

**For:** State and County Offices

**Making CRP Annual Rental Payments in FY 2005**

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



**1 Overview**

**A Background**

Sufficient FY 2005 funds have been made available to make CRP annual payments.

All of the CRP annual rental payments due participants in FY 2005 shall be paid in cash by electronic funds transfer (EFT) or with CCC-184's.

**B Purpose**

This notice advises State and County Offices:

- to strictly adhere to policies in this notice to ensure that **all** due CRP annual rental payments are issued in a timely manner

**Notes:** See:

- 1-CRP, 6-FI, and 1-FI for CCC-184 and EFT instructions
- 67-FI for receivables
- 58-FI for IRS levies
- 64-FI for claims.

**Verify that reductions for XXHAYGRZ, XXMANHAYGRZ, and/or XXCRPRED are only entered in the applicable "Reduction Amount" field, not in the "Prorated Reduction" field, or both, before starting payments. Do not set the miscellaneous flag to "Y" in this instance. This causes the payable to be processed through special payments, 1 at a time, instead of regular batch processing.**

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

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### 1 Overview (Continued)

#### B Purpose (Continued)

- that the Finality Rule does **not** apply to CRP annual payments
- that CRP annual rental payments issued in FY 2005, after the download file T.EP.TM1 is received through transmission from KCAO, shall be issued:
  - using either of the following:
    - EFT
    - CCC-184's

**Important:** Manually typewritten checks will **not** be authorized. The manual check option is to be used for correction purposes **only**, if necessary.

- **beginning** October 4, 2004
- of procedures for making CRP annual rental payments to producers with approved CRP-1's.

### 2 Prompt Payment Interest

#### A Interest Under Prompt Payment

CRP annual rental payments issued on November 3, 2004, may be eligible to receive interest under the Prompt Payment Act, according to 61-FI, if calculated to be at least \$1.

Prompt payment interest disbursements will be issued using the CRP payment software at the same time the annual payment is being processed, if applicable.

Prompt payment rate through December 2004 is 5.250 percent.

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**3 Action**

**A Processing and Issuing CRP Payments**

County Offices shall take action according to this table.

<b>Step</b>	<b>Action</b>
1	Rerun CRP prepayment process according to 1-CRP, paragraph 354.
2	Prepare the CRP table file for 2004 <b>after</b> download file is received, according to 1-CRP, subparagraph 357 C.
3	<p>On Screen EPCJ0001, use option “11”, “Update/View Annual Payment Authorization”, to prepare the CRP table file for 2004 received from the State Office. Verify the following for accuracy before continuing:</p> <ul style="list-style-type: none"> <li>• annual installment payment year</li> <li>• percentage of cash payments displays as 100.00</li> <li>• date annual rental payments are authorized</li> <li>• date prompt payment starts is 30 calendar days, <b>including</b> the date payment is authorized.</li> </ul> <p>If entries are correct, click the “PrtScr” button to print the screen. PRESS “Enter”. This will update the CRP table file for FY 2005.</p>
4	<p>Issue CRP annual rental payments:</p> <ul style="list-style-type: none"> <li>• beginning October 4, 2004</li> <li>• according to 2-CRP, paragraph 372, if participant has filed annual certification of compliance</li> <li>• according to 1-CRP, paragraphs 357 and 358</li> <li>• <b>using option “4”</b>, “Access Special Authorized Payment”, if necessary, according to 1-CRP, paragraph 361, especially for <b>inherited</b> contracts exceeding \$50,000</li> <li>• allowing sufficient time to verify and sign the producer’s disbursement statement for all payments processed for EFT, or countersign CCC-184.</li> </ul> <p><b>Notes:</b> EFT statements will be batched when printed.</p> <p>EFT’s may be queued and transmitted 1 day earlier than the issue date specified when processing payments.</p> <p><b>Important:</b> Manually typewritten checks are <b>not</b> authorized for use.</p>

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**3 Action (Continued)**

**B Special Payment Processing**

During CRP special payment processing, County Offices shall take action according to this table.

<b>Step</b>	<b>Action</b>
1	<p>Cancel only CCC-184's or EFT's that are not to be reissued, such as those with incorrect amounts or incorrect ID's.</p> <p><b>Reminder:</b> CCC-184's or EFT's processed for multiple payment reductions to 1 producer will have <b>only</b> 1 transaction code. This transaction will cancel all payments and other deductions listed on the disbursement statement. If CCC-184 is not available, or the EFT record has been queued for transmission, a receivable will be established when the payment is canceled.</p>
2	<p>Do not use the CRP software to <b>cancel</b> CCC-184 if it has:</p> <ul style="list-style-type: none"> <li>• been mutilated by the printer, after responding that print was satisfactory</li> <li>• expired because of the 1-year period negotiability</li> <li>• been reported lost, stolen, or destroyed.</li> </ul>
3	<p>Follow 1-FI:</p> <ul style="list-style-type: none"> <li>• paragraph 252 to process, <b>cancel, and reissue a substitute</b> CCC-184, if needed</li> </ul> <p><b>Note:</b> This only changes the <b>date</b> of issuance and the <b>check or payable number</b>, unless the payment is needed for another payee, such as CCC.</p> <ul style="list-style-type: none"> <li>• paragraph 233 if an incorrect serial number needs to be changed for an issued CCC-184.</li> </ul> <p><b>Example:</b> If CCC-184 numbers 00001201 and 00001202 need to be switched, use the next unused CCC-184 number, 00001203, to complete the correction using option "5", "Correct Check Number or Payment Data".</p> <ul style="list-style-type: none"> <li>• Temporarily move 00001201 information to 00001203</li> <li>• Move 00001202 information to 00001201</li> <li>• Move 00001203 information to 00001202.</li> </ul> <p>After the numbers have been corrected, CCC-184 number 00001203 will still be the next available number for issuance.</p>

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### 3 Action (Continued)

#### B Special Payment Processing (Continued)

Step	Action
4	<p>Review <b>all</b> approved continuous signup CRP-1's previously entered and calculated by the system that are due a prorated payment in <b>October 2004</b>. If any of these CRP-1's have been revised since being entered in the system:</p> <p><b>Note:</b> If needed corrections are not adjusted, <b>both</b> CRP-1's <b>will be</b> paid by the system and the producer may be overpaid, but will not be on the overpayment report. Print and verify the report according to 1-CRP, paragraph 387.</p> <ul style="list-style-type: none"><li>• correct original CRP-1 which is now terminated, if necessary</li></ul> <p><b>Note:</b> Prorated reduction amounts may be increased on the terminated CRP-1. Also, this CRP-1 may need to be <b>deleted</b> from special payments if no payment is now due, according to 1-CRP, paragraph 356.</p> <ul style="list-style-type: none"><li>• select new CRP-1 with suffix to reduce the payment, <b>which is now displayed as a full year's payment</b>, to the correct amount, if necessary.</li></ul>
5	<p>Process the following reports as soon as <b>all</b> or <b>most</b> of the payments have been issued:</p> <ul style="list-style-type: none"><li>• producer overpayment report in 1-CRP, paragraph 394</li><li>• under paid producer report in 1-CRP, paragraph 391.</li></ul> <p><b>Note:</b> When changes have been made to CRP-1 anytime <b>after</b> payments have been issued, the reports will indicate incorrect data.</p>

#### C State Office Action

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