

For: County Offices

EQIP Partial Payments, Payment Shares, Application and Contract Actions

Approved by: State Executive Director



1 Overview

A Purpose

This notice provides guidance on processing EQIP

- Application actions
- Contract actions
- Partial payments
- Payment shares

2 EQIP Application, Contract and Payment Actions

A Application Actions

Once a CCC-1200 EQIP application is recorded in the system, the application may be approved, deferred, or disapproved. The county office shall receive, from NRCS, a copy of the action letter to the producer, or a memorandum stating the action, before entering the applicable action in the system. If the producer elected to terminate the application, an NRCS memorandum, stating the application is to be terminated, shall be received prior to recording the action in the system. A terminated application is recorded as a disapproval in the system.

B Contract Action

An approved EQIP contract may be terminated for non-compliance or voluntarily terminated by the participant(s). EQIP contracts are also involved in succession issues.

Continued on the next page

Disposal November 1, 2003	Distribution County Offices
-------------------------------------	---------------------------------------

OK Notice CONOP-64

2 EQIP Application, Contract and Payment Actions, Continued

B

Contract Action (Continued)

The county office shall receive, from NRCS, a copy of the termination letter to the producer, or a memorandum stating the action, before entering the termination in the system. An EQIP contract terminated, prior to the expiration date, is entered in the system as a cancelled contract.

When an EQIP contract is terminated, total funds previously paid are to be refunded unless the refund is waived. NRCS shall advise FSA whether refunds are waived. If contract termination is received without mention of refunds, FSA shall request written instructions regarding whether refunds are required. The termination shall not be recorded in the system without written instructions regarding refunds.

FSA shall receive written information from NRCS concerning successor-in-interest situations. Upon receipt of this information, contract information shall be updated in the system to reflect the successor(s).

If the situation reflects a partial succession to the contract, the NRCS information must address termination and refund on the part of the contract that was not succeeded to.

C

Partial Payments

The CCC-1245 for EQIP includes only the practice and not component codes.

A partial payment may be made on an EQIP CCC-1245 practice provided the NRCS official, certifying performance, determines that an identifiable portion of the practice has been completed. Before authorizing disbursement of partial payments, NRCS will obtain the producer's signature on the FSA-18, Applicant's Agreement to Complete an Uncompleted Practice. FSA will assume the FSA-18 has been obtained and make partial payment when the CCC-1245 is received authorizing disbursement.

Continued on the next page

OK Notice CONOP-64

2 EQIP Application, Contract and Payment Actions, Continued

D
Payment
Shares

The ACP-246, Payment Summary Sheet, will be completed by NRCS to indicate payment amount(s) when:

- Two or more eligible persons contribute to the practice cost.
- The net proceeds must be reduced due to violation or payment limitation.
- An adjusted CCC-1245 is prepared.
- Two or more CCC-1245s are being processed for payment at the same time for the same producer.

The ACP-246 will accompany the CCC-1245 directing the payment amount(s) and producer(s) to be paid.

E
Forms

FSA shall provide NRCS the forms, FSA-18 and ACP-245, upon request.
