

**For:** State Offices and Service Centers

**Postsignup Information for CRP Signup 20**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Process Summary**

**A**

**Purpose**

CRP signup 20 period is scheduled to end February 11, 2000. This notice provides information about the postsignup process.

**B**

**Signup Activities**

The following table describes the postsignup activities in order of occurrence.

Step	Action
1	<p>Service Centers must transmit all <b>eligible</b> offer records to the State Office by March 8, 2000.</p> <p><b>Important:</b> Service Centers shall enter and transmit only eligible offers. <b>All</b> eligibility determinations must be completed before offers are entered into System/36.</p> <p>When received, State Offices shall immediately:</p> <ul style="list-style-type: none"> <li>• review the data for errors</li> <li>• if needed, have Service Centers correct errors and retransmit the records to the State Office.</li> </ul> <p><b>Note:</b> Service Centers that do not receive any eligible offers by the end of signup shall notify the State Office by telephone or FAX of a negative report within 2 workdays after the end of the signup period.</p>

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<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2000	State Offices; State Offices relay to Service Centers and NRCS State Offices; FS, 20; CSREES, 5

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**1 Process Summary (Continued)**

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**B  
Signup Activities  
(Continued)**

Step	Action
2	<p>State Offices must, by March 13, 2000:</p> <ul style="list-style-type: none"> <li>• send the final transmission for all Service Centers with eligible offers to KCMO according to 1-CRP, paragraph 232.10</li> <li>• contact Karen McGinnis, KCMO, at 816-926-2164, to notify KCMO when offer file transmissions are being sent.</li> </ul> <p><b>Note:</b> By February 18, 2000, State Offices that received negative reports from all Service Centers, shall notify Karen McGinnis, KCMO, at 816-926-2164 of a negative report for the State.</p>
3	<p>CEPD and KCMO review transmitted files and post invalid and questionable records for the applicable State Office and Service Center for review, correction, as appropriate, and retransmission to KCMO. Reports will be available in MS Word format at “State Office CRP Information Center” intranet site: <b><a href="http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm">http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm</a></b>. KCMO, Analysis and Procedures Division shall notify State Offices of report posting through BBS messages for each report cycle.</p> <p>Within 5 workdays of being notified of invalid or questionable offer data, State Offices shall make corrections, when applicable, and retransmit offer records to KCMO. A second and third cycle of validation reports will be posted to the intranet, as needed, before offers are ranked.</p>
4	<p>After the final cycle of validation reports, points for the cost factor (N7) will be assigned by the National Office according to 2-CRP, Exhibit 19.</p>
5	<p>CEPD and KCMO process and rank all offers based on the National ranking plan. State ranking plans (that is, any modification to the EBI in 2-CRP, Exhibit 19) were <b>not</b> authorized for signup 20.</p>
6	<p>DAFP will issue a CRP notice to State Offices and Service Centers with a list of acceptable and rejected offers. The notice will include provisions for:</p> <ul style="list-style-type: none"> <li>• handling records omitted from the transmission that are later determined acceptable</li> <li>• transmitted records that contain erroneous data</li> <li>• handling appeals.</li> </ul>

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### 1 Process Summary (Continued)

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#### C

##### Using Registers

For signup 20, Service Centers may complete a register of producers at the Service Center. See 2-CRP, paragraph 152.

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#### D

##### Late-Filed Offers

For signup 20, only eligible offers submitted by COB February 11, 2000, may be processed. COC shall reject all late-filed offers and notify producers according to 2-CRP, Exhibit 12.

**Notes:** Producers listed on a register, if applicable, are not considered late-filed. See 2-CRP, paragraph 152.

Both CRP-1 and CRP-2 must be completed and signed by at least 1 eligible producer before COB February 11, 2000, to be considered an offer. Submission of either CRP-1 or CRP-2 alone does not constitute an offer.

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#### E

##### Transmitting Offers

For signup 20, only **eligible** offers shall be transmitted to the State Office and KCMO, as applicable. If there is a question as to the eligibility of the offer, the Service Center shall **not** transmit the offer to the State Office. CRP-1 and CRP-2 must contain at least 1 eligible signature to be transmitted. See 2-CRP, paragraph 159.

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#### F

##### Requests for Information

All requests for data shall be handled according to 2-INFO. All requests for data must be in writing. See 2-CRP, paragraph 159.

CRP offer data has been determined to be **market sensitive**. Signup 20 offer data, or related enrollment information, shall **not** be released to the public until after a National level press release has been issued announcing the results of the signup. Summary statistics for general distribution to the public will be posted on the Internet at <http://www.fsa.usda.gov/dafp/cepd/crpinfo.htm>.

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### 2 Action

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#### A State Office Action

State Offices shall:

- immediately provide NRCS State Offices and Service Centers a copy of this notice
  - transmit eligible offers or submit negative reports to KCMO according to paragraph 1
  - make CRP signup 20 a high priority when setting workload priorities and scheduling office activities.
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#### B Service Center Action

Service Centers shall:

- immediately provide a copy of this notice to their local NRCS Office and conservation district
  - establish a register for producers according to subparagraph 1 C and 2-CRP, paragraph 152, if needed
  - ensure that CRP-1's and CRP-2's contain at least 1 eligible signature
  - transmit only **eligible** offers to the State Office according to this notice and 1-CRP, paragraph 231.9
  - submit negative reports to the State Office according to this notice
  - handle requests for data according to this notice, 2-INFO, and 2-CRP, paragraph 159
  - make CRP signup 20 a high priority when setting workload priorities and scheduling office activities.
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#### C COC Action

COC's shall:

- reject all late-filed offers according to subparagraph 1 D
  - use CRP-26 to notify producers of rejected offer. See 2-CRP, Exhibit 12.
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#### D NRCS Concurrence

NRCS National Office has concurred with this notice.

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