

For: State and County Offices

**CRP Contract Modifications and Pending Acreage Expiration Letters**

Approved by: Acting Deputy Administrator, Farm Programs

*Bradley Karmen*

**1 Overview**

**A**

**Background**

Recently, the National Office has received inquiries about software to:

- record CRP contract modifications
- process CRP pending acreage expiration letters.

**B**

**Purpose**

This notice advises State and County Offices of:

- the availability and use of software to record contract modifications according to Notice CRP-394
- information and suggestions for processing Notification of Pending Acreage Expiration Letters:
  - in general
  - when Notice CRP-394 and/or Notice CRP-401 extensions may be involved.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2002	State Offices; State Offices relay to County Offices

## Notice CRP-403

### 2 Software for CRP 1-Year Contract Modifications

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#### A

#### County Releases

Software to record CRP 1-year modifications approved according to Notice CRP-394 is included in **County Release No. 487**, which was scheduled to be received in County Offices the week of June 10, 2002.

**Note:** 1-CRP (Rev. 1), Amendment 47, transmittal indicated that the software to record these modifications would be available in August. However, it is ready earlier than the original projection.

After the release is installed, County Offices will be able to record the modifications according to 1-CRP (Rev. 1), paragraph 601, through CRP Contracts - Modification Menu EPCF00, option 9.

**Reminder:** Software to record CRP 1-year contract modifications for hardwood tree practices, according to Notice CRP-401, will be included in **County Release No. 489**.

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### 3 CRP Pending Acreage Expiration Letters

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#### A

#### Batch Printing Problem

When the selection is made to print the Notification of Pending Acreage Expiration Letters for all eligible contracts at 1 time (batch), letters may not print for all eligible contracts.

**Note:** The batch print is done by entering "ALL" in the contract number field on Screen EPCE2101 when processing the options for expiration letters for contracts with reductions and without reductions.

Letters for FY 2002 will not print for contracts that have both of the following conditions:

- letter(s) were generated for the contract in FY 2001
- the contract was extended for another year.

Currently, the only way to print a letter for these contracts is by either:

- individual contract number
- for a range of contract numbers.

Letters will print for all contracts eligible to expire that did not have extensions recorded in FY 2001.

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## Notice CRP-403

### 3 CRP Pending Expiration Letters (Continued)

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#### B

##### Modified Software to Batch Print Letters

The CRP software will be modified to enable the Notification of Pending Acreage Expiration Letters to be printed in batch, for **all** eligible contracts at 1 time.

Software will be broadcast **June 18, 2002**, and included in County Release No. 489.

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#### C

##### Effects of Modified Letter Software

The following are effects of using the “ALL” option after the modified letter software has been received.

- The option **can be** reused. Before the software modification, it could be used only once per year.
- Letters will print for all contracts due to expire in the year entered every time the option is used.
- The current date will print on the letters and in the “Notification-Pending Acreage Expiration Letter Dated” column on the Notification of Pending Acres Expiration Letter for Expiration Year YYYY Report.

**Note:** “YYYY” represents the year for which the report is selected to print.

**Example:** The “ALL” option is used to print pending acreage expiration letters on June 25, 2002. That date will print on each letter and the report for FY 2002.

Although unlikely, if the letters are generated again on July 1, 2002, using the “ALL” option, July 1, 2002, will print on each letter and the report.

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## Notice CRP-403

### 4 Handling Pending Expiration Letters and Notice CRP-394 Extensions

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#### A

#### Suggestions

This paragraph provides **suggestions** to address a variety of situations County Offices may encounter in processing pending acreage expiration letters and 1-year extensions for Notice CRP-394.

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#### B

#### County Office Action

County Offices shall ensure that all:

- pending acreage expiration letters are sent to applicable participants

**Note:** Pending acreage expiration letters are not to be sent to participants who have extended their contracts according to Notice CRP-394.

- Notice CRP-394 extensions are recorded in the system preferably upon installing County Release No. 487, but no later than September 30, 2002.

The suggestions in this paragraph are intended to assist County Offices to complete these tasks. Completing these tasks is required; using the suggestions, as applicable, is at the discretion of County Offices.

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#### C

#### Letters Have Not Been Printed

If pending acreage expiration letters have **not** been printed:

- install County Release No. 487 upon receipt
- ensure that the updated letter software in subparagraph 3B has been received
- record all contract extensions for Notice CRP-394, as applicable
- print and send pending acreage expiration letters

**Note:** Any of the 3 options available to print letters may be used. They will all function properly.

- print “Notification of Pending Acres Expiration Letter for Expiration Year 2002” through:
    - CRP Contract File Menu EPCA00, option 5, “Reports/Letters”
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## Notice CRP-403

### 4 Handling Pending Acreage Expiration Letters and Notice CRP-394 Extensions (Continued)

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#### C

##### Letters Have Not Been Printed (Continued)

- CRP Contracts Report Selection Menu EPCE00, option 15, “Letters and Letter Reports”
  - CRP Contracts Letters/Reports Menu EPCE02, option 2, “Notification of Pending Acreage Expiration Letter Report”
  - ensure that letter(s) have been generated for all contracts on the report by verifying that the “Notification-Pending Acreage Expiration Letter Dated” column contains a date with the year “2002” for every contract listed.
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#### D

##### Some Letters Have Been Printed But Not Sent

This addresses County Offices that have all of the following conditions:

- signup 11 contracts that were extended in FY 2001
- those contracts are due to expire September 30, 2002, unless extended for an additional FY according to Notice CRP-394
- the “ALL” option was used to print pending acreage expiration letters
- only some of the letters printed because of the problem in subparagraph 3 A
- none of the letters that printed have been sent.

County Offices with this situation shall:

- dispose of the letters that were printed
- follow the instructions in subparagraph C.

**Note:** Use the “ALL” option to print the entire batch of letters. Letters for **all** eligible contracts will print. This includes letters that were printed and subsequently disposed of according to this subparagraph and letters that were not printed because of the problem described in subparagraph 3 A.

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## Notice CRP-403

### **4 Handling Pending Acreage Expiration Letters and Notice CRP-394 Extensions (Continued)**

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#### **E**

##### **Some Letters Have Been Sent**

This applies to County Offices that have sent only some pending acreage expiration letters. This juncture may have been reached in any number of ways. County Offices in this situation may or may not have Notice CRP-394 contract extensions.

Complete the following, as applicable, to ensure that all pending acreage expiration letters are correctly sent.

- Install County Release No. 487 upon receipt.
  - Ensure that the updated letter software in subparagraph 3B has been received.
  - Record all contract extensions for Notice CRP-394, as applicable.
  - Print “Notification of Pending Acres Expiration Letter for Expiration Year 2002” according to subparagraph C.
  - Ensure that letter(s) have been generated for all contracts on the report by verifying that the “Notification-Pending Acreage Expiration Letter Dated” column contains a date with the year “2002” for every contract listed.
  - Handle any letters sent erroneously according to the third bullet in subparagraph G.
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#### **F**

##### **All Letters Have Been Sent**

If all pending acreage expiration letters have been sent:

- print and verify “Notification of Pending Acres Expiration Letter for Expiration Year 2002” according to subparagraph C
- handle any letters sent erroneously according to subparagraph G.

These actions may be done at any time. They are not dependent on County Release No. 487 or the receipt of the updated letter software.

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## Notice CRP-403

### 4 Handling Pending Acreage Expiration Letters and Notice CRP-394 Extensions (Continued)

#### G

##### Letters Sent to Participants With Extensions

If pending acreage expiration letters were erroneously sent to participants that have extended their contracts according to Notice CRP-394:

- install County Release No. 487 upon receipt
  - record all contract extensions for Notice CRP-394
  - notify the participants that their contracts will **not** expire September 30, 2002.
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#### H

##### Requests Waiting for National Office Response

If late-filed extension requests were submitted for Notice CRP-394, do not send any notification to participants until a decision has been received from the National Office.

If the National Office decision about the extension is to:

- approve it, record the extension in the system and notify the participant of the extension
  - disapprove it, notify the participant of the disapproval and send a pending acreage expiration letter.
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### 5 Handling Pending Acreage Expiration Letters and Notice CRP-401 Extensions

#### A

##### When Not to Send Letters

County Offices shall not send pending acreage expiration letters to participants who have submitted requests to extend their contracts according to Notice CRP-401. If the batch printing process is used, simply pull out the letters that should not be sent to participants.

**Suggestions:** Do not send pending acreage expiration letters to participants that are eligible for extensions according to Notice CRP-401 and have **not** yet submitted requests to extend their contracts.

After the end of the signup period in Notice CRP-401, immediately print and send pending acreage expiration letters to participants who did not submit requests to extend their contracts by the end of the signup period.

Generate the letters by individual contract numbers through CRP Contracts Letters/Reports Menu EPCE02, option 1 or 6.

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