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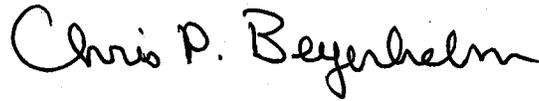Farm Service Agency
Washington, DC 20250

For: State and County Offices

Preparing for the October Payment Cycle

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

1 Overview

A Background

Customer information should be reviewed and updated to ensure accuracy before the October payment cycle. This includes:

- updating the Invalid Bank Routing Worklist
- customer mailing addresses
- BIA addresses and potential offsets
- researching farm program payments and receivables
- new program code for assignments.

   Note: See Exhibit 4 for the new program code for CRP.

B Purpose

This notice provides instructions on the following:

- Customer Relationship Management (CRM) Business Partner (BP) customer maintenance for TIN's and addresses

- FSA-Financial Services (FSA-FS) customer maintenance for direct deposits, assignments, and joint payments

- procedures for BIA receivables and offsets

- research tools for farm program payments and receivables

- FY 2017 payment cycle timeline.

Disposal Date	Distribution
February 1, 2017	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contacts

If there are questions about this notice, State Offices shall contact the appropriate office as follows.

Issue	Contact
FSA-FS software	National Help Desk at 800-255-2434 or 816-926-1552. **Note:** Select option 3 for hardware and application software.
Policies or procedures for FSA-FS	Contact either of the following: • Yanira Sanabria by either of the following: • e-mail to **yanira.sanabria@wdc.usda.gov** • telephone at 202-772-6032 • MarySue Tolle by either of the following: • e-mail to **marysue.tolle@kcc.usda.gov** • telephone at 816-926-5965.
Policies or procedures for NPS	Contact either of the following: • Jackie Pickens by either of the following: • e-mail to **jackie.pickens@wdc.usda.gov** • telephone at 615-277-2613 • Darla Noah by either of the following: • e-mail to **darla.noah@kcc.usda.gov** • telephone at 816-926-2516.
Requests for Financial Web Application Data Mart (FWADM) access	Connie Saulka by either of the following: • e-mail to **connie.saulka@kcc.usda.gov** • telephone at 816-926-6971.

2   CRM BP Customer Maintenance

A   Customer Maintenance

When customers are established in BP with an incorrect TIN or customer records are **not** properly maintained, the following are potential financial-related ramifications:

- improper payments

- incorrect IRS reporting

- Disbursement Transaction Statements and Treasury checks mailed participants and/or to incorrect addresses.

Notes: County Offices shall follow:

- 1-CM and BP training Work Instructions (WI's) for procedure on updating customer records in BP

- guidance provided in Notice CM-785 with regard to the Designated Paying Entity (DPE) in BP SSN Family.

B   TIN Verification

The IRS TIN validation in BP **must** have a response code of "TIN and Name Match" to ensure proper IRS reporting. Review the IRS response code in BP to determine if an edit to the name or TIN is necessary.

The customer's financial profile in FSA-FS must be reviewed and verified following these changes in BP:

- changes to the DPE between members of SSN family
- merging BP/customers with different TIN's.

C   Mailing Address Used for Customers

State and County Offices shall be aware that finance-related items are mailed to customers at the address recorded in FSA-FS, which was replicated from the customer's BP record. The customers' associated county entry (for the county issuing the payment) **must** contain the appropriate address to ensure that payments and Disbursement Transaction Statements are mailed to the correct customer address

2   CRM BP Customer Maintenance (Continued)

D   Local BIA Agency Address

When a customer represented by BIA is paid, the system inserts BIA's TIN and the BIA address stored in the associated county of the customer's physical location (FSA State or County Office). The customer's Disbursement Transaction Statement and Treasury check will be mailed to the referenced local BIA office's address.

County Offices with customers represented by BIA **must** verify BIA has an associated county in BP and the local BIA office's address is correctly recorded.

3   FSA-FS Customer Maintenance

A   Direct Deposit Elections Verification

The following are common reasons for a returned ACH:

- the payee closed the account at the financial institution
- the deceased payee's account was closed and an estate needs to be established
- the County Office mis-keyed a bank routing number or account number
- two financial institutions merged.

County Offices are encouraged to run **FWADM Direct Deposit/Waiver Verification Report** to verify direct deposit election. This helps reduce the number of EFT returns and increase the number of payments successfully processed. See Exhibit 1 for FWADM detail procedures.

The FWADM **Direct Deposit/Waiver Verification Report** provides the following options:

1. Active Direct Deposit Report displays financial institution information for customers enrolled in EFT. Verify the customer's primary direct deposit account using the applicable SF-1199A or SF-3881 on file.

Notes: If the customer wants to designate an additional bank account, a subaccount can be established with a specific farm or contract number in the reference number. The reference number in FSA-FS must match the format of the primary reference number on the NPS payment request including **any leading zeros or capitalization**.

2. Waiver Report lists customers that have a hardship waiver on file. These customers will receive all payments by Treasury check.

3. No Direct Deposit or Waiver Report identifies customers that have **not** completed a direct deposit election or filed a hardship waiver. These customers should be encouraged to sign up for direct deposit. Any pending SF-3881 should be processed **before** the payment cycle.

Note: These customers will receive all payments by Treasury check until resolved.

3   FSA-FS Customer Maintenance (Continued)

A   Direct Deposit Elections Verification (Continued)

4. Invalid DD (Direct Deposit) Report lists producers and assignees with invalid bank routing numbers.

Note: Information is also available on the FSA-FS Invalid Bank Routing Worklist. Follow procedures in 63-FI, Part 2, Section 4. Customers with invalid bank routing numbers will only receive Treasury checks.

B   Verifying Assignments

County Offices are encouraged to run the **Assignments by Program Report** in FWADM. The report may be run by program category or program code. See Exhibit 2 for FWADM detail procedures.

The user will be able to toggle between the following options:

1. Accepted Assignment Report lists the assignor with an associated county requested in the user's query that has an assignment with an outstanding unpaid balance in FSA-FS. Assignments established with a specific farm or contract number in the reference number in FSA-FS must match the format of the primary reference number on the NPS payment request including any leading zeros or capitalization.

Notes: NPS will **not** apply assignments for producers in bankruptcy status. If an assignment should be honored, delete the bankruptcy flag in FSA-FS.

Reminder for establishing CRP assignments:

- program year is the FY the CRP contract was approved

- total assignment amount for the multi-year CRP contract must be allocated to each payment in the year of the contract. Verify funds have been allocated to the 2017 payment year.

2. Cancelled Assignment Report lists assignments that have been cancelled.

3. Completed Assignments Report lists the assignments that are paid in full.

3   FSA-FS Customer Maintenance (Continued)

C   Validating Assignee Location

Review assignments that will be matched in the payment cycle. Ensure that an associated county is present for the Service Center issuing the payment.

Verify the selected State and county on the assignment is established in BP with the correct address for the assignee to receive payments. If the assignee's associated county does not have the correct address, search BP for an associated county that uses the correct address. Cancel existing assignment and load an assignment selecting the assignee location that has the correct current address. Determine the outstanding balance of the assignment, and reload it with the correct outstanding balance.

4   BIA Receivables and Offsets

A   Agreement for BIA on Receivables or Offset Handling

Issues may occur when receivables for customers represented by BIA are tied to a single TIN.

FSA and BIA agreed to the following approach for any receivables or offsets for customers represented by BIA. FSA County Offices will:

- continue partnering with BIA on program functions that could create receivables

- prevent taking automatic offsets for BIA receivables unless attributable to the same BP customer record

- contact the local BIA office to place a hold (restriction) for the individuals associated with any receivable generated to collect the outstanding debt.

B   Preventing Offset for BIA

Farm program applications may generate an overpayment or receivable for a customer represented by BIA. NPS will:

- automatically receive notification of any outstanding debt for BIA
- offset the receivable amount from the next BIA payment request received.

4   BIA Receivables and Offsets (Continued)

B   Preventing Offset for BIA (Continued)

County Offices that are aware of a new BIA receivable shall:

- locate the BIA receivable in NRRS

- on the Change Receivable Status Screen, select the "Open - Kansas City Review" option from the "Select New Receivable Status" drop-down list

- contact the local BIA agency to place a hold (restriction) within BIA's system

- manually prepare required demand letters to the local BIA office, according to 58-FI, Part 4

- enter the dates of manually prepared demand letters into NRRS using the "Record New Letter" function.

When a payment request for a customer represented by BIA is displayed on the NPS Certification Worklist with an amount to be offset, users shall:

- locate the BIA receivable in NRRS

- change the receivable status through the Change Receivable Status Screen, by selecting the "Open – Kansas City Review" option located in the "Select New Receivable Status" drop-down list go back into NPS, and CLICK "**Reset Payment Processing**" to remove the offset amount See 1-FI, paragraph 138.

- notify the County Office where the debt was created of this action.

C   Using the "Other Agency Offset" Flag

Do **not** set the "Other Agency Offset" flag to "Yes" for BIA. This flag causes every customer represented by BIA to be displayed on the NPS Manual Handling Worklist.

If a payment for a customer represented by BIA is displayed as "Other Agency Offset", go into FSA-FS and update the "Other Agency Offset" indicator for BIA to "No". Go back to the payment in NPS and CLICK "**Reset Payment Processing**". NPS will read the new flag settings in FSA-FS and handle the payment correctly.

5   Researching Farm Program Payments or Receivables

A   Payment Requests in NPS

During the October payment runs, NPS will be running in a batch mode. Users should expect up to a 15 minute delay before a payment request appears in NPS.

During the remainder of the year, payment requests submitted to NPS process as follows:

- payments submitted Monday through Friday between 5 a.m. c.t. and 7 p.m. c.t. process in real time (as payments are submitted)

- payments submitted **before** 5 a.m. c.t. or **after** 7 p.m. c.t. process in batches in 15-minutes intervals.

1-FI, paragraphs 136 through 139 describe how to locate payments on the NPS worklists.

If the farm program payment request:

- is successfully loaded, the payment record will be present in 1 of the following NPS worklists:

  - Manual Handling Worklist
  - Certification Worklist
  - Signing Worklist, if the payment was certified by the County Office

- encounters an error, a warning message will display in NPS providing a link "View/Print Unprocessed Payment in Error Report".

  Notes: The Unprocessed Payments in Error Report will provide detailed information for errored payments and troubleshooting tips for resolving errors. This functionality is scheduled to be available after September 16, 2016.

  The FWADM NPS Payment Queue Report also reports payments which encounter errors processing into NPS, but this report is not available until the following day.

See 1-FI, paragraph 299 and Exhibit 3 to find detail information on the FWADM NPS Payment Queue Detail Report.

NPS provides users with search capabilities for all farm program payments awaiting certification or signing. Cancelled and signed farm program payments have limited viewable results after 30 calendar days within NPS. See 1-FI, Part 5.

5   Researching Farm Program Payments or Receivables (Continued)

B   Worklist Sort Options for CRP and ARC/PLC

This year CRP and ARC/PLC payments will be loaded into NPS within a day or two of one another. Users may select the "**Program Area"** sort option on the NPS Worklists to view one program type at a time.

Select:

- "CONSERVATION PROGRAMS (CON)" to view all CRP payments
- "DIRECT AND COUNTER CYCLICAL (DCP)" to view all ARC/PLC payments.

5   Researching Farm Program Payments or Receivables (Continued)

   C   More Payment Research Options

   - **Financial Inquiries** provides users with summary and detailed farm program payments, offsets and/or receivables, and collections for customers, including disbursement-related details. Financial Inquiries is a public facing application. See 1-FI, Part 6.

   - **FWADM** provides users with a variety of reports. FWADM is updated nightly with the previous day's financial transactions. In addition to the NPS Payment Queue Detail Report, the following are other key FWADM reports:

     - **Payment & Disbursement Data by Assignee Report** provides the ability to search by the assignee TIN that displays disbursement information for assignments by programs, TIN and TIN type, or dates

     - **Payment & Disbursement by Tax ID Report** provides the ability to search by a producer's TIN and TIN type and displays payment, prompt payment, foreign withholding, offset, and disbursement amounts by payee type; such as producer, receivable, other agency offsets, assignee, or joint payee.

     Other FWADM reports are listed in 1-FI, Part 9.

   Note: In addition to the FWADM Reports, users have the capability to view payments remaining in NPS unsigned after 30 days as outlined in Notice FI-3278.

6   FY 2017 Payment Cycle

A   Timeframe for the Payment Cycle

The following table provides the schedule for the upcoming payment cycle:

Date	Event
COB September 30, 2016	• Conservation systems will shut down in preparation for upcoming payment run. • Financial Web applications will be taken offline at 7 p.m. c.t. to conclude a clean cut-off for FY 2016 transactions. • eFMS rollover process begins.
October 3, 2016	Transition Incentives Program (TIP), Emergency Forestry CRP (EFCRP), and 1-PL CRP annual rental payments processed and will begin flowing into NPS for County Offices to sign and certify.
October 4, 2016	• Processing begins for Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) payments. • Payments will begin flowing into NPS for County Offices to sign and certify.
October 14, 2016	• 4-PL and 5-PL CRP annual rental payments processed and corrected 1-PL CRP annual rental payments. • Payments will begin flowing into NPS for County Offices to sign and certify.

FWADM Direct Deposit/Waiver Verification Report

County Offices are encouraged to run the FWADM Direct Deposit/Waiver Verification Report to verify direct deposit election **before** a major payment cycle to reduce the number of EFT returns and increase the number of payments successfully processed.

- After selecting the FWADM FSA-FS reports, select "Direct Deposit/Waiver Verification Report".

- FWADM will ask for your user ID and password for FWADM, commonly referred to in State and County Offices as "CA User ID".

- After successfully logging into FWADM, the Direct Deposit/Waiver Verification Report - Limit Screen will be displayed.

- Users shall select the State and county and CLICK "**Process Query**" to upload reports.

After clicking "Process Query", the message, "Processing Complete", will be displayed when the query is completed. CLICK "OK", the following screen will be displayed.

FWADM Direct Deposit/Waiver Verification Report (Continued)

Users can select the report needed as follows, with information current through the date shown on the top of the screen as the "FWADM Last Load Date".

- **Active Direct Deposit Report** identifies customers that have an EFT election, and displays the financial institution information that will be used for any payments.

- **Waiver Report** lists customers that have a hardship waiver on file. These customers will receive all payments by Treasury check.

- **No Direct Deposit or Waiver Report** identifies customers that have **not** completed a direct deposit election or filed a hardship waiver. These customers will receive all payments by Treasury check.

- **Invalid DD (Direct Deposit) Report** lists customers with invalid bank routing numbers. This list would be the same customers that are displayed on the Invalid Bank Routing Worklist in FSA-FS. Follow procedures in 63-FI, Part 2, Section 4. Customers with invalid bank routing numbers will result in the customer only receiving checks.

Note: Reports include both producers and assignees that have a BP associated county to the selected county.

The following is an example of the FSA-FS Active Direct Deposit Accounts Report.

Customer Name	Tax ID	Tax Id Type	Multi-County Customer	Producer County Count	Direct Deposit Account	Bank Routing Number	Bank Account Number (Last Four)	Account Status Name	Sub-Account State	Sub-Account County	Reference Type	Reference Number
ANY PRODUCER	XXXXXXX	S	Y	3	P			Active				
JANE DOE	XXXXXXX	S	Y	2	P			Active				
JOE DOE	XXXXXXX	S	Y	3	P			Active				
JONV DOUGH	XXXXXXX	S	N	1	P			Active				

Financial Services – Active Direct Deposit Accounts
Report Date: Friday, August 05, 2016

The Active Direct Deposit Accounts Report contains the following fields.

Field	Description
Customer Name	Name as it appears in BP (customers are listed in alphabetical order by first name).
Tax ID	Producer's TIN.
Tax ID Type	Producer's TIN type (S=SSN, E=employer ID number).
Multi County Customer	Displays a "Y" or "N" value indicating whether the producer or assignee is linked to more than 1 State and county location in BP. Changes made to a multi-county producer's or assignee's banking information may apply to more than 1 State and county location.

FWADM Direct Deposit/Waiver Verification Report (Continued)

Field	Description
Producer County Count	Number of associated counties established.
Direct Deposit Account Type	Indicates if the account is the primary account (P) or a sub-account (S). There will only be 1 primary account for any customer. There can be multiple sub-accounts for a customer.
Bank Routing Number	Bank routing number entered from SF-3881 or SF-1199A.
Bank Account Number	Individual's account entered from SF-3881 or SF-1199A.
Account Status Name	Always be "Active" indicating that the accounts represented are active EFT accounts that will be used when issuing payments to the producer or assignee.

The following fields identify sub-accounts for specific payments that will be used instead of the primary account when the payment request matches the sub-account criteria.

Field	Description
Sub-Account State	Only State to which the sub-account direct deposit election applies.
Sub-Account County	Only county to which the sub-account direct deposit election applies.
Reference Code Number	Type of reference code used, such as contract number or farm number.
Accounting Reference Number	Number passed to accounting used to reference information from the program application related to a customer. The format of the reference number **must** match the format that the program application passes to NPS.

FWADM Assignment by Program Report

After successfully logging in and selecting the "Assignments by Program" option, users may elect to search by program code or program category as follows:

- "Program Category" option should be chosen for the following programs:

  - ARC
  - CRP Annual Rental
  - ELAP
  - Loan Deficiency Payment Web
  - LFP
  - LIP
  - NAP
  - PLC

  Note: The query will retrieve the assignments for these programs regardless if they were set in FSA-FS by program category or code.

- "Program Code" option should be chosen for assignments established by program code that are **not** included in program categories.

Users will get an option to select the State, county, and program code then CLICK "**Process Query**". The message, "Processing Complete" will be displayed, and users shall CLICK "**OK**". The page selected will be displayed.

After the assignment by program category query or program code query is processed, users may toggle between the following reports:

- **Accepted Assignment Report** lists the assignor with an associated county requested in user's query that has an assignment with an outstanding unpaid balance in FSA-FS

- **Cancelled Assignment Report** lists the assignments that have been cancelled because it was requested by the assignee or because of an error in establishing the assignment in FSA-FS

- **Completed Assignments Report** lists the assignments that have been totally paid off.

FWADM Assignment by Program Report (Continued)

The following is an example of the FSA-FS Assignments by Program Report after the user has selected the "Program Category" option for "Conservation Reserve Program Annual Rental".

| | | | | | | | | | | | | | | | | | | | | Accepted |
Assignor Name	Assignor Tax Id	Assig nor Tax Id	Program Category/ Program Code	Pro gra m Yea	Refer ence Type	Refe renc e Num	Assig nme nt State	Assign ment Count	Assig nor Multi Coun	Docume nt Signed Date	National Assignm ent Identifie	Last Change Date	Assignee Name	Assig nee Tax Id	Assign ment Effecti ve	Assig nee Locat ion	Assig nee Locat ion	Assi gne e Mult	Assignment Paid Amt	Assignment Amount
APPLE FARM	99999999	E	01ECRP	200 1	CT	33A	51	165	Y	##### ###	###### #	###### ##	JANE DOE	xxxx	2009			N	0	$46.00
			Conservati on Reserve	200 2			29	019	Y	######	######	######	JOE DOE	xxxx	2012	29	019	Y	0	$360.00
			Program Annual Rental	201 1	CT	26	36	099	Y	##### ###	###### #	###### ##	KELLEN ROSES	xxxx	2014	36	099	N	0	$725.00
															2015	36	099	N	0	$725.00
															2016	36	099	N	0	$725.00
															2017	36	099	N	0	$725.00

The Accepted Assignment by Program Category Report contains the following fields.

Field	Description
Assignor Name	Producer's name from BP.
Assignor Tax ID	Producer's TIN.
Assignor Tax ID	Producer's TIN type (S=SSN, E=employer ID number).
Program Category/ Program Code	Program alpha code or program category code used when establishing the assignment. This view of the report is set up to retrieve assignments set up by a program category. An assignment set up by program alpha code which is part of a category will also be captured by this report.
Program Year	Year associated with the program (**not** the payment year).
Reference Type	Reference type (farm number, contract number, etc.) selected when setting up an assignment in FSA-FS.
Reference Number	Reference number entered when setting up an assignment in FSA-FS. This optional field is **only** needed if the customer has more than one CRP contract and the assignment is for a specific contract. **Note:** Reference number **must** match completely. For instance, if a CRP contract is modified and the contract number changes from "103A" to "103B", then the reference number for an assignment **must** also be changed.

FWADM Assignment by Program Report (Continued)

Field	Description
Assignment State	State selected in FSA-FS when establishing an assignment that will apply to a specific State and county location. If this field is blank, then the assignment applies to all States and counties where the producer has associated counties.
Assignment County	County selected in FSA-FS when establishing an assignment that will apply to a specific State and county location. If this field is blank, then the assignment applies to all States and counties where the producer has associated counties.
Assignor Multi-County	Displays a "Y" or "N" value indicating whether the producer is linked in BP to more than 1 State and county location. • "Y" values indicate that the producer has more than 1 associated county for the customer in BP. • "N" values indicate that the producer or assignee has only 1 associated county in BP.
Document Signed Date	Date the assignment was received and stamped by the receiving County Office.
National Assignment Identifier	Sequence number assigned by the system when the assignment is entered. The National Assignment Identifier is populated on the screens in FSA-FS and is a good reference check when researching assignments.
Last Change Date	Last date the county made an update to the assignment.
Assignee Name	Assignee (entity or person) in BP to whom the assignment of a payment is made.
Assignee Tax Id Last 4	Last 4 digits of the assignee's TIN.
Assignment Effective Year	Payment year (**only** applicable to CRP annual rental). The assignment effective year **must** match the payment request's program year for the payment to be applied.
Assignee Location State	State and county legacy link where the assignee's payment will be mailed or routed if disbursed by EFT and address where the transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the "Assignee Multi-County Ind." and field is blank, users **must** delete and reenter assignment to select an assignee State and county in FSA-FS.
Assignee Location County	State and county associated county where the assignee's payment will be mailed or routed if disbursed by EFT and address where the transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the "Assignee Multi-County Ind." and this field is blank, users **must** delete and reenter assignment to select an assignee State and county in FSA-FS. **Note:** If no assignee State and county is selected, payment and transactions statement may be sent and/or routed to the wrong address and/or bank account.

NPS Payment Queue Detail Report

The following is an example of the NPS Payment Queue Detail Report.

NPS Payment Queue Detail Report Wednesday, August 03, 2016										
State Fsa Code	County Fsa Code	Accounting Program Code	Accounting Program Description	SCIMS CCID	Common Customer Name	System	Status	Payable Identifier	Payment Received Date	Balance
06	007	6002	REFUND REPAYMENT	123456	John Doe	(NF) REFREP	(NPS Staging) Customer Inactive	1234567	12/01/2014	$1.73
18	105	6002	REFUND REPAYMENT	654321	Jane Doe	(NF) REFREP	(NPS Staging) Customer Not Found	1234567	03/10/2016	$0.95
27	089	6002	REFUND REPAYMENT	654321	Any Name	(NF) REFREP	L	1234567	05/06/2015	$0.13
39	077	6002	REFUND REPAYMENT	991122	Any Name	(NF) REFREP	(NPS Staging) Customer Not Found	1234567	01/08/2015	$104.38
	155	6002	REFUND REPAYMENT	654321	Any Name	(NF) REFREP	L	1234567	01/25/2016	$0.68
42	085	6002	REFUND REPAYMENT	111111	Any Name	(NF) REFREP	(NPS Staging) Customer Not Found	1234567	01/21/2016	$0.71
48	409	2441	COTTON GINNING COST SHARE PROGR	123456	Any Name	KF	(NPS Staging) Apply Debt Issue	1234567	06/29/2016	$1,507.00

The NPS Payment Queue Detail Report will include error statuses.

The most common error status is "(NPS Staging) Customer Not Found". Follow instructions in this table to correct this error.

IF this errors occurs because…	THEN to correct…
BP record failed to update FSA-FS	verify customer's address in BP and CLICK "**Submit**" to request an update to FSA-FS. Check the BP "SCIMS Replication Status" tab to confirm last update.
Associated County was **not** setup in the customer record in BP for the county requesting payment	add Associated County for the customer in BP.

If the error is "L", indicating an invalid address, then follow instruction in this table to correct the error.

IF this errors occurs because…	THEN to correct…
a military (APO) address has been entered in BP as a "foreign address"	enter the APO address as a normal address in BP with "APO" as the city and the applicable "AP" or "AE" as the State.
the delivery bar code for the customer's address in BP contains less than 3 digits	run the address validation in the BP customer record to populate the correct delivery bar code.

Payment queue items will also be displayed in NPS with the payment request and description of the status error. This enhancement to NPS will be included in a future software release before the 2016 payment cycle.

When a farm program payment **cannot** be located in either NPS or the FWADM payment reports, enter a problem report using the Remedy Self Service System or contact the ITS Service Desk at 1-800-457-3642

Program Codes Used for Assignments and Joint Payments

New Program Code for CRP

See 63-FI, Part 3 and Part 4 for information about handling assignment and joint payments in FSA-FS. 63-FI, Exhibit 16 provides a list of program codes that can be entered on CCC-36 or CCC-37. This notice provides the new program codes for the fiscal year that are available for establishing new assignments or joint payments.

The following codes shall be used when entering information to FSAFS:

Conservation Reserve Program

Program Name	Program Code	Description
Conservation Reserve Program (CRP)	XXCRPCBI2	The states of New York, Virginia, West Virginia, and Delaware have agreed on a plan to implement a Conservation Reserve Enhancement Program (CREP) to improve the water quality of the Chesapeake Bay. This voluntary program uses financial incentives to encourage farmers and ranchers to enroll in the Conservation Reserve Program (CRP) in contracts to remove lands from agricultural production. Chesapeake Bay Incentive Web Based (1997, and subsequent years).