

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Agricultural Resource
Conservation Program
2-CRP (Revision 4)**

Amendment 14

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 7 C has been amended to update information for completing CCC-770's.

Page Control Chart		
TC	Text	Exhibit
	1-9, 1-10	

7 CCC-770-CRP's, CRP Checklists

A Background

County Offices have come under close scrutiny because of audits and reviews performed:

- externally by Price-Waterhouse
- internally by COR checking improper payments.

The National Office was mandated to assemble a checklist to assist County Offices.

B CCC-770-CRP Information

It is not the intent of CCC-770-CRP's to supersede or replace procedure. County Offices should:

- use CCC-770-CRP1, CCC-770-CRP2, CCC-770-CRP3, and/or CRP-770-CRP4 as reminders of the most frequently "erred" determinations and certifications
- recognize that the questions asked on CCC-770-CRP's are very general in nature.

Note: For CCC-770-CRP's to address every conceivable situation as it pertains to eligibility would **not** be practical.

C Completing CCC-770-CRP's

*--In each FY CCC-770-CRP1, CCC-770-CRP2, CCC-770-CRP3, and/or CRP-770-CRP4 **must** be completed for:

- each of the first 5:
 - CRP-1's completed
 - annual rental payments, cost-share payments, and incentive payments issued
- all CRP-1's for FSA employees including STC's and COC's.--*

County Offices shall:

- obtain CCC-770-CRP1, CCC-770-CRP2, CCC-770-CRP3, and/or CRP-770-CRP4 from the FFAS Employee Forms Web Site at **<http://165.221.16.90/dam/ffasforms/currentforms.asp>**

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- file in each CRP contract folder.

Completing CCC-770-CRP's is **mandatory**. CCC-770-CRP's developed by the National Office are the only authorized checklists for CRP. County Offices **shall not** use State- or locally-generated checklists for CRP.

--7 CCC-770-CRP's, CRP Checklists (Continued)*D Spot Check Policy**

CCC-770-CRP's shall be:

- randomly selected for spot check
- spot checked to:
 - verify that it was properly completed and filed
 - ensure accurate approvals and payments were made.

E CED Spot Checks

CED or their designated representative:

- shall select to spot check, the first five CCC-770's completed by FSA employees
- shall randomly spot check a minimum of five CCC-770's for each STC, COC, and/or employee
- shall sign CCC-770-CRP's and check the "Concur" or "Do Not Concur" box for the randomly selected determination or certification changes
- are **not** required to spot check every CCC-770-CRP1, CCC-770-CRP2, CCC-770-CRP3, and/or CRP-770-CRP4 completed in their county
- additional CCC-770's will be required if apparent deficiencies are found during CED reviews
- shall report to COC and the STC representative any CCC-770-CRP's that is checked "Do Not Concur".

F State Office Spot Check Selection

The State Office shall select a minimum of 5, not to exceed 10, spot checks by STC or their representative every FY.--*