

For: State and County Offices

**Effective Start Dates for CRP Revisions Completed in
the Conservation Contract Maintenance System (CCMS)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The effective start date of a CRP contract revision is crucial when properly dividing payments between participants on original and revised CRP contracts. With the release of CCMS, payments from contracts that have been revised will be date-based, without the need for the manual intervention that was required with the System 36. It is critical that the effective start date be recorded properly.

B Purpose

This notice:

- provides guidance of the correct effective start date to use during a division or revision of a CRP contract
- explains all date fields displayed in CCMS and the effect those date fields have on payments.

2 CCMS Displayed Dates

A CCMS Date Fields

This table lists the dates captured in CCMS and how these dates affect payments.

Date Field	Description
Approval Date	The COC approval date for the contract. This date is specific to the contract or revision. For example, contract 1459 would show the original approval date and contract 1459A will show the approval date COC approved the revision.

Disposal Date	Distribution
June 1, 2015	State Offices; State Offices relay to County Offices

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2 CCMS Displayed Dates (Continued)

A CCMS Date Fields (Continued)

Date Field	Description
Effective Contract Start Date	The date the contract or contract revision becomes effective. CCMS uses this date to determine active days in FY for payment.
Original Contract Start Date	The original start date of the contract without regard to revision. This date will always display the same original contract start date in CCMS for an entire contract family. This date is also used to populate block 9, "Contract Period", of the automated CRP-1.
Effective Contract End Date	The last day the CRP contract is active. This date will change on a contract, if revised. If a contract is replaced by a revision or division, the effective contract end date on the parent contract will be updated to the date 1 day before the effective start date of the new revised contract. Example: Effective contract end date on contract 1459 changes from "09/30/2026" to "03/06/2013" when contract 1459A is created with an effective contract start date of "03/07/2013". CCMS uses this date to determine active days for payment in FY.

3 Setting the Correct Effective Contract Start Date

A Effective Contract Start Date

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

- "Contract Successions"
- "Farm Maintenance Changes".

Note: The category of change greatly impacts the effective start date that shall be used.

B Effective Contract Start Dates for Contract Successions

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

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

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3 Setting the Correct Effective Contract Start Date (Continued)

B Effective Contract Start Dates for Contract Successions (Continued)

Example:

	Reason for Change	User Action in CCMS	Effective Contract Start Date	Payment Effect
1	Producer of contract 100 sold their land on March 4, 2014, and the new owner is succeeding to the contract. There is no payment agreement between the producers.	Revise producer in CCMS according to Section 8.6 of the CCMS User Guide. Contract 100 becomes 100A. Contract 100 will be in effect from 10/01/2013 to 03/03/2014 for 154 active days. Contract 100A will be in effect from 03/04/2014 to 9/30/2014 for 211 active days.	03/04/2014	Contract 100 will be issued a payment on 154 active days. Contract 100A will be issued a payment on 211 active days.
2	Producer of contract 200 sold their land on March 4, 2014, and the new owner is succeeding to the contract. However, there is a payment agreement between the producers and the new owner will receive 100 percent of the payment.	Revise producer in CCMS. Contract 200 becomes 200A. Contract 200 will be in effect from 10/01/2013 to 03/03/2014 for 154 active days in FY 2014. Contract 200A will be in effect from 03/04/2014 to 9/30/2014 for 211 active days in FY 2014.	03/04/2014	The user will access the "Division of Payment" option and load 100 percent or the total payment dollars under contract 200A.

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3 Setting the Correct Effective Contract Start Date (Continued)

B Effective Contract Start Dates for Contract Successions (Continued)

	Reason for Change	User Action in CCMS	Effective Contract Start Date	Payment Effect
3	<p>Producer A with 100 percent share on contract 400 sold their land on March 12, 2013, to Producer B. The County Office did not learn about this until March 12, 2014.</p>	<p>Cancel the full FY 2013 payment on contract 400 by what has already been issued before initiating the revision in CCMS by using the “Cancel NPS Payment” option in the Conservation Payment System.</p> <p>Revise producer in CCMS. Contract 400 becomes 400A.</p> <p>Contract 400 will be in effect from 10/01/2012 to 03/11/2013 for 162 active days in FY 2013 and zero days in FY 2014.</p> <p>Contract 400A will be in effect from 03/12/2013 to 9/30/2014 for 203 active days in FY 2013 and 365 days in FY 2014.</p> <p>Note: The canceled payment will go to the Pending Overpayment Report as referenced in 9-CM, paragraph 65. It is transferred to NRRS after 20 workdays by the Common Payment System or the user can transfer it to NRRS immediately.</p>	03/12/2013	<p>Contract 400 will be issued a payment on 162 active days in FY 2013.</p> <p>Contract 400A will be issued a payment on 203 active days in FY 2013.</p> <p>Notes: Users will need to take the “Make NPS Payment” option in the Conservation Payment System to reissue the 2013 payment after the revision is completed.</p> <p>Canceling the payment will trigger the Conservation Payment System to create a receivable on contract 400. The payment will be reissued on contract 400. That payment will need to be applied to the receivable created and the producer will owe the balance.</p>

Note: To ensure proper alignment with Farm Records and FSA-578 data, every effort should be taken to complete revisions in CCMS before the end of FY that the change took place.

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3 Setting the Correct Effective Contract Start Date (Continued)

C Effective Contract Start Dates for Farm Maintenance Changes

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

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

Example:

	Reason for Change	User Action	Effective Contract Start Date	Payment Effect
1	The County Office completed a recon on April 14, 2014, that only impacted the FSN or tract and not any other CRP contract detail. Contract 300 is revised to become 300A.	Revise farm and/or tract in CCMS to correct the farm and/or tract number. Contract 300 becomes 300A.	Start of FY (10/1/14).	100 percent of the payment will be issued to contract 300A.
2	The producer of contract 700 requests a partial termination for 5 of the 25 acres on the contract to build a house. COC approves the partial termination on March 12, 2014.	Complete a division of contract 700 to create 700A with 5 acres and 700B with 20 acres. After those contracts are approved, terminate contract 700A.	Start of FY (10/1/13) for both the division and termination. The user needs to enter on the terminated contract the "Last Day the Contract is in Effect" (10/1/2013) according to page 131 of the CCMS User Guide. Set the payment flag to "Refunds" on contract 700A. Setting the payment flag to "Refunds" ensures that no future payment will be issued on contract 700A.	Contract 700 will have 0 active days in FY 2014. No payment will be issued. Contract 700A will have 0 active days in FY 2014. No payment will be issued. Contract 700B will be paid for the entire FY 2014 on 20 acres. Note: Manual receivables will need to be created for the 5 acres that are terminated for each of the prior year's payments issued according to 2-CRP, paragraph 574.

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3 Setting the Correct Effective Contract Start Date (Continued)

C Effective Contract Start Dates for Farm Maintenance Changes (Continued)

	Reason for Change	User Action	Effective Contract Start Date	Payment Effect
3	The producer of contract 800 requests a partial termination for 5 of the 25 acres on the contract. COC approves the partial termination on September 2, 2013. The County Office does not complete the division/termination process until FY 2014 (after 10/1/13). However, the FY 2013 payment was issued under the parent contract.	<p>Cancel the 2013 payment on contract 800 in the Conservation Payment System. See note in the "Payment Effect" column.</p> <p>Complete a division of contract 800 to create 800A with 5 acres and 800B with 20 acres. After those contracts are approved, terminate contract 800A.</p> <p>Note: The canceled payment will go to the Pending Overpayment Report as referenced in 9-CM, paragraph 65. It is transferred to NRRS after 20 workdays by the Common Payment System or the user can transfer it to NRRS immediately.</p>	Start of FY (10/1/12) for both the division and termination. Set the payment flag to "Refunds" on contract 800A.	<p>Contract 800 will have 0 active days in FY 2014. No payment will be issued. A receivable will be created for 100 percent of the FY 2013 payment.</p> <p>Contract 800B will be paid on 20 acres for the number of active days in FY 2013.</p> <p>Note: Canceling the payment will trigger the Conservation Payment System to create a receivable on contract 800. The payment will be reissued on contract 800B. That payment will need to be applied to the receivable created and the producer will owe the balance. If the producer has changed, follow 64-FI, subparagraph 26 B to change the name on the receivable. A manual receivable will need to be created for the 5 acres that are terminated for each of the prior years a payment was received.</p>

D Actions for Incorrectly Loaded Effective Contract Start Dates

If an incorrect effective contract start date has been entered, State Offices shall follow Section 14 of the CCMS User Guide to make the correction. The CCMS User Guide can be found at <https://fsa.sc.egov.usda.gov/states/cepd/userguides/default.aspx>.

Start date corrections **cannot** currently be made on contracts that have been extended or revised.

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

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4 Contacts

A State Offices

State Offices shall ensure that County Offices follow the procedure provided in this notice.

If there are questions about:

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

B County Offices

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