

For: FSA Offices

Processing Erroneous and Omitted Offers for Signup 29

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Before general CRP signup 26, all updates to accepted CRP offers because of erroneous data or the addition of offers because of omission or appeal were calculated and processed manually. For signup 26, the Access General Signup System (AGSS) software was used for updating the offers. Beginning with signup 29, updates to the offer file because of errors, omissions, appeals, or for certain other offer corrections will be processed using the General Signup Offer Process (GSOP) software.

If ranking data for an offer is changed, GSOP software provides:

- a quick and accurate tool to recalculate the Environmental Benefit Index (EBI) score and the maximum payment rate
- an updated eligibility determination and a new CRP-1 and CRP-2 and a certification form for each offer that is reprocessed.

Note: GSOP software will also be used to later transmit the new or edited data to the System 36 CRP offer data file where it will be used to record new or edited signup 29 contracts. Instructions for transmitting GSOP offer data to the System 36 offer data file will be provided in a CRP notice by December 31, 2004.

B Purpose

This notice provides policy and automated operating instructions to process:

- erroneous offers
- omitted offers
- appeals
- other corrections.

Disposal Date

September 1, 2005

Distribution

All FSA Offices, State Offices relay to County Offices

2 Errors and Omissions Policy

A Identifying Erroneous Records

Erroneous offer records include:

- errors detected in ranking data elements
- changes to CRP-2 data elements including changes to offered acreage because of measurement service
- changes to CRP-2 data elements resulting from appeal or technical redeterminations.

Any timely-filed offers found by County Offices to contain incorrect ranking data are considered erroneous. Changes in the CRP-2 data may result in the offer being ineligible, the EBI score increasing, or the EBI score decreasing. A change made to acres of a soil may change the maximum payment rate or the EBI score and may require the offered rental rate to be adjusted by the producer.

B Identifying Omitted Records

Omitted records include:

- any timely-filed eligible signup 29 offer not successfully loaded and/or submitted by COB October 15, 2004
- timely-filed offers which were originally determined ineligible and not ranked that are determined eligible through the appeals process or any technical redeterminations.

Important: Late-filed offers are **not** omitted offers. Both CRP-1 and CRP-2 must be completed and signed by an eligible producer and received in the County Office by the end of signup to constitute an offer. CRP-1 or CRP-2 alone does **not** constitute an offer.

Note: Follow 1-APP for handling appeals.

C Policy About Errors and Omissions

All **eligible** offers that were omitted and all submitted offers that are later determined erroneous shall be reprocessed by the County Office using the GSOP software to determine whether the offer is acceptable. This includes all offers for which CRP-1 has **not** been approved, including those where the producers have been issued letters indicating the offer was acceptable. For errors detected after approving CRP-1, see 2-CRP, paragraph 281.

The updated GSOP software will calculate and display the N6a sub-factor and the total EBI Score ("Total N"). The "Total N" includes the N6a sub-factor and will be used to determine whether the offer is acceptable.

2 Errors and Omissions Policy (Continued)

C Policy About Errors and Omissions (Continued)

Important: Only GSOP software shall be used by County Offices to process omitted and erroneous offers. See subparagraph D. County Offices must submit a copy of the “Offer Scenario” printed from the Submit Offer Screen in the GSOP software to the State Office to verify that the omitted or corrected offer was entered into the GSOP software. Erroneous and omitted offers must be entered into the GSOP software according to paragraph 3.

COC shall reject any offer that is determined to be unacceptable including offer records for which producers have been issued letters of acceptability. When offers are determined to be ineligible after CRP-1 has been approved, County Offices shall follow 2-CRP, paragraph 281.

Note: All signup 29 erroneous and omitted offers must be processed by COB December 31, 2004, with the exception of offers determined eligible through the appeals process.

D Handling Erroneous Offers With Decreases in Maximum Payment Rate

Certain erroneous offer data may cause a change and subsequent recalculation of Maximum Payment Rate. If the maximum payment rate (“Maximum Payment Rate” block in GSOP) is decreased because of the recalculation, the producer must agree to accept the lower of either of the following:

- recalculated maximum payment rate
- original rental rate offer.

Note: These producers may withdraw the offer without assessment of liquidated damages.

E Handling Erroneous Offer with Increases in Maximum Payment Rate

If the maximum payment rate (“Maximum Payment Rate”) is increased because of the recalculation, the producer must agree to the offered rental rate from the original CRP-2. If the producer does not agree to accept the offered rental rate from the original CRP-2, the producer may withdraw the offer without liquidated damages.

Important: If the recalculated “Total N” is below the national EBI cutoff level established in Notice CRP-488 (EBI cutoff), the offer must be rejected.

Exception: If a Soil Map Unit Symbol (MUSYM) or Map Unit Acreage was erroneously entered by the County Office and the recalculated Maximum Payment Rate is greater than the original Rental Rate Offer, permit the producer to adjust the Rental Rate Offer not to exceed the recalculated Maximum Payment Rate minus the N6c reduction for offering below the Maximum Rental Rate entered on the original offer.

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2 Errors and Omissions Policy (Continued)

F County Office Action for Reprocessing Erroneous Offers

County Offices shall reprocess erroneous offers according to this table.

Step	Action
1	County Offices shall determine whether the offer includes erroneous data on CRP-2.
2	Enter the corrected data for the offer through the edit process into the GSOP offer software to: <ul style="list-style-type: none"> • ensure that all validation criteria are met • recalculate offer eligibility and the maximum payment rate.
3	To determine offer acceptability, compare the calculated “Total N” displayed on the EBI/Land Eligibility Screen to the minimum acceptable EBI cutoff score. For County Offices limited by the 25 percent cropland limitation or other authorized cropland limitation, compare the “Total N” to the lowest acceptable EBI cutoff score in the county. <p>Note: Report 2, Additional Report Listing Offers in County Offices Which Exceeded the Total County Cropland, provides County Offices with offers rejected because of the 25 percent cropland limitation or other authorized cropland limitation. This report lists offers sorted by EBI score to assist County Offices to identify the applicable “lowest acceptable EBI cutoff”.</p> <p>Important: Only offers with EBI scores equal to or above the EBI cutoff score for the county are acceptable.</p>
4	If applicable, allow producers to modify the offered rental rate according to subparagraph D, on GSOP Calculate Offer Screen, and continue processing using the GSOP software to update all screens.
5	Recertify on the GSOP Submit Offer Screen. Verify that the “date the participant delivers the offer” is the same date as the original signed date of CRP-1. <p>Print the updated “Offer Scenario” from the Submit Offer Screen in GSOP.</p> <p>Click the “Submit” button to submit the edited offer.</p>
6	Print the edited CRP-2 and CRP-1 according to instructions in the Online GSOP User Guide. Make pen and ink changes on the original CRP-2 and CRP-1. The producer and the employee making the change must initial and date the original CRP-2 and CRP-1. <p>Note: An Offer Addition/Modification Certification form will print when printing the revised CRP-1 if the offer has been edited. CED must sign the form and County Offices shall file the signed certification form in the producer’s CRP file. See Exhibit 1.</p>
7	Attach copies of the original CRP-2 and CRP-1, the Offer Addition/Modification Certification, and the revised/modified CRP-2 and CRP-1 in the producer’s CRP folder.
8	Send a copy of the “Offer Scenario” to the State Office for review and acreage control indicating the number of acres needed from the State Office acreage allocation. <p>Do not take additional action until the State Office approves the corrective action and provides acres. See Exhibit 2 for State Office allocations.</p>
9	The State Office must review the “Offer Scenario” and provide acreage allocation as applicable to the County Office if changes are approved.
10	A notice will be provided by December 31, 2004, to provide instructions for transmitting the offer data to the System 36 offer file.

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2 Errors and Omissions Policy (Continued)

G County Office Action for Processing Omitted Offers Completed in GSOP But Not Submitted

If a previously submitted offer was accessed for editing, and not recertified and submitted on the GSOP Submit Offer Screen before the offer signup cutoff date, it became an omitted offer.

County Offices shall process omitted offers that are in GSOP but not submitted according to this table.

Step	Action
1	Ensure that all eligibility requirements have been met, including the offer being timely filed with appropriate signatures.
2	Edit and update the omitted offer in the GSOP software. The Online GSOP User Guide provides instructions for editing and submitting offers.
3	To determine offer acceptability, compare the calculated “Total N” displayed on the EBI/Land Eligibility Screen to the minimum acceptable EBI cutoff. For County Offices limited by the 25 percent cropland limitation or other authorized cropland limitation, compare the “Total N” to the lowest acceptable EBI cutoff score in the county. Note: Report 2, Additional Report Listing Offers in County Offices Which Exceeded the Total County Cropland, provides County Offices with offers rejected because of the 25 percent cropland limitation or other authorized cropland limitation. This report lists offers sorted by EBI score to assist County Offices to identify the applicable “lowest acceptable EBI cutoff score”.
4	Print the “Offer Scenario” from the GSOP Submit Offer Screen and send to the State Office for review and acreage control. Note: Indicate on the “Offer Scenario” printout submitted to the State Office that the offer is an omitted offer. Recertify on the GSOP Submit Offer Screen and enter the date of the original CRP-1 according to the Online GSOP User Guide. Click the “Submit” button to submit the omitted offer. Note: Do not take additional action until the State Office approves the corrective action and provides acres. See Exhibit 2 for State Office allocations.
5	The State Office shall review the “Offer Scenario” printout and provide acreage allocation to the County Office if changes are approved.
6	Notify producers of acceptable or rejected offers according to Notice CRP-488. Note: Instructions for transmitting acceptable offers to the System 36 offer file will be provided in a notice by December 31, 2004.

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2 Errors and Omissions Policy (Continued)

H County and State Office Action for Processing Omitted Offers Deleted in GSOP

Offers that were deleted in GSOP and not re-entered are not available for editing and submitting by the County Office. In some instances, County Offices may have inadvertently deleted an acceptable offer and subsequently the offer was not submitted. Software has been modified to only allow State Office users to enter a “New Offer” after GSOP is reopened for editing.

Note: Signup 29 will not be displayed for selection for County Offices from the “New Offer” process after GSOP is reopened for editing.

To allow for acceptable offers to be entered according to this paragraph, process omitted offers not available in GSOP for editing, following the steps in this table.

Step	Action
1	County Offices shall ensure that all eligibility requirements have been met, including the offer being timely filed with appropriate signatures.
2	Send a copy of the signed CRP-2 and CRP-1 to the State Office. Note: If CRP-1 and CRP-2 are not available for the omitted offer, the County Office shall forward the information necessary to complete the Enrollment Information Screen to the State Office for processing.
3	State Offices will access GSOP with their State Office eAuthentication User ID and select the Administering County for the offer.
4	State Offices will follow the Online GSOP User Guide to enter the offer information on the Enrollment Information Screen. Note: Once the State Office has named the scenario and clicked “Save”, the offer can now be completed for submission by the County Office using the “Edit Offer” process.
5	The State Office will discontinue processing the offer once it has been named and saved.
6	The State Office shall notify the County Office that the offer has been added and available to the County Office for editing, completing, and submitting the omitted offer.
7	County Offices shall follow instructions in subparagraph G to edit and submit the offer.

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2 Errors and Omissions Policy (Continued)

I Changing Program Year

Producers may change the program year of an accepted offer if the program year change does not cause more than 1 offer, per tract, per program year. The following table provides instructions on changing the program year for an offer.

Step	Action
1	From the GSOP software, access the offer to be edited. Instructions to access offers for editing are available in the Online GSOP User Guide.
2	On the Enrollment Information Screen, select the desired program year from the drop down box.
3	Click the "Save" button on the Enrollment Information Screen and continue processing GSOP, making no other changes to offer data, until the EBI/Land Eligibility Screen appears.
4	Verify that all entries are correct on the EBI/Land Eligibility Screen and click "Save."
5	From the GSOP Submit Offer Screen, recertify and verify that the submission date for this offer is the same as the date on the original CRP-1. Click the "Submit" button. Follow the Online GSOP User Guide for instructions on submitting an offer.
7	Print a new CRP-1 and CRP-2. Note: Follow the Online GSOP User Guide for instructions to print a revised CRP-1 and CRP-2.
8	Make pen and ink changes on the original CRP-2 and CRP-1. The producer and the employee making the change must initial and date the change.
9	File the original CRP-2 and CRP-1 and the revised/modified CRP-2 and CRP-1 in the producer's CRP folder.

Note: Program year changes on an offer are not erroneous and do not require State Office processing.

3 Software Changes

A General

GSOP software has been updated to process post signup errors, omissions, and appeals as indicated in paragraph 2 and will be available in conjunction with this notice. This software will provide a method to determine revised eligibility and maximum rental rates based on:

- acreage changes discovered during the planning process
- practice revisions determined to be necessary during the planning process
- errors discovered in offer data
- omitted offers
- appeals.

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3 Software Changes (Continued)

B New Calculation

The updated software will calculate a new “EBI Score” that will include the N6a cost factor and will provide the County Office with a total EBI score that can be compared directly to the EBI cutoff score, to determine acceptability of the offer. The new “EBI Score” shall be used to determine whether the offer is to be accepted or rejected.

C Changes on Rental Rate Per Acre Offered

If a change to an offer because of an error correction decreases the Maximum Payment Rate, the County Office must reduce the Rental Rate Offer amount on the GSOP Calculate Offer Screen. The Rental Rate Offer reduction shall be the same amount as the Maximum Payment Rate reduction. The producer must agree to this reduction or withdraw the offer without assessment of liquidated damages according to subparagraph 2 D.

D Printouts

After edits to the data for an offer have been completed, clicking the “Save” button on the EBI/Land Eligibility Screen will update the offer file and allow the offer to be printed on the GSOP Submit Offer Screen. **This offer must be certified and resubmitted on the GSOP Submit Offer Screen.**

If the recalculation resulted in a change to the maximum payment rate, the Offer Addition/Modification Certification form must be reviewed and signed by CED. See Exhibit 1 of this notice for an example of the certification form.

Note: The Offer Addition/Modification Certification form will automatically print whenever County Offices print CRP-1 for **all** edited offers. However, CED’s must only sign the certification form if the Maximum Payment Rate and/or the Rental Rate Offer is modified.

4 Action

A County Office Action

County Offices shall read and follow the provisions of this notice to process signup 29 erroneous and omitted offers by COB December 31, 2004.

B State Office Action

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

Offer Addition/Modification Certification

Following is an example of the certification required if the recalculated Maximum Payment Rate for an updated offer is changed because of offer revisions according to subparagraph 2 D of this notice.

Offer Addition/Modification Certification

An omitted offer was added or a modification was made to the original General CRP Signup 29 Offer listed below because of an error, omission, appeal, or correction.

If the modification caused a change in the Maximum Payment Rate, the producer must agree to accept the lower of:

- 1) the original offered rental rate; or,
- 2) the recalculated Maximum Acceptable Rental Rate.

Exception: If a Soil Map Unit Symbol (MUSYM) was erroneously entered by the County Office and the recalculated Maximum Payment Rate is greater than the original Rental Rate Offer, permit the producer to adjust the Rental Rate Offer not to exceed the recalculated Maximum Payment Rate minus the bid reduction entered on the original offer.

If the added offer or the modification of an existing offer results in a calculated "Total N" score for Acceptance/Rejection that is below the EBI cutoff for General Signup 29, the offer shall be rejected.

Administering County FIPS code:

Farm Number:

Tract Number:.....

Recalculated Maximum Payment Rate:

Revised Rental Rate Offer:.....

Based on this modification, the producer (agrees/does not agree) to the revised rental rate.

Indicate Choice

Comments:

I certify the above listed offer was added or modified according to policy currently in effect for General Signup 29 Errors and Omissions and that the above information is correct.

Signature, County Executive Director

Date

State Acreage Allocations for Errors, Omissions, and Appeals

The following table contains the acreage limitations that State Offices shall not exceed when reprocessing errors, omissions, and appeals.

State	Acreage Allocation	State	Acreage Allocation
Alabama	120	Nebraska	1616
Alaska	0	Nevada	0
Arizona	0	New Hampshire	0
Arkansas	110	New Jersey	25
California	25	New Mexico	25
Colorado	1435	New York	203
Connecticut	25	North Carolina	50
Delaware	25	North Dakota	4453
Florida	25	Ohio	570
Georgia	103	Oklahoma	372
Hawaii	0	Oregon	70
Idaho	583	Pennsylvania	48
Illinois	1087	Puerto Rico	0
Indiana	365	Rhode Island	0
Iowa	475	South Carolina	50
Kansas	1780	South Dakota	1490
Kentucky	137	Tennessee	137
Louisiana	25	Texas	5989
Maine	60	Utah	231
Maryland	20	Vermont	0
Massachusetts	20	Virginia	25
Michigan	905	Virgin Islands	0
Minnesota	378	Washington	1281
Mississippi	384	West Virginia	0
Missouri	531	Wisconsin	653
Montana	7818	Wyoming	25