

For: State and County Offices

**Reports That Assist in Preparing for 2024 CRP Annual Rental
and 2024 Transition Incentive Program (TIP) Payments**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

CRP and TIP payments are issued each year on or about October 1.

In preparation for 2024 CRP and TIP payments, the following reports are available to assist County Offices to ensure that payments are issued promptly and correctly:

- Conservation Contract Maintenance System (CCMS) Status Searches
- CCMS 578 Compliance Report (applicable only for CRP annual payments)
- Common Payment Reports (CPR) Prepayment Report
- Pending Invalid Contract Report
- Deceased Participants Report.

B Purpose

This notice provides guidance on using the reports referenced in subparagraph A.

2 CCMS Status Searches

A Introduction to CCMS Status Searches

Conservation Payments software will **only** queue payments for contracts that are in a CCMS status of:

- Approved
- Expired
- Terminated (Replaced)
- Terminated.

Disposal Date	Distribution
October 1, 2024 5-14-24	State Offices; State Offices relay to County Offices

2 CCMS Status Searches (Continued)

A Introduction to CCMS Status Searches (Continued)

To identify contracts not in an eligible payment status and determine whether a modification can be completed before payments are issued, users will search by the following statuses using the CCMS “contract status” option on the Search Contract Screen:

- Revision Finalized
- Revision in Process
- Revision Pending COC Approval (Finalized)
- Terminated (Pending Finalization and Approval).

B Instructions for Generating CCMS Status Searches

Users will follow 5-CRP, paragraph 8 to search by contract status in CCMS.

Once the user clicks “Search”, if there are contracts in the selected status, the Select Contract Screen will be displayed showing all contracts currently in that status for the selected county. If there are no contracts currently in the selected status, the message, “Error: There were no Contracts found. Please revise your search criteria and try again.” will be displayed.

Note: If there are more than 10 contracts, the results will be displayed on additional pages. Users can navigate to additional pages using the arrows below the list.

C Action on CCMS Status Searches

Follow 5-CRP, Part 2, Sections 2 and 5 to resolve the contracts on the reports before the October payment batch is run.

3 CCMS 578 Compliance Report

A Introduction to CCMS 578 Compliance Report

Users can access the CCMS 578 Compliance Report in CCMS to identify farms that will fail the 578-compliance validation in the Conservation Payments software. Any contract that does not have CRP acres certified or has CRP acres under certified on FSA-578 will display on this report.

The CCMS 578 Compliance Report data was populated on January 1, 2024, for the 2024 payment year. This report can be run at any time, but the data is updated only on a nightly basis. The last update time is posted on the report. If no report is returned, there are no contracts out of compliance for that county.

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3 CCMS 578 Compliance Report (Continued)

B Instructions for Generating CCMS 578 Compliance Report

Users will follow 5-CRP, subparagraph 140 B.

The results will be populated in a separate Excel workbook, which will contain the farm number, contract number, total CRP-1 practice acres, total CRP acres certified, the difference in practice acres and certified acres, and the primary participant's name.

C Action on CCMS 578 Compliance Report

Users will review farms identified on the report to determine whether all FSA-578 data has been correctly loaded and certified in the Crop Acreage Reporting System software.

4 CPR Prepayment Report

A Purpose

The CPR Prepayment Report provides information for payment entities that have payment reductions because of various eligibility conditions.

B Availability

The CPR Prepayment Report is available in early June before the October annual payment run and is disabled after the payment run is complete. The Nonpayment Report will be used to identify nonpayment conditions and reductions after the October annual payment run.

CPR's are available according to the following table.

Report Name	Type of Data	Reference
Prepayment Report	Live	9-CM, paragraph 71
Nonpayment/Reduction Report	Live	9-CM, paragraph 66

Note: See 9-CM, paragraph 52 for instructions on accessing the Common Payment Reports System.

5 CCMS Validity Indicator

A Overview

CCMS has begun processing messages from both the Farm Records and SCIMS applications. When a notification is received, CCMS compares the elements on the contract with the elements in Farm Records and SCIMS to determine whether the change impacts the contract to the point that the current contract would not pass the validations normally applied at the time of COC approval.

The contract validity indicator value is not tied directly to the payment process; however, many of the reasons that the contract will be set to invalid will also cause a payment failure. Users will follow 5-CRP, paragraph 100 for more information on the validity indicator.

B Pending Invalid Contract Report

A county level Pending Invalid Contract Report was created to provide a list of contracts that have an “Invalid” indicator. This report can be used to identify contracts with issues that will impact payments.

The report can be accessed by clicking on the “County Reports” tab on the CCMS Menu and selecting “Pending Invalid Contract Report” from the “Report to Generate” drop-down list. Users will follow 5-CRP, subparagraph 140 B to run the Pending Invalid Contract Report.

6 CRP-1/CRP-1R and Deceased Participants

A Overview

Deceased participants must be removed from CRP-1/CRP-1R within 10 workdays from the date the County Office becomes aware of the death of the participant. If Business Partner is the method of notification, the 10 workdays are from the date the County Office confirms the participant’s death according to 11-CM, paragraph 151. See 2-CRP, subparagraphs 554 D and F.

A deceased participant with a share of zero must be removed from CRP-1/CRP-1R regardless of whether the participant is still listed as an owner on the deed, purchase contract, or other acceptable document that affirms ownership.

The County Office must initiate a revision to CRP-1 when a participant with a share greater than zero is deceased, regardless of whether the participant is still listed as an owner on the deed, purchase contract, or other acceptable document that affirms ownership.

The deceased participant may receive a prorated payment from October 1 to the date of death.

6 CRP-1/CRP-1R and Deceased Participants (Continued)

B Deceased Participant Reports

The Conservation Division provides all State Office quarterly reports that identify CRP-1's and CRP-1R's that include a deceased participant.

The CRP CCMS Invalid Contract Report identifies CRP-1's and CRP-1R's, by State, county, and CRP-1/CRP-1R number, that include a participant after the date of death of the participant recorded in Business Partner. This report identifies all such CRP-1's and CRP-1R's regardless of the status.

The CRP Deceased Report also identifies CRP-1's and CRP-1R's, by State, county, and CRP-1/CRP-1R number, that include a participant after the date of death and Death Confirmed flag of the participant recorded in Customer Relationship Management/Business Practice. However, this report identifies only those CRP-1's and CRP-1R's that are in an approved status. The report also provides additional information, such as the participant's name, the date of death recorded in Customer Relationship Management/Business Practice, and the number of days since the date of death.

State and County Offices will use these reports to identify CRP-1's and CRP-1R's that need to be revised to remove the deceased participant, including participants with a zero share, from CRP-1/CRP-1R according to 2-CRP and 5-CRP.

Removing deceased participants from CRP-1 and CRP-1R will help ensure that CRP payments are accurate and timely and reduce County Office workload during CRP and TIP payment processing.

C Availability

The Conservation Division provides all State Office quarterly reports that identify CRP-1's and CRP-1R's that do not meet 1 or more of the contract validity criteria.

The CRP CCMS Invalid Contract Report identifies CRP-1's and CRP-1R's, by State, county, and CRP-1/CRP-1R number, with an invalid status. The report also provides the reason for the invalid status, including but not limited to missing producer, invalid producer, and deceased producer. See 5-CRP, paragraph 100 for determining contract validity and the applicable corrective action.

State and County Offices will use the CRP CCMS Invalid Contract Report to identify CRP-1's and CRP-1R's, Farm Records data, and Business Partner data that need to be reviewed to ensure that CRP-1's and CRP-1R's are accurate, and to make needed corrections.

Correcting CRP-1/CRP-1R timely will help ensure that CRP and TIP payments are accurate and issued timely and reduce County Office workload during CRP and TIP payment processing.

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7 Action

A State Office Action

State Offices will ensure that County Offices:

- follow the instructions in this notice
- are using the reports in preparation for the 2024 payment run.

B County Office Action

County Offices will:

- follow the instructions in this notice
- use the available reports in preparation for the 2024 payment run.