

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Conservation Contract Maintenance System (CCMS) and Conservation Payment Application 5-CRP</b>	<b>Amendment 4</b>
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**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

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

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

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

Paragraph 251 has been amended to:

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

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

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

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

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

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

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

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

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

- “Load AGI” option
- “Obligate Payment” option.

Page Control Chart		
TC	Text	Exhibit
1, 2 2.5, 2.6 3, 4	2-20.5, 2-20.6 (add) 2-169, 2-170 2-529 2-530 (add) 2-531 through 2-562 (add) 3-1 (add) 4-3 through 4-12 5-31 through 5-36 5-36.5, 5-36.6 (add) 5-37, 5-38 5-38.5, 5-38.6 (add) 5-39 through 5-68 5-101 through 5-104 5-321, 5-322 5-327 through 5-396	1, pages 1, 2 3, pages 1, 2 page 3 (add)

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**\*--10.5 View Contact Screen for SHIPP Signups****A SHIPP Signup**

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

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

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

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

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

<b>SHIPP Rate Information and PL Rule</b>			
<b>Effective Start Date</b>	<b>Effective End Date</b>	<b>PL Rule</b>	<b>AGI Threshold</b>
10/01/2020	09/30/2025	5-PL	\$900,000
<b>Regular Rental Rate per Acre</b>	<b>SDA/LR/BR/V Rental Rate per Acre</b>	<b>Annual Contract Payment</b>	
\$19	\$28.5	\$570	

--\*

## \*--10.5 View Contract 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.

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

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### 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  
Farm Service Agency

Conservation Contract Maintenance System

Welcome [User], County User

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

**CCMS Menu**  
Search Contract  
County Reports

### Transfer Contract

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 state and county:

\* Admin State: Alabama (01) ▼

\* Admin County: Autauga (001) ▼

Transfer Effective Date: 10/01/2015

\* Reasons for Transfer:

- Change has occurred to make another office more accessible
- Change in operation of land
- Combination with other farms operated by same person
- County Office Closure

Use Shift or Ctrl to make multiple selections

DAFP Approval Date (mm/dd/yyyy): [Date Picker]

Farm Number	Tract Number
* [Input Field]	* [Input Field]

Transfer Contract Back

**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” (paragraph 160)
- “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. --\*

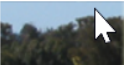





\*--159 TIP Divisions (Continued)

**B Example of the Divide Contract Screen**

The following is an example of the Divide Contract Screen.


United States Department of Agriculture  
Farm Service Agency

Conservation Contract Maintenance System  
Welcome /National Admin










**CCMS Menu**  
[Search Contract](#)  
[County Reports](#)  
[State Reports](#)  
[National Reports](#)  
[Reprocess Acres](#)

### Divide Contract

<b>Contract Status:</b>	Expired	<b>Activity Type:</b>	No Activity
<b>Admin State:</b>	Missouri (29)	<b>Admin County:</b>	Cass (037)
<b>Physical State:</b>	Missouri (29)	<b>Physical County:</b>	Cass (037)
<b>Contract Number:</b>	21ATIP	<b>Signup Number:</b>	
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	Transition Incentive Program
<b>Program Year:</b>	2018	<b>Signup Type:</b>	
<b>Contract Description:</b>			
<b>Subcategory Type:</b>			

Enter the number of Contract Divisions:

Parent Contract Start Date: 10/01/2017  
Contract End Date: 09/30/2019  
\* Divide Effective Date (mm/dd/yyyy):    
\* Reason for Division: ----SELECT---- 

All fields having a red asterisk (\*) are required and 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.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
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)

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

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
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	<p>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.</p> <p>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.</p> <p>Selecting “Cancel” on the popup window will return the user to the Start Contract Revision Screen without saving data.</p>	CLICK “Save” then “OK” or “Cancel”.
Back	The View Contract Screen will be displayed, no data will be saved, and the division will be canceled.	CLICK “Back”.

--\*

**\*--159 TIP Divisions (Continued)****D Error Messages**

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

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

**E Modify Effective Date/Reason**

If the user enters the Division Effective Date or Reason for Revision incorrectly, 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.

**USDA** United States Department of Agriculture  
**Farm Service Agency**

**Conservation Contract Maintenance System**  
 Welcome [User Name]

[CCMS Home](#) [About CCMS](#) [Help](#) [Contact Us](#) [Exit CCMS](#) [Logout of eAuth](#)

**CCMS Menu**  
[Search Contract](#)  
[County Reports](#)  
[State Reports](#)  
[National Reports](#)  
[Reprocess Acres](#)

### Modify Farm and Tract

<b>Contract Status:</b>	Revision in Process	<b>Activity Type:</b>	Divide
<b>Admin State:</b>	Missouri (29)	<b>Admin County:</b>	Cass (037)
<b>Physical State:</b>	Missouri (29)	<b>Physical County:</b>	Cass (037)
<b>Contract Number:</b>	1ATIPB	<b>Signup Number:</b>	
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	Transition Incentive Program
<b>Program Year:</b>	2018	<b>Signup Type:</b>	
<b>Contract Description:</b>	Subcategory Type:		

**Farm/Tract and CLU Information**

Farm Number	Tract Number	CLU	CLU Acres
7	35	1	7.30

[Search for new farm and tract](#)

Farm Number:

Tract Number:

Producer Name:  [Find Producer](#)

[Search](#) [Back](#) [Reset](#)

--\*

**\*--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.

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

--\*

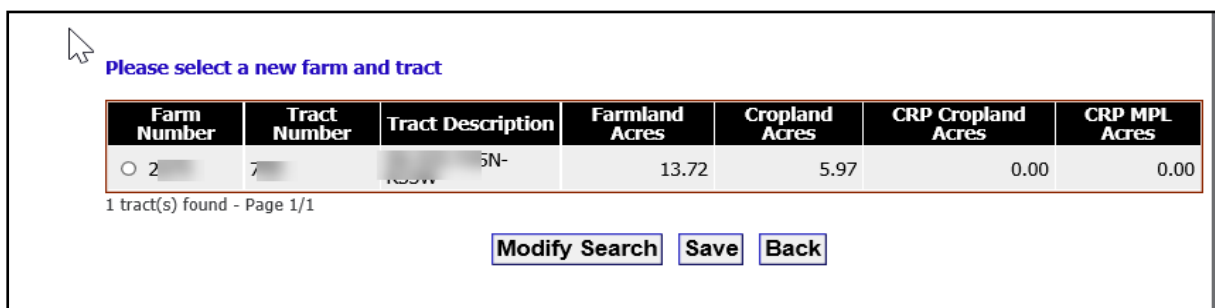
## \*--160 Modify TIP Farm and Tract - Divide (Continued)

**C Modify Farm and Tract Screen Options (Continued)**

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

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

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



Please select a new farm and tract

Farm Number	Tract Number	Tract Description	Farmland Acres	Cropland Acres	CRP Cropland Acres	CRP MPL Acres
2	7	SN- RSW	13.72	5.97	0.00	0.00

1 tract(s) found - Page 1/1

--\*

**\*--160 Modify TIP Farm and Tract - Divide (Continued)****E Field Descriptions and Actions for Bottom of the Modify Farm and Tract Screen-After Search Options**

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

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

--\*

**\*--160 Modify TIP Farm and Tract - Divide (Continued)****E Descriptions and Actions for Bottom of the Modify Farm and Tract Screen-After Search Options (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Save	<p>After the user selects the radio button for the “Farm/Tract Number” to add to the contract and they select “Save” a popup window will be displayed to confirm the save. Selecting “OK” will save all data.</p> <p>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.</p> <p>Selecting “Cancel” on the popup window will return the user to the Modify Farm and Tract Screen without saving data.</p>	CLICK “Save” then “OK” or “Cancel”.
Back	Will return to the View Contract Screen and no data will be saved.	CLICK “Back”.

--\*

**\*--160 Modify TIP Farm and Tract - Divide (Continued)****F Error Messages**

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

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

--\*



## \*--161 TIP Adjust Acreage - Divide


### A Overview

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


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

### B Example of Adjust Acreage Screen

The following is an example of the Adjust Acreage Screen.


United States Department of Agriculture  
Farm Service Agency

Conservation Contract Maintenance System  
Welcome , County User



[CCMS Home](#)
[About CCMS](#)
[Help](#)
[Contact Us](#)
[Exit CCMS](#)
[Logout of eAuth](#)

**CCMS Menu**  
[Search Contract](#)  
[County Reports](#)

### Adjust Acreage

<b>Contract Status:</b>	Revision in Process	<b>Activity Type:</b>	TIP Enrollment
<b>Admin State:</b>	Minnesota (27)	<b>Admin County:</b>	East Otter Tail (111)
<b>Physical State:</b>	Minnesota (27)	<b>Physical County:</b>	Otter Tail (111)
<b>Contract Number:</b>	93ATIP	<b>Signup Number:</b>	
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	Transition Incentive Program
<b>Program Year:</b>	2004	<b>Signup Type:</b>	
<b>Contract Description:</b>	<b>Subcategory Type:</b>		

CRP-1 Total Acres: 1.40

Farm Number	Tract Number	CLU	CLU Acres	Action
97	79	* 1	* 1.40	<a href="#">Delete</a>
<b>Add New CLU Information:</b> <div> <div>7</div> <div>9</div> <div>* </div> <div>* </div> <div><a href="#">Add</a></div> </div>				
<b>Total TIP Enrolled Acres</b>			1.40	

[Save](#)
[Back](#)

Screen ID: CCMSWeb0302  
Last Modified: \${buildDate}

All fields having a red asterisk (\*) are required and must 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.

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

--\*

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

**C Adjust Acreage Options (Continued)**

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

--\*

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

**C Adjust Acreage Options (Continued)**

Field/Button	Description	Action
Save	<p>After the user selects “Save”, they will receive a popup window to confirm to save. Selecting “OK” will save all data.</p> <p>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.</p> <p>Selecting “Cancel” on the popup window will return the user to the Adjust Acreage Screen without saving data.</p>	CLICK “Save” then “OK” or “Cancel”.
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK “Back”.

**D Adjust Acreage Screen Error Messages**

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

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

--\*

**\*--162 TIP Modify Producers - Divide****A Overview**

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

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


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

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




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

## B Example of Modify Producers Screen

The following is an example of the Modify Producers Screen.


United States Department of Agriculture  
**Farm Service Agency**

**Conservation Contract Maintenance System**  
Welcome, County User

[CCMS Home](#)
[About CCMS](#)
[Help](#)
[Contact Us](#)
[Exit CCMS](#)
[Logout of eAuth](#)

**CCMS Menu**  
[Search Contract](#)  
[County Reports](#)

### Modify Producers

<b>Contract Status:</b>	Revision in Process	<b>Activity Type:</b>	TIP Enrollment
<b>Admin State:</b>	Minnesota (27)	<b>Admin County:</b>	East Otter Tail (111)
<b>Physical State:</b>	Minnesota (27)	<b>Physical County:</b>	Otter Tail (111)
<b>Contract Number:</b>	193ATIP	<b>Signup Number:</b>	
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	Transition Incentive Program
<b>Program Year:</b>	2004	<b>Signup Type:</b>	
<b>Contract Description:</b>	<b>Subcategory Type:</b>		

#### Assigned Producers

Action	Producer Name	Type	Share	Primary
	TEST AFORP3	Owner	100.00 %	<input checked="" type="radio"/>

#### Assigned Beginning Farmer/Rancher, Socially Disadvantaged, or Veteran Producers

Action	Producer Name	Type	Classification
<a href="#">Add</a>	TEST AFORP2	Operator	SD

[Save](#)
[Back](#)

Screen ID: CCMSWeb0303  
Last Modified: \${buildDate}

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

[Back to Top ^](#)

--\*

## \*--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.	
<b>Assigned Producers</b>		
Producer Name	Name of the producer associated with the CRP contract the TIP enrollment is being applied to.	
Type	The type of association the producer has on the tract associated with the contract according to Farm Records. "Owner", "Operator", or "Other Tenant" will be displayed.	

--\*

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

**C Modify Producers Options (Continued)**

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

--\*



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

**C Modify Producers Options (Continued)**

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

--\*

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

**C Modify Producers Options (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Save	Will save the data entered on the Modify Producers screen.	<p>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.</p> <p>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.</p> <p>Selecting “Cancel” on the popup window will return the user to the Modify Producer Screen without saving data.</p>
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK “Back”.

--\*

**\*--162 TIP Modify Producer-Divide (Continued)****D Modify Producers Screen Error Messages**

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

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

--\*

## \*--163 Finalize TIP Contracts - Divide

## A Overview

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

## B Example of the Finalize TIP Screen

The following is an example of the Finalize TIP Screen.

**USDA** United States Department of Agriculture  
Farm Service Agency

**Conservation Contract Maintenance System**  
Welcome \_\_\_\_\_, County User

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

**CCMS Menu**  
Search Contract  
County Reports

### Finalize TIP Contract

<b>Contract Status:</b>	Revision in Process	<b>Activity Type:</b>	TIP Enrollment
<b>Admin State:</b>	Minnesota (27)	<b>Admin County:</b>	East Otter Tail (111)
<b>Physical State:</b>	Minnesota (27)	<b>Physical County:</b>	Otter Tail (111)
<b>Contract Number:</b>	93ATIP	<b>Signup Number:</b>	
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	Transition Incentive Program
<b>Program Year:</b>	2004	<b>Signup Type:</b>	
<b>Contract Description:</b>	Subcategory Type:		

**Contract Description:**

**CRP Contract Start Date:** 07/15/2018

**CRP Contract End Date:** 09/30/2018

**TIP Effective Date:** 10/01/2018

**TIP End Date:** 09/30/2020

**Activity Reason:** Enrolling contract in TIP

\* Check box to indicate a modified Conservation plan is approved for land Improvements in the last year of the CRP-1: ☒

\* Check box to indicate All Land Eligibility Criteria has been met: ☒

\* CRP-1R Producer Signed Date (mm/dd/yyyy):

**Finalize** **Back**

Screen ID: CCMSTIPFINALIZED  
Last Modified: \${buildDate}

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

[Back to Top ^](#)

--\*

## \*--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

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
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.

--\*

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

**C Finalize TIP Contract Options**

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

--\*

## \*--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.

<b>Error Message</b>	<b>Description</b>	<b>Corrective Action</b>
“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)

**D Finalize TIP Contract Screen Error Messages (Continued)**

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

--\*



\*--164 Cancel TIP Enrollment - Divide

**A Overview**

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

**B Example of the Cancel TIP Enrollment Confirmation Screen**

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

**USDA** United States Department of Agriculture  
Farm Service Agency

**Conservation Contract Maintenance System**  
Welcome [User Name]

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

**CCMS Menu**  
[Search Contract](#)  
[County Reports](#)  
[State Reports](#)  
[National Reports](#)  
[Reprocess Acres](#)

### Cancel Divide Confirmation

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

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

--\*

## \*--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.	
<b>Are you sure that you want to Cancel Divide at this time?</b>		
OK	TIP division will be Canceled, and the parent contract will be returned to an active status. The user will be taken to the Success screen and must select "OK" to be returned to the View Contract Screen.	CLICK "OK".
Back	Will return the user to the View Contract Screen and no data will be saved.	CLICK "Back".

--\*

## \*--165 TIP COC Approve - Divide

### A Overview

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

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

### B Example of the COC Approval Screen

The following is an example of the COC Approval Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Conservation Contract Maintenance System

Welcome \_ .....f, County User

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

CCMS Menu  
Search Contract  
County Reports

### COC Approval

<b>Contract Status:</b>	Revision Finalized	<b>Activity Type:</b>	TIP Enrollment
<b>Admin State:</b>	Minnesota (27)	<b>Admin County:</b>	East Otter Tail (111)
<b>Physical State:</b>	Minnesota (27)	<b>Physical County:</b>	Otter Tail (111)
<b>Contract Number:</b>	93ATIP	<b>Signup Number:</b>	
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	Transition Incentive Program
<b>Program Year:</b>	2004	<b>Signup Type:</b>	
<b>Contract Description:</b>	TIP	<b>Subcategory Type:</b>	

\* COC Approval (mm/dd/yyyy):

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

Screen ID: CCMSWeb10  
Last Modified: \${buildDate}

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

**C COC Approval Options**

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

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

--\*

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

**C COC Approval Options (Continued)**

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

**D COC Approval Error Messages**

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

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

--\*

**\*--166 TIP Contract Transfers****A Overview**

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

- a new contract number will be automatically assigned using the next available number from the receiving county
- the producers assigned to the contract may change
- there can be a producer Division of Payment agreement, if new producers are assigned.

Any outstanding TIP contract revisions needed must be 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 to 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)**

**Part 3 (Reserved)**

**171-249 (Reserved)**





## 251 Payment Eligibility

**A Determining Payment Eligibility**

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

**B Eligibility Values**

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

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	Entities
Crop Years 2002 and Prior				
***	***	***	***	***
Conservation Compliance - Farm/Tract Eligibility	<ul style="list-style-type: none"><li>• In Compliance</li><li>• Partial Compliance</li><li>• Reinstated.</li></ul>	<ul style="list-style-type: none"><li>• In Violation</li><li>• Past Violation</li><li>• No Association.</li></ul>	Yes	No
Controlled Substance	<ul style="list-style-type: none"><li>• *--Growing--*</li><li>• No Violation.</li></ul>	<ul style="list-style-type: none"><li>• Trafficking</li><li>• Possession.</li></ul>	Yes	No
AD-1026	<ul style="list-style-type: none"><li>• Certified</li><li>• Good Faith Determination</li><li>• COC Exemption.</li></ul>	<ul style="list-style-type: none"><li>• Not Filed</li><li>• Awaiting Affiliate Certification</li><li>• Affiliate Violation.</li></ul>	Yes	No
Adjusted Gross Income	AGI provisions do not apply to CRP contracts approved in 2002 and prior crop years.			
Foreign Person	<ul style="list-style-type: none"><li>• Yes</li><li>• Not Applicable.</li></ul>	<ul style="list-style-type: none"><li>• No</li><li>• Pending.</li></ul>	Yes	Yes
Actively Engaged	<ul style="list-style-type: none"><li>• Actively Engaged</li><li>• Exempt.</li></ul>	<ul style="list-style-type: none"><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 style="list-style-type: none"><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 style="list-style-type: none"><li>• In Compliance</li><li>• Partial Compliance</li><li>• Reinstated.</li></ul>	<ul style="list-style-type: none"><li>• In Violation</li><li>• Past Violation</li><li>• No Association.</li></ul>	Yes	No
Controlled Substance	<ul style="list-style-type: none"><li>•*--Growing--*</li><li>• No Violation.</li></ul>	<ul style="list-style-type: none"><li>* * *</li><li>• Trafficking</li><li>• Possession.</li></ul>	Yes	No
AD-1026	<ul style="list-style-type: none"><li>• Certified</li><li>• Good Faith Determination</li><li>• COC Exemption.</li></ul>	<ul style="list-style-type: none"><li>• Not Filed</li><li>• Awaiting Affiliate Certification</li><li>• Affiliate Violation.</li></ul>	Yes	No
Adjusted Gross Income	The AGI provisions applicable to the original CRP contract continue to apply for the life of the contract. See 2-CRP, paragraph 131 for additional information on AGI provisions for CRP contracts approved in crop years 2003 through 2008.			
Foreign Person	<ul style="list-style-type: none"><li>• Yes</li><li>• Not Applicable.</li></ul>	<ul style="list-style-type: none"><li>• No</li><li>• Pending.</li></ul>	Yes	Yes
Actively Engaged – 2002 Farm Bill	Actively Engaged	<ul style="list-style-type: none"><li>• Not Filed</li><li>• Awaiting Determination</li><li>• Awaiting Revision</li><li>• Not Actively Engaged.</li></ul>	Yes	No
Permitted Entity – 2002 Farm Bill	Yes	No	Yes	Yes
Person Eligibility – 2002 Farm Bill	COC Determination Completed	<ul style="list-style-type: none"><li>• Not Filed</li><li>• Awaiting Determination</li><li>• Awaiting Revision.</li></ul>	Yes	No

## 251 Payment Eligibility (Continued)

## B Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	Entities
Crop Years 2009 through 2013				
Fraud, including FCIC Fraud	Complaint	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	<ul style="list-style-type: none"><li>• In Compliance</li><li>• Partial Compliance</li><li>• Reinstated.</li></ul>	<ul style="list-style-type: none"><li>• In Violation</li><li>• Past Violation</li><li>• No Association.</li></ul>	Yes	No
Controlled Substance	<ul style="list-style-type: none"><li>•*--Growing--*</li><li>•No Violation.</li></ul>	<ul style="list-style-type: none"><li>* * *</li><li>• Trafficking</li><li>• Possession.</li></ul>	Yes	No
AD-1026	<ul style="list-style-type: none"><li>• Certified</li><li>• Good Faith Determination</li><li>• COC Exemption.</li></ul>	<ul style="list-style-type: none"><li>• Not Filed</li><li>• Awaiting Affiliate Certification</li><li>• Affiliate Violation.</li></ul>	Yes	No
Adjusted Gross Income	The AGI provisions applicable to the original CRP contract continue to apply for the life of the contract. See 2-CRP, paragraph 131 for additional information on AGI provisions for CRP contracts approved in crop years 2009 through 2013.			
Foreign Person	<ul style="list-style-type: none"><li>• Yes</li><li>• Not Applicable.</li></ul>	<ul style="list-style-type: none"><li>• No</li><li>• Pending.</li></ul>	Yes	Yes

## 251 Payment Eligibility (Continued)

## B Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	Entities
Crop Year 2014				
Fraud, including FCIC Fraud	Compliant	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	<ul style="list-style-type: none"><li>• In Compliance</li><li>• Partial Compliance</li><li>• Reinstated.</li></ul>	<ul style="list-style-type: none"><li>•In Violation</li><li>•Past Violation</li><li>•No Association.</li></ul>	Yes	No
Controlled Substance	<ul style="list-style-type: none"><li>•*--Growing--*</li><li>• No Violation.</li></ul>	<ul style="list-style-type: none"><li>* * *</li><li>• Trafficking</li><li>• Possession.</li></ul>	Yes	No
AD-1026	<ul style="list-style-type: none"><li>• Certified</li><li>• Good Faith Determination</li><li>• COC Exemption/</li></ul>	<ul style="list-style-type: none"><li>•Not Filed</li><li>•Awaiting Affiliate Certification</li><li>•Affiliate Violation</li></ul>	Yes	No
Adjusted Gross Income	AGI provisions do not apply to CRP contracts approved in crop year 2014 (Sign-up 46).			
Foreign Person	<ul style="list-style-type: none"><li>• Yes</li><li>• Not Applicable.</li></ul>	<ul style="list-style-type: none"><li>•No</li><li>•Pending.</li></ul>	Yes	Yes

## 251 Payment Eligibility (Continued)

## B Eligibility Values (Continued)

Certification/Determination	Eligible Values	Ineligible Values	Applicable to Members	
			Joint Operations	Entities
Crop Years 2015 and Future				
Fraud, including FCIC Fraud	Compliant	Not Compliant	Yes	No
* * *	* * *	* * *	* * *	* * *
Conservation Compliance - Farm/Tract Eligibility	<ul style="list-style-type: none"><li>• In Compliance</li><li>• Partial Compliance</li><li>• Reinstated.</li></ul>	<ul style="list-style-type: none"><li>•In Violation</li><li>•Past Violation</li><li>•No Association.</li></ul>	Yes	No
Controlled Substance	<ul style="list-style-type: none"><li>•*--Growing--*</li><li>• No Violation</li></ul>	<ul style="list-style-type: none"><li>* * *</li><li>• Trafficking</li><li>• Possession.</li></ul>	Yes	No
AD-1026	<ul style="list-style-type: none"><li>• Certified</li><li>• Good Faith Determination</li><li>• COC Exemption/</li></ul>	<ul style="list-style-type: none"><li>•Not Filed</li><li>•Awaiting Affiliate Certification</li><li>•Affiliate Violation</li></ul>	Yes	No
Adjusted Gross Income	The AGI provisions applicable to the original CRP contract continue to apply for the life of the contract. See 2-CRP, paragraph 131 for additional information on AGI provisions for CRP contracts approved in crop years 2015 and future.			
Foreign Person	<ul style="list-style-type: none"><li>• Yes</li><li>• Not Applicable</li></ul>	<ul style="list-style-type: none"><li>•No</li><li>•Pending.</li></ul>	Yes	Yes

## 251 Payment Eligibility (Continued)

**B Eligibility Values (Continued)**

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

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

**251 Payment Eligibility (Continued)****B Eligibility Conditions Priority**

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

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

**252 Funds Control**

**A eFunds Allotment**

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



**253 CRP Refunds****A 2012 and prior year CRP refunds**

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

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

**B CRP Refunds for full contract terminations**

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

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

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

**C CRP Refunds for partial contract terminations**

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

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

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

## 254 CRP Payments

**A Supporting Files for Integrated Payment Processing**

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

<b>Type of Information</b>	<b>How Information Is Used for Payment Processing</b>	<b>Source</b>
*--CRP-1 and CRP-1R Data--*	The information from CRP-1 is used to compute the CRP payment amount for the producer.	CCMS
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the applicable payment year.	Subsidiary Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the applicable payment year. <ul style="list-style-type: none"> <li>• member contribution value</li> <li>• substantive change value</li> <li>• members and member's share of the following: <ul style="list-style-type: none"> <li>• entities</li> <li>• general partnerships</li> <li>• joint ventures.</li> </ul> </li> </ul>	Business File
Combined Producer Information	Used to determine whether CRP producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Cropland Reporting Indicator	Used to determine whether the producer has met Cropland Reporting provisions.	Compliance System
Financial Related Information	Used to: <ul style="list-style-type: none"> <li>• calculate payment information is provided to NPS</li> <li>• determine overpayment amount, may be provided to NRRS.</li> </ul>	NPS or NRRS

## Section 2 Make NPS Payment Functions

## 282 Make NPS Payment

## A Overview

CRP is part of the Common Payment System. See 9-CM for more information on the Common Payment System.

\*--CRP annual rental and TIP payments are processed by a batch payment process run each year in early October. Annual rental and TIP payments that do not get processed during this--\* batch can be processed by the user taking the Make NPS Payment option in Conservation Payments. CRP incentive payments must be processed by the user taking the Make NPS Payment option.

\*--The “Make NPS Payment” option for CRP is used to “stage” annual rental payments, TIP payments, and incentive payments. The “Make NPS Payment” option for CRP is a--\* “trigger” for the common payment process. The payments will be available in NPS the following day to be certified and signed if all eligibility criteria have been met.

Staging a payment using the “Make NPS Payment” option in Conservation Payments will trigger a payment to process and re-compute that payment for any type of change including:

- contract changes
- payment reductions such as hay/graze reductions entered by the user in Conservation Payments
- changes in external systems including, but not limited to, SCIMS, Subsidiary, Combined Producer, Payment Limitation, Business File, and CARS
- changes to AGI compliance due to use of “Update AGI” option in Conservation Payments.

**\*--Note: The following changes require the use of the “Make NPS payment” option to trigger the system to pick up changes that take place after the annual payment run:**

- contract changes
- addition or modification to payment reductions such as haying/grazing
- addition or modification to CRP acreage in CARS
- changes to AGI compliance due to the use of the “Update AGI” option in Conservation Payments.--\*

## 282 Make NPS Payment (Continued)

**B General Incentive Information**

The following table provides general information about CRP incentives.

<b>Incentive Type</b>	<b>Available payment years in Conservation payments system</b>	<b>Earned</b>	<b>Payment year</b>	<b>Validation</b>	<b>Divided among producers</b>	<b>Available</b>
CRP-SIP	2013 and forward	When CRP-1 is COC approved.	Shall always be the fiscal year the CRP-1 was approved.	The payment software will validate that the correct SIP payment year has been selected.	The SIP amount will always be divided automatically by the payments system according to the producer shares on the CRP-1.	All States
CRP-PIP	2013 and forward	When the technical agency and/or producer certifies performance FSA-848B.	Shall always be the fiscal year the producer or TSP certifies completion of the CRP practice.	NA	The PIP amount will automatically be displayed according to the shares on the CRP-1. The user can select the producer to receive payment and make downward adjustments in the payment amount if necessary.	All States
CRP-BIP	2015 and forward	When the enhancement for honey bee habitat is modified on the conservation plan and approved by COC.	Shall always be the fiscal year the conservation plan is modified and approved by COC.	N/A	The BIP amount will always be divided automatically by the payments system according to the producer shares on the CRP-1.	Michigan, Minnesota, North Dakota, South Dakota, and Wisconsin

## 282 Make NPS Payment (Continued)

**B General Incentive Information (Continued)**

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

## 283 Make NPS Payment Screen

### A Overview

The Make NPS Payment option provides users the ability to stage CRP annual and incentive payments for overnight payment processing.

### B Example of Make NPS Payment Screen

The following is an example of the Make NPS Payment Screen.

The screenshot shows the 'Make NPS Payment' screen within the USDA Farm Service Agency's Conservation Payments portal. The page has a blue header with the USDA logo and navigation links. A left-hand menu lists various payment and reporting options. The main content area is titled 'Make NPS Payment' and contains a form with several fields: 'Program Name' (CRP), 'Payment Year' (2014), '\*State' (Iowa - 19), '\*County' (Shelby - 165), 'Contract Number' (321B), 'Payment Type' (Annual), and 'Payment Status' (All). A red note indicates that fields with an asterisk are required. A 'Search' button is located at the bottom of the form.

### 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	Enter the CRP contract number that will receive payment.  <b>Note:</b> This is an optional field for payment type annual rental, leaving this field blank will display all available contracts for the county.
Payment Type	*--Select "Annual", "TIP", or "Incentive".
Payment Status	"All".--*
Search	CLICK "Search" and Contract Selection Screen will be displayed.

## 284 Make NPS Payment – Contract Selection Screen

### A Overview

The Make NPS Payment – Contract Selection Screen allows the user to select the CRP  
\*--or TIP contract for payment.--\*

### B Example of Make NPS Payment – Contract Selection Screen

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

**Payments Menu**  
Welcome 043702  
**Payments**  
Make NPS Payment  
Cancel NPS Payment  
View Contract Payment Summary  
**Reports**  
Prepayment Process  
Payment Reports  
**Reduction**  
Record Reduction

**Make NPS Payment**

Program:CRP  
State:Iowa - 19      County:Shelby - 165  
Payment Type:AN      Payment Year:2013

One Contract found.  
1

	Contract Number	Contract Effective Date	Farm Number	Tract Number
<input checked="" type="radio"/>		2006-10-01	000	N/A

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

**Payments Menu**  
Welcome 15030  
**Payments**  
Make NPS Payment  
Cancel NPS Payment  
View Contract Payment Summary  
**Reports**  
Prepayment Process  
Payment Reports  
**Reduction**  
Record Reduction

**Make NPS Payment**

Program:CRP  
State:Missouri - 29      County:Johnson - 101  
Payment Type:SIP      Payment Year:2015


One Contract found.  
1

	Contract Number	Contract Effective Date	Farm Number	Tract Number	SIP/PIP/BIP/TTI Amount
<input checked="" type="radio"/>	11007A	2015-11-09	000		1000


## 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.


United States Department of Agriculture  
**Farm Service Agency**

Conservation Payments



[Payments Home](#)
[About Payments](#)
[Help](#)
[Contact Us](#)
[Exit Payments](#)
[Logout of eAuth](#)

**Payments Menu**  
[County User Payments](#)  
[Make NPS Payment](#)  
[Cancel NPS Payment](#)  
[View Contract Payment Summary](#)  
**Reports**  
[Prepayment Process](#)  
[Payment Reports](#)  
**Reduction**  
[Record Reduction](#)

**Make NPS Payment**  
Program CRP  

State:Missouri - 29	County:Johnson - 101
Payment Type:TIP	Payment Year:2020

One Contract found.  
1

Contract selection	Contract Number	Contract Effective Date	Farm Number	Tract Number
<input checked="" type="radio"/>	10002ATIP	2019-10-01	0008105	2115

Continue
Reset

PaymentsSendPaymentCPFResult01

[Conservation Payments Home](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)  
[Site Map](#) | [Policies and Links](#) | [FOIA](#) | [Accessibility](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

--\*



## 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.	<b>After</b> clicking the radio button for the applicable contract number, CLICK “Continue”. Producer Selection Screen will be displayed.
Reset	Clears previously selected contract.	Click to clear the contract selected



## 285 Make NPS Payment – Producer Screen

## A Overview

The Make NPS Payment – Producer Screen displays the producer(s) associated with the CRP contract that will receive payment.

## B Example of Make NPS Payment –Producer Screen

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

Payments Menu		Make NPS Payment							
Welcome 043702									
<b>Payments</b>									
Make NPS Payment									
Cancel NPS Payment									
View Contract Payment Summary									
<b>Reports</b>									
Prepayment Process									
Payment Reports									
<b>Reduction</b>									
Record Reduction									
		Program:CRP							
		State:Iowa - 19	County:Shelby - 165						
		Payment Type:AN							
		Payment Year:2013							
		Contract Number:							
		Start Date:	2006-10-01						
		Program Year:	2000						
		Farm Number:	0004						
		Tract Number:	N/A						
		Payment Amount:	\$ 2,065						
		<table border="1"> <thead> <tr> <th></th> <th>Customer Name</th> <th>Shared Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>\$ 2,065</td> </tr> </tbody> </table>			Customer Name	Shared Amount	<input checked="" type="checkbox"/>		\$ 2,065
	Customer Name	Shared Amount							
<input checked="" type="checkbox"/>		\$ 2,065							
		<input type="button" value="Send Payment"/> <input type="button" value="Return to List"/>							

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

Payments Menu		Make NPS Payment										
Welcome 15030												
<b>Payments</b>												
Make NPS Payment												
Cancel NPS Payment												
View Contract Payment Summary												
<b>Reports</b>												
Prepayment Process												
Payment Reports												
<b>Reduction</b>												
Record Reduction												
		Program:CRP										
		State:Missouri - 29	County:Johnson - 101									
		Payment Type:SIP										
		Payment Year:2015										
		Contract Number:										
		Start Date:	2015-11-09									
		Program Year:	2015									
		Farm Number:	000									
		Tract Number:										
		Payment Amount:	\$ 1,000									
		<table border="1"> <thead> <tr> <th></th> <th>Customer Name</th> <th>Shared Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>\$ 600</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>\$ 400</td> </tr> </tbody> </table>			Customer Name	Shared Amount	<input checked="" type="checkbox"/>		\$ 600	<input checked="" type="checkbox"/>		\$ 400
	Customer Name	Shared Amount										
<input checked="" type="checkbox"/>		\$ 600										
<input checked="" type="checkbox"/>		\$ 400										
		<input type="button" value="Send Payment"/> <input type="button" value="Return to List"/>										

## 285 Make NPS Payment – Producer Screen (Continued)

## B Example of Make NPS Payment –Producer Screen (Continued)

\*--The following is an example of the Make NPS Payment – Producer Screen for **TIP** payments.

Payments Menu		Make NPS Payment													
<a href="#">County User</a> <a href="#">Payments</a> <a href="#">Make NPS Payment</a> <a href="#">Cancel NPS Payment</a> <a href="#">View Contract Payment Summary</a> <a href="#">Reports</a> <a href="#">Prepayment Process</a> <a href="#">Payment Reports</a> <a href="#">Reduction</a> <a href="#">Record Reduction</a>		<b>Program CRP</b> State:Missouri - 29      County:Johnson - 101 Payment Type:TIP      Payment Year:2020													
		<table border="1"> <tr> <td>Contract Number:</td> <td>10002ATIP</td> </tr> <tr> <td>Start Date:</td> <td>2019-10-01</td> </tr> <tr> <td>Program Year:</td> <td>2009</td> </tr> <tr> <td>Farm Number:</td> <td>0008105</td> </tr> <tr> <td>Tract Number:</td> <td>2115</td> </tr> <tr> <td>Payment Amount:</td> <td>\$ 479</td> </tr> </table>		Contract Number:	10002ATIP	Start Date:	2019-10-01	Program Year:	2009	Farm Number:	0008105	Tract Number:	2115	Payment Amount:	\$ 479
Contract Number:	10002ATIP														
Start Date:	2019-10-01														
Program Year:	2009														
Farm Number:	0008105														
Tract Number:	2115														
Payment Amount:	\$ 479														
		<table border="1"> <thead> <tr> <th>Selected Producers</th> <th>Customer Name</th> <th>Shared Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>A. Johnson &amp; Son, Inc.</td> <td>\$ 479</td> </tr> </tbody> </table>		Selected Producers	Customer Name	Shared Amount	<input checked="" type="checkbox"/>	A. Johnson & Son, Inc.	\$ 479						
Selected Producers	Customer Name	Shared Amount													
<input checked="" type="checkbox"/>	A. Johnson & Son, Inc.	\$ 479													
		<div>Send Payment    Return to List</div>													
PaymentsSendPaymentCPFDetail01															

--\*

## 285 Make NPS Payment – Producer Screen (Continued)

**C Field Descriptions and Actions**

The following table provides the field descriptions and actions on the Make NPS Payment – Producer Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Contract Number	Contract Number as entered.	
Start Date	Start Date of the contract.	
Program Year	Program Year of the contract.	
Farm Number	Farm number associated with the contract.	
Tract Number	Tract number associated with the contract.	
Payment Amount	Annual rental or incentive payment amount for the contract.	
Customer Name	*--Producers on the CRP-1 or CRP-1R--* with shares greater than zero will be displayed.	
Shared Amount	Producer share amount based on producer(s) shares on the CRP-1 *--or CRP-1R.--*	
Send Payment	User will stage the payment for overnight processing.	CLICK “Send Payment”
Return to List	User will be taken to the previous payment screen and no payment will be sent.	CLICK “Return to List”.



## 286 Make NPS Payment – Confirmation Screen

### A Overview

The Make NPS Payment – Confirmation Screen provides confirmation of a payment successfully staged for overnight processing.

Payments will be available in NPS the following day for certifying and signing if no conditions preventing payment are present for the producer being paid. The user can identify payment reduction reasons using the Nonpayment/Reduction Report found in CPR. See 9-CM for information on the CPR.

### B Example of Make NPS Payment – Confirmation Screen

The following is an example of the Make NPS Payment –Confirmation Screen displaying the message “Contract payments have been successfully queued for the nightly batch process”.

<a href="#">Payments Home</a>	<a href="#">About Payments</a>	<a href="#">Help</a>	<a href="#">Contact Us</a>	<a href="#">Exit Payments</a>	<a href="#">Logout of eAuth</a>																						
<div> <div> <b>Payments Menu</b>  Welcome 043702  <b>Payments</b>  Make NPS Payment  Cancel NPS Payment  View Contract Payment Summary  <b>Reports</b>  Prepayment Process  Payment Reports  <b>Reduction</b>  Record Reduction </div> <div> <div> <b>Make NPS Payment</b> </div> <div> Contract payments have been queued for the nightly batch process. </div> <table border="1"> <tr> <td colspan="2">Program:CRP</td> </tr> <tr> <td>State:Iowa - 19</td> <td>County:Shelby - 165</td> </tr> <tr> <td>Payment Type:AN</td> <td>Payment Year:2013</td> </tr> </table> <table border="1"> <tr> <td>Contract Number:</td> <td></td> </tr> <tr> <td>Start Date:</td> <td>2006-10-01</td> </tr> <tr> <td>Program Year:</td> <td>2000</td> </tr> <tr> <td>Farm Number:</td> <td>000</td> </tr> <tr> <td>Tract Number:</td> <td>N/A</td> </tr> <tr> <td>Payment Amount:</td> <td>\$ 2,065</td> </tr> </table> <table border="1"> <thead> <tr> <th>Customer Name</th> <th>Shared Amount</th> </tr> </thead> <tbody> <tr> <td>f</td> <td>\$ 2,065</td> </tr> </tbody> </table> </div> </div>						Program:CRP		State:Iowa - 19	County:Shelby - 165	Payment Type:AN	Payment Year:2013	Contract Number:		Start Date:	2006-10-01	Program Year:	2000	Farm Number:	000	Tract Number:	N/A	Payment Amount:	\$ 2,065	Customer Name	Shared Amount	f	\$ 2,065
Program:CRP																											
State:Iowa - 19	County:Shelby - 165																										
Payment Type:AN	Payment Year:2013																										
Contract Number:																											
Start Date:	2006-10-01																										
Program Year:	2000																										
Farm Number:	000																										
Tract Number:	N/A																										
Payment Amount:	\$ 2,065																										
Customer Name	Shared Amount																										
f	\$ 2,065																										

## \*--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”.

The screenshot displays the 'Make NPS Payment' web application. At the top, there is a navigation bar with links: [Payments Home](#), [About Payments](#), [Help](#), [Contact Us](#), [Exit Payments](#), and [Logout of eAuth](#). Below this is a 'Payments Menu' on the left with options: [County User](#), [Payments](#), [Make NPS Payment](#), [Cancel NPS Payment](#), [View Contract Payment Summary](#), [Reports](#), [Prepayment Process](#), [Payment Reports](#), [Reduction](#), and [Record Reduction](#). The main content area is titled 'Make NPS Payment' and displays a red error message: *PIP must be issued from Cost Share System.* Below the message is a link: [Search for Valid Contracts](#). A legend indicates that (\*) denotes required fields. The form contains the following fields: 'Program Name' (dropdown menu showing 'CRP'), 'Payment Year' (dropdown menu showing '2020'), '\*State' (dropdown menu showing 'Missouri - 29'), '\*County' (dropdown menu showing 'Johnson - 101'), 'Contract Number' (text input field showing '11135'), 'Payment Type' (dropdown menu showing 'PIP'), and 'Payment Status' (dropdown menu showing 'All'). A 'Search' button is located at the bottom of the form. The footer of the page shows the text 'PaymentsSendPaymentCPFSearch01'.

--\*



\*--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.

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

**Payments Menu**

- County User
- Payments
- Make NPS Payment
- Cancel NPS Payment
- View Contract Payment Summary
- Reports
- Prepayment Process
- Payment Reports
- Reduction
- Record Reduction

**Make NPS Payment**

- Signup and or Practice is not eligible for PIP.*

Search for Valid Contracts

(\*) 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

PaymentsSendPaymentCPFSearch01

--\*

288-296 (Reserved)



## Section 4 Cancel NPS Payment

### 307 Introduction

#### A Overview

\*--The Cancel NPS Payment option for CRP annual rental, incentives, and TIP is a “trigger”--\* for the common payment process. When the user cancels a payment, the cancellation is “staged” for overnight processing. If 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.

The screenshot displays the 'Cancel Payment' screen. On the left is a 'Payments Menu' sidebar with options: Welcome 15030, Payments, Make NPS Payment, Cancel NPS Payment, View Contract Payment Summary, Reports, Prepayment Process, Payment Reports, Reduction, and Record Reduction. The main content area is titled 'Cancel Payment' and includes a red note: '(\*) indicates required fields'. The form contains the following fields: 'Program Name' (dropdown menu showing 'CRP'), 'Payment Year' (dropdown menu showing '2015'), '\*State' (dropdown menu showing 'Missouri - 29'), '\*County' (dropdown menu showing 'Johnson - 101'), 'Contract Number' (text input field showing '11007A'), and 'Payment Type' (dropdown menu showing 'SIP'). A 'Search' button is located at the bottom right of the form, with a red arrow pointing to it.

## 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.	<p>Select the correct payment year.</p> <p><b>Note:</b> 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.</p> <p><b>Exception:</b> For CRP incentive payments that were issued using the OLP follow instructions in 1-FI, paragraph 65.</p>
State	State from which payment was issued.	<p>Select the correct state.</p> <p><b>Note:</b> Users will only see States linked to their EAS profile.</p>
County	County from which payment was issued.	<p>Select the correct county.</p> <p><b>Note:</b> Users will only see counties linked to their EAS profile.</p>
Contract Number	Contract number for which payment is to be cancelled.	<p>*--Enter the CRP or TIP contract number.</p> <p><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.</p> <p>The contract number must be entered when cancelling a CRP incentive payment.</p>
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.

Cancel Payment				
Program:CRP				
State:Missouri - 29		County:Johnson - 101		
Payment Type:SIP		Payment Year:2015		
One Contract found.				
1				
	Contract Number	Effective Date	Farm Number	Tract Number
<input checked="" type="radio"/>	11007A	2015-11-09		
		Continue	Reset	

### C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cancel Payment – Contract Selection Screen.

Field/Button	Description	Action
Program	Program as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Payment Type	Payment Type as selected.	
Payment Year	Payment Year as selected.	
Contract Number	Contract Number as selected.	
Effective Date	Effective date of the selected contract.	
Farm Number	Farm number associated to the contract.	
Tract Number	Tract number associated to the contract.	
Continue	Will display the Producer Selection Screen.	<b>After</b> clicking the radio button for the applicable contract number, CLICK “Continue”.
Reset	Will clear the selected contract.	CLICK “Reset”.

## 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.

The screenshot displays the 'Update AGI' screen. On the left is a 'Payments Menu' sidebar with options: Welcome 39998, Payments, View Contract Payment Summary, Reports, Prepayment Process, Payment Reports, AGI (highlighted), Update AGI, Load AGI, Obligations, Obligate Payment, Reduction, and Record Reduction. The main area is titled 'Update AGI' and contains a red note: '(\*) indicates required fields'. Below this are four fields: 'Program Name' (dropdown set to 'CRP'), '\*State' (dropdown set to 'South Carolina - 45'), '\*County' (dropdown set to 'Marion - 067'), and '\*Contract Number' (text input set to '205A'). A 'Search' button is located below the Contract Number field, with a red arrow pointing to it.

## 393 Update AGI (Continued)

**C Field Descriptions and Actions**

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

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Program Name	Program name as selected.	Select "CRP."
State	State as selected.  <b>Note:</b> Users will only see States linked to their EAS profile.	
County	County as selected.  <b>Note:</b> Users will only see counties linked to their EAS profile.	
Contract Number	*--CRP or TIP contract--* number as entered.  * * *	
Search	Contract Selection Screen will be displayed.	CLICK "Search".




## 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.

<b>Payments Menu</b> Welcome 39998 <b>Payments</b> View Contract Payment Summary <b>Reports</b> Prepayment Process Payment Reports <b>AGI</b> Update AGI Load AGI <b>Obligations</b> Obligate Payment <b>Reduction</b> Record Reduction	<b>Update AGI</b>	
	<a href="#">open all</a>   <a href="#">close all</a>	
	State :      County :	
	205A	
		
	<hr/>	
	<div style="border: 2px solid red; padding: 2px;"> AGI Information Updated Successfully for 1935020: FARMS </div>	
	Customer Name      FARMS	
	Check if AGI compliant <input checked="" type="checkbox"/>	
	<div style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>	

## 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 Agriculture  
Farm Service Agency Conservation Payments

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

**Payments Menu**  
 Welcome: UNKNOWN  
 Payments  
 View Contract Payment Summary  
 Reports  
 Prepayment Process  
 Payment Reports  
 AGI  
 Update AGI  
 Load AGI  
 Obligations  
 Obligate Payment  
 Reduction  
 Record Reduction

**Update AGI**

- This option is not available for CRP contracts with a program year greater than 2012.*

**Program CRP**

State:Iowa - 19	County:Pocahontas - 151
-----------------	-------------------------

One Contract found.

1				
Contract selection	Contract Number	Contract Effective Date	Farm Number	Tract Number
<input checked="" type="radio"/>	11003	02/01/2018	0004782	11120

Modify AGI Information Reset

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.

The screenshot displays the 'Load AGI' screen. On the left is a 'Payments Menu' sidebar with options: Welcome 39998, Payments, View Contract Payment Summary, Reports, Prepayment Process, Payment Reports, AGI (highlighted), Update AGI, Load AGI, Obligations, Obligate Payment, Reduction, and Record Reduction. The main area is titled 'Load AGI' and contains a red note: '(\*) indicates required fields'. The form includes the following fields: 'Program Name' (dropdown menu showing 'CRP'), '\* State' (dropdown menu showing 'South Carolina - 45'), '\* County' (dropdown menu showing 'Marion - 067'), 'Payment Year' (dropdown menu showing '2016'), and 'Contract Number' (text input showing '205A'). Below these fields is a 'Submit Query' button, which is pointed to by a red arrow.

## 409 Load AGI (Continued)

**C Field Descriptions and Actions**

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

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Program Name	Program name as selected.	Select "CRP".
State	State as selected.	Use the drop-down to select the appropriate State.  <b>Note:</b> 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.
Payment year	Payment year as selected.	Use the drop-down to select the appropriate payment year.
Contract Number	Producer's * * * contract number.	Manually enter the * * * contract number.
Submit Query	Load AGI Confirmation Screen is displayed.	CLICK "Submit Query".

## 410 Load AGI – Confirmation Screen

### A Overview

The Load 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.

<b>Payments Menu</b> Welcome 39998 <b>Payments</b> View Contract Payment Summary <b>Reports</b> Prepayment Process Payment Reports <b>AGI</b> Update AGI Load AGI <b>Obligations</b> Obligate Payment <b>Reduction</b> Record Reduction	<table border="1"> <tr> <th colspan="2">Load AGI</th> </tr> <tr> <td colspan="2">Program:CRP</td> </tr> <tr> <td>State:South Carolina - 45</td> <td>County:Marion - 067</td> </tr> <tr> <td colspan="2">Payment Year:2016</td> </tr> </table> Status: Contract Number 205A  Customer Id 1935020 AGI loaded successful for fiscal year 2016	Load AGI		Program:CRP		State:South Carolina - 45	County:Marion - 067	Payment Year:2016	
Load AGI									
Program:CRP									
State:South Carolina - 45	County:Marion - 067								
Payment Year:2016									

## 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.

USDA United States Department of Agriculture  
Farm Service Agency

Conservation Payments

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

**Payments Menu**  
Welcome: UNKNOWN  
Payments  
View Contract Payment Summary  
Reports  
Prepayment Process  
Payment Reports  
AGI  
Update AGI  
Load AGI  
Obligations  
Obligate Payment  
Reduction  
Record Reduction

**Load AGI**

- This option is not available for CRP contracts with a program year greater than 2012.*

Search for Contract to Load AGI

(\*) indicates required fields

Program Name: CRP ▼

\* State: Iowa - 19 ▼

\* County: Pocahontas - 151 ▼

Payment Year: 2018 ▼

\* Contract Number: 11003

Submit

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.

The screenshot displays the 'Obligate Payment' screen. On the left is a 'Payments Menu' sidebar with the following items: Welcome 30798, Payments, View Contract Payment Summary, Reports, Prepayment Process, Payment Reports, AGI, Update AGI, Load AGI, Obligations, Obligate Payment, Reduction, and Record Reduction. The 'Obligate Payment' option is highlighted. The main content area has a title bar 'Obligate Payment' and a red note: '(\*) indicates required fields'. The form contains the following fields:
 

- Program Name: CRP (dropdown)
- Payment Year: 2016 (dropdown)
- \*State: New York - 36 (dropdown)
- \*County: Herkimer - 043 (dropdown)
- Contract Number: 11001 (text input)
- Payment Type: Annual (dropdown)
- A 'Search' button at the bottom right, which is pointed to by a red arrow.

## 422 Obligate Payment (Continued)

**C Field Descriptions and Actions**

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

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
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.  <b>Note:</b> 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 contract number.  <b>Note:</b> This is an optional field. Leaving this field blank will display all the contract available for the county.	Manually enter the CRP or TIP contract number.--*
Payment Type	Payment type as selected.	Select “Annual” or *--“TIP”.--*
Search	Contract Selection Screen will be displayed.	CLICK “Search”.



## 423 Obligate Payment – Contract Selection Screen


### A Overview

The Obligate Payment – Contract Selection Screen provides users the ability to select the contract for manual obligation.

### B Example of Obligate Payment - Contract Selection Screen

The following is an example of the Obligate Payment - Contract Selection Screen.

<b>Payments Menu</b> Welcome 30798 <b>Payments</b> View Contract Payment Summary <b>Reports</b> Prepayment Process Payment Reports <b>AGI</b> Update AGI Load AGI <b>Obligations</b> Obligate Payment <b>Reduction</b> Record Reduction	<b>Obligate Payment</b>				
	Program:CRP				
	State:New York - 36		County:Herkimer - 043		
	Payment Type:AN		Payment Year:2016		
	One Contract found.				
	1				
		Contract Number	Contract Effective Date	Farm Number	Tract Number
	<input checked="" type="radio"/>	11001	2016-04-01		
			Continue	Reset	



**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.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Program	Program as selected.	
State	State as selected and State code.	
County	County as selected and county code.	
Payment Type	Payment Type as selected.	
Payment Year	Payment Year as selected.	
Contract Number	* * * Contract number.	Click radio button of desired contract number to select.
Continue	The Obligated Amount Screen will be displayed.	After clicking the radio button for the applicable contract number, CLICK “Continue”.
Reset	Clears the selected * * * contract.	CLICK “Reset”.

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

### Reports

None.

### Forms

The following lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		250, 251, 254
CCC-36	Assignment of Payment		254
CCC-37	Joint Payment Authorization		254
CCC-505	Voluntary Permanent Base Acres Reduction		28, 39
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		250, 254
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Payment Years		250, 254
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information.		250, 254
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		250, 254
CRP-1	Conservation Reserve Program Contract		Text
CRP-1R	Conservation Reserve Program Transition Incentives Program Contract		151, 152, 155
CRP-41	Conservation Reserve Program Early Termination Contract		10, 65, 68
FSA-13-A	System Access Request Form		126
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent.		250
FSA-848B	Cost Share Performance Certification and Payment (Includes FSA-848B-1, Continuation of FSA-848B)		282

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

## Abbreviations Not Listed in 1-CM

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

Approved Abbreviation	Term	Reference
BIP	Honey Bee Incentive Payment	282
CBIP	Chesapeake Bay Incentive Payment	282
CCID	Core Customer ID	397, 410
COLS	Conservation Online System	Text
CCMS	Conservation Contract Maintenance System	Text
CPR	Common Payment Reports	253, 297, 307, 311, 422
EAS	Extensible Authorization System	Text
FCI	Federal Crop Insurance	251
FRS	Farm Records System	Text
FWADM	Financial Web Application Data Mart	322, 337
FWP	Farmable Wetlands Pilot Program	30, 31, 84, 85
PIP	Practice Incentive Payment	282, 284, 297, 322, 323, 337
SIP	Signup Incentive Payment	6, 282, 284, 322, 323, 337
TIP	Transition Incentive Payment	Text
TTI	Tree Thinning Incentive	282, 284
TERRA	Tool for Environmental Resource Results Assessment	Text

## Redelegations of Authority

None

## Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Add Practice CLU Screen	14
	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
	CCMS Home Page	7
	COC Approval Screen	34, 88, 157
	COC Approve Early Out Screen	69
	Conservation Payments Main Menu Screen	271
	Contract Family Producer Subsidiary Year Screen	16
	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
	Load AGI – Option Not Available Screen	411
	Make NPS Payment Screen	283, 284
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	Makes NPS Payment – PIP Exception Screens	287
	Make NPS Payment – Producer Screen	285
	Modify Practices Screen	30, 84

## Menu and Screen Index (Continued)

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	Modify Producers Screen	29, 83, 154
	Modify Farm and Tract Screen	27, 81
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	Obligate Payment Screen	422
	Obligate Payment – Confirmation Screen	425
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	Obligate Payment – Failure Screen	426
	Obligate Payment – Submit for Obligation Screen	424
	Payment Report Screen	337
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	Record Reduction – Add Reduction Amount Screen	370
	Record Reduction – Contract Selection Screen	367
	Record Reduction – Edit Reduction Amount Screen	371
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	Reinstate Contract Screen	39
	Revise Acreage CLU Screen	12
	Revise Practice CLU Screen	13
	Revise Rates Screen	36
	Review Correct Original End Date Screen	128
	Search Contract Screen	8
	Select Contract Screen	9
	Start Contract Revision Screen	26
	Start Rates Revision Screen	35
	Terminate Contract Screen	30
	TIP COC Approve	157
	TIP Initiate Enrollment	152
	TIP Modify Acreage	153
	TIP Modify Producer	154
	Transfer Contract Screen	38
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	Update AGI – Contract Selection Screen	394
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**Menu and Screen Index (Continued)**

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
	View Contract Screen	10
	View Payment Screen	323
	View Payment – Producer Screen	325
	View Payment – Contract Selection Screen	324
	View Payment – No Payment Information Available Screen	326

