

For: State and County Offices

Updating CRP-1's Because of Reconstitutions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CM-539 indicated that the Farm Data Management and Reconstitution web-based software applications were planned for release on June 12, 2006. Farm reconstitutions result in new farm numbers.

2-CRP, paragraph 334 provides for corrections of CRP-1's and data where there are errors that require all parties to initial and date the correction. 1-CRP, paragraph 290 provides for correcting an existing CRP-1 because of a reconstitution.

Notes: A reconstitution or new farm number are not considered to be a correction of CRP-1's.

Correction of CRP-1's and data in the System 36 contract data file become effective with effective date of the original CRP-1.

2-CRP, paragraph 335 provides for revisions to CRP-1's.

Notes: The CRP-1 revision is not explicitly authorized because of a farm reconstitution.

CRP-1 revisions become effective with approval of the revised CRP-1.

Conflicting procedure in 2-CRP, paragraph 334 and 1-CRP, paragraph 290 may have resulted in confusion and inaccurate data in the System 36 contract data file.

1-CRP, Amendment 51 will remove the authority to use the "Correct" option for changing CRP-1 numbers because of reconstitutions.

B Purpose

This notice provides guidance on updating CRP-1 and System 36 records because of a farm reconstitution.

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2 Policy

A Revising CRP-1's at Farm Reconstitution

In addition to the provisions of 2-CRP, subparagraph 335 A, for 2007 reconstitutions, CRP-1's must be revised when there is a change of farm number because of a farm reconstitution.

B Completing Revisions

County Offices shall complete CRP-1 revisions when there is a change of farm number because of a farm reconstitution by making pen-and-ink changes on forms required by 2-CRP, subparagraph 335 C.

At least one CRP participant, in addition to the County Office employee, shall initial and date the changes.

Note: Requiring at least one CRP participant to initial and date the changes ensures that the CRP participants are aware of the change and reduces risk of loss and errors.

C Revising CRP-1's

County Offices shall follow 2-CRP, subparagraph 335 F, except that:

- step 2 is **not** required because pen-and-ink changes are authorized to be made to the original CRP-1
- step 3 is **not** required because at least one CRP participant will initial and date the authorized pen-and-ink changes to ensure that CRP participants are aware of the change and to reduce risk of loss or errors
- step 4 is **not** required because pen-and-ink changes are authorized to be made to the original CRP-1
- step 5 is **not** required because pen-and-ink changes are authorized to be made to the original CRP-1.

3 Action

A County Office Action

County Offices shall follow the provisions of this notice.

B State Office Action

State Offices shall ensure that County Offices understand and follow the provisions of this notice.