

For: County Offices

Steps for Additional CRP Payment

Approved by: State Executive Director



1 Overview

**A
Background**

Oklahoma counties, involved in 2002 CRP emergency haying and grazing, were instructed to reduce the 2002 annual rental payment (made in October) by the appropriate amount for participating producers. The final date for producers to certify their emergency haying and grazing acres is December 9, 2002. A producer may have hayed or grazed less acreage than originally reported, resulting in an additional payment that needs to be paid to the participant.

Obsolete Notice CRP-391 and handbook 1-CRP, paragraph 408 address how to make an additional payment in these cases; however, the steps to complete this process have changed according to the National Office. The National Office intends to issue additional instruction at some point.

**B
Purpose**

This notice provides steps to follow when a CRP participant is entitled to an additional payment, due to reported and certified 2002 CRP emergency haying and grazing acres.

2 County Office Action

**A
Payment Steps**

County offices shall utilize the steps in Exhibit 1 to issue an additional payment to applicable producers stated in subparagraph 1 A.

Disposal Date:	Distribution:
12-01-03	County Offices
11-29-02	

Instructions for Canceling CRP Annual Payments with Incorrect Haying and/or Grazing Reductions

The following instructions are for CRP contracts that have the following situation:

- 1.) Haying and/or grazing reductions were withheld from the annual rental payment.
- 2.) The annual rental payment has been made to the producer.
- 3.) The producer has negotiated the check and/or the direct deposit has been transmitted.
- 4.) The producer has now reported that the acres originally requested have decreased.
- 5.) FSA owes the producer part or all of the original reduction withheld.

From FAX250 go to Conservation menu.

STEP	ACTION
1	On menu EPCA00: <ul style="list-style-type: none"> • Select 6, Annual Payment Activity • Press enter
2	On screen EPCJ0001: <ul style="list-style-type: none"> • Select 4, Perform Special Payment Processing • Press enter
3	On screen EPCJ0501: <ul style="list-style-type: none"> • Select 3, Cancel issued CRP payment • Enter FY 2002 • Press enter
4	On screen EPCL2001: <ul style="list-style-type: none"> • Enter CRP-1 number • Press field exit • Answer the question, "Is there another CRP contract to enter? (Y or N)" • Press enter
5	On screen MGCRVE01: <ul style="list-style-type: none"> • Enter X in the SEL column to select the control number for payable for cancellation processing • Press enter
6	On redisplayed screen MGCRVE01, the message, "If selection is correct, press enter to verify", will be displayed. If displayed data is: <ul style="list-style-type: none"> • Incorrect, make correct selection • Correct, press enter
7	On screen ANK52010: (If the transaction is a direct deposit this screen will not display.) <ul style="list-style-type: none"> • Verify that all data displayed is for the correct producer and amount • Enter N to answer the question "Is the check to be canceled available" • Press enter
8	On screen ANK52020: <ul style="list-style-type: none"> • Leave defaults • Press enter

9	<p>On redisplayed screen ANK52020, the question, "Do you want an initial notification letter?", will be displayed.</p> <ul style="list-style-type: none"> • Verify "Establish a receivable for total amount due: is the same amount as the initial payment made to the producer • Enter N • Press enter
10	<p>On screen ANK52026:</p> <ul style="list-style-type: none"> • Enter reason code 1 • Press enter
11	<p>On screen AQKPR01 print the Receivable Transaction Verification Report:</p> <ul style="list-style-type: none"> • Enter the printer ID • Press enter
12	<p>On screen ABK53005:</p> <ul style="list-style-type: none"> • Enter or change the printer number, number of copies, and if bar code shall be printed on producers Disbursement Statement • Press enter
13	<p>On screen AQKCFM01:</p> <ul style="list-style-type: none"> • Answer the question "Did the report print successfully?" (Y or N)
14	<p>On screen ABK53010:</p> <ul style="list-style-type: none"> • Enter 1 or 2 to indicate successful printing • Press enter
15	Press Cmd 3 to return to previous menu
16	<p>On menu EPCJ0001:</p> <ul style="list-style-type: none"> • Select 2, Select Producers for special Payment and/or Reduction Processing • Press enter • Enter FY 2002 • Press enter
17	<p>On screen EPCJ1501:</p> <ul style="list-style-type: none"> • Enter CRP number • Press field exit • Answer the question, "Is there another CRP contract to enter (Y or N)" • Press enter
18	<p>On screen EPCJ7001:</p> <ul style="list-style-type: none"> • Select the producer(s) • Press enter
19	<p>On screen EPCJ7301:</p> <ul style="list-style-type: none"> • Tab down to Haying/Grazing Reduction • Correct the reduction amount in the first column. • Press field exit • Press enter • Verify the haying/grazing reduction balance column shows the correct reduction • Press enter
20	<p>On menu EPCJ0001:</p> <ul style="list-style-type: none"> • Select 4, Perform Special Payment Processing • Press enter
21	<p>On screen EPCJ0501:</p> <ul style="list-style-type: none"> • Select 1, Access CRP Payments • Field exit • Enter FY 2002 • Press enter

22	<p>On screen EPCJ0905:</p> <ul style="list-style-type: none"> • Press Cmd 20 to change date if necessary. (In most cases prompt payment will NOT apply.) • Answer the question "Does the date payment due vary for the payments to be processed". (Y or N) • Press enter
23	<p>On screen EPCJ1001:</p> <ul style="list-style-type: none"> • Enter CRP contract number • Field exit • Answer question "Is there another CRP contract to enter?" (Y or N) • Press enter
24	Continue through the payment screens as normal, printing reports, etc., until you get to screen EPCL1001
25	<p>On screen EPCL1001:</p> <ul style="list-style-type: none"> • The Remaining Payment Amount should be the <u>total annual payment due the producer</u> • The corrected haying/grazing reduction will show midway down the screen • Press enter • Press enter to verify current payment
26	<p>On screen EPCK7701:</p> <ul style="list-style-type: none"> • Payment Records have been created • Enter Y to continue
27	<p>On screen MGCLAF06:</p> <ul style="list-style-type: none"> • Press enter
28	<p>On screen MGCRXE01:</p> <ul style="list-style-type: none"> • Tab down to the claims/receivables work record • Enter a Y • Press enter
29	<p>On screen ABK10001:</p> <ul style="list-style-type: none"> • On the receivables line enter the amount of the original disbursement made to the producer. This amount should be the same as the receivable amount. • Field exit • Answer N to the question if there are additional payments to be entered • Press enter
30	<p>On screen ANK00201:</p> <ul style="list-style-type: none"> • Enter printer ID
31	Continue through check processing screens. System will generate a check payable to Commodity Credit Corporation and a check or direct deposit for the additional balance due the producer.
32	Go into the receivables software and use the check made payable to CCC to pay off the receivable established earlier
33	Go into the name and address file and remove the receivable flag.