

For: State and County Offices

CCC Software Modifications Included in County Release Nos. 524 and 525

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

County Release No. 524 included a major software modification to allow EQIP supplemental contracts to be processed. After County Release No. 524 is installed, County Offices will be able to create supplemental contracts when necessary. Some of the reasons a supplemental contract may be needed include:

- successor-in-interest
- a contract has an error, omission, or appeal approved
- farm reconstitution occurs.

County Release No. 525 included EQIP fund codes for 2004, 2 new technical practice codes, and a change to 1 technical practice code. The release of the 2004 fund codes will allow FY 2004 applications to be loaded in the system. Contracts cannot be approved until funds are available.

B Purpose

This notice:

- provides State and County Offices with instructions for processing EQIP supplemental contracts
- informs State and County Offices of changes to the CCC table file.

Disposal Date

August 1, 2004

Distribution

State Offices; State Offices relay to County Offices and NRCS State Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices may contact Sharon Rafter, CEPD at 202-690-1612.

2 Creating a Supplemental Contract

A County Office Action

County Offices shall select option 10 on Menu EEB 200 to create a supplemental contract. This is an example of Menu EEB200.

COMMAND	EEB200	E4
Conservation CCC-1200 Contract Menu		

1. Create CCC-1200	10. Create Supplemental CCC-1200	
2. Update CCC-1200	11. CCC-1200 Reports/Forms Menu	
3. Approval Process		
4. Disapproval Process		
5. Deferral Process		
6. Cancellation Process		
7. Reinstatement Process		
8. Deletion Process		
9. Print CCC-1200		
	20. Return To Application Primary Menu	
	21. Return To Application Selection Screen	
	22. Return To Office Selection Screen	
	23. Return To Primary Selection Menu	
	24. Sign Off	
Cmd3=Previous Menu		
Enter option and press "Enter". <u>10</u>		

On Screen EEB20500, enter the original contract number, and PRESS "Enter". Screen EEB21010 will be displayed.

B Fund Codes

The new contract number, which consists of the original contract number and a suffix, will display on Screen EEB21010. Multiple supplemental contracts can be created from 1 original contract. The suffix will be "A" for the first supplemental, "B" for the second supplemental to that contract, and so forth.

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2 Creating a Supplemental Contract (Continued)

B Fund Codes (Continued)

This is an example of Screen EEB21010 for a supplemental contract.

Conservation CCC-1200 Initial Data Screen	069-NATCHOTICHES	Selection Version: AD35	11-18-2003 10:54	EEB21010 Term E4

Program Code #:	1	Contract Number:	2002 0813 A	
Eligible Program Codes:	1. EQIP			
Fund Code:	<u>229999/2002</u> (Leave blank to list all eligible Fund Codes)			
Does This Contract Have Supplemental Fund Codes (Y or N)?	N			
NRCS Office:	<u>NATCHITOCHE</u> (Leave blank to list all NRCS offices)			
Enter=Continue Cmd4=Previous Screen Cmd7=End				

Verify that the information displayed is accurate for the **supplemental** contract.

The fund code on Screen EEB21010 will be the primary fund code for the supplemental contract and should be the same as the original primary fund code.

ENTER "Y" or "N" to the question, "Does this contract have supplemental fund codes?"

The NRCS Office should remain the same as the original contract.

If "Y" is entered for the question, "Does this contract have supplemental fund codes?", when "Enter" is pressed, Screen EEB21017 will be displayed. Place a "Y" next to the applicable supplemental fund codes for the supplemental contract, and PRESS "Enter". Screen EEB21100 will be displayed.

If "N" is entered for the question, "Does this contract have supplemental fund codes?", when "Enter" is pressed, Screen EEB21100 will be displayed.

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2 Creating a Supplemental Contract (Continued)

D Producer Information

Process Screen EEB21500 according to this table.

Step	Action	Result
1	IF producer... information is correct	THEN... PRESS "Enter". Screen EEB24005 will be displayed.
	needs added	PRESS "Cmd16". Screen EEB21505 will be displayed. Go to step 2.
	needs changed	PRESS "Cmd20". Screen EEB21500 will be displayed. Go to step 3.
	needs deleted	PRESS "Cmd24". Screen EEB21500 will be displayed. Go to step 3.
2	Enter the last 4 digits of the ID number for the producer being added to the contract, or PRESS "Enter" to select from the producers associated to the farm. Select the producer, and PRESS "Enter".	Screen EEB21510 will be displayed. Go to step 4.
3	Enter the number of the applicable producer, and PRESS "Enter".	Screen EEB21510 will be displayed.
4	Enter "Y" or "N" in the "Primary Producer (Y or N)" field, and PRESS "Enter".	Screen EEB21500 will be displayed with the change.
5	After all applicable producer changes have been processed, PRESS "Enter".	Screen EEB24005 will be displayed.

E Practice Information

Screen EEB24005 will display all practices entered on the original contract. County Offices shall delete all practices that have been performed or will be performed on the original contract from the supplemental contract.

Step	Action
1	PRESS "Cmd24".
2	Enter the number of the technical practice, and PRESS "Enter".
3	Enter "Y" or "N" for "Is this the technical code you wish to delete (Y or N)?".
4	If any of the original practices are being used for the supplemental contract, PRESS "Cmd20" to process that practice.
5	Enter the number of the technical practice, and PRESS "Enter".
6	On Screen EEB24015, enter the applicable practice information, and PRESS "Enter".
7	Additional practices may also be added to the supplemental contract. To add new practices, PRESS "Cmd16".
8	Enter the technical code for the practice, and PRESS "Enter".
9	On Screen EEB24015, enter the applicable practice information, and PRESS "Enter".
10	After all practice information is complete, PRESS "Enter" on Screen EEB24005.

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2 Creating a Supplemental Contract (Continued)

F Dates Screen

After "Enter" is pressed on Screen EEB24005, Screen EEB26000 will be displayed with the original application submitted date. If the supplemental contract is the result of a successor-in-interest, enter the date the successor requested the contract. PRESS "Enter".

3 Modifying the Original Contract

A Canceling CCC-1245's Associated to the Original Contract

If any of the practices that are being transferred to the supplemental contract have had a CCC-1245 created, that CCC-1245 must be canceled. After any applicable CCC-1245's have been canceled, the original contract can be modified.

B Reducing the Amount of the Original Contract

It may be necessary to move funds from the original contract for use on the supplemental contract. After any applicable CCC-1245's have been canceled, follow this table to modify the amount of the original contract.

Step	Action
1	On Menu EEB200, select option 3, Approval Process.
2	Enter the contract number, and PRESS "Enter".
3	PRESS "Enter" on each screen until Screen EEB24000 is displayed.
4	In the Change (+/-) field, enter a minus sign and the amount being transferred to the supplemental contract, and PRESS "Enter".

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3 Modifying the Original Contract (Continued)

B Reducing the Amount of the Original Contract (Continued)

This is an example of Screen EEB24000 with the change amount entered.

Conservation CCC-1200 Approval Screen	069-ANY COUNTY Version: AD35	Selection 11-25-2003 12:49	EEB24000 Term E5

Contract Number: 1998 0770	Program: EQIP	Fund Code: 221111/1998	
Farm NO: 1963	Tract NO: 9328		
Producer ID: 444 44 4446 S	Name: LLOYD N MUSHROOM		
		Program Balance:	0
		Overall Contract Value:	6,159
Fund Code: 221111/1998		Contract	
	Change(+/-)	Balances	
C/S Amount Approved:	<u>-807</u>	2,050	
Performance Amount Approved:		1,243	
Performance Amount Earned:		1,243	
Balance Available:		807	
Unapproved Contract Balance:		807	
Amount CCC-1245's Issued:		0	
NO MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

C Removing Technical Practices From the Original Contract

Only practices that were completed under the original contract should remain on the original contract. Technical practices that will be performed under the supplemental contract shall be removed from the original contract according to the following table.

Step	Action
1	When "Enter" is pressed on Screen EEB24000, Screen EEB24005 is displayed.
2	PRESS "Cmd24" on Screen EEB24005.
3	Enter the number of the technical practice.
4	Screen EEB24025 will be displayed with the technical practice information and the question, "Is this the technical code you wish to delete (Y or N)?"
5	Enter "Y", and PRESS "Enter".
6	After all applicable technical practice codes have been deleted, PRESS "Enter" on Screen EEB24005.
7	PRESS "Enter" on Screen EEB26000 to complete the process of modifying the original contract.

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4 Approving the Supplemental Contract

A Approval Process

After all necessary modifications have been made to the original contract, County Offices shall record the approval of the supplemental contract according to the following table. Most of the applicable information was entered during the creation of the supplemental contract. However, funds can only be obligated to the supplemental contract by completing the approval process.

Step	Action	
1	On Menu EEB200, select option 3, Approval Process.	
2	Enter the supplemental contract number, and PRESS "Enter".	
3	PRESS "Enter" on each screen until Screen EEB24000 is displayed.	
4	IF the supplemental contract has...	THEN...
	only 1 fund code	in the Change (+/-) field, enter the approval amount, and PRESS "Enter"
	multiple fund codes	<ul style="list-style-type: none"> • scroll to each applicable fund code • in the Change (+/-) field, enter the approval amount for that fund code • PRESS "Enter".
5	On Screen EEB24005, process technical practices by using "Cmd16" or "Cmd20". After all applicable practices have the approval amount recorded, PRESS "Enter".	
6	On Screen EEB26000, enter the approval date for the supplemental contract and PRESS "Enter".	

5 Changes to the County Office Eligibility Table

A FY 2004 EQIP Fund Codes

County Offices shall:

- make the applicable fund codes eligible on the county eligibility table according to 2-CONSV, paragraph 14
- record CCC-1200 applications for FY 2004 in System 36
- provide producer eligibility and payment limitation information to NRCS for each CCC-1200 application.

Important: FY 2004 EQIP contracts cannot be approved until program funds are allocated to the County Office.

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5 Changes to the County Office Eligibility Table (Continued)

B Technical Practices

NRCS has approved 2 new technical practices for EQIP contracts. County Offices shall make the practices eligible on the county eligibility table if applicable. These 2 practices are:

- Technical Practice Code 592, Feed management
- Technical Practice Code 774, Pothole - wetland for wildlife.

NRCS has also revised the unit definition for Technical Practice Code 100, Comprehensive nutrient management plan, from "acres" to "number". This change requires **no** County Office action.