

For: State and County Offices

Determining and Entering the New County Cropland Limit for General CRP Enrollment

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CRP-501 provided:

- general information on re-enrollment and extension policy
- that further instructions would be issued for COC's to determine county cropland limitation changes from 22 percent to 25 percent so that acreage may be set aside for continuous signup, CREP, FWP, or WRP.

B Purpose

This notice provides:

- policy for determining the county cropland limitation for general CRP signup
- instructions for entering and updating the county cropland limitation for general CRP signup.

Disposal Date	Distribution
January 1, 2007	State Offices; State Offices relay to County Offices
10-12-05	

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2 General Policy

A Determining County Cropland Limitation for General Signup

COC's are authorized, in consultation with NRCS, to set the county cropland limitation at 22 percent, 23 percent, 24 percent, or 25 percent for the general signup CRP enrollment so that acreage may be set aside for continuous signup, CREP, FWP, or WRP.

COC's must consult NRCS to determine the county cropland limitation to be used for general CRP signup. When determining the appropriate county cropland limitation, COC's should take the following into account:

- factors, such as interest in and potential for continuous signup enrollment
- CREP agreements that are in effect in the county
- interest in WRP and potential effects for future general signup enrollment.

Note: COC's must document the basis used to determine the county cropland limitation in the COC minutes.

By COB October 28, 2005, County Offices must enter the new general county cropland limitation percentage into the General Signup Offer Process (GSOP) system. See subparagraphs 3 A through 3 D.

State Offices must run the Cropland Limit Waiver Report according to subparagraph 3 E to monitor and verify COC determinations of the county cropland limitation for general signup.

Note: As this is intended to be a one-time determination, once established, any changes to the new county cropland limitation must meet the criteria for a waiver of the 25 percent cropland limitation according to 2-CRP, paragraph 69.

3 Software Applications

A Entering New County Cropland Limit Into the Web-Based CRP Signup Offer Process

Web-based software has been developed to assist County Offices in entering the new county cropland limit for general signup. County Offices shall access GSOP to enter the new county cropland limit for general signup as determined by COC. State Offices shall access GSOP to run the report according to provisions in paragraph 2.

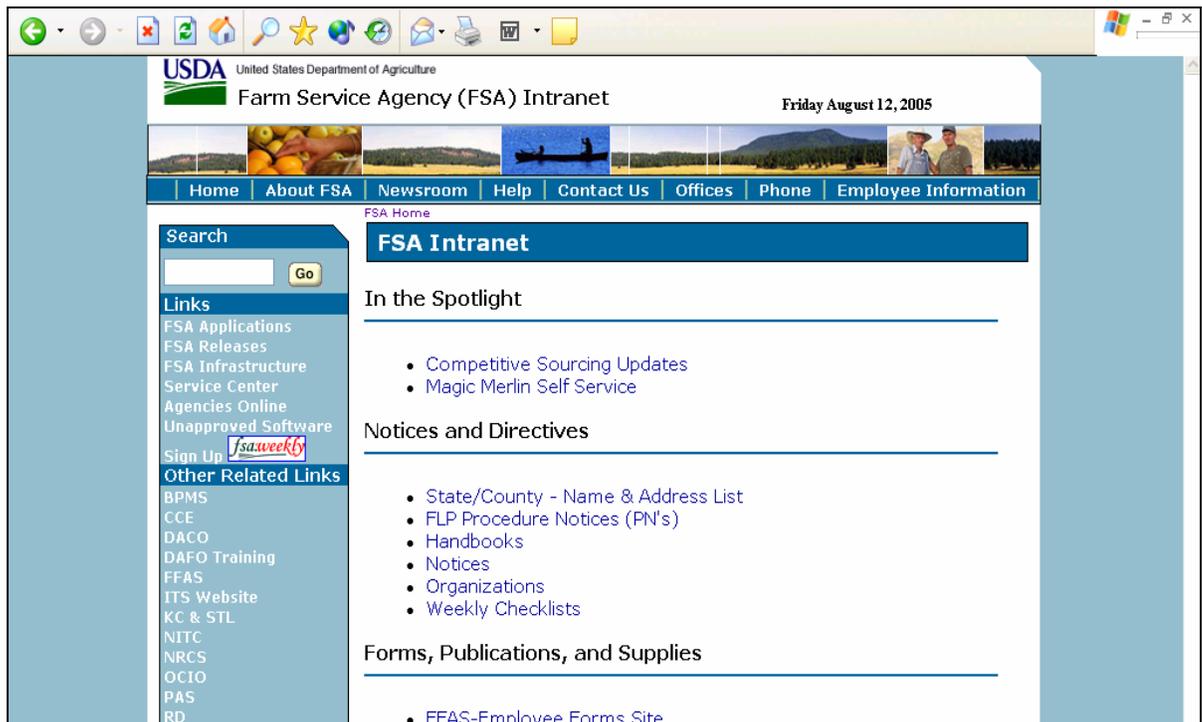
3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP

Access the CRP GSOP Intranet Application from the FSA Intranet site <http://intranet.fsa.usda.gov/fsa/>.

The following screen prints will display the screen flow to access GSOP through the FSA Intranet site.

- Click on “FSA Applications” on the left side under “Links”.

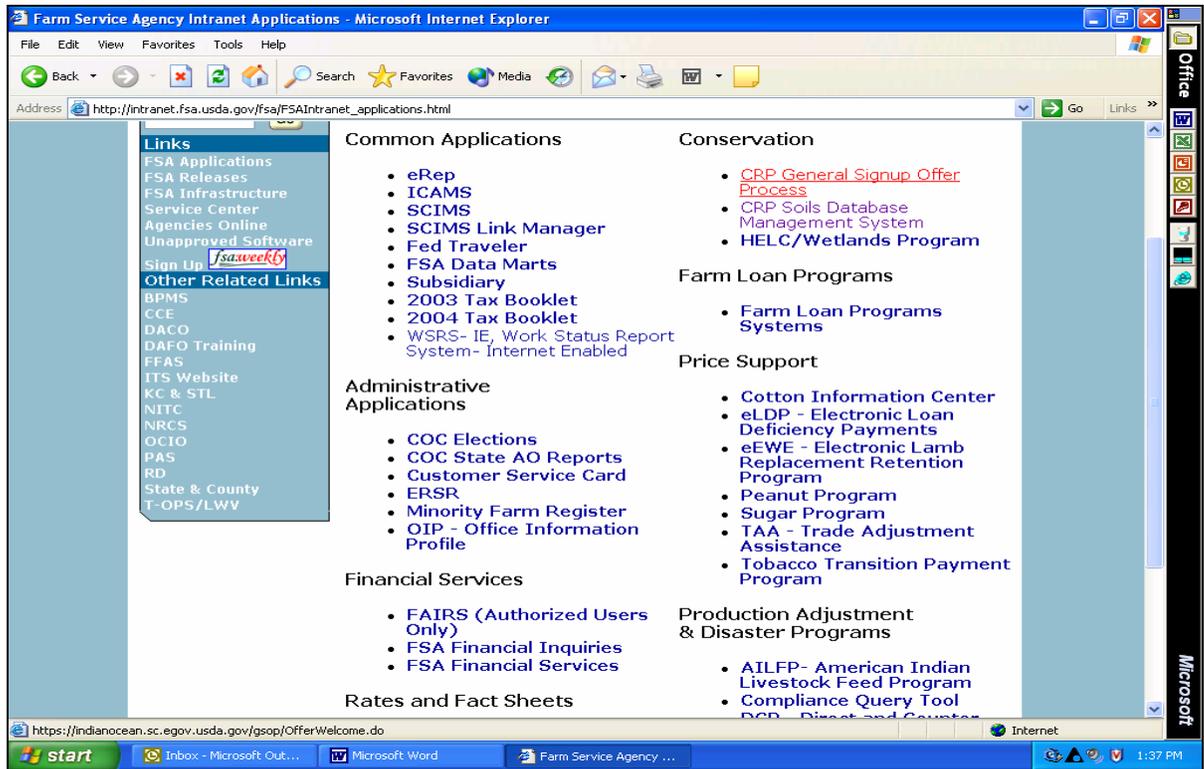


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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

- Click on “CRP General Signup Offer Process” under “Conservation”.



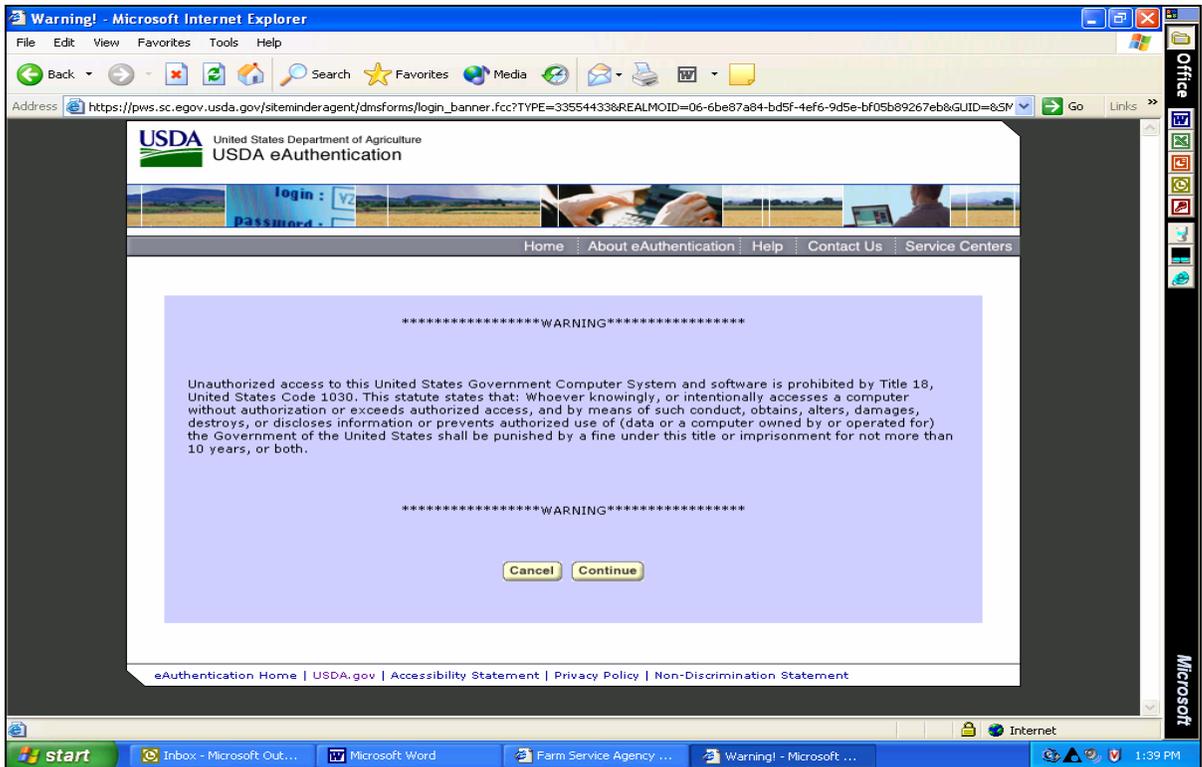
Note: GSOP may also be accessed through the State and County Office CEPD Information Center under option 6, “CRP Signup 29 Activities”.

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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

- Click on “Continue” at the bottom of the page.

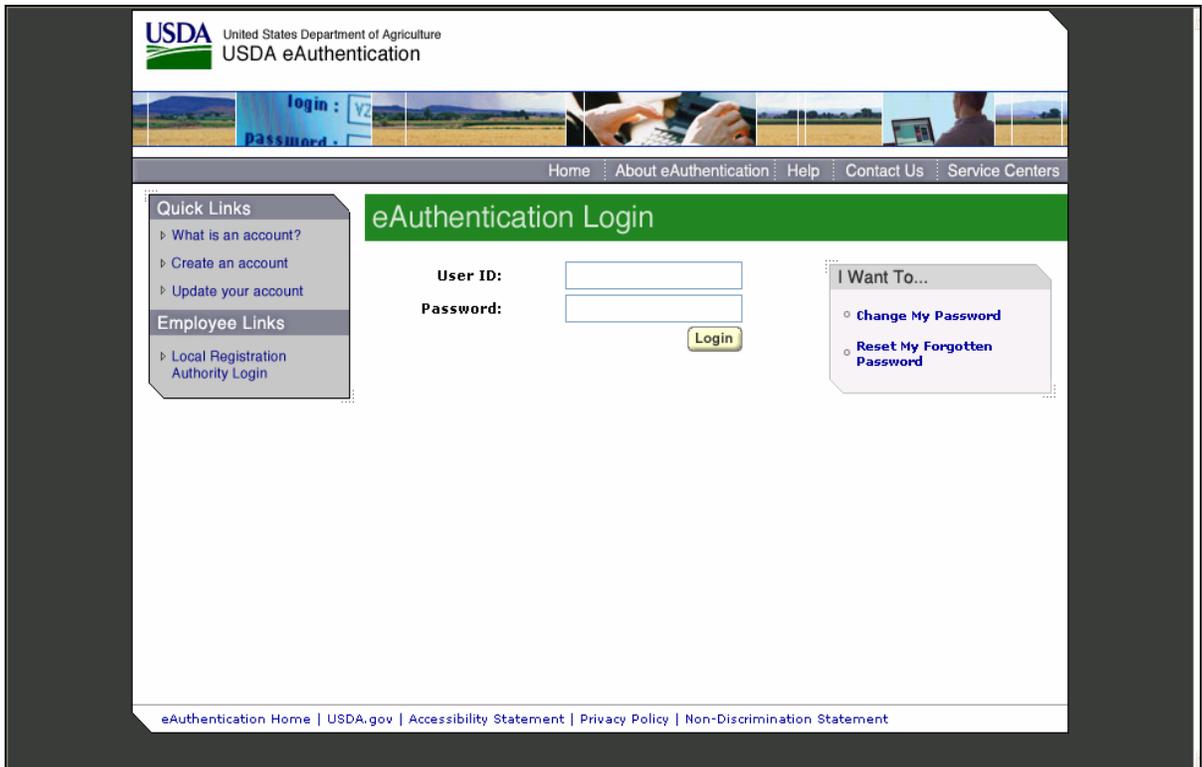


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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

- Enter the user's login ID and password.



The screenshot shows the USDA eAuthentication login page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main content area is titled "eAuthentication Login" in a green header. On the left side, there are two sections: "Quick Links" with options like "What is an account?", "Create an account", and "Update your account"; and "Employee Links" with "Local Registration Authority Login". The central part of the page contains a login form with "User ID:" and "Password:" labels, two input fields, and a "Login" button. On the right side, there is a section titled "I Want To..." with links for "Change My Password" and "Reset My Forgotten Password". At the bottom of the page, there is a footer with links for "eAuthentication Home", "USDA.gov", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination Statement".

Note: The eAuthentication user ID and password must be used to access GSOP. For assistance, call the eAuthentication Help Desk at 1-800-457-3642 or access the eAuthentication Help Desk by e-mail at eAuthHelpDesk@usda.gov.

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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

Once the user has entered their login ID and password, the following screen will display.



Notes: This is the main screen for CRP GSOP that will be viewed by Service Centers and State Offices.

Click on “CRP Cropland” on the left blue navigation bar.

3 Software Applications (Continued)

C County Office Screen for Entering Data on County Cropland Limit Screen

The following screen is the data entry screen for entering the county cropland limit for general signup.

The screenshot shows a web form titled "Offer County Cropland Limit" within the "Farm Service Agency Online CONSERVATION" interface. The form is for entering county committee selection of county cropland limit applicable to General CRP. It features a blue sidebar with navigation links and a main content area with the following fields:

- FSA State:** A dropdown menu currently showing "North Carolina".
- FSA County:** A dropdown menu currently showing "Stokes".
- County Cropland Limitation For General CRP:** A dropdown menu currently showing "25".
- Most Recent County Cropland Limit Waiver Granted:** An empty text input field.
- Date of Most Recent County Cropland Limit Waiver Granted:** An empty text input field.

At the bottom of the form, there are two buttons: "Save" and "Reset".

The “**FSA State**” field will default to the State applicable to the user’s eAuthentication ID and password as entered in login.

The “**FSA County**” field will default to the county applicable to the user’s eAuthentication ID and password as entered in login. If the County Office administers more than 1 county, the user must select each county separately from the dropdown box to enter and update the cropland limit for each applicable county.

The “**County Cropland Limitation For General CRP**” field will require a selection by the user based on the determination of COC according to paragraph 2.

Notes: The dropdown box will display “25” and require the user to select a cropland percentage from the dropdown box if COC determines a percentage less than 25. If the user does not click “Save”, a cropland percentage will **not** be recorded even if left at 25 percent.

The dropdown selection options will be between the range of 25 to 22 percent.

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3 Software Applications (Continued)

C County Office Screen for Entering Data on County Cropland Limit Screen (Continued)

The “**Most Recent County Cropland Waiver Granted**” field is for report purposes only.

Note: Enter the most **recent** county cropland waiver granted if a cropland waiver was approved for previous signups.

The “**Date of Most Recent County Cropland Limit Waiver Granted**” field is for report purposes only.

Note: Enter the date the county cropland waiver was granted if this date is known.

D Updating the COC-Determined County Cropland Limit for General Signup

Click on “Save” to update and save the new COC-determined county cropland limit for general signup. All County Offices shall update the cropland limit percentage even if COC determines the cropland limit will be left at 25 percent.

Note: County Offices will only have access to update the county cropland limit for general signup until COB October 28, 2005.

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3 Software Applications (Continued)

E State Office Reports

The eAuthentication user ID and password will allow the State user “view only” access to the CRP cropland limit for general signup in GSOP. The following screen print is an example of the State Office Report Menu.

The screenshot shows a web application interface for the Farm Service Agency. The header includes the agency name, a globe icon with the word 'CONSERVATION', and the text 'Offer County Cropland Limit'. Below the header is a navigation bar with links for 'E-Forms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. On the left side, there is a blue sidebar menu with the following items: 'Conservation Reserve Program (CRP)', 'Offer', 'New Offer', 'View Offer', 'Print Forms', 'Reports', 'Signup Reports', and 'CRP Cropland'. The main content area displays 'FSA State' with a dropdown menu currently set to 'North Carolina' and a 'Report' button below it.

Note: The GSOP State user access will enable the State user to:

- view each county in their State
- provide a report that will assist the State Office in monitoring the county CRP cropland limit activity in each county within their State.

Click on “Report” to access the report of County Office cropland limit activity.

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4 Action

A County Office Action

County Offices shall:

- read and follow this notice
- follow policy guidelines in paragraph 2 for determining county cropland limit for general signup
- enter COC-determined county cropland limit for general signup according to the procedure outlined in this notice by COB October 28, 2005.

B State Office Action

State Offices shall:

- read and follow this notice
- ensure that County Offices follow the instructions in this notice
- monitor the county CRP cropland limit activity within their State
- ensure that each county enters the CRP cropland limit for general signup as determined by COC by COB October 28, 2005.

Note: All County Offices in the State shall update in GSOP for the CRP cropland limit even if COC determines to leave the cropland percentage at 25 percent.