indicate All Land Eligibility Criteria has been met. Participant (XXX) is not eligible for TIP participation. Eligibility checked in year {XXXX}.	The check mark has not been placed in the box to confirm all land eligibility criteria has been met. No corresponding "SDA", "BF", "Vet" flag was found in the subsidiary eligibility file for	Follow this paragraph to provide the checkmark to confirm all land eligibility criteria has been met. Review the eligibility file for the producer to ensure all values are recorded for
	the producer in the year indicated.	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.

# D Finalize TIP Contract Screen Error Messages (Continued)

### *--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.

USDA United States Department of Agriculture Conservation Contract Maintenance System					
Farm Servic	æ Agency			Welcome	,County User
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Cancel TIP Enro	llment Confirm	nation		
Search Contract					
County Reports	Contract Status:	Revision in Process	Activity Type:	TIP Enrollme	nt
	Admin State:	Minnesota (27)	Admin County:	East Otter Ta	il (111)
	Physical State:	Minnesota (27)	Physical County:	Otter Tail (11	1)
	Contract Number:	59TIP	Signup Number:		
	Program Type:	CRP	Signup Name:	Transition In	centive Program
	Program Year:	2004	Signup Type:		
	Contract Description:	N/A	Subcategory Type:		
	Are you sure that you wa	nt to Cancel TIP Enrollm	ent at this time?		
OK Back					
Screen ID: CCMSWeb13 Last Modified: \${buildDate}					Back to Top ^

### *--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	This field will display the contract description		
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 t	his time?	
OK	TIP enrollment will be canceled and the parent	Click "OK".	
	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.		
Back	Will return the user to the View Contract Screen	Click "Back".	
	and no data will be saved.		

### *--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

**Conservation Contract Maintenance System** SDA United States Department of Agriculture Farm Service Agency Welcome _ ....../,County Use About CCMS Exit CCMS CCMS Home Help Contact Us Logout of eAuth CCMS Menu COC Approval Search Contract Contract Status: Revision Finalized **TIP Enrollment** Activity Type: **County Reports** Admin State: Minnesota (27) East Otter Tail (111) Admin County: Otter Tail (111) Physical State: Minnesota (27) Physical County: Contract Number: 93ATIP Signup Number: Program Type: CRP Signup Name: Transition Incentive Program Program Year: 2004 Signup Type: Contract Description: TIP Subcategory Type: * COC Approval (mm/dd/yyyy): Approve Reject Back All fields having a red asterisk (*) are required and must be completed Screen ID: CCM5Web10 Last Modified: \${buildDate} Back to Top

The following is an example of the COC Approval Screen.

# *--157 TIP COC Approval (Continued)

# C COC Approval Screen Options

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	This field will display the contract	
Description	description entered in the TERRA/COLS	
	process. Will be blank for S36 migrated	
	contracts.	
Subcategory	Will be blank.	
Туре		
COC Approval	Allows the user to enter the date COC Enter the date in the	
(mm/dd/yyyy)	approved the contract revision.	mm/dd/yyyy format or
		select the date from the
		calendar popup

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

### *--157 TIP COC Approval (Continued)

### C COC Approval Screen Options

<b>Field/Button</b>	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.	Click "Approve" and "OK".
	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.	
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)	The COC approval date	Enter a date in the mm/dd/yyyy
shall be no later than	cannot exceed today's	format or that is not a future
Today's Date (XXX)	date.	date.
The COC Approval Date	The COC approval date	Enter a date in the mm/dd/yyyy
(XXX) for this contract	cannot exceed the	format or that is equal to or later
cannot be earlier than the	contract family's original	than the approval date of the
COC Approval Date of	start date.	original offer.
the original offer (XXX)		-

### 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.

USDA United States	Department of Agriculture		Cons	ervation Contract	Maintenance System
Farm Serv	ice Agency		Welcome		/National Admin
		0			
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	Divide Contract	t			
County Reports	Contract Status:	Expired	Activity Type:	No Activity	
	Admin State:	Missouri (29)	Admin County:	Cass (037)	
State Reports	Physical State:	Missouri (29)	Physical County:	Cass (037)	
National Reports	Contract Number:	21ATIP	Signup Number:		
Reprocess Acres	Program Type:	CRP	Signup Name:	Transition Inc	entive Program
	Program Year:	2018	Signup Type:		
	Contract Description:		Subcategory Type:		
	Enter the number of Con	tract Divisions:			
	Parent Cont	tract Start Date: 1	0/01/2017		
	Cor	ntract End Date: 0	9/30/2019		
		e Effective Date (mm/dd/yyyy):			
	* Reas	son for Division:	SELECT		$\checkmark$
		S	ave Back		
	All fields having a red asteri	sk (* ) are required and r	must be completed		

# *--159 TIP Divisions (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".	
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.	

__*

# *--159 TIP Divisions (Continued)

<b>Field/Button</b>	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".

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

Farm Servi	ice Agency		Welcome	10 10 10 10 10 10 10 10 10 10 10 10 10 1	-		
		05			EX. pasta		
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth		
CCMS Menu	Modify Farm a	nd Tract					
Search Contract	Houry Farma						
County Reports	Contract Status:	Revision in Proce	ss Activity Type:	Divide			
State Reports	Admin State:	Missouri (29)	Admin County:	Cass (037)			
-	Physical State:	Missouri (29)	Physical County:	Cass (037)			
National Reports	Contract Number:	1ATIPB	Signup Number:				
Reprocess Acres	Program Type:	CRP	Signup Name:	Transition In	centive Program		
	Program Year:	2018	Signup Type:				
	Contract Description:		Subcategory Type:				
	Farm/Tract and CLU Inf	formation					
	Farm Numb		Tract Number	CLU	CLU Acres		
	7	35		1	7.30		
		Search for new farm	and tract				
		<b>-</b>		1			
		Farm Number:					
		Tract Number:					
		Producer Name:		Find Producer	]		
		5	Search Back Reset				
					لا		

# *--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.	

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".

# C Modify Farm and Tract Screen Options (Continued)

### 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.

Farm	Tract	Tract Description	Farmland	Cropland	CRP Cropland	CRP MPL
Number	Number		Acres	Acres	Acres	Acres
0 2	7	5N-	13.72	5.97	0.00	0.

# **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".

Field/Button	Description	Action
Save	After the user selects the radio button for	CLICK "Save"
	the "Farm/Tract Number" to add to the	then "OK" or
	contract and they select "Save" a popup	"Cancel".
	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.	
Back	Will return to the View Contract Screen	CLICK "Back".
	and no data will be saved.	

E Descriptions and Actions for Bottom of the Modify Farm and Tract Screen-After Search Options (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)	Farm number the user is	Enter active farm number
currently on this contract is	adding to the contract must	for the year of the contract
no longer in active status for	be active in the FY of the	revision effective date.
Fiscal Year (XXX)."	contract revision effective	
	date.	
"The tract number (XXX) is	The tract number(s) cannot	Enter active tract number
not valid for this county for	be missing or inactive.	for the year of the contract
Fiscal Year (XXX). Please		revision effective date.
establish the tract number		
for this county."		

#### *--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.

USDA United States I	Department of Agriculture		Conser	vation Contract Ma	aintenance System
Farm Service	ce Agency			Welcome	.',County User
		0			
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Adjust Acreag	e			
Search Contract					
County Reports	Contract Status:	Revision in Process	Activity Type:	TIP Enrollment	
	Admin State:	Minnesota (27)	Admin County:	East Otter Tail	
	Physical State:	Minnesota (27)	Physical County:	Otter Tail (111	)
	Contract Number:	93ATIP	Signup Number:		
	Program Type:	CRP	Signup Name:	Transition Ince	ntive Program
	Program Year:	2004	Signup Type:		
	Contract Description:		Subcategory Type:		
	CRP-1 Total Acres: 1.4	-			
	Farm Number	Tract Number	CLU	CLU Acres	Action
	97	79	* 1	*	1.40 Delete
	Add New CLU Informa	tion:			
	7 🗸	.9 🗸	*	*	Add
	Total TIP Enrolled Acre	5			1.40
		Sav	ve Back		
Screen ID: CCMSWeb0302 Last Modified: \${buildDate}	All fields having a red aste	risk (* ) are required and mu	ust be completed		Back to Top ^

# *--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	This field will display the contract	
Description	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.	

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

# C Adjust Acreage Options (Continued)

<b>Field/Button</b>	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	Enter the CLU
	contract.	number from farm
		records.
CLU Acres	The acreage value that corresponds to the	Enter the CLU acres
	CLU number that was entered.	value in 100ths for the
		CLU number entered.
Delete	Removes the CLU record for the line item	CLICK "Delete".
	that delete was selected.	
	Add New CLU Information	1
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	Enter the CLU
	contract.	number.
CLU Acres	The acreage value that corresponds to the	Enter the CLU acres
	CLU number to associate with the contract.	value in 100ths for the
		CLU number entered.
Add	Adds the data entered.	CLICK "Add".
Total TIP Enrolled	Total CLU Acreage on the contract.	
Acres		

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

<b>Field/Button</b>	Description	Action
Save	After the user selects "Save", they will receive a popup window to confirm to save. Selecting "OK" will save all data.	CLICK "Save" then "OK" or "Cancel".
	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.	
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

# C Adjust Acreage Options (Continued)

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

__*

#### 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

Conservation Contract Maintenance System USDA United States Department of Agriculture Farm Service Agency Welcome ,County User 0 CCMS Home About CCMS Contact Us Exit CCMS Help Logout of eAuth CCMS Menu Modify Producers Search Contract Contract Status: Revision in Process TIP Enrollment Activity Type: **County Reports** Admin State: Minnesota (27) Admin County: East Otter Tail (111) Physical State: Minnesota (27) Physical County: Otter Tail (111) Contract Number: 93ATIP Signup Number: Program Type: CRP Signup Name: Transition Incentive Program 2004 Program Year: Signup Type: Contract Description: Subcategory Type: Assigned Producers Action Producer Name Type Share Primarv TEST AFORP3 100.00 % Owner  $\odot$ Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producers Action Producer Name Туре Available Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producers Action Producer Name Type Classification TEST AFORP2 Add Operator SD Save Back All fields having a red asterisk (*) are required and must be completed Screen ID: CCMSWeb0303 Last Modified: \${buildDate} Back to Top ^ _*

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.	
Туре	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.	

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

С	Modify	Producers	<b>Options</b>	(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 Beginni	ng Farmer/Rancher, Socially Disadvantage	d, 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.				
Туре	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	<ul> <li>Will display SD for Socially</li> <li>Disadvantaged, VT for Veteran, BF for</li> <li>beginning farmer or rancher, or "Blank" if</li> <li>no clarification is found.</li> <li>These values are read from the</li> <li>corresponding values in the producer's</li> <li>eligibility file for the year the TIP</li> </ul>				

# Par. 162

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

# C Modify Producers Options (Continued)

<b>Field/Button</b>	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.			
Туре	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	<ul> <li>Will display SD for Socially</li> <li>Disadvantaged, VT for Veteran, BF for</li> <li>beginning farmer or rancher, or</li> <li>"Blank" if no clarification is found.</li> <li>These values are read from the</li> <li>corresponding values in the producer's</li> <li>eligibility file for the year the TIP</li> <li>enrollment is being applied to.</li> </ul>			

### Par. 162

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

<b>Field/Button</b>	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".

# C Modify Producers Options (Continued)

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

#### **B** Example of the Finalize TIP Screen

USDA United States Department of Agriculture Conservation Contract Maintenance System				rvation Contract Maintenance System	
Farm Servi	ice Agency				Welcome,,County User
CCMS Home	About CCMS	Help	Со	Intact Us	Exit CCMS Logout of eAuth
CCMS Menu Search Contract	Finalize TIP Co	ntract			
County Reports	Contract Status:	Revision in Pro	ocess	Activity Type:	TIP Enrollment
County Reports	Admin State:	Minnesota (27	7)	Admin County:	East Otter Tail (111)
	Physical State:	Minnesota (27	7)	Physical County:	Otter Tail (111)
	Contract Number:	93ATIP		Signup Number:	
	Program Type:	CRP		Signup Name:	Transition Incentive Program
	Program Year:	2004		Signup Type:	
	Contract Description:			Subcategory Type	:
	Contr	ract Description:	TIP		]
	CRP Con	tract Start Date:	07/15/2	018	
	CRP Co	ntract End Date:	09/30/2	018	
	TI	P Effective Date:	10/01/2	018	
		TIP End Date:	09/30/2	020	
		Activity Reason:	Enrolling	g contract in TIP	
	* Check box to indicate a modified Conservation plan is approved for land Improvements in the last year of the CRP-1: ✓				
		indicate All Land a has been met:	✓		
	* CRP-1R Produ	icer Signed Date (mm/dd/yyyy):	07/15/2	2018	
			Finaliz	e Back	
Screen ID: CCMSTIPFINALI Last Modified: \${buildDate}	All fields having a red asteri ZED	sk (* ) are required a	and must be	e completed	Back to Top ^

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.

# Par. 163

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

# C Finalize TIP Contract Options

Field/Button	Description	Action
CRP Contract Start	The start date of the CRP contract	
Date	the TIP has been applied too.	
CRP Contract End	The end date of the CRP contract	
Date	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	Indicator to allow the user to	Check ( $\checkmark$ ), if CP0 update has
a modified	record that the CPO has been	been received.
Conservation plan is	updated if land improvements are taking place in the last year of the	
approved for land Improvements in the	CRP-1.	
last year of the CRP-1:		
Check box to indicate	Indicator to all the user to record	Check ( $\checkmark$ ), if review has
all Land Eligibility	that all land eligibility has been	been completed.
Criteria has been met:	reviewed and criteria is been reached.	1
CRP-1R Producer	The date the last producer on the	Enter the date in the
Signed Date	CRP-1R signed the CRP-1.	mm/dd/yyyy format or select
(mm/dd/yyyy)		the date from the calendar
		popup.
Finalize	Will save the data entered on the Finalize Screen and create the new	CLICK "Finalize" and "OK"
	child contract.	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	CLICK "Back".
	Contract Screen and no data will	
	be saved.	

# *--163 Finalize TIP Contracts - Divide (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. 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.

# *--163 Finalize TIP Contracts - Divide (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.

# D Finalize TIP Contract Screen Error Messages (Continued)

#### *--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.

United States Department of Agriculture Farm Service Agency		Conservation Contract Maintenance System			
	<b>-</b>	<b>111</b>			TY MAK
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu	Cancel Divide	Confirmatio	-		
Search Contract		Contrinatio	'n		
County Reports	Contract Status:	Terminated (Pendi Approval)	ng Finalization and	Activity Type:	Divide
State Reports	Admin State:	Missouri (29)		Admin County:	Cass (037)
National Reports	Physical State:	Missouri (29)		Physical County:	Cass (037)
Reprocess Acres	Contract Number:	:1ATIP		Signup Number:	
Reprocess Acres	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					

__*

### *--164 Cancel TIP Enrollment - Divide

# 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 ye	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

			Conse		Maintenance System
Farm Service Agency				Welcome	,,County User
CCMS Home	About CCMS	Help	Contact Us	Exit CCMS	Logout of eAuth
CCMS Menu Search Contract	COC Approval				
County Reports	Contract Status:	Revision Finalized	Activity Type:	TIP Enrollme	nt
ooung roporto	Admin State:	Minnesota (27)	Admin County:	East Otter Ta	il (111)
	Physical State:	Minnesota (27)	Physical County:	Otter Tail (11	.1)
	Contract Number:	93ATIP	Signup Number:		
	Program Type:	CRP	Signup Name:	Transition Inc	centive Program
	Program Year:	2004	Signup Type:		
	Contract Description:	TIP	Subcategory Type:		
* COC Approval (mm/dd/yyyy):					
		Appr	ove Reject Back		
Screen ID: CCMSWeb10 Last Modified: \${buildDate}	All fields having a red asterisk	(*) are required and mu	st be completed		Back to Top ^

The following is an example of the COC Approval Screen.

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

# 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)

#### **Field/Button** Description Action After the user selects "Approve" they will CLICK "Approve" Approve receive a popup window to confirm they and "OK". 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. Reject After the user selects "Reject" they will CLICK "Reject" and receive a popup window to confirm they "OK". 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. Will return the user to the View Contract CLICK "Back". Back Screen and no data will be saved.

### C COC Approval Options (Continued)

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

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#### 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 20			_
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	<ul><li>In Compliance</li><li>Partial Compliance</li><li>Reinstated.</li></ul>	<ul><li>In Violation</li><li>Past Violation</li><li>No Association.</li></ul>	Yes	No
Controlled Substance	<ul><li>*Growing*</li><li>No Violation.</li></ul>	<ul><li>* * *</li><li>Trafficking</li><li>Possession.</li></ul>	Yes	No
AD-1026	<ul> <li>Certified</li> <li>Good Faith Determination</li> <li>COC Exemption.</li> </ul>	<ul> <li>Not Filed</li> <li>Awaiting Affiliate Certification</li> <li>Affiliate Violation.</li> </ul>	Yes	No
Adjusted Gross Income	<b>1</b>	ot apply to CRP contracts a	pproved in 2002	and
Foreign Person	Yes     Not Applicable.	<ul><li>No</li><li>Pending.</li></ul>	Yes	Yes
Actively Engaged	<ul> <li>Actively Engaged</li> <li>Exempt.</li> </ul>	<ul> <li>Not Filed</li> <li>Awaiting Determination</li> <li>Awaiting Revision</li> <li>Not Actively Engaged.</li> </ul>	Yes	No
Permitted Entity	Yes	No	Yes	Yes
Person Eligibility	COC Determination Completed	<ul> <li>Note Filed</li> <li>Awaiting Determination</li> <li>Awaiting Revision.</li> </ul>	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	<ul><li>In Compliance</li><li>Partial Compliance</li><li>Reinstated.</li></ul>	<ul> <li>In Violation</li> <li>Past Violation</li> <li>No Association.</li> </ul>	Yes No	
Controlled Substance	<ul><li>*Growing*</li><li>No Violation.</li></ul>	<ul><li>* * *</li><li>Trafficking</li><li>Possession.</li></ul>	Yes	No
AD-1026 • Certified • Good Faith Determination • COC Exemption.		<ul> <li>Not Filed</li> <li>Awaiting Affiliate Certification</li> <li>Affiliate Violation.</li> </ul>	Yes	No
Adjusted Gross Income	apply for the life of the	pplicable to the original ( ne contract. See 2-CRP, n on AGI provisions for rough 2008.	paragraph 131 f	for
Foreign Person	• Yes • Not Applicable.	• No • Pending.	Yes	Yes
Actively Engaged – 2002 Farm Bill	Actively Engaged	Not Filed     Awaiting     Determination	Yes	No
		<ul><li>Awaiting Revision</li><li>Not Actively</li></ul>		
Permitted Entity – 2002 Farm Bill	Yes	Engaged. No	Yes	Yes
Person Eligibility – 2002 Farm Bill	COC Determination Completed	<ul> <li>Not Filed</li> <li>Awaiting Determination</li> <li>Awaiting Revision.</li> </ul>	Yes	No

## **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	<ul> <li>In Compliance</li> <li>Partial Compliance</li> <li>Reinstated.</li> </ul>	<ul> <li>In Violation</li> <li>Past Violation</li> <li>No Association.</li> </ul>	Yes	No
Controlled Substance	•*Growing* •No Violation.	* * * • Trafficking • Possession.	Yes	No
AD-1026	<ul> <li>Certified</li> <li>Good Faith Determination</li> <li>COC Exemption.</li> </ul>	<ul> <li>Not Filed</li> <li>Awaiting Affiliate Certification</li> <li>Affiliate Violation.</li> </ul>	Yes	No
Adjusted Gross Income	The AGI provisions ap apply for the life of th	pplicable to the original CR e contract. See 2-CRP, par rovisions for CRP contract	ragraph 131 for	additional
Foreign Person	<ul><li>Yes</li><li>Not Applicable.</li></ul>	<ul><li>No</li><li>Pending.</li></ul>	Yes	Yes

## **B** Eligibility Values (Continued)

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

## **B** Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable toMembersJointOperations	
	Crop Years 201	5 and Future		
Fraud, including FCIC Fraud	Compliant	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	• In Compliance	• In Violation	Yes	No
	<ul><li> Partial Compliance</li><li> Reinstated.</li></ul>	<ul><li>Past Violation</li><li>No Association.</li></ul>		
Controlled Substance	•*Growing* • No Violation	* * *	Yes	No
		<ul><li>Trafficking</li><li>Possession.</li></ul>		
AD-1026	• Certified	• Not Filed	Yes	No
	• Good Faith	• Awaiting Affiliate		
	Determination	Certification		
	• COC Exemption/	Affiliate Violation		
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	•No	Yes	Yes
	<ul> <li>Not Applicable</li> </ul>	• Pending.		

8-10-20

## **B** Eligibility Values (Continued)

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

Rule	Applicability
Crop Years 2002 and	l 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 throu	gh 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 throu	gh 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

#### **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.

#### **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.

**Exception:** For CRP incentive payments that were issued using the OLP follow instructions in 1-FI, Par 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	How Information Is Used for Payment Processing	
Information		Source
*CRP-1 and	The information from CRP-1 is used to compute the	CCMS
CRP-1R Data*	CRP payment amount for the producer.	
Payment	Used to determine whether the producer and/or member	Subsidiary
Eligibility	of a joint operation is eligible for payment for the	Eligibility
Information	applicable payment year.	System
General	Used to determine the producer's business type and	Business
Name and	general name and address information.	Partner/
Address		SCIMS
Information		
Entity and	Used to determine the following for the applicable	Business File
Joint	payment year.	
Operation		
Information	member contribution value	
	substantive change value	
	• members and member's share of the following:	
	• entities	
	<ul> <li>general partnerships</li> </ul>	
	• joint ventures.	
Combined	Used to determine whether CRP producers or members of	Combined
Producer	entities or joint operations are combined with other	Producer
Information	producers. This information is used to ensure that the	System
	payment limitation is controlled properly.	
Available	Used to determine payment limitation availability.	Payment
Payment		Limitation
Limitation		System
Cropland	Used to determine whether the producer has met	Compliance
Reporting	Cropland Reporting provisions.	System
Indicator		
Financial	Used to:	NPS or NRRS
Related		
Information	• calculate payment information is provided to NPS	
	• determine overpayment amount, may be provided to 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.

Par. 255

#### 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.

USDA	Department of Agriculture		Cons	ervation Payments
			the state of the state of the state	
Payments Home	About Payments	Help Contact Us	Exit Payments	Logout of eAuth
Payments Menu Welcome 39998 Payments View Contract Pay Summary Reports Prepayment Proce Payment Reports AGI Update AGI Load AGI	ment			
Obligations				
<b>Obligate Payment</b>				
Reduction				
Record Reduction				
	s Home   FSA Internet   FSA d Links   FOIA   Accessibility		on   Information Quality	FirstGov   White House

#### 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:	
	<ul> <li>who to contact for help</li> <li>what information to include in user's e-mail or voice mail message.</li> </ul>	
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	Provides the ability for the user to view 2012 and prior
Summary	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	Provides the ability for the user to view 2012 and prior year
Summary	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)

#### 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 having/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 CRP-SIP	Available payment years in Conservation payments system 2013 and forward	Earned When CRP-1 is COC approved.	Payment year Shall always be the fiscal year the CRP-1 was approved.	Validation The payment software will validate that the	Divided among producers The SIP amount will always be divided automatically by the payments system	Available All States
CDD DID	2012 1	W/I d		correct SIP payment year has been selected.	according to the producer shares on the CRP-1.	
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)

#### Available payment vears in Conservation Divided Incentive payments Payment among Earned Validation producers Available Type system vear *--2016 and CRP-TTI When the Will The TTI All states N/A forward--* technical agency always be amount will and/or producer the fiscal be certifies year the automatically performance. producer displayed or TSP according to certifies the shares on completio the CRP-1. n of the The user can CRP select the producer to practice receive payment and make downward adjustments in the payment amount if necessary. CRP-2016 and When CRP-1 is Will The The CBIP Virginia, CBIP always be forward COC approved payment amount will West the fiscal software always be Virginia, year the will validate divided Delaware. CRP-1 that the automatically and New by the York was correct approved. CBIP payments system payment year has according to been the producer selected. shares on the CRP-1.

#### **B** General Incentive Information (Continued)

## 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.

United States Department	-			Con	servation Payments
Payments Home Abou	It Payments	Help <u>Contact L</u>	J <u>s Exit</u>	Payments	Logout of eAuth
Payments Menu Welcome 043702	Make NPS P	ayment			
Payments Make NPS Payment Cancel NPS Payment	C	(*) indicates require	ed fields		
View Contract Payment Summary		Program Name: Payment Year:			
Reports Prepayment Process Payment Reports			Iowa - 19 ▼ Shelby - 165	<u></u>	
Reduction Record Reduction		Contract Number: Payment Type:			
		Payment Status:	All 🔻		
			Search		

#### **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. <b>Note:</b> Users will only see State and counties linked to their EAS profile.
Contract Number	<ul><li>Enter the CRP contract number that will receive payment.</li><li>Note: This is an optional field for payment type annual rental, leaving this field blank will display all available contracts for the county.</li></ul>
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.

					and the second se	
Payments Home	About Payments	<u>Help</u>	Contact Us	Exit	Payments <b>-</b>	Logout of eAuth
Payments Menu Welcome 043702 Payments	Make NPS P	Paymer	nt			
Make NPS Payment Cancel NPS Payment View Contract Payme Summary	State.iowa - 19	1			y:Shelby - 165 ent Year:2013	
Reports Prepayment Process	One Contract fo	ound.				
Payment Reports Reduction	Contrac		Contract Effective	e Date	Farm Numbe	r Tract Number
Record Reduction	•	2	006-10-01	ie R	00(	N/A

The following is an example of the Make NPS Payment – Contract Selection Screen for **CRP** incentive payments.

Payments Home	About Pa	i <u>yments</u>	<u>Help</u>	Contact U	l <u>s Exit</u>	Payments <b>-</b>	Logout of eAuth
Payments Menu Welcome 15030	M	lake NPS P	ayment	t			
Payments Make NPS Payment		gram:CRP					
Cancel NPS Payment View Contract Payme Summary	Stat	e:Missouri - 29 ment Type:Sll	-			/:Johnson - 101 ent Year:2015	
Reports Prepayment Process	One 1	Contract fo	und.				
Payment Reports Reduction		Contract Number		Contract ective Date	Farm Number	Tract Number	SIP/PIP/BIP/TTI Amount
Record Reduction	۲	11007A	2015	-11-09	00		1000
				Со	ntinueR	eset	

## 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**.

Farm S	arm Service Agency			Cons	ervation Payme	nts
						AA m
Payments Home	About Payme	ents <u>Help</u>	Contact Us	Exit I	ayments 1	Logout of eAuth
Payments Menu	Make	NPS Paymen	t			
BACKEN			Pro	gram CRP		
County User	State:Miss	ouri - 29		County:Johnson - 101		
Payments	Payment T	ype:TIP		Payment Year:2020		
Make NPS Payment Cancel NPS Payment View Contract Paymen Summary	t	One Contract found.				
Reports	Contract selection	Contract Number	Contract Effe	ctive Date	Farm Number	Tract Number
Prepayment Process Payment Reports		10002ATIP	2019-10-01		0008105	2115
Reduction			Contin	ue Res	ət	
Record Reduction	PaymentsSen	dPaymentCPFResul	t01			
	Conservati	on Payments Home	FSA Internet   FS	A Intranet   l	JSDA.gov	

## 284 Make NPS Payment – Contract Selection Screen (Continued)

## **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

8-10-20

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#### 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.

Payments Home	About Payments	Help Contact Us	Exit Payments	Logout of eAuth
Payments Menu Welcome 043702	Make NPS	Payment		
Payments Make NPS Payment Cancel NPS Payment View Contract Payme	Payment Type:A	N	County:Shelby - 165 Payment Year:2013	
Summary Reports Prepayment Process Payment Reports	Start Date:	er:	2006-10-01	
Reduction Record Reduction	Program Year: Farm Number: Tract Number: Payment Amoun	nt:	2000 0004 N/A \$ 2,065	
		Customer N	ame	Shared Amount
	Send Paymen	nt Return to List	←	\$ 2,065

The following is an example of the Make NPS Payment –Producer Screen for **CRP incentive** payments.

yments Home Abo	ut Payments	Help Contact Us	Exit Payments	Logout of eAuth
Payments Menu	Make NPS	6 Payment		
Welcome 15030				
Payments	Program:CRP			
Make NPS Payment	State:Missouri	- 29	County:Johnson - 10	1
Cancel NPS Payment	Payment Type		Payment Year:2015	
View Contract Payment	r ayment type	.01	r dynient redr.2010	
Summary				
Reports	Contract Numb	er:	11007A	
Prepayment Process	Start Date:		2015-11-09	
Payment Reports	Program Year:		2015	
Reduction	Farm Number:		000	
Record Reduction	Tract Number:			
	Payment Amou		\$ 1,000	
	r uyment Amot		<b>4</b> 1,000	
		Customer Na	ame	Shared Amount
	<ul> <li>Image: A start of the start of</li></ul>			\$ 600
				\$ 400
	Send Paym	ent Return to List		
	u	rio anno 201		

## 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.** 

Bullinson Bullinson			Program CRP		
County User	State:Missouri - 29		County: Johnson	· 101	
Payments	Payment Type:TIP		Payment Year:20	020	
Make NPS Payment Cancel NPS Payment					
View Contract Payment	Contract Number	:	10002ATIP		
Summary	Start Date:		2019-10-01		
Reports	Program Year:		2009		
Prepayment Process	Farm Number:	Farm Number:		0008105	
Payment Reports Reduction	Tract Number:		2115		
Record Reduction	Payment Amount	t:	\$ 479		
	Selected Producers	Custome	er Name	Shared Amount	
	✓ A	P 2 14 2 R		\$ 479	
	Send Payment	Return to List		·	

## 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	CLICK "Send
	overnight processing.	Payment"
Return to List	User will be taken to the previous	CLICK "Return
	payment screen and no payment will	to List".
	be sent.	

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#### 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".

<u>/ments Home Abo</u>	<u>ut Payments Help C</u>	<u>ontact Us</u> <u>Exit Paym</u>	ents Logout of eAuth		
Payments Menu Welcome 043702	Make NPS Paymen	t			
Payments	Contract payments have been of	nueued for the nightly batch pro	CRSS		
Make NPS Payment	Program:CRP				
Cancel NPS Payment	State:lowa - 19	elby - 165			
View Contract Payment	Payment Type:AN	Payment Y	ear:2013		
Summary					
Reports					
Prepayment Process	Contract Number:				
Payment Reports	Start Date:	2006-10-01			
Reduction	Program Year:	2000			
Record Reduction	Farm Number:	000			
	Tract Number:	N/A			
	Payment Amount:	\$ 2,065			
	Custom	er Name	Shared Amount		

#### *--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".

				time of Frances States			
Payments Home	About Payments	Help Co	ntact Us	Exit Payments	Logout of eAuth		
Payments Menu	Make NPS • PIP must	Payment be issued from	n Cost Shai	re System.			
Payments Make NPS Payment Cancel NPS Paymen View Contract Paym Summary Reports	t ient	Search for Valid Contracts  (*) indicates required fields  Program Name: CRP Payment Year: 2020  *State: Missouri - 29					
Prepayment Process Payment Reports Reduction Record Reduction		*County: Johnson - 101 V Contract Number: 11135 Payment Type: PIP V Payment Status: All V Search					
	PaymentsSendPayn	nentCPFSearch0	1				

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#### *--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.

				Constanting of the owner when	
Payments Home	About Payments	Help Cor	ntact Us	Exit Payments	Logout of eAuth
Payments Menu County User Payments Make NPS Payment		Payment	<i>is not eligibl</i> Search f	for Valid Contracts	
Cancel NPS Paymen View Contract Payn Summary Reports Prepayment Proces Payment Reports Reduction Record Reduction	nent	(*) indicates required fields Program Name: CRP ✓ Payment Year: 2020 ✓ *State: Missouri - 29 ✓ *County: Johnson - 101 ✓ Contract Number: 10052 Payment Type: PIP ✓ Payment Status: All ✓ Search			
	PaymentsSendPayr	nentCPFSearch0	1		
					;

#### 288-296 (Reserved)

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#### 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	<ul> <li>original amount in NPS will be canceled and the system will retrigger the payment to reprocess</li> <li>new payment amount will be listed in NPS signature, provided all eligibility requirements are met</li> </ul>
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)

#### **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.

Payments Home Abo	out Payments	Help Contact Us	Exit Payments	Logout of eAuth
Payments Menu	Cancel Pa	yment		
Welcome 15030				
Payments		(*) indicates required field	1c	
Make NPS Payment		(·) indicates required their	13	
Cancel NPS Payment		Program Name: CRP	$\checkmark$	
View Contract Payment		-		
Summary		Payment Year: 2015	$\sim$	
Reports		*State: Miss	ouri - 29 🗸	
Prepayment Process		*County: John	ison - 101 🗸	
Payment Reports		-		
Reduction		Contract Number: 1100	7A	
Record Reduction		Payment Type: S₽	$\checkmark$	
		Sea	arch	
# **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.
		<b>Exception:</b> 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.
		<b>Note:</b> 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.
		<b>Notes:</b> 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.

Payments Menu Welcome 15030 Payments	Ca	ncel Payment				
Make NPS Payment	Progr	ram:CRP				
Cancel NPS Payment	State	:Missouri - 29		County	:Johnson - 101	
View Contract Payment Summary	Paym	Payment Type:SIP Payment Year:2015				
Reports Prepayment Process	One	One Contract found.				
Payment Reports	1	1				
Reduction		Contract Number	Effective	Date	Farm Number	Tract Number
Record Reduction	۲	11007A	2015-11-09			
			Contin	ue Re	eset	

#### **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	After clicking the radio
	Selection Screen.	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.

5 Menu Cancel Payment		
Payment Program:CRP		
S Payment State:Missouri - 29	County:Johnson - 101	
act Payment Payment Type:SIP	Payment Year:2015	
t Process Contract Number:	11007A	
Start Date:	2015-11-09	
Program Year:	2015	
Farm Number:		
Tract Number:		
Payment Amount:	\$ 1,000	
	Customer Name	Estimated Amount
		\$ 600
		\$ 400
Cancel Payment Re	eturn to List	

# **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 $(\checkmark)$ 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	CLICK "Cancel
	cancellation.	Payment".
Return to List	User will be taken to the	CLICK "Return to List".
	previous payment screen and	
	no payment will be sent.	

### **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.

	ueued for the nightly batch process.
ke NPS Payment Program:CRP	
ncel NPS Payment State:Missouri - 29	County:Johnson - 101
ew Contract Payment Payment Type:SIP	Payment Year:2015
mmary ports	
anavment Drococc	
Contract Number:	11007A
yment Reports Start Date:	2015-11-09
Program Year:	2015
cord Reduction Farm Number:	
Tract Number:	
Payment Amount:	\$ 1,000
	begin center content
Custome	r Name Shared Amount

### **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.

Payments Menu	View Payment
Welcome 15030 Payments	(*) indicates required fields
Make NPS Payment Cancel NPS Payment	(*) indicates required fields
View Contract Payment	Program Name: CRP 🗸
Summary	Payment Year: 2012 🗸
Reports	<b>*State</b> : Missouri - 29 ∨
Prepayment Process Payment Reports	*County: Johnson - 101 V
Reduction	Contract Number:
Record Reduction	Payment Type: Annual 🗸
	Search

# 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.

ents IPS Payment Pro					
NIDC Devent	gram:CRP				
and the set Descent	e:Missouri - 29		County:John		
ontract Payment Pay	ment Type:AN		Payment Ye	ar:2012	
	Contracts found, dis	splaving 1 to 2	0		
mont Drocore	st/Prev] 1,2,3,4,5,6,7				
nt Reports	Contract Number	Contract Effe		Farm Number	Tract Number
tion Reduction	679C	06/21/2006			N/A
	690	10/01/1997			N/A
0	691	10/01/1997			N/A
0	723	10/01/1997			N/A
0	724A	10/01/2004			N/A
0	805	10/01/1999			N/A
0	806	10/01/1999			N/A
0	807B	10/01/2004			N/A
	808A	10/01/2003			1

# **324** View Payment – Contract Selection (Continued)

### **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	Effective date of the selected	
Date	contract.	
Farm Number	Farm number associated with	
	the contract.	
Tract Number	Tract number associated with	
	the contract.	
Continue	Displays the View Payment	After clicking the radio button
	Producer Screen.	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 Velcome 15030	View Pay	ment				
Payments Make NPS Payment	Program:CRP					
Cancel NPS Payment	State:Missouri - 29		County:Johnson - 101			
view Contract Payment	Payment Type	:AN		Payment Year:201	2	
Summary Reports						
Prepayment Process	Contract Numb	er:		679C		
ayment Reports	Start Date:			06/21/2006		
eduction	Program Year:			1998		
ecord 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	<b>\$</b> 1, <b>1</b> 60	\$ 1,160	Р	30739641
	Payment Code:	P=Payment, O=	Overpayment	, U=Underpayment	, C=Cancel, E	=Error
	Return to Lis	t				

## 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.

Payments Home Abo	out Payments <u>Help</u> Contact	Us Exit Payments	Logout of eAuth
Payments Menu Welcome 52877 Payments Make NPS Payment	View Payment <ul> <li>No payment information available for</li> </ul>		
Cancel NPS Payment View Contract Payment Summary <b>Reports</b>	(*) indicates requi Program Name: Payment Year:	CRP •	
Prepayment Process Payment Reports <b>Reduction</b> Record Reduction		Kansas - 20 <b>v</b> Ford - 057 <b>v</b> 393	
	Payment Type:	Annual  Search	

- **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)

#### **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

Payments Home About Pa	<u>yments</u> <u>Help</u> Con	tact Us <u>Exit Paymen</u>	ts Logout of eAuth
	Payment Report		
Welcome 15030 Payments			
	ndicates required fields		
Cancel NPS Payment	Program Name: CR	P 🗸	
View Contract Payment	Payment Year: 20	2 🗸	
Summary		souri - 29 🗸	
Reports			
Prepayment Process	*County: Jol	inson - 101 🗸	
Payment Reports	Contract Number:		
	ontract Number Range	To:	
Record Reduction	From:		
	Payment Type: An		
		payment with exceptions	~
	Report Type: De	tails 🗸	
	S	arch	
Baymant	Prepayment with e	waaptapa	·
-	Propaymontwithe		
Report Type	NPS Payments w		
	NPS Payments w		
		ents with exceptions	
	IN ST aluar Fayl	ents warekceptons	<b>,</b>

# 337 Payment Reports (Continued)

## **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.

Program: CRP Payment Type: Annual	Payment Year: 2012 Report Type: Non-pa		County: April 07, 2016
Contract Number: 266			Total Contract Amount: \$ 3,979
Name	Share Amount	Amount Payable	Reduction Reason
	\$ 3,979	\$ 0	578 Compliance data not found on any Tract for CRP crop code - Farm Number: 0005554
Contract Number: 307 Name	Share Amount	Amount Payable	Total Contract Amount: \$ 290 Reduction Reason
	\$ 145	\$0	578 Compliance not certified - Farm Number: 0005995
Contract Number: 307	Share Amount	Amount Pavable	Total Contract Amount: \$ 290 Reduction Reason
Name			

### **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.
	<b>Note:</b> 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.

Con	servation Pr	epayment w	vithout Exceptions D	etail Report
Program: CRP Payment Type: Annual	Payment Year: 2012 Report Type: Payme		County:	April 07, 2016
Contract Number: 175			Total Contract Amount: \$ 2,058	
Name	Share Amount	Amount Payable	Reduction Reason	
	\$ 2,058	\$ 2,058		
Contract Number: 177B	Share Amount	Amount Payable	Total Contract Amount: \$4,614 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.
	<b>Note:</b> 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 l	NPS Payment with	Exceptions Report.
--------------------------------------	------------------	--------------------

Cor	nservation N	IPS Payme	ení	t with Exceptions Detail Report	
Program: CRP Payment Type: Annual	Payment Year: 201 Report Type: Non-		State	County:	April 07, 2016
Contract Number: 1034L				Total Contract Amount: \$ 546	
Name	Share Amount	Amount Payable		Reduction Reason	
	\$ 54	3	\$0	578 Compliance not certified - Farm Number: 0003625	
Contract Number: 1034L				Total Contract Amount: \$ 546	
Name	Share Amount	Amount Payable		Reduction Reason	
	\$ 54	3	\$0	578 Compliance not certified - Farm Number: 0003625	
Contract Number: 1034L				Total Contract Amount: \$ 546	
Name	Share Amount	Amount Payable		Reduction Reason	
	\$ 54	6	\$0	578 Compliance not certified - Farm Number: 0003625	

### 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.
	<b>Note:</b> 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.

### 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.

Program: CRP	Payment Year: 2012		County:	• April 07, 2016
Payment Type: Annual	Report Type: Payme	nt		
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.
	<b>Note:</b> 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.

Conse	ervation NPS	Partial Payr	ment with Exception	s Detail Report
Program: CRP Payment Type: Annual	Payment Year: 2012 Report Type: Payme		County:	April 07, 2016
Contract Number: 623B			Total Contract Amount: \$ 3,076	
Name	Share Amount	Amount Payable	Reduction Reason	
	\$ 3,076	\$ 2,592	Producer Haying/Grazing reduction is \$484	Reduction Message: Managed
Details:				
Member Name	Share Amount	Amount Payable	Reduction Reason	
Contract Number: 658B	\$ 3,076	\$ 2,592	Total Contract Amount: \$4,024	
Name	Share Amount	Amount Payable	Reduction Reason	
Details:	\$ 4,024	\$ 3,558	Producer Managed Haying/Grazing reduction is \$467	Reduction Message:
Member Name	Share Amount	Amount Payable	Reduction Reason	
	\$ 4,024 \$ 4,024	\$ 1,779 \$ 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.			
	<b>Note:</b> 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	Live	9-CM, paragraph 65
Note: The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
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:
	<ul> <li>for individuals: last name, middle name, first name, and suffix</li> <li>for businesses: business name.</li> </ul>
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	Will provide payment entity or member name information if the CRP
Entity/Member	Payment History Report – Detail is generated for:
Name	
	• 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	One of the following transaction types will be displayed:
Transaction	
	• Payment
	Receivable
	Canceled Payment
	Canceled Receivable.
Member Level	Reduction amount because of a member level reduction.
Reduction	
Amount	
Reduction	Reduction amount because of a subsidiary eligibility value, AGI, or
Amount	compliance.
Net Payment	Net payment amount for the producer after all reductions have been
Amount	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.

Marion South Carolina	United States Department of Agriculture Farm Service Agency				Date: 04/21/2016			
2	2015 Conservation Reserve Program - Annual Payment History Report - Detail Level							
Producer Name: FARMS								
Business Type: General Partnership								
State/ Date County Payment Entity/MemberNam	ne	Payment ID Number		Contract/ Application/ Farm	Commodit y/ Payment Type	Transaction Type	Reduction Amount	Net Payment
10/02/2015 45/067 FARMS		44660170	02	204A	CRP	Payment	\$ O	\$1,064
G			00				\$0	\$532
P			00				\$0	\$532
* Name may have changed due to SCIM	S merge.							
	Previous	Print Ne:	xt					

# **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.
	<b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> 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.
	<b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> be available.

#### 355-364 (Reserved)

•

#### **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.

Payments Menu Welcome 63945	Record Reduction		
Payments Make NPS Payment Cancel NPS Payment View Contract Payment Summary	(*) indicates required fields Program Name: Payment Year:	2015 -	
Reports Prepayment Process Payment Reports		Mississippi - 28 Clarke - 023	
Reduction Record Reduction	Payment Type: Producer Name:	Annual 🔻	SCIMS Search Clear
	$\rightarrow$	Search	

# **366** Record Reduction Screen (Continued)

## **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 Welcome 63945	R	ecord Reduction				
Payments Make NPS Payment	Dere					
Cancel NPS Payment	Program:CRP State:Mississippi - 28 County:Clarke - 023					
View Contract Payment Summary	Payment Type:AN         Payment Year:2016					
Reports Prepayment Process	One Contract found.					
Payment Reports		Contract Number	Contract Effectiv	e Date	Farm Number	Tract Number
Reduction Record Reduction	113A 2008-10-01					
			Conti	nue	<del>(</del>	

### **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 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	After clicking the radio
	Producer Screen.	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.

Payments	Program:CRP				
Make NPS Payment			County:Clarke -	102	
Cancel NPS Payment	State:Mississippi - 28		-		
View Contract Payment	Payment Type:AN		Payment Year:20	715	
Summary					
Reports					
Prepayment Process	Contract Number:	11	3A		
Payment Reports	Start Date:	20	08- <b>1</b> 0-01		
	Program Year:	2009			
Reduction	Farm Number:				
Record Reduction	Tract Number:				
	Payment Amount:	\$ 1,158			
	Producer Name		Payment Amount	Reduction Amount	
			\$ 1,158	\$ 0	A

# **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	Select "Add Reduction" if
	displayed.	an additional reduction is
		needed.
Return to List	Returns user to the previous	CLICK "Return to List".
	page.	
#### 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 Welcome 63945	Record Reduction	
Payments Make NPS Payment		
Cancel NPS Payment View Contract Payment	Contract Number:	113A
Summary	Start Date:	2008-10-01
Reports	Program Year:	2009
Prepayment Process	Farm Number:	0000531
Payment Reports	Tract Number:	2166
Reduction	Payment Amount:	\$ 1,158
	Contract Number 113A Producer Name	
	"Note: reduction amounts entered s	Add Reduction Back

## **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	CLICK "Add Reduction".
	is displayed.	
Back	Returns user to the previous	CLICK "Back".
	screen.	

#### **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.

Payments Menu Welcom e 63945 Payments Make NPS Payment	Record Reduction		
Cancel NPS Payment	Contract Number:	113A	
View Contract Payment Summary	Start Date:	2008-10-01	
Reports	Program Year:	2009	
Prepayment Process	Farm Number:	0000531	
	Tract Number:	2166	
Payment Reports Reduction	Payment Amount:	\$ 1,158	
	Contract Number 113A Producer Name	Add Reduction Back	/
(	Reduction Description	Amount	
	Managed Haying/Grazing	ed should be in whole dollars"	Add Delete

## 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.

Payments Menu Nelcome 63945	Record Reduction				
Payments Make NPS Payment	Program:CRP				
Cancel NPS Payment	State:Mississippi - 28		County:Clarke -	023	
View Contract Payment	Payment Type:AN		Payment Year:2	2016	
Summary					
Reports					
Prepayment Process	Contract Number:	113	BA		
Payment Reports	Start Date:	200	8-10-01		
Reduction	Program Year:	200	9		
Record Reduction	Farm Number:				
	Tract Number:				
	Payment Amount:	\$ 1	,158		
	Producer Name		Payment Amount	Reduction Amount	
			\$ 1,158	\$ 100	Ed
	[	Return	to List		

## 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	CLICK "Edit".
	is displayed for updating or	
	deleting the reduction amount.	
Return to List	Search Selection Screen is CLICK "Return to Li	
	displayed for the producer and	
	contract.	

## 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 <b>not certified</b> or certified, but <b>not</b> signed	<ul> <li>original amount in NPS will be canceled and the system will retrigger the payment to reprocess</li> <li>new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.</li> </ul>

## 382 Modifying or Deleting Previously Recorded Reduction Data (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 <b>not</b> certified or certified, but <b>not</b> signed	original amount in NPS will be canceled.

# **B** Effect on Previously Processed Payments (Continued)

383-392 (Reserved)

#### Section 10 Update AGI – State Office User Functionality

#### **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.

Payments Menu	Update AGI
Welcome 39998 Payments	
View Contract Payment	(*) indicates required fields
Summary	Program Name: CRP 🗸
Reports	*State: South Carolina - 45
Prepayment Process	*Countr/: Marion - 067
Payment Reports	*County: Marion - 067
AGI	*Contract Number: 205A
Update AGI	Search
Load AGI	
Obligations	
Obligate Payment	
Reduction	
Record Reduction	

# **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.

Payments Menu Welcome 39998	U	pdate AGI				
Payments						
View Contract Payment	Prog	ram:CRP				
Summary	State	e:South Carolina - 45		Coun	ty:Marion - 067	
Reports	L				-	
Prepayment Process	One	Contract found.				
Payment Reports	1					
AGI		Contract Number	Contract Effective D	ate	Farm Number	Tract Number
Update AGI		205A	02/03/2006			N/A
Load AGI		20071	02/00/2000			
Obligations		$\longrightarrow$	Modify AGI Information	on		
Obligate Payment						
Reduction						
Record Reduction						

## **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.

Payments Menu	Update AGI		
Welcome 39998 <b>Payments</b> View Contract Payment	open all   close all	State :	County :
Summary Reports	205A		
Prepayment Process Payment Reports	E FARMS_		
<b>AGI</b> Update AGI	[■] <b>R</b>		
Load AGI Obligations			
Obligate Payment Reduction			
Record Reduction			

## **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.

Payments Menu	Update AGI		
Welcom e 39998 <b>Payments</b> View Contract Payment	<u>open all   close all</u>	State :	County :
Summary Reports Prepayment Process Payment Reports AGI	205A FARMS S		
AGI Update AGI Load AGI Obligations	™		
Obligations Obligate Payment Reduction Record Reduction	Customer Name Check if AGI compliant	V	FARMS
		Submit Cancel	_

## **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	<ul> <li>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.</li> <li>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.</li> </ul>	Enter check $(\checkmark)$ for compliant or remove the check $(\checkmark)$ 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.

Payments Menu	Update AGI		
Welcome 39998 <b>Payments</b> View Contract Payment	<u>open all   close all</u>	State :	County :
Summary Reports Prepayment Process	205A		
Payment Reports AGI Update AGI Load AGI	-D <u>8</u>		
Obligations Obligate Payment Reduction	AGI Information Updated Successfu	Ily for 1935020:: FARMS	]
Record Reduction	Customer Name		FARMS
	Check if AGI compliant		
		Submit Cancel	

## 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.

USDA	United States Department of A	Agriculture				
Farm S	<u>Service Agency</u>	rvice Agency Conservation Payments				
		<u></u>		an a		6à 🗖
Payments Home	About Payments	<u>Help</u>	Contact Us	Exit Payme	<u>nts Log</u>	out of eAuth
Payments Menu	Update AG	[				
Welcome: UKNOWN						
Payments View Contract Payment	<ul> <li>This opti</li> </ul>	ion is not ava	ailable for CRP o	contracts with a pr	oqram year gre	ater than 2012.
Summary						
Reports			Prog	jram CRP		
Prepayment Process	State:Iowa - 19		County:	Pocahontas - 151		
Payment Reports						
AGI			One Co	ontract found.		
Update AGI				1		
Load AGI	Contract selection	LEAST REPORT OF THE REPORT	tract Co nber	ntract Effective Date	Farm Number	Tract Number
Obligations	Selection	11003	nder	02/01/2018	0004782	11120
Obligate Payment	۲	11003			0004782	11120
Reduction			Modify AGI Int	formation Rese	et	
Record Reduction						

## **399-408** (Reserved)

#### Section 11 Load AGI – State Office User Functionality

#### 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.

Payments Menu Welcom e 39998	Load AGI
Payments View Contract Payment	(*) indicates required fields
Summary	Program Name: CRP 🗸
Reports	* State: South Carolina - 45 🗸
Prepayment Process Payment Reports	* County: Marion - 067 🗸 🗸
AGI	Payment Year: 2016 🗸
Update AGI Load AGI	Contract Number:
Obligations	Submit Query
Obligate Payment	
Reduction Record Reduction	

# 409 Load AGI (Continued)

## **C** Field Descriptions and Actions

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".

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

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## 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.

elcome 39998 Ayments	Program:CRP		
ew Contract Payment	State:South Carolina - 45	County:Marion - 067	
immary	Payment Year:2016		
eports epayment Process	Status: Contract Number 205A		
nyment Reports GI odate AGI	Customer ld 1935020 AGI loaded successful for fiscal year 20	16	
ad AGI bligations			
bligate Payment eduction			

## 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.

CODIT	epartment of Agriculture				Conse	rvation Payments
Payments Home	About Payments	Help Contac	t Us	Exit Paymen	ts L	ogout of eAuth
	-					
<b>Payments Menu</b>	SAMONATO SAMONO SAM	[				
Welcome: UKNOW Payments View Contract Payr Summary	This opti			ontracts with a p Contract to Loa		r greater than 2012.
Reports		Sea			u AOI	
Prepayment Proces	is	(*) indicates require	ed fields			
Payment Reports		Program Name:	CRP	•		
AGI		* State:	lowa - 1	19	•	
Update AGI		* County:	Pocaho	ntas - 151	T	
Load AGI		Payment Year:	2018 •			
Obligations		*Contract Number:	11003			
Obligate Payment Reduction			Submit			
Record Reduction						

## 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.

Payments Menu	Obligate Payment
Welcome 30798	
Payments View Contract Payment	(*) indicates required fields
Summary	Program Name: CRP 🗸
Reports	Payment Year: 2016 🗸
Prepayment Process	*State: New York - 36
Payment Reports	<b>*County:</b> Herkimer - 043 ✓
AGI	
Update AGI	Contract Number: 11001
Load AGI	Payment Type: Annual 🗸
Obligations	
Obligate Payment	Search
Reduction	
Record Reduction	

## 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.
		<b>Note:</b> Users will only see counties linked to their EAS profile.
Contract Number	*Producer's CRP or TIP	Manually enter the CRP
	contract number.	or TIP contract number*
	<b>Note:</b> This is an optional field.	
	Leaving this field blank	
	will display all the contract	
	available for the county.	
Payment Type	Payment type as selected.	Select "Annual" or
		*"TIP"*
Search	Contract Selection Screen will be	CLICK "Search".
L	displayed.	

## 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.

Payments Menu Welcome 30798 Payments	0	bligate Payment				
View Contract Payment	Prog	ram:CRP				
Summary	State	New York - 36		County:Herk	kimer - 043	
Reports Prepayment Process	Payn	nent Type:AN		Payment Ye	ear:2016	
Payment Reports	One	Contract found.				
AGI	1					
Update AGI		Contract Number	Contract Effe	ctive Date	Farm Number	Tract Number
Load AGI Obligations	۲	11001	2016-04-01			
Obligate Payment			Contin	ue Reset	4	
Reduction Record Reduction						

## 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	* * * Contract number.	Click radio button of desired
Number		contract number to select.
Continue	The Obligated Amount Screen will	After clicking the radio button
	be displayed.	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.

Payments Menu Welcome 30798	Obligate Payment			
Payments View Contract Payment	Program:CRP			
Summary	State:New York - 36		County:Herkimer -	043
Reports	Payment Type:AN		Payment Year:20	16
Prepayment Process Payment Reports				
AGI	Contract Number:		11001	
Update AGI	Start Date:		2016-04-01	
Load AGI	Program Year:		2016	
Obligations	Farm Number:		(	
Obligate Payment	Tract Number:		٤	
Reduction	Payment Amount:		\$ 2,300	
Record Reduction				
	Obligated Program Year	Obligated A	mount	Obligation Adjustment Amount
	NA	0		2,300
	Submit	F	Return to List	

## 424 Obligate Payment – Submit for Obligation Screen (Continued)

## **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	Obligated program year will	
Year	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	Obligation adjustment amount	
Amount	will normally equal the	
	payment amount.	
Submit	The Obligation Confirmation	CLICK "Submit" to obligate
	Screen will be displayed.	the payment.
Return to List	Returns to the previous screen	CLICK "Return to List".
	and will not obligate the	
	payment.	

### 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.

Payments Menu Welcom e 30798 Payments	Obligate Payment		
View Contract Payment Summary	Obligated successfully.		
Reports	Program:CRP		
Prepayment Process	State:New York - 36	County:H	erkimer - 043
Payment Reports	Payment Type:AN	Payment	Year:2016
AGI			
Update AGI			
Load AGI	Contract Number:	11001	
Obligations	Start Date:	2016-04-0	1
Obligate Payment	Program Year:	2016	
Reduction	Farm Number:	C	
Record Reduction	Tract Number:		
Record Reduction	Payment Amount:	\$ 2,300	
	Obligated Program Year	Obligated Amount	Obligation Adjustment
			Amount
	2016	2,300	0
	Submit	Return to Li	st

## 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.

Payments Menu Welcome 30798	Obligate Payment			
Payments View Contract Payment Summary Reports	Contract obligation has fa		Duplicated obliga stablished.	ation request. No obligation to be
Prepayment Process	Program:CRP			
Payment Reports	State:New York - 36		County:Herkin	ner - 043
AGI	Payment Type:AN		Payment Yea	r:2016
Update AGI				
Load AGI Obligations	Contract Number:		11001	
	Start Date:		2016-04-01	
Obligate Payment Reduction	Program Year:		2016	
	Farm Number:		0000165	
Record Reduction	Tract Number:		53	
	Payment Amount:		\$ 2,300	
	Obligated Program Year	Obligated A	Amount	Obligation Adjustment Amount
	2016	2,300		0
	Submit		Return to List	

## **Reports, Forms, Abbreviations, and Redelegations of Authority**

## Reports

None.

## Forms

The following lists all forms referenced in this handbook.

		Display	
Number	Title	Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC)		250, 251, 254
	and Wetland Conservation (WC)		
	Certification		
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

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## 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	Text
	Assessment	

The following lists approved abbreviations not listed in 1-CM.

## **Redelegations of Authority**

None

### **Definitions of Terms Used in This Handbook**

## **Approved Status**

<u>Approved status</u> 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**

<u>CRP contract or CRP-1</u> 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 <u>SDA farmer or rancher</u> 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

<u>User</u> means county FSA employees with level II eAauthentication access and State Office administrative users, except where specifically noted.

# Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or		
Screen	Title	Reference
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	Add Practice Screen	31, 85
	Adjust Acreage Screen	28, 82, 153
	Adjust Re-Enrolled Acreage Screen	17, 28.5, 82.5
	Cancel Division Screen	89
	Cancel Payment Screen	308
	Cancel Payment Confirmation Screen	311
	Cancel Payment – Contract Selection Screen	309
	Cancel Payment – Producer Selection Screen	310
	Cancel Revision Confirmation Screen	33
	Cancel TIP Enrollment	156
	Cancel TIP Enrollment Confirmation Screen	156
	Cancel Transfer Confirmation Screen	53
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	Contract Farm Number by Year Screen	15
	Correct Original End Date Screen	128
	Correct Revised Contract Start Date Screen	127
	Correct Termination Date Screen	129
	Correct Tract/CLU Screen	11
	Divide Contract Screen	80
	Finalize Screen	32, 51, 86
	Finalize Child Contract Screen	86
	Finalize Early Out Screen	68
	Finalize TIP Contract	155
	Finalize TIP Screen	155
	Initiate TIP Enrollment Screen	152
	Load AGI Screen	409
	Load AGI – Confirmation Screen	410
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# Menu and Screen Index (Continued)

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	Review Correct Original End Date Screen	128
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-	Start Rates Revision Screen	35
	Terminate Contract Screen	30
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	TIP Initiate Enrollment	152
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## Exhibit 3

## Menu and Screen Index (Continued)

Menu or		
Screen	Title	Reference
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	View Payment Screen	323
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	View Payment – Contract Selection Screen	324
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