

For: State and County Offices

Correcting CRP Contract Files in the System 36

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Information Bulletin No. 3078 indicated that legacy CRP software to record CRP contract revisions in the System 36 was not working properly. In some cases, the software was not activating all the contracts resulting from a contract division that results in multiple contracts. In addition to revision problems, some contract files were not updating properly when contracts were added in the System 36. These CRP contracts must be corrected **before** the 2005 CRP annual payments are issued to ensure proper payment amounts to participants.

Software has been developed that will assist County Offices in determining which contracts are incorrect and will either automatically make the correction or instruct the County Office to take additional action to correct the identified contract(s).

B Purpose

This notice advises State and County Offices that:

- after this contract edit software has been installed, the edit process described in this notice **must** be completed before any other System 36 CRP options can be accessed, including FY 2005 CRP annual rental payments
- instructions in this notice **must** be followed on those contracts with incorrect data before CRP annual rental payments are issued for FY 2005 to ensure that payment amounts are correct
- all County Offices with active CRP contracts **must** run the edit detailed in this notice
- software to identify and correct these files was broadcast to County Offices with Information Bulletin No. 3122 and will be included in Software Release No. 548

Disposal Date	Distribution
January 1, 2005	State Offices; State Offices relay to County Offices

Notice CRP-482

1 Overview (Continued)

B Purpose (Continued)

- this process shall be run separately for each County Office administered on the System 36 that has active CRP contracts
- this notice contains procedures to correct these files in the System 36
- a dedicated system is required to complete this process.

2 Action

A County Office Action

County Offices shall perform the following action **before** processing FY 2005 CRP annual rental payments.

Step	Action
1	On Application Selection Menu FAX07001, ENTER "5", "Conservation".
2	On Conservation Main Menu EEA000, ENTER "3", "CRP Contract File Menu".
3	On Screen EPCA00, ENTER "15", "Edit to Fix Contract Files" to: <ul style="list-style-type: none"> • initiate the edit process • produce and print reports.
4	On Screen FAX46501, enter the desired printer ID.
5	Screen EPCZ3501 will be displayed. Read this screen carefully before continuing. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre style="font-family: monospace; font-size: 0.9em;"> 069 Any County Edit EPCZ3501 CONSERVATION - CRP CONTRACT FILE EDIT Version: AD49 09/28/2004 15:35 Term E0 ----- This edit of CRP files MUST have a DEDICATED SYSTEM. Refer to Information Bulletin 3078, 3070-Revised and 3082, the CRP544, QRPRADJ1 query E-mail and the CRP notice regarding this edit. If the county has AN EMPTY set of CRP contract files, a single report will print. Otherwise, there will be two reports. The first report will list contracts that had no BASIC CONTRACT data record. The second report will list contracts that had incorrect status of ACTIVE in the BASIC CONTRACT data record while other CRP files showed the correct status based on the last contract maintenance activity. Please follow the CRP notice instructions carefully. DO NOT IGNORE ERROR MESSAGES. SCREEN PRINT ERROR MESSAGE & CALL HELP DESK. Cmd3=Previous Menu Cmd7=End CRP Processing Enter to Continue </pre> </div>

Notice CRP-482

2 Action (Continued)

A County Office Action (Continued)

Step	Action	
6	After carefully reading Screen EPCZ3501, PRESS "Enter" to continue the edit process. The message, " The "Edit to Fix the CRP Contract Files" is processing ", will be displayed.	
7	IF... the county being processed has an empty set of CRP contract files in the System 36	THEN Screen EPCZ3510 will be displayed with the... message, " The "Edit to Fix the CRP Contract Files" has finished ". PRESS "Enter" to continue" and go to step 8.
	the county being processed has CRP contracts in the System 36 but no erroneous CRP contract files are found for the selected county through the edit process	message, " The "Edit to Fix the CRP Contract Files" has finished ". PRESS "Enter" and go to step 9.
	the county being processed has CRP contracts in the System 36 and erroneous CRP contract files are found for the selected county through the option 15 Edit Process	following messages: <ul style="list-style-type: none"> • The "Edit to Fix the CRP Contract Files" has finished • "CRP-15 processing will be executed since data was changed". PRESS "Enter" to continue and go to step 10.
8	Contracts Needing to be Re-Entered or Found with Inconsistent Status Report will print on the selected printer. This report will state, " This is a set of zero records CRP contract files. No change was made ". The edit process is complete and no further action is required .	
9	The following 2 reports will be printed on the selected printer: <ul style="list-style-type: none"> • Contracts Needing to be Re-Entered Report EPCZ35-R001 with the message, "No contracts found missing Basic Contract Data" • Contracts Found With Inconsistent Status Report EPCZ35-R002 with the message, "No contract found with inconsistent status". The edit process is complete and no further action is required .	

Notice CRP-482

2 Action (Continued)

A County Office Action (Continued)

Step	Action	
10	IF... the county being processed has CRP contracts missing basic contract data	THEN... Report EPCZ35-R001 will be printed on the selected printer with a list of contracts requiring County Offices to re-enter the contracts listed on this report. Follow the instructions listed on the bottom of the report page to add those contracts that the software fix deleted. Note: Any contract listed in the report that was the result of a contract revision, will have to be re-entered by processing the revision again. See Exhibit 1 for an example of Report EPCZ35-R001.
	the county being processed has contracts with inconsistent status data	Report EPCZ35-R002 will be printed on the selected printer with a list of affected contracts. Verify the CRP and farm records data for the contracts listed after the process is finished per the instructions listed on the bottom of the report page. See Exhibit 2 for an example of Report EPCZ35-R002.

B State Office Action

State Offices shall ensure that County Offices follow the instructions in this notice.

Report EPCZ35-R001

The following is an example of Report EPCZ35-R001.

ANY STATE	U.S. Department of Agriculture			Prepared: 09-28-2004
ANY COUNTY	Farm Service Agency			
Report ID: EPCZ35-R001	Conservation Reserve Program			Page: 1
Contracts Needing to be Re-Entered				

CONTRACT	FARM	SIGNUP	PROGRAM YEAR	ACRES APPROVED

20B S	754	15	1998	9.2
76B S	3151	20	2001	60.4
111B G	1979	26	2004	20.0
113B G	1979	26	2004	5.3
130B EP	213	27	2004	1.0
130D EP	213	27	2004	1.0
134A EP	1001	28	2004	0.3
134B EP	1001	28	2004	0.4
181 EP	2358	28	2004	10.0
<p>Basic Contract data for these contracts was missing from the CRP Master File. The Contract(s) will have to be re-entered, using add or revise as appropriate. After re-entering the contracts, please verify the CRP and farm records data for the contracts and farms involved.</p>				

Notes: Any contract listed in Report EPCZ35-R001 that was the result of a contract revision will have to be re-entered by processing the revision again.

Any CRP contract that must be re-entered that involves base rotation crops will require the re-establishment of those base rotation crops.

Report EPCZ35-R002

The following is an example of Report EPCZ35-R002.

ANY STATE		U.S. Department of Agriculture			Prepared: 09-28-2004	
ANY COUNTY		Farm Service Agency				
Report ID: EPCZ35-R002		Conservation Reserve Program			Page: 1	
Contracts Found With Inconsistent Status						

CONTRACT	FARM	SIGNUP	PROGRAM YEAR	ACRES APPROVED	UPDATED STATUS	

134 EP	1001	28	2004	0.7	Terminated	

<p>These contracts did NOT appear on the query. Their statuses were NOT updated properly. The Basic Contract data showed the contract as active while other CRP files showed the correct status based on the last contract maintenance activity. The software updated the Basic Contract data to reflect the correct status.</p>						
Contract Activity		Updated Status				
Revised		Terminated				
Cancelled - No Payment Due		Cancel				
Cancelled for Non-Compliance		Cancel-L.D.				
Cancelled for Wetland Reserve		Cancel-WRP				
<p>Please verify the CRP and farm records data for the contracts after the process has finished.</p>						

Note: For any CRP contract listed on Report EPCZ35-R002 that involves base rotation crops, verify that those base rotation crops are correctly recorded and update if necessary.