

**For:** State and County Offices

**Post Signup Information for CRP Signup 26**

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



**1 Post Signup Information**

**A Purpose**

CRP signup 26 period ends June 13, 2003. This notice provides information about the post signup process.

**B Signup Activities**

The following table describes the post signup activities in order of occurrence.

Step	Action
1	<p>After signup, CEPD and KC-ITSDO shall review transmitted files and post validation reports to <a href="http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm">http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm</a> for County Offices to review for correction, and, as appropriate, retransmission to KC-ITSDO.</p> <p>Within 5 workdays of being notified of invalid or questionable offer data, County Offices shall modify offers as necessary, and retransmit offer records to KC-ITSDO according to Notice CRP-434. A second and third cycle of validation reports may also be posted to the website, as needed, before offers are ranked by CEPD.</p>

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2003	State Offices; State Offices relay to County Offices

## Notice CRP-438

### 1 Post Signup Information (Continued)

#### B Signup Activities (Continued)

Step	Action
2	<p>County Offices shall, by the final transmission deadline of July 11, 2003:</p> <ul style="list-style-type: none"><li>• ensure that the latest Access General Signup System (AGSS) software patch has been installed on all PC's used to process or transmit offers</li><li>• complete all eligibility determinations and code ineligible offers in AGSS, according to Notice CRP-434, subparagraph 9 D</li><li>• complete or delete all partial offer records, according to Notice CRP-434, subparagraph 9 D</li><li>• transmit all offer records to KC-ITSDO.</li></ul>
3	<p>County Offices shall, by the verification deadline of July 18, 2003, verify offer totals are correct, and that ranking data provided on the offer records website matches both AGSS and the printed CRP-1 and CRP-2 records, according to Notice CRP-434, subparagraph 10 A.</p> <p><b>Note:</b> County Offices that had difficulty transmitting offers are encouraged to use these web-based reports to verify transmission success before this deadline.</p>
4	<p>After the final cycle of validation reports, points for the cost factor (N6a) will be assigned to each offer by the National Office according to 2-CRP, Exhibit 19.</p>
5	<p>CEPD and KC-ITSDO shall process and rank all offers based on the National ranking plan.</p>
6	<p>DAFP will issue a CRP notice to State and County Offices to provide whether the offer was acceptable or rejected. The notice will include provisions for:</p> <ul style="list-style-type: none"><li>• handling records omitted from the transmission that are later determined eligible for participation</li><li>• transmitted records that contain erroneous data</li><li>• handling appeals</li><li>• handle offers in counties effected by the 25 percent total county crop land limit.</li></ul>

## Notice CRP-438

### 1 Post Signup Information (Continued)

#### C Using Registers

For signup 26, County Offices shall complete a register of producers at the County Office as of COB June 13, 2003, according to 2-CRP, paragraph 194.

#### D Late-Filed Offers

For signup 26, offers filed by COB June 13, 2003, are eligible to be processed. COC shall reject all late-filed offers and notify producers according to 2-CRP, Exhibit 12.

**Note:** Producers listed on a register, if applicable, are not considered late-filed. See 2-CRP, paragraph 194.

Both CRP-1 and CRP-2 must be completed and signed by at least 1 eligible producer before the applicable deadline to be considered an offer. Submission of either CRP-1 or CRP-2 alone does not constitute an offer.

#### E 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 201.

CRP offer data has been determined to be **market sensitive**. Signup 26 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 at [www.fsa.usda.gov/dafp/cepd/crpinfo.htm](http://www.fsa.usda.gov/dafp/cepd/crpinfo.htm)

## Notice CRP-438

### 2 Action

#### A State Office Action

State Offices shall:

- ensure that County Offices follow the procedure in this notice
- set workload priorities and plan office activities to devote all available resources to CRP.

#### B County Office Action

County Offices shall:

- establish a register for producers according to subparagraph 1 C and 2-CRP, paragraph 194, if needed
- ensure that CRP-1's contain at least 1 eligible signature
- prepare and transmit offers to KC-ITSDO according to this notice and Notice CRP-434
- handle requests for data according to this notice, 2-INFO, and 2-CRP, paragraph 201
- set workload priorities and plan office activities to devote all available resources to CRP.

#### 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.