

For: AL, FL, LA, MS, and TX State and County Offices and NRCS

Processing Emergency Forestry Conservation Reserve Program (EFCRP) Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Until the release of Web Transmittal 143, EFCRP payments were processed using CRES.

Web-based EFCRP payment software is now available to process EFCRP annual and lump sum rental payments. For the initial payment cycle, the EFCRP payment software will run a batch process to pay all annual rental payments. Thereafter, the software will batch all payments on a daily basis.

County Offices may identify certain contracts for individual, interactive processing (using the National Payment Service (NPS)) for annual EFCRP rental payments. EFCRP lump sum payments **must** be issued using the interactive process. EFCRP cost-share payments will continue to be issued using CRES.

B Purpose

This notice provides:

- procedure for generating PrePayment Reports to ensure that producer eligibility is accurately recorded
- information about batch processing EFCRP annual rental payments
- instructions for interactive processing of EFCRP payments
- instructions for blocking payments for contracts that require corrections **before** payments are issued.

<p>Disposal Date</p> <p>October 1, 2008</p>	<p>Distribution</p> <p>Above State Offices; State Offices relay to County Offices and NRCS State Offices</p>
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2 Action

A State Office Action

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

B County Office Action

County Offices shall follow **all** provisions in this notice including subparagraph 3:

- A, running PrePayment Reports
- B, running NonPayment Reports
- C, blocking payments
- D, eFunds accounts.

3 Preparing for EFCRP Payments

A EFCRP PrePayment Reports

EFCRP PrePayment Reports shall be run by County Offices when this notice is received. EFCRP annual rental payments shall be issued through a batch process. It is important to run the PrePayment and NonPayment Reports and make any necessary corrections to producer eligibility to prevent any erroneous payments from being issued.

B EFCRP NonPayment Reports

If contracts do **not** appear to be correct on PrePayment Reports, County Offices shall run NonPayment Reports. NonPayment Reports will identify any eligibility issues for producers on contracts.

Producer eligibility shall be reviewed and corrected, if necessary, **before** processing EFCRP payments.

For EFCRP, the adjusted gross income (AGI) in effect at the time of contract approval remains in effect for the life of the contract. Changing AGI data for producers after contracts have been approved will have **no** effect on producer status for those EFCRP contracts.

C Blocking Payments

County Offices shall review the PrePayment and NonPayment Reports. County Offices may block payments to allow time to confirm that payment information is correct. Any corrections necessary should be made as quickly as possible and the blocks removed. No payments can be made on contracts until blocks have been removed by County Offices.

3 Preparing for EFCRP Payments (Continued)

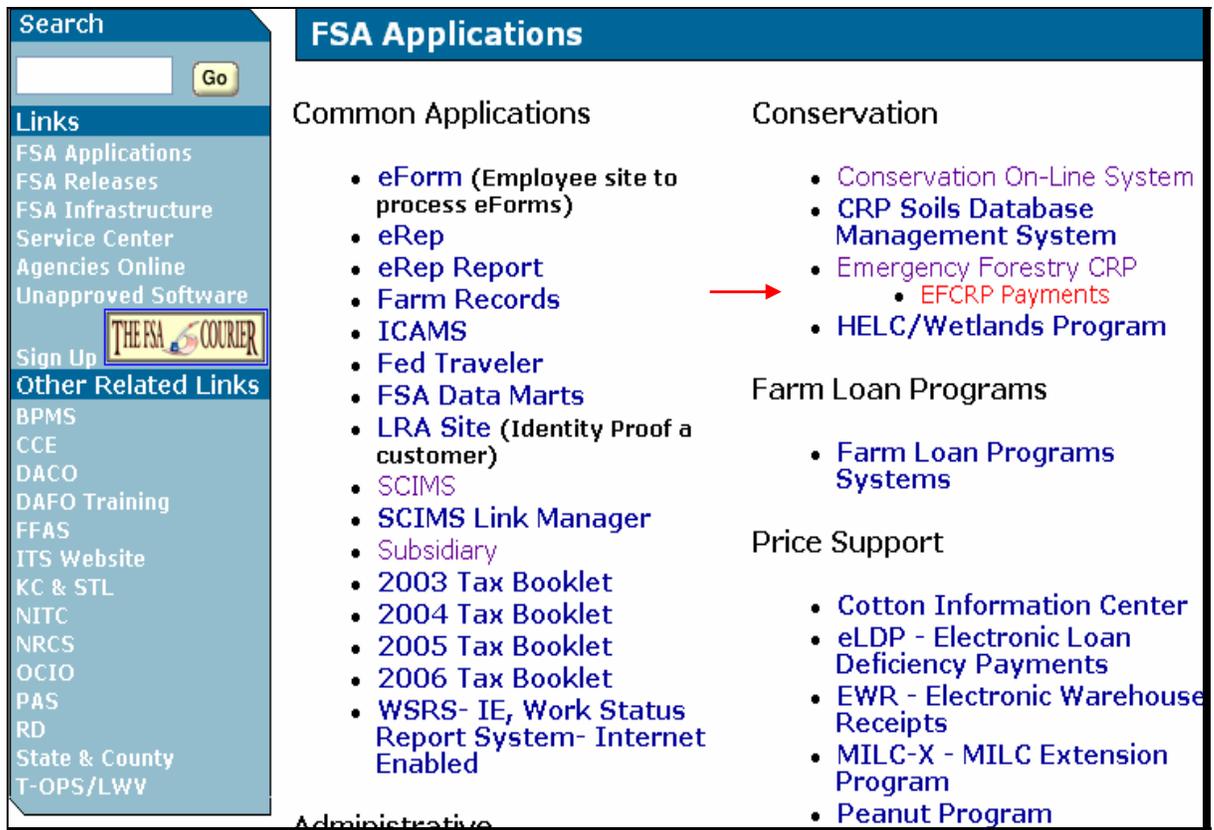
D eFunds Account

County Offices shall verify that eFunds amounts are sufficient to cover all payments due. If there are any discrepancies between the amount of payments due and the amount in the eFunds account for the county, contact the State Office immediately.

4 EFCRP PrePayment Reports

A Accessing EFCRP Payment Report Screens

To access EFCRP Payment software, from the FSA Intranet Home Page, users shall CLICK “FSA Applications”, then CLICK “EFCRP Payments”.



The USDA eAuthentication Warning Screen will be displayed. Users shall CLICK “Continue”, enter User ID and Password, and CLICK “Login”. The EFCRP Welcome Screen will be displayed.

4 EFCRP PrePayment Reports (Continued)

B PrePayment Report

To run a PrePayment Report, under EFCRP Applications, CLICK “PrePayment Report”. From the drop-down boxes, user selects the “Fiscal Year”, “State”, “County” and any additional search options user wants, and CLICK “Submit”.

Click radio box next to the appropriate Farm and Tract Number, and CLICK “Submit”.

	Contract ID	Farm Number	Tract Number	Payment Type
<input type="checkbox"/>	1	0001195	0000244	AN
<input checked="" type="checkbox"/>	2	0001620	0002256	AN
<input type="checkbox"/>	3	0001175	0002676	AN
<input type="checkbox"/>	4	0000768	0002680	AN
<input type="checkbox"/>	5	0001585	0002831	AN
<input type="checkbox"/>	6	0003008	0007678	AN
<input type="checkbox"/>	8	0001827	0007756	AN
<input type="checkbox"/>	9	0001827	0007757	AN
<input type="checkbox"/>	10	0003062	0007760	AN

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4 EFCRP PrePayment Reports (Continued)

B PrePayment Report (Continued)

CLICK "View Payment Report".

An Adobe Acrobat document will be generated and displayed with the producer's information.

EFCRP PrePayment Report			
February 28, 2008			
Farm Number:		0001786	
Tract Number:		0000578	
Practice Code:		CP35J	
Fund Code:		40	
Contract / LTA ID:		2	
Conservation Plan:		SFA	
Practice Begin Date:		12/22/2006	
Practice Completed:		12/22/2006	
Total Payment Amount:		\$ 0.00	
Individual Payment By Producer:			
<u>Tax ID (last 4 digits)</u>	<u>Participant Name</u>	<u>Share</u>	<u>Participant Amount</u>
****6521	WILLIAM CLAY	50.00	\$ 0.00
****7707	LINDA C BARNETTE	50.00	\$ 0.00

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4 EFCRP PrePayment Reports (Continued)

B PrePayment Report (Continued)

IF the information displayed is ...	THEN...
accurate, no further action is needed for annual rental payments and the batch process will issue the payment. The County Office may issue the payment through the interactive process according to paragraph 6.	less than the anticipated payment, the County Office shall run the NonPayment Report for the contract.

5 EFCRP NonPayment Reports

A Accessing EFCRP Payment Report Screens

To access EFCRP NonPayment Reports, under EFCRP Applications, CLICK “**NonPayment Report**”. The NonPayment Report Screen will be displayed.

B NonPayment Reports

NonPayment Reports provide users with the reason payments are being reduced.

To run a NonPayment Report, from the drop-down boxes, select the “**Fiscal Year**”, “**State**”, “**County**” and any additional search options user wants, and CLICK “**Submit**”.

The screenshot shows the USDA Emergency Forestry Conservation Reserve Program (EFCRP) web application. At the top, there is a navigation bar with links for Home, About FSA, Help, Contact Us, and Log Off. Below the navigation bar is a sidebar menu titled "EFCRP Applications" with options: PrePayment Report, NonPayment Report, Make NPS Payment, View Contract Payment Summary, Block Payment, and Remove Payment Block. The main content area is titled "NonPayment Report" and contains several search criteria: Fiscal Year (2008), State (Mississippi), County (Jones), Contract Number (text input), Contract Type (All), and Payment Status (All). A Submit button is located at the bottom of the form.

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5 EFCRP NonPayment Reports (Continued)

B NonPayment Reports (Continued)

Click radio box next to the appropriate Farm and Tract Number, and CLICK “Submit”.

Contract ID	Farm Number	Tract Number	Payment Type
<input checked="" type="checkbox"/> 2	0001786	0000578	AN

CLICK “View NonPayment Report”.

State: 28
County: 067
Contract Number: 9
[View NonPayment Report](#)
[Return to Contract List](#)

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5 EFCRP NonPayment Reports (Continued)

B NonPayment Reports (Continued)

An Adobe Acrobat document will be generated and displayed with the producer's information and all reasons that caused the payment to be reduced. County Offices can use the information to research the producer's eligibility and determine if there are errors in the producer's eligibility files that need corrected. After any necessary corrections have been recorded, the County Office shall rerun the PrePayment and NonPayment Reports for the contract.

EFCRP NonPayment Report		
February 29, 2008		
Farm Number:	0000317	
Tract Number:	0000810	
Contract / LTA ID:	9	
Original Offer Amount:	\$ 3,077.00	
Adjusted Offer Amount:	\$ 0.00	
Exceptions By Producer:		
<u>Tax ID (last 4 digits)</u>	<u>Customer Name</u>	<u>Reason</u>
****7150	JEAN K NICHOLSON	Participant Actively Engaged determination not filed. - ad1026 not filed. - Cash Rent Determination awaiting determination. - FCIC certification determination requirements not met. - Person determination not filed. -

6 Making Payments Using NPS

A Making Payments

All lump sum payments shall be issued using NPS.

Note: County Offices may make annual rental payments using NPS instead of the batch process, if desired.

To make NPS payments, under EFCRP Applications, CLICK **“Make NPS Payment”**. From the drop-down boxes, user selects the **“Fiscal Year”**, **“State”**, **“County”** and any additional search options user wants, and CLICK **“Submit”**.

United States Department of Agriculture
USDA Emergency Forestry Conservation Reserve Program (EFCRP)

Home | About FSA | Help | Contact Us | Log Off

EFCRP Applications
 PrePayment Report
 NonPayment Report
Make NPS Payment
 View Contract Payment Summary
 Block Payment
 Remove Payment Block

Make NPS Payment

Fiscal Year: 2008
 State: Mississippi
 County: Jasper
 Contract Number: 2
 Contract Type: Annual
 Payment Status: Unpaid

Submit

Click radio button next to the appropriate Farm and Tract Number, and CLICK **“Continue”**.

United States Department of Agriculture
USDA Emergency Forestry Conservation Reserve Program (EFCRP)

Home | About FSA | Help | Contact Us | Log Off

EFCRP Applications
 PrePayment Report
 NonPayment Report
Make NPS Payment
 View Contract Payment Summary

Make NPS Payments

Contract ID	Farm Number	Tract Number	Payment Type	Payment Status
<input checked="" type="radio"/> 2	0000349	0000067	AN	Unpaid

Continue Cancel

6 Making Payments Using NPS (Continued)

A Making Payments (Continued)

The Payment Information Screen will be displayed. If correct, CLICK “Make Payment”.

United States Department of Agriculture
USDA Emergency Forestry Conservation Reserve Program (EFCRP)

Home | About FSA | Help | Contact Us | Log Off

EFCRP Applications

- PrePayment Report
- NonPayment Report
- Make NPS Payment
- View Contract Payment Summary
- Block Payment
- Remove Payment Block

Payment information will be sent to NPS for the following contract:

Contract Number: 2
 Farm Number: 0000349
 Tract Number: 0000067
 Payment Type: AN

Producer Information:

Tax ID	Name	Previous Payments	Previous Payment Date	Amount Owed
***** **	JOHN R HOLDER	0.00	N/A	\$1,310.00

Make Payment | Cancel

B Paying Interest

The Prompt Pay Interest Screen will be displayed, if applicable. If user wants a different date than the “Existing Prompt Pay Interest” date, user **must** click the bottom radio button. To enter the date, user **must** tab from month to day to year. When correct, CLICK “Submit”.

United States Department of Agriculture
USDA Emergency Forestry Conservation Reserve Program (EFCRP)

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EFCRP Applications

- PrePayment Report
- NonPayment Report
- Make NPS Payment
- View Contract Payment Summary
- Block Payment
- Remove Payment Block

Prompt Pay Interest

Based on the contract's approval date of 12/28/2006, prompt pay interest is applicable.

Use the existing prompt pay interest date of 1/31/2008

Use the following date for prompt pay interest (mm/dd/yyyy format) :

/ /

Submit | Cancel

7 Viewing Contract Payment Summary

A Accessing View Contract Payment Summaries

To view contract payment summaries, under EFCRP Applications, CLICK “View Contract Payment Summary”. From the drop-down boxes, user selects the “Fiscal Year”, “State”, “County” and any additional search options user wants, and CLICK “Submit”.

The screenshot shows the USDA Emergency Forestry Conservation Reserve Program (EFCRP) website. The header includes the USDA logo and navigation links: Home, About FSA, Help, Contact Us, and Log Off. A sidebar menu under 'EFCRP Applications' lists options: PrePayment Report, NonPayment Report, Make NPS Payment, View Contract Payment Summary (highlighted), Block Payment, and Remove Payment Block. The main content area is titled 'View Contract Payment Details' and contains the following form fields:

- Fiscal Year: 2008 (dropdown)
- State: Mississippi (dropdown)
- County: Select County (dropdown)
- Contract Number: (text input)
- Contract Type: All (dropdown)
- Submit button

B Viewing Contract Payment Details

Click radio button next to the appropriate Farm and Tract Number, and CLICK “Submit”.

The screenshot shows the 'View Contract Payment Summary' page. It features a table with the following columns: Contract Number, Farm Number, Tract Number, Payment Type, and Status. The first row contains the data: Contract Number 2, Farm Number 0001786, Tract Number 0000578, Payment Type AN, and Status Unpaid. A radio button is selected next to the Contract Number '2', indicated by a red arrow. Below the table are 'Submit' and 'Cancel' buttons.

Contract Number	Farm Number	Tract Number	Payment Type	Status
<input checked="" type="radio"/> 2	0001786	0000578	AN	Unpaid

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7 Viewing Contract Payment Summary (Continued)

B Viewing Contract Payment Details (Continued)

Information about the payment will be displayed.

The screenshot shows the USDA website interface for the Emergency Forestry Conservation Reserve Program (EFCRP). At the top, there is a navigation bar with links for Home, About FSA, Help, Contact Us, and Log Off. A sidebar on the left lists EFCRP Applications, including PrePayment Report, NonPayment Report, Make NPS Payment, View Contract Payment Summary (which is highlighted), Block Payment, and Remove Payment Block. The main content area is titled "View Contract Payment Summary" and displays the following information:

Contract Number: 2
Farm Number: 0000349
Tract Number: 0000067
Payment Type: AN

Producer Information:

Tax ID	Name	Original Payment Amount
***** **	JOHN R HOLDER	\$1,310.00

Producer Payment Status: Paid

Payment Information:
Date Paid: 2008-02-27 Payment Amount: \$1,310.00

At the bottom of the page, there is a "Return to List" button.

Note: The "Date Paid" displayed is the date the payment request was sent to NPS.

8 Applying EFCRP Payment Blocks

A Accessing Block Payments

To access block payments, under EFCRP Applications, CLICK “**Block Payment**”. From the drop-down boxes, user selects the “**Fiscal Year**”, “**State**”, “**County**” and any additional search options user wants, and CLICK “**Submit**”.

Click radio button next to the appropriate Farm and Tract Number, and CLICK “**Continue**”.

	Contract ID	Farm Number	Tract Number	Payment Type
<input type="radio"/>	5	0001081	0000345	LS
<input type="radio"/>	6	0001081	0000349	LS
<input type="radio"/>	7	0000802	0000451	LS
<input type="radio"/>	18	0002668	0001244	LS
<input type="radio"/>	19	0002668	0001245	LS
<input type="radio"/>	24	0002668	0001464	LS
<input type="radio"/>	27	0001050	0001644	LS
<input checked="" type="radio"/>	34	0003519	0002079	LS
<input type="radio"/>	46	0001791	0002772	LS

8 Applying EFCRP Payment Blocks (Continued)

B Blocking Contract Payments

In the “Reason for blocking payment:” box, enter a reason for blocking the payment and CLICK “Submit”.

The screenshot shows the USDA Emergency Forestry Conservation Reserve Program (EFCRP) web application. At the top, there is a navigation bar with links for Home, About FSA, Help, Contact Us, and Log Off. A sidebar menu on the left is titled 'EFCRP Applications' and includes options like PrePayment Report, NonPayment Report, Make NPS Payment, View Contract Payment Summary, Block Payment, and Remove Payment Block. The main content area displays the following information:

Payment will be blocked for the following contract:

Contract Number: 34
Farm Number: 0003519
Tract Number: 0002079
Contract Type: LS

Producer Information:

Tax ID	Name	Original Payment Amount
*****	READ PROPERTIES LP	\$71,740.00

Reason for blocking payment:

Submit Cancel

9 Removing EFCRP Payment Blocks

A Accessing EFCRP Remove Payment Block

To access remove payments block, under EFCRP Applications, CLICK “Remove Payment Block”. From the drop-down boxes, user selects the “Fiscal Year”, “State”, “County” and any additional search options user wants, and CLICK “Submit”.

The screenshot shows the USDA Emergency Forestry Conservation Reserve Program (EFCRP) website. The header includes the USDA logo and navigation links: Home, About FSA, Help, Contact Us, and Log Off. A sidebar menu titled "EFCRP Applications" lists options: PrePayment Report, NonPayment Report, Make NPS Payment, View Contract Payment Summary, Block Payment, and Remove Payment Block. The main content area is titled "Remove EFCRP Payment Block" and contains the following search criteria:

- Fiscal Year: 2008 (dropdown)
- State: Mississippi (dropdown)
- County: Jasper (dropdown)
- Contract Number: (text input)
- Contract Type: All (dropdown)

A "Submit" button is located at the bottom of the search criteria.

Click radio button next to the appropriate Farm and Tract Number, and CLICK “Continue”.

The screenshot shows the results of the search. The header and sidebar are the same as in the previous screenshot. The main content area is titled "Remove Payment Block" and displays a table with the following data:

Contract ID	Farm Number	Tract Number	Payment Type
4	0000999	0000308	AN

Below the table, there are two buttons: "Continue" and "Cancel". A radio button is positioned to the left of the first row of data, with a red arrow pointing to it.

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9 Removing EFCRP Payment Blocks (Continued)

B Removing Payment Block

The contract to have the payment block removed will be displayed. If the information is correct CLICK “Submit”.

The screenshot shows the USDA Emergency Forestry Conservation Reserve Program (EFCRP) web interface. The header includes the USDA logo and the text "United States Department of Agriculture" and "Emergency Forestry Conservation Reserve Program (EFCRP)". A navigation bar contains links for Home, About FSA, Help, Contact Us, and Log Off. On the left, a menu titled "EFCRP Applications" lists options: PrePayment Report, NonPayment Report, Make NPS Payment, View Contract Payment Summary, Block Payment, and Remove Payment Block. The main content area displays the message: "The payment block will be removed for the following contract:". Below this, contract details are listed: Contract Number: 4, Farm Number: 0000999, Tract Number: 0000308, and Contract Type: AN. A section titled "Producer Information:" contains a table with the following data:

Tax ID	Name	Original Payment Amount
*****3786	WILLIAM R RUFFIN	\$2,616.00

At the bottom right, there are two buttons: "Submit" and "Cancel".

A message will be displayed confirming that the block has been removed. The contract is now available for payment.

The screenshot shows the same USDA Emergency Forestry Conservation Reserve Program (EFCRP) web interface as above, but with a success message: "The selected contract is now available for payment." The "Remove Payment Block" option in the left menu is highlighted. The rest of the interface, including the header, navigation bar, and menu, remains the same.