

For: State and County Offices

**FY 2009 Conservation Program Rollover, Reconciliation, and eFunds Interaction**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Performing Rollover and Reconciliation**

**A Background**

Notice CRP-638 announced suspending conservation payment processing, both System 36 and web-based, on September 18, 2009. Suspending conservation payment processing will **not** affect certain CCC or CRES ledger operations. Certain conservation ledger operations, including rollover, will be available.

**After:**

- **September 30, 2009**, certain County Office conservation activities **cannot** be performed until FY conservation program rollover has been completed
- **September 25, 2009**, State Office conservation ledger activities **cannot** be performed until FY conservation program rollover has been completed
- rollover, but no later than **January 4, 2010**, State and County Office fiscal yearend reconciliation **must** be completed.

If fiscal yearend reconciliation, ACP-259B, and supporting documentation, is **not** received in KCAO by **January 4, 2010**, conservation programs will be suspended in eFunds for that State until the report is received.

**Note:** Conservation programs included on the reconciliation report are ECP, ECPHGM, ECPHGMP, ECPSOCA, and GRP.

| Disposal Date    | Distribution   |
|------------------|--|
| February 1, 2010 | State Offices; State Offices relay to County Offices |

## Notice CONSV-100

### 1 Performing Rollover and Reconciliation (Continued)

#### B Purpose

This notice advises:

- County Offices to review and use the following procedures to perform county fiscal yearend rollover:
  - CRES system (1-CONSV, Part 12)
  - CCC system (2-CONSV, Part 12)
  - county FY rollover items (subparagraph 2 B)
- State Offices to review and use the following procedures to perform State fiscal yearend rollover:
  - CRES system (1-CONSV, Part 9)
  - CCC system (2-CONSV, Part 16).

If ACP-259B and supporting documentation is **not** received in KCAO from the State Office by **January 4, 2010**, conservation programs will be suspended in eFunds for applicable State until the reconciliation report is received.

### 2 Action

#### A State Office Action

State Offices shall:

- ensure that County Offices follow subparagraph B
- ensure that all technical assistance (TA) checks are recorded as whole dollar amounts in the System 36 automated conservation ledger system according to 1-CONSV, subparagraph 582 D; ECP T/A program payments codes are listed in the following table

| <b>Program</b> | <b>eFunds TA Code</b> | <b>Program Payment Code</b> |
|----------------|-----------------------|-----------------------------|
| ECP            | 4600                  | ECPSCS                      |
| ECPHGM         | 4830                  | ECPGTA                      |
| ECPSOCA        | 4025                  | ECPSOCATA                   |

**Note:** To issue ECP payments, go to the FSA State and County Office CEPD Information Center at <http://dc.ffasintranet.usda.gov/dafp/cepdsto.htm>, and:

- CLICK “**11. Conservation Programs Ledger Management**”
- under “Other Information”, CLICK “**Instructions for Making TA Payments to NRCS**”.

## Notice CONSV-100

### 2 Action (Continued)

#### A State Office Action (Continued)

- address and resolve any reconciliation problem by **COB September 30, 2009**, for all applicable conservation programs, including any differences:
  - between State and County Office ledgers
  - on the Cumulative Reconciliation Report
- complete FY rollover when all County Office progress reports have been transmitted to KCAO, but no later than **October 26, 2009**
- ensure that ACP-259B is completed no later than **January 4, 2010**, as required by 1-CONSV, paragraph 787.

#### B County Office Action

County Offices shall, for all applicable conservation programs:

- follow State Office instructions about allocation increases and decreases that may be needed to reconcile County Office ledgers with State Office ledgers **before** FY rollover
- address all other reconciliation problems by **COB September 30, 2009**, including any differences on the Cumulative Reconciliation Report

**Notes:** Problems not resolved **before** rollover will be compounded by the rollover process. These items should be corrected **before** fiscal yearend to reconcile problems and avoid substantially greater workload.

Necessary corrections can be made to AD-245's and CCC-1245's with final performance recorded during FY 2009 until **March 15, 2010**. After March 15, 2010, access for corrections will **only** be allowed by using a password available from CEPD through the State Office.

- prepare for FY rollover by **COB September 30, 2009**, and complete FY rollover on **October 1, 2009**, according to established procedure
- follow all instructions in this notice.

#### C National Office Record of TA Payments

The National Office will issue FSA-357's at the beginning of the subsequent FY showing TA payments issued.