UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
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Stillwater, OK 74074-2653

OK Notice CONSV-85

For: County Offices

EQIP Payment Guidance

Approved by: State Executive Director

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1 Overview

A Background

EQIP software and procedure has had many changes to the payment process since automation and the implementation of the new farm bill.

B Purpose

This notice provides guidance to county offices on some of the recurring EQIP payment problems and related matters.

2 EQIP Payment Problems

A Payment Problems and Solutions

The chart below provides different scenarios and solutions to reoccurring EQIP payment problems:

Payment Scenario	Corrective Action
Option to record final performance taken (to issue a final payment); however, the payment amount was not entered and a slippage report was generated.	The practice will need to be re-entered on the CCC-1200 and the slippage amount re-obligated to the new practice. A new CCC-1245 will need to be generated and final performance recorded. The new CCC-1245 will be attached to the old CCC-1245, along with an explanation of what transpired.
COF made an incorrect payment and wants to cancel it.	If it is a direct deposit, and it has not been transmitted, cancel the CCC-1245, and it will automatically cancel the direct deposit.
	If it is a manual check still in the county office, use Option 5, Correction After Performance on screen EEB300, and enter the amount of the payment in error with a "minus." This action will create a receivable. Next, go into Accounting and take Option 1 – Disbursement/ Check Writing; option 10 for Substitution Processing; and Option 1 to Cancel a Check and Reissue a Substitute. This substitute check will usually be to CCC to pay off the receivable that was generated by the option, Correction After Performance.

Disposal Date:	Distribution:
07-01-04	County Offices

2 Payment Scenarios (continued)

A Payment Problems and Solutions (continued)

Payment Scenario	Corrective Action
Producer on a CCC-1200 has incorrect unobligated amount.	The producer may need to be deleted and re-entered on the contract. See Notice CONSV-89, subparagraph 5 B. If the amount will not change, it could be that the producer is a multi-county producer, and the payment limitation amount has not been uploaded from the primary county.

3 Incentive Payments

A Cost-Share Payments

A producer will get full payment no matter what his out-of-pocket expense is. For example, a producer paid $240 out-of-pocket expense, and the cost share was $770. The producer will get a payment of $770.

4 Assignments

A Issuing EQIP Payments to Producers With Assignments

In the past, the only program code for EQIP assignments was **XXAUTOEQIP**. Due to numerous EQIP fund codes, county offices should be aware of these additional assignment program codes:

XXEQIPNRCS – assignment program code for 2nd allocation 2002 contracts (fund code 407299/2002 and 2003 contracts (fund code 409999/2003)

XXGSWCNRCS – assignment program code for 2002 contracts (fund code 407222/2002) and 2003 contracts (402222/2003) for Ground and Surface Water