

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice CRP-798**

**For:** State and County Offices

**Reviewing COC Approval Dates Loaded in Conservation Contract Maintenance System (CCMS)**

**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

CCMS is being enhanced to store and display the PL and AGI values applicable to CRP contracts. These values will be passed to the CRP payment software for payment validation and displayed to users to allow them to identify the rules applicable to that contract.

In preparing to populate these values, inconsistencies have been found between the COC approval dates currently recorded in CCMS and the sign up number that is recorded on the contract.

**B Purpose**

This notice provides the:

- location of the CRP Questionable Contract Dates spreadsheet that identifies the contracts with inconsistent data
- instructions for reviewing, updating, and returning spreadsheets to the National Office.

Disposal Date	Distribution
June 1, 2016	State Offices; State Offices relay to County Offices

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### 2 CRP Questionable Contract Dates Spreadsheet

#### A Overview

The CRP Questionable Contract Dates spreadsheet has been developed to identify contracts that have questionable COC approval dates. The spreadsheet contains the following items.

Field	Description
State	State code.
County	County code.
Contract	Contract number.
Sign up Number	The sign up number recorded for the contract in CCMS.
Sign up Start	The sign up start date.
Sign up End	The sign up end date.
Contract Approval Date	The original approval date recorded for the contract in CCMS.
Contract Original Start Date	The original start date of the contract.
Incorrect Reason	Provides a drop-down list of “Incorrect COC Approval Date”, “Incorrect Sign Up Number”, and “Other”.
Correct Date Value	Enter the original COC approval date or sign up number for the contract.
County Office Comment	Provide any additional information as needed.

#### B CRP Questionable Contract Dates Spreadsheet Review

The initial review of contracts identified a few data loading issues. The following table provides those issues and their resolution.

Issue	Resolution
A contract was transferred to a new administrative county and the COC approval date of the new CRP-1 was loaded.	<p>The County Office shall do the following:</p> <ul style="list-style-type: none"><li>• select “Incorrect COC Approval Date” as the “Incorrect Reason”</li><li>• provide a correct date value for the original contract</li><li>• provide a detailed explanation in the “County Office Comment” cell. See paragraph D for examples.</li></ul>

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### 2 CRP Questionable Contract Dates Spreadsheet (Continued)

#### B CRP Questionable Contract Dates Spreadsheet Review (Continued)

Issue	Resolution
An incorrect sign up number was loaded in System 36 and migrated to CCMS.	<p>The County Office shall do the following:</p> <ul style="list-style-type: none"><li>• select “Incorrect Sign Up Number” as the “Incorrect Reason”</li><li>• leave “Correct Date” field blank</li><li>• provide the correct signup number in the County Office “Comment” cell</li><li>• provide a detailed explanation in the “County Office Comment” cell. See paragraph D for examples.</li></ul> <p><b>Note:</b> See 2-CRP, paragraph 171, and Exhibit 20 for dates applicable to the signup.</p>
The COC approval date does not match the timeframe of the CRP sign-up.	<p>The County Office shall:</p> <ul style="list-style-type: none"><li>• select “Other” as the “Incorrect Reason”</li><li>• provide the original COC approval date in the “Correct Date” field</li><li>• provide a detailed explanation in the “County Office Comment” cell. See paragraph D for examples.</li></ul>
Any other reason not provided in this table.	<p>The County Office shall:</p> <ul style="list-style-type: none"><li>• select “Other” as the “Incorrect Reason”</li><li>• provide a correct date value</li><li>• provide a detailed explanation in the “County Office Comment” cell. See paragraph D for examples.</li></ul>

#### C CRP Questionable Contract Dates Spreadsheet Location

The CRP Questionable Contract Dates spreadsheet will be posted to the Conservation Reserve Program SharePoint web site at <https://sharepoint.fsa.usda.net/states/cepd/crp/default.aspx>, and located under CRP Questionable Contract Dates.

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### 2 CRP Questionable Contract Dates Spreadsheet (Continued)

#### D Examples of Questionable Contract Dates Spreadsheet Completion

##### Example 1, Incorrect COC Approval Date

Dale County reviews the spreadsheet for contract number 1. The county determines that the contract was transferred from Dallas County. At the time of the in-transfer, the date Dale County COC approved the new CRP-1 (6/21/2011) was loaded and not the original COC approval date from Dallas County (4/1/2006). On the spreadsheet, Dale County will load the incorrect reason in column I as “Incorrect COC Approval Date”, load the correct COC approval date of 4/1/2006 from the CRP-1 in column J, and provide the details that this was an in-transfer with the incorrect COC approval date loaded.

##### Example 2, Incorrect Signup Number

Jackson County reviews the spreadsheet for contract number 2. The county determines that the signup number was incorrectly loaded in System 36. The contract should have been loaded as a signup 36 contract. On the spreadsheet, Jackson County will load “Incorrect Sign Up Number” as the incorrect reason in column I, leave column J blank, and provide the explanation that the wrong sign up was loaded, and provide the correct sign up in the comments section.

##### Example 3, Other

Jackson County reviews the spreadsheet for contract number 3. The county determines that the approval date was loaded correctly but fell after the signup period because of the appeal process. On the spreadsheet Jackson County will load “Other” as the incorrect reason code in column I, leave column J blank, and provide the explanation that the date is correct because of the appeal process.

	A	B	C	D	E	F	G	H	I	J	K
1				Signup			Contract				
2	State	County	Contract	Number	Start	End	Approval Date	Original Start Date	Incorrect Reason	Correct Date	County Office Comment
3	01	045	1	32	2/1/2006	12/31/2006	6/21/2011	10/1/2010	Incorrect COC Approval Date	4/1/2006	Transferred from Dallas County, Original CRP-1 was approved on 4/1/2006
4	01	071	2	37	10/1/2008	9/30/2009	9/30/2008	10/1/2008	Incorrect Sign Up Number		Incorrectly loaded as signup 37, was an approved signup 36 contract, data loaded incorrectly in the S36
5	01	071	3	37	10/1/2008	9/30/2009	1/5/2010	10/1/2008	Other		Approved after appeal process, original disapproval was made timely on 8/30/2009

**3 Action**

**A State Office Action**

State Offices shall:

- ensure that County Offices are immediately notified of the contents of this notice
- compile County Office responses to 1 master spreadsheet for each State
- return the State spreadsheet to Michael Walter by COB March 30, 2016
- contact Michael Walter by either of the following for questions about this notice:
  - e-mail to [michael.walter@wdc.usda.gov](mailto:michael.walter@wdc.usda.gov)
  - telephone at 816-926-7902.

**B County Office Action**

County Offices shall:

- review contracts from their county and complete the spreadsheet by entering the reason, correct date, and any other details needed
- send the completed spreadsheet to the State Office CRP specialist by COB March 30, 2016.