

For: State Offices and Service Centers

Canceling CRP Annual Payments With Incorrect Offsets

Approved by: Deputy Administrator, Farm Programs



1 Canceling Payments With Incorrect Offsets

A

Purpose

This notice specifies that monetary amount corrections for XXHAYGRZ and XXCRPRED shall be corrected by canceling the payable through the **CRP software** application.

B

**Canceling Issued
CRP Payments**

To cancel CRP payments follow the steps **in order**, and enter **only** the responses as indicated in the following table.

Step	Action	Result
1	On Menu FAX250: <ul style="list-style-type: none"> • enter the appropriate County Office option 3 or 4 • PRESS "Enter". 	Menu FAX07001 will be displayed.
2	On Menu FAX07001: <ul style="list-style-type: none"> • ENTER "5", "Conservation" • PRESS "Enter". 	Menu EEA000 will be displayed.
3	On Menu EEA000: <ul style="list-style-type: none"> • ENTER "3", "CRP Contract File" • PRESS "Enter". 	Menu EPCA00 will be displayed.

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Disposal Date	Distribution
September 1, 2001	State Offices; State Offices relay to Service Centers

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1 Canceling Payments With Incorrect Offsets (Continued)

**B
Canceling Issued
CRP Payments
(Continued)**

Step	Action	Result
4	On Menu EPCA00: <ul style="list-style-type: none"> • ENTER "6", "Annual Payment Activity" • PRESS "Enter". 	Screen EPCJ0001 will be displayed.
5	On Screen EPCJ0001: <ul style="list-style-type: none"> • ENTER "4", "Perform Special Payment Processing" • PRESS "Enter". 	Screen EPCJ0501 will be displayed.
6	On Screen EPCJ0501: <ul style="list-style-type: none"> • ENTER "3", "Cancel issued CRP payment" • enter FY for which installment payments are being made "2000" • PRESS "Enter". 	Screen EPCL2001 will be displayed.
7	On Screen EPCL2001: <ul style="list-style-type: none"> • enter CRP-1 number • PRESS "Field Exit" • answer the question, "Is there another CRP Contract to enter? (Y or N)" • PRESS "Enter". <p>Note: If left blank, the system will default to "N".</p>	Screen MGCRVE01 will be displayed.
8	On Screen MGCRVE01: <ul style="list-style-type: none"> • ENTER "X" in the SEL column to select the control number for payable for cancellation processing • PRESS "Enter". 	Screen MGCRVE01 will be redisplayed.
9	On redisplayed Screen MGCRVE01, the message, "If selection is correct, PRESS 'Enter' to verify", will be displayed. If displayed data is: <ul style="list-style-type: none"> • incorrect, make correct selection • correct, PRESS "Enter" to continue. 	<p>Screen ANK52010 will be displayed, if CCC-184 was issued.</p> <p>Screen ANK52040, if still on file, or Screen ANK52020, if queued, will be displayed if EFT was payment method.</p>

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1 Canceling Payments With Incorrect Offsets (Continued)

**B
Canceling Issued
CRP Payments
(Continued)**

Step	Action	Result
10a	<p>On Screen ANK52010:</p> <ul style="list-style-type: none"> • verify that all data displayed is for the correct producer and amount • PRESS “Print” and reset • ENTER “Y” to answer the question, “Is the check to be canceled available” • PRESS “Enter”. <p>Note: If Screen ANK52020 is displayed, PRESS “Cmd6”, “Show Checks”. Screen ANK52025 will be displayed. PRESS “Cmd2” to return to Screen ANK52010. If not changed, amount will be set up as a receivable.</p>	<p>Screen ABK53005 will be displayed.</p> <p>Go to step 12.</p>
10b	On Screen ANK52040, PRESS “Enter”.	
10c	On Screen ANK52020, PRESS “Enter”.	Screen ANK52020 will be redisplayed.
11	On redisplayed Screen ANK52020, ENTER “N” to “Do you want an initial notification letter?” and PRESS “Enter”.	Screen AQKPRT01 will be displayed.
11a	<p>On Screen AQKPRT01:</p> <ul style="list-style-type: none"> • enter the printer ID to be used to print the Receivable Establishment Verification Report • PRESS “Enter”. 	<p>Report will be produced.</p> <p>Screen AQKCFM01 will be displayed.</p>
11b	On Screen AQKCFM01, enter if printing was satisfactory or not and PRESS “Enter”.	Screen ABK53005 will be displayed.
12	<p>On Screen ABK53005:</p> <ul style="list-style-type: none"> • enter or change the printer number, number of copies, and if bar code shall be printed on the producer’s Disbursement Statement • PRESS “Enter”. <p>Note: Only laser printers will print bar codes.</p>	<p>Producer’s Disbursement Statement will be printed.</p> <p>Screen ABK53010 will be displayed.</p>
13	On Screen ABK53010, ENTER “1” or “2” to indicate successful printing and PRESS “Enter”.	Screen EPCJ0501 will be redisplayed.

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1 Canceling Payments With Incorrect Offsets (Continued)

C

**Producer's
Disbursement
Statement**

This is an example of a producer's Disbursement Statement after a correct cancellation with CCC-184 has been completed.

United States Department of Agriculture	Farm Service Agency	MESA COUNTY FSA OFFICE 2754 COMPASS DRIVE ST 130 GRAND JUNCTION, CO 81506-8796
Date 10/10/2000 Time 11:33 Statement Type R Correction	Program 93CRP Application Conservation Reserve	Phone 303-242-9133
	CRP Payment Year 2000	PAGE 1
Name:	JAMES POWELL PO BOX 51 COLUMBUS, OH 58727-0051	
RETAIN FOR TAX PURPOSES — —	Producer ID 501 22 6533 S	Disbursement Statement — —
<u>Transaction Information</u>		
<u>Reference Number(s)</u>	<u>Transaction</u>	<u>Amount</u> <u>STAT</u> <u>Payment Description</u>
Contract 0073A	E129700104	CAN 476.00 CONSV RESV ANNUAL - CCC FUNDED
		476.00 Total Payments (Transactions)
<u>Correction Information</u>		
Issue	ACH/CHECK	
	Offset	
<u>Date</u>	<u>Cancel</u>	<u>RECVBL</u>
10/04/00	71467438	45.00
		431.00
		1990 Haying/Grazing Reduction JAMES POWELL
*** End of Report ***		

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2 Correcting Producer's XXHAYGRZ and XXCRPRED Reductions

A

Adjusting Screen EPCJ7301 for Additional Payment To correct the wrong amount previously entered in the “prorated”, “hay/graze”, or “unauthorized use” fields causing an incorrect underpaid ACH or CCC-184 for the producer, follow the steps and enter **only** the responses as indicated in the following table.

Step	Action	Result
1	On Menu EPCA00: <ul style="list-style-type: none"> • ENTER “6”, “Annual Payment Activity” • PRESS “Enter”. 	Screen EPCJ0001 will be displayed.
2	On Screen EPCJ0001: <ul style="list-style-type: none"> • ENTER “2”, “Select Producers for Special Payment and/or Reduction Processing” • PRESS “Enter”. 	Screen EPCJ0001 will be redisplayed.
3	On redisplayed Screen EPCJ0001: <ul style="list-style-type: none"> • enter FY for which special payments or reductions are being made “2000” • PRESS “Enter”. 	Screen EPCJ1501 will be displayed.
4	On Screen EPCJ1501: <ul style="list-style-type: none"> • enter CRP-1 number • PRESS “Field Exit” • answer the question, “Is there another CRP contract to enter? (Y or N)” • PRESS “Enter”. <p>Note: If left blank, the system will default to “N”.</p>	Screen EPCJ7001 will be displayed.
5	On Screen EPCJ7001, ENTER: <ul style="list-style-type: none"> • “ALL” for selection of all producers on the contract or PRESS “Field Exit” • “S” in front of producer’s name from the displayed list and PRESS “Enter”. 	Screen EPCJ7301 will be displayed.

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2 Correcting Producer's XXHAYGRZ and XXCRPRED Reductions (Continued)

A
Adjusting Screen
EPCJ7301 for
Additional
Payment
(Continued)

Step	Action	Result
6	On Screen EPCJ7301: <ul style="list-style-type: none"> • adjust the incorrect reduction amount • PRESS "Enter". 	Screen EPCJ7301 will be redisplayed.
7	On redisplayed Screen EPCJ7301, verify that correct data is displayed and PRESS "Enter".	Screen EPCJ7501 will be displayed with files being updated. Screen EPCJ0001 will be redisplayed.

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3 Re-Entering Producer's Original CCC-184 After Cancellation

A

Recording

**Adjusted Manual
CCC-184's**

To record original CCC-184's and the corrected adjustment amounts when the producer has cashed the original CCC-184, enter **only** the responses as indicated in the following table.

Step	Action	Result
1	On Screen EPCJ0001: <ul style="list-style-type: none"> • ENTER "4", "Perform Special Payment Processing" • PRESS "Enter". 	Screen EPCJ0501 will be displayed.
2	On Screen EPCJ0501: <ul style="list-style-type: none"> • ENTER "2", "Record manual payment" • enter FY for which installment payments are being made "2000" • PRESS "Enter". 	Screen EPCJ1001 will be displayed.
3	On Screen EPCJ1001: <ul style="list-style-type: none"> • enter CRP-1 number • PRESS "Field Exit" • answer the question, "Is there another CRP Contract to enter? (Y or N)" • PRESS "Enter". <p>Note: If left blank, the system will default to "N".</p>	Screen EPCJ7101 will be displayed.
4	On Screen EPCJ7101, ENTER: <ul style="list-style-type: none"> • "ALL" for selection of all producers on the contract or PRESS "Field Exit" • "S" in front of producer's name from the displayed list, and PRESS "Cmd5" to complete transaction. 	Several reports will be calculated for processing. Screen FAX46501 will be displayed.
5	On Screen FAX46501: <ul style="list-style-type: none"> • make necessary printer or form number changes • PRESS "Enter". 	Reports EPCK50-R001, EPCK52-R001, and EPCK63-R001 will be printed. Screen EPCL1001 will be displayed.

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3 Re-Entering Producer’s Original CCC-184 After Cancellation (Continued)

**A
Recording
Adjusted Manual
CCC-184’s
(Continued)**

Step	Action	Result
6	<p>On Screen EPCL1001:</p> <ul style="list-style-type: none"> • type over the displayed “Remaining Payment Amount” data field with the following and PRESS “Field Exit”: • sum of the producer’s original payment and any additional offset • new adjusted reduction amount <p>Example: Producer was due \$1,000. A reduction of \$400 for 93HAYGRZ was reduced. The producer appealed the \$400 amount and got it reduced to \$200. Producer actually received CCC-184 in the amount of \$600.</p> <p>Use producer Disbursement Statement to get the date, CCC-184 number, and original amount for the producer.</p> <p>Type over the \$1,000 displayed with \$800. This is the original CCC-184 amount of \$600, plus \$200, the new reduction amount. The system will reduce the new reduction from the first entry of \$800, thus leaving the producer’s original amount of \$600.</p> <ul style="list-style-type: none"> • enter the manual CCC-184 date <p>Note: Use the date printed on the original CCC-184 that the producer has cashed.</p> <ul style="list-style-type: none"> • ENTER “Y” to the question, “Verify Unauthorized Uses or Haying/Grazing Reduction (amount displayed here) was deducted?”: <p>Note: This amount will be deducted from the amount entered in the first bullet of this step.</p> <ul style="list-style-type: none"> • PRESS “Enter” if correct • PRESS “Cmd2” if incorrect and make necessary corrections, then start over again. 	<p>Reports EPCK68-R001 and EPCK68-R004 will be printed.</p> <p>A message screen will be displayed with the statement, “Payment records have been created, Do you wish to continue?”. ENTER “Y” and PRESS “Enter”.</p> <p>Screen MGCRXE01 will be displayed.</p>

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3 Re-Entering Producer's Original CCC-184 After Cancellation (Continued)

A

**Recording
Adjusted Manual
CCC-184's
(Continued)**

Step	Action	Result
7	<p>On Screen MGCRXE01:</p> <ul style="list-style-type: none"> • PRESS "Tab" • ENTER "Y" in front of "M" for manual payment work records to be processed • PRESS "Enter". 	Screen ABK10001 will be displayed.
8	<p>On Screen ABK10001, review the amount listed in the "Manual Amount remaining to be disbursed" line. This amount should already be minus the new reduction entered with the producer's original payment.</p> <p>Note: This amount will be credited to the producer if no other checks were previously added at the beginning of the payment process on Screen EPCL1001.</p> <p>If correct, ENTER "N" to answer the question, "Are there additional payments to be entered?", and PRESS "Enter".</p> <p>Note: If multiple CCC-184's were canceled that were written to CCC, or for an assignment or for a joint payment, answer the question with "Y" until the last original CCC-184 has been re-entered. The remaining displayed amount could be zero or the producer's already cashed CCC-184. ENTER "N" and PRESS "Enter".</p>	Screen ABK10001 will be redisplayed.
9	<p>On redisplayed Screen ABK10001:</p> <ul style="list-style-type: none"> • verify that all data is correct • PRESS "Enter". 	<p>Screen ANK30010 will be displayed with all previously entered data.</p> <p>Follow 1-CRP, paragraph 359.6.</p>

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4 Writing Additional ACH's or CCC-184's Due Producer After Adjustment

A

Issuing Additional ACH or CCC-184

Follow 1-CRP, paragraph 358 to issue the producer's additional ACH or CCC-184 after adjustment, if required.

Note: Ensure that the correct amount owed is displayed on Screen EPCL1001 before continuing.

5 Correcting Electronic Fund Transfers

A

Electronic Fund Transfers Not Transmitted

If electronic fund transfer has **not been queued and transmitted:**

- cancel through CRP application
 - make payment again **after** correcting reduction, according to paragraph 3.
-

B

Producer Underpaid

If the producer is found to be **underpaid** after the correction, make an additional payment through CRP special payment processing according to 1-CRP, paragraph 358.

C

Electronic Fund Transfers Queued

If electronic fund transfer have been queued and then canceled, a receivable has been established.

Correct the receivable according to the following:

- correct the reduction amount, according to paragraph 3, and make payment through CRP special payment processing in 1-CRP, paragraph 358
- enter the amount needed out of the reissuance to repay the cancellation CRP receivable on Screen ABK10001 in the "Receivable Data" field and ENTER "N" to answer the question
- use this CCC-184, written to CCC, to repay the receivable using the receivable software.

If the corrected payment amount is **not** enough to satisfy the entire established receivable, send initial notification letter for balance due **after** applying the collection through the receivable software.

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6 Action

A Service Center Action

Service Centers shall:

- follow the instructions in this notice to ensure that any corrections are completed properly

Note: If there are questions, **contact the State Office before starting the process**, if adjustment is necessary.

- process the underpaid report according to 1-CRP, paragraph 391
- process the overpayment report according to 1-CRP, paragraph 427.

Note: If **several months** pass and the producers still remain on the report, contact the National Help Desk through the State Office computer specialist. There could be a problem and it would need to be resolved before payments become due for the next year.

B State Office Action

State Offices shall ensure that **all** Service Centers questions are resolved as soon as possible to alleviate any possible problems correcting of CCC-184's and electronic fund transfers **before** being queued.
